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MAINE STATE GOVERNMENT ANNUAL REPORT 1988-1989



**A Compilation of
Annual Reports of
State Departments and Agencies**

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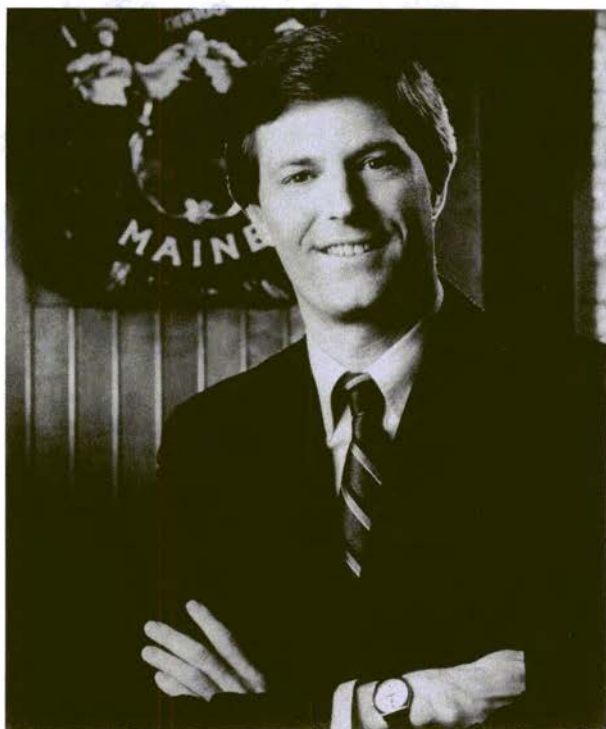
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

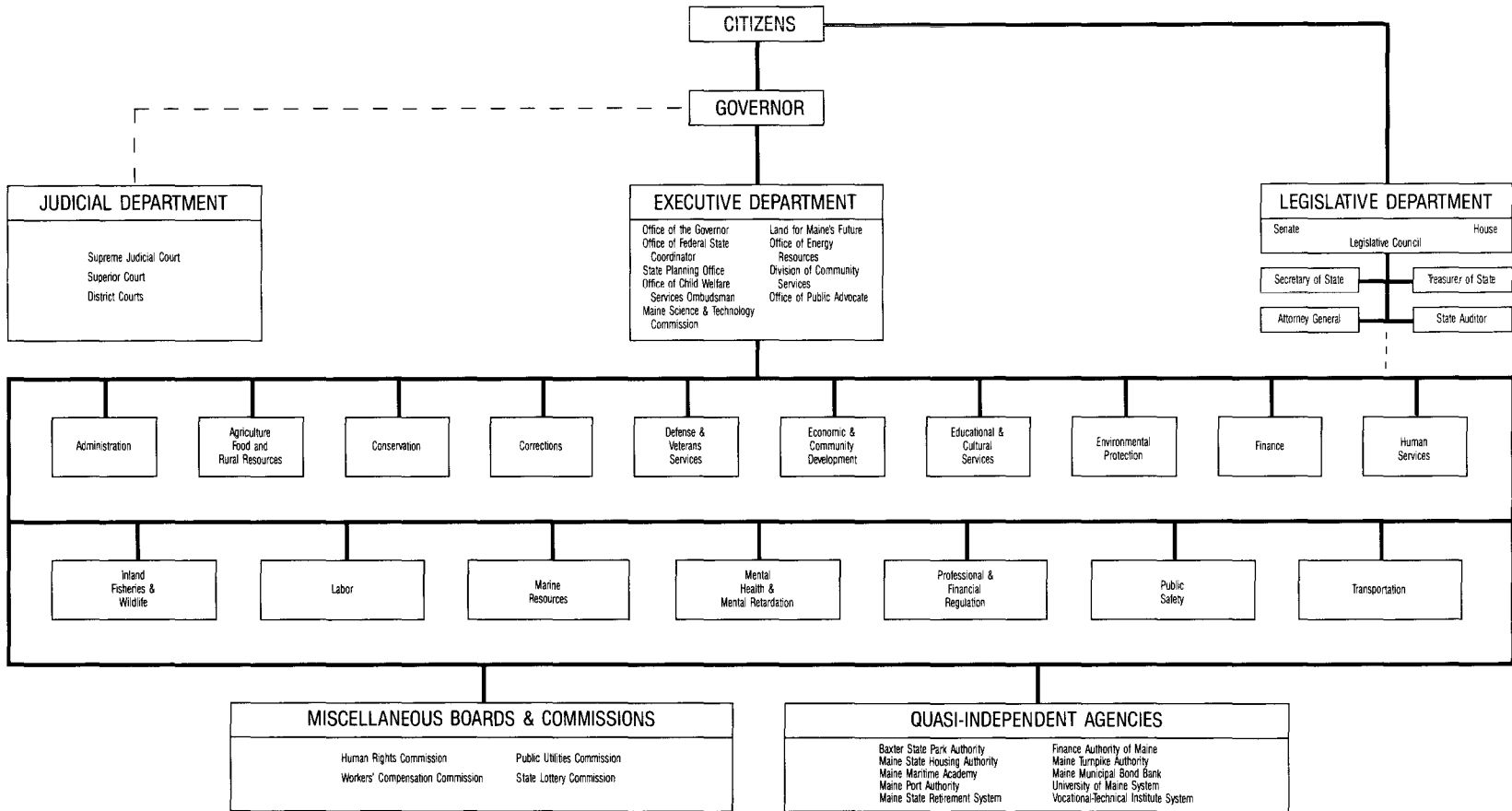
MAINE STATE GOVERNMENT ANNUAL REPORT 1988-1989



John R. McKernan, Jr.
Governor of Maine

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

Major State Agencies



FOREWORD

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

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

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

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

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

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

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

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

Reference:

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

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

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

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

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

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

- 01 Department of Agriculture, Food and Rural Resources
- 02 Department of Professional and Financial Regulation
- 03 Department of Corrections
- 04 Department of Conservation

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

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

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

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

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

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

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

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

PURPOSE: This is a brief expression of the agency’s overall objective, purpose or mission. Any revision was based, insofar as possible, on the original statement of the agency as con-

tained in its report but modified to make the sentence structure more continuous. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of any agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

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

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

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

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

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

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

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

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

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

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



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

THE EDITOR

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New England Interstate Water Pollution Control Commission	839
Whitewater Advisory Committee	840
Whitewater Safety Committee	841
Maine Commission for Women	842
Work Center Purchases Committee	845
Workers' Compensation Commission	846
Office of Employment Rehabilitation	848
Office of Employee Assistants	849

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

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

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

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

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

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

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

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

ABOLISHED ORGANIZATIONAL UNITS — FY 89

<i>Um-Unit</i>	<i>Name</i>	<i>Citation</i>	<i>Effective Date</i>
04-065	Maine Trails System Advisory Committee	1987 PL C. 786, subchp II, §11	08-04-88
04-066	Keep Maine Scenic	1987 PL C. 786, subchp II, §11	08-04-88
10-474	Advisory Committee on Radiation	1987 PL C. 786, subchp II, §13	08-04-88
12-182	Minimum Wage Rate on Construction Projects Board	1987 PL C. 786, subchp II, §14	08-04-88
18-352	Board of Trustees, Group Accident & Sickness, or Health Insurance (*See State Employees Health Comm.)	1987 PL C. 731, sec. 7	08-04-88
29-258	Advisory and Review Board on Driver Licensing and Vehicle Registration	1987 PL C. 786, subchp II, §18	08-04-88
30-273	Commission on Intergovernmental Relations	1987 PL C. 786, §1	08-04-88
90-040	Continuing Education Committee (Real Estate)	1987 PL C. 395, Pt. A, §174	06-24-87
92-196	Mental Health Advisory Council	1987 PL C. 887, §4	09-23-88
92-418	Ground Water Protection Commission	1987 PL C. 786, subchp II, §21	08-04-88
92-488	Occupational Safety Loan Review Panel	1987 PL C. 559, §B, 10	11-20-87
98-432	Vehicle Equipment Safety Commission	1987 PL C. 786, subchp II, §17	08-04-88
99-430	Eastern States Exposition Advisory Board	1987 PL C. 786, subchp II, §10	08-04-88

NEWLY CREATED UNITS — FY 89

<i>Um-Unit</i>	<i>Name</i>	<i>Citation</i>	<i>Effective Date</i>
01-307	Commission on Biotechnology & Genetic Engineering	7 MRSA §231	04-28-88
07-112	Maine Science and Technology Commission	5 MRSA §13122	04-28-88
16-241	E-9-1-1 Advisory Committee	25 MRSA §2925	01-01-89
18-350	State Employee Health Commission	5 MRSA §285-A	08-04-88
94-530	Maine Human Development Commission (name change: Formerly Maine Human Services Council)	5 MRSA §461	07-11-89

INACTIVE UNITS

<i>Um-Unit</i>	<i>Name</i>	<i>Citation</i>
01-307	Commission on Biotechnology and Genetic Engineering	7 MRSA, Sec. 231
05-071U	Commission on the University of Maine	1983 PL C. 839
05-092	Maine Education Council	20A MRSA, Sec. 651
07-102B	Governmental Metric Policies Committee	Exec Order 1, FY77
07-102G	Governor's Advisory Commission on Maine-Canadian Affairs	Exec Order 11, FY75
07-102I	Coastal Advisory Committee	Exec Order 12, FY84
07-102K	Governor's Council on Physical Fitness and Sports	Exec Order 1, FY81
07-102L	Advisory Committee for the Development of a Rail Transportation Policy	Exec Order 11, FY84
07-102N	Governor's Task Force on High Level Nuclear Waste	Exec Order 9, FY86
07-102P	Governor's Select Committee on Judicial Appointments	Exec Order 5, FY79
07-102T	Governor's Advisory Committee on World Trade	Exec Order 7, FY80
07-102U	Governor's Management Task Force	Exec Order 8, FY80
07-102V	Maine Consumer Coordinating Council	Exec Order 4, FY81
10-178	Adaptive Equipment Loan Program Fund Board	10 MRSA, Sec. 373
16-241	E-9-1-1 Advisory Committee	25 MRSA, Sec. 2925
92-139	Criminal Law Advisory Commission	17A MRSA, Sec. 1351
92-301	Advisory Committee on State Telecommunications	5 MRSA, Sec. 350
92-455	Commission to Study Workers' Compensation Insurance	PL 1983, C. 479
94-319	Board of Emergency Municipal Finance	30A MRSA, Sec. 6101
94-404	Mining Excise Tax Trust Fund Board of Trustees	5 MRSA, Sec. 453
94-464	Regional Agriculture Committee	Res. 1983, C. 46
98-394	New England Interstate Planning Commission	10 MRSA, Sec. 304
99-399M	Maine Science and Technology Board (See Maine Science & Technology Commission, Executive Department)	Exec Order 2 FY84/85

UNITS THAT DID NOT SUBMIT AN INDIVIDUAL REPORT

<i>Um-Unit</i>	<i>Name</i>	<i>Citation</i>
02-032	Securities Division (See Dept. of Professional and Financial Regulation, Bureau of Banking)	9B MRSA 212A
06-403	Office of Quality Assurance (DEP) (See Dept. of Environmental Protection— Administration)	38 MRSA 342
12-183	Division of Administrative Hearings— (Dept. of Labor)	26 MRSA 1082
30-264	(Office of) Executive Director of the Legislative Council (See Legislative Council)	3 MRSA, Sec. 163
30-268	Law and Legislative Reference Library (See Legislative Council)	3 MRSA, Sec. 171
90-469	Professional Advisory Committee (to MHCFC) (See Maine Health Care Finance Commission)	22 MRSA, Sec. 396P
90-470	Hospital Advisory Committee (to MHCFC) (See Maine Health Care Finance Commission)	22 MRSA, Sec. 396P
90-471	Payor Advisory Committee (to MHCFC) (See Maine Health Care Finance Commission)	22 MRSA, Sec. 396P
94-216	Maine Veterans' Small Business Loan Board (See Finance Authority of Maine)	10 MRSA, Sec. 1100A
94-410	State Emergency Response Commission (See Dept. of Defense and Veterans' Services, Me. Emergency Management Agency)	22 MRSA, 1696H
94-468	Natural Resource Financing and Marketing Board (See Finance Authority of Maine)	10 MRSA, Sect. 985
94-483	Pine Tree Partnership Fund Board (See Finance Authority of Maine)	10 MRSA, Sect. 353

DEPARTMENT OF ADMINISTRATION

CHARLES A. MORRISON, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #74, Augusta, Maine 04333

Telephone: 289-4505

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

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

Average Count—All Positions: 560

Legislative Count: 308

Organizational Units:

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

Bureau of Human Resources
Board of Trustees, Group Accident,
Sickness or Health Insurance
Bureau of State Employee Health
Risk Management Division

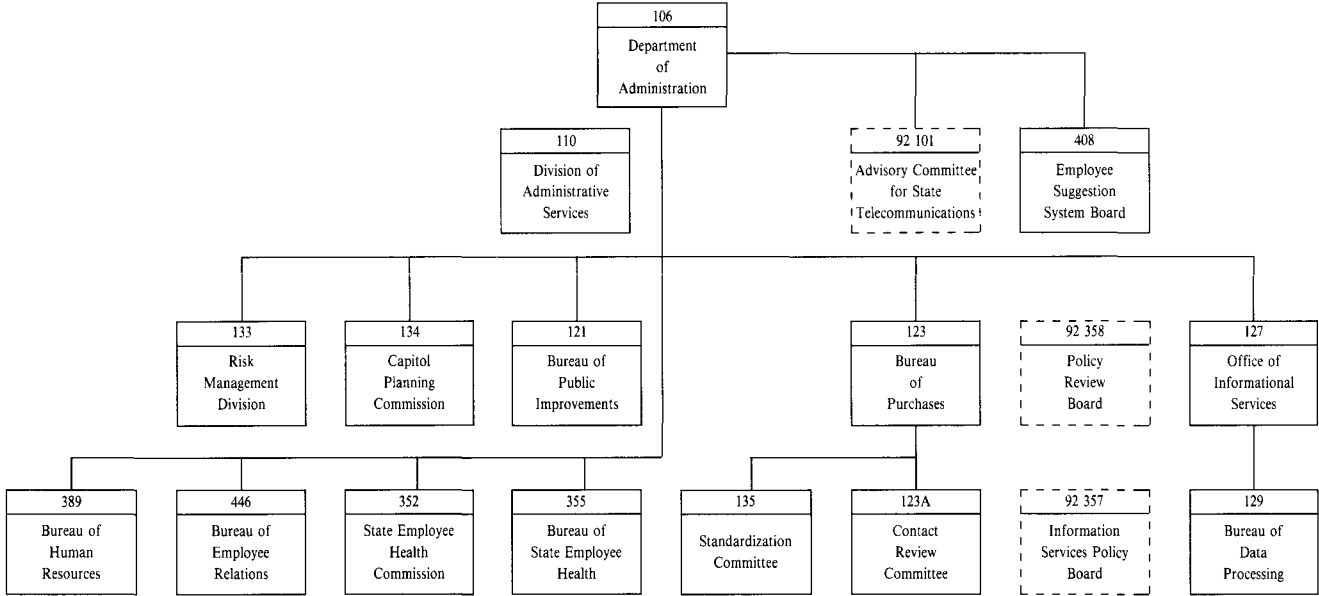
PURPOSE: The Department of Administration is responsible for providing central administrative services to the departments and agencies of State government, including human resource and labor relations services; insurance programs; purchasing, printing, and postal services; the provision and maintenance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

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

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

FINANCES, FISCAL YEAR 1989: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART **DEPARTMENT OF ADMINISTRATION** **UMB 18**



ADMINISTRATION

Approved by the Bureau of the Budget

ADMINISTRATION

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF ADMINISTRATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,483,134	6,107,199	135,040	295,433		4,945,462
Health Benefits	983,490	531,671	12,062	37,280		402,477
Retirement	2,227,687	1,214,377	28,316	55,807		929,187
Other Fringe Benefits	88,107	46,135	891	1,799		39,282
Computer Services—State	330,973	154,031	6,463			170,479
Rents	1,142,036	62,256	19,575			1,060,205
Other Contractual Service	13,892,522	3,661,829	687,774	235,919	14,580	9,292,420
Commodities	4,076,525	707,668	28,907	27,000		3,312,950
Grants—Subsidies—Pensions	740,693	277,475		11,599	79,306	372,313
Buildings and Improvement	4,918,694	3,677,605	353,971			887,118
Equipment	442,834	221,046	29,517		837	191,434
Interest—Debt Retirement	304,065	312	5	37		303,711
Transfers to Other Funds	8,748,826		9,858			8,738,968
TOTAL EXPENDITURES	49,379,586	16,661,604	1,312,379	664,874	94,723	30,646,006

DEPARTMENT OF ADMINISTRATION (Chief Administrative Unit)

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	75,169	75,169				
Health Benefits	4,269	4,269				
Retirement	17,620	17,620				
Other Fringe Benefits	950	950				
Computer Services—State	67	67				
Rents	61	61				
Other Contractual Service	6,814	6,814				
Commodities	768	768				
TOTAL EXPENDITURES	317,768	317,768				

ADMINISTRATION

DIVISION OF ADMINISTRATIVE SERVICES

GEORGE H. VILES, DIRECTOR

EDWARD KARASS, DIRECTOR OF FINANCE

JANET PIERCE, PERSONNEL OFFICER

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

Telephone: 289-4500

Mail Address: Statehouse Sta. #132, Augusta, Maine 04333

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 18; Unit: 110; Citation: 5 M.R.S.A., Sect. 1876

Average Count—All Positions: 14

Legislative Count: 14

PURPOSE: The Administrative Services Division provides financial, personnel, and other management support services to all units within the Department of Administration. The Division is the Department's liaison with State and Federal representatives for the development and approval of cost allocation programs. The Division also serves as legislative liaison and provides special project assistance for the Office of the Commissioner and other departmental units.

ORGANIZATION: The Administrative Services Division was established by statute on July 1, 1986, with the creation of the Department and is responsible to the Commissioner of Administration.

In FY '89 the division continued to place its personnel wherever possible with the bureaus served. In the spring of FY '89, the department proposed to the Governor and the Legislature that the division be dissolved, with outplaced staff formally transferred to the bureaus served and the remaining staff transferred to the Commissioner's Office. The proposal was enacted to be effective in FY '90.

PROGRAM: Key activities during the year included support for the preparation, representation and monitoring of budget and program legislation affecting the department; and support to the MFASIS automated system project to improve financial and human resources management. The division also implemented a new employee orientation program and provided training to bureau personnel in workers' compensation processing.

PUBLICATIONS:

Department of Administration Affirmative Action plan (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	327,205	327,205				
Health Benefits	26,893	26,893				
Retirement	62,259	62,259				
Other Fringe Benefits	2,375	2,375				
Computer Services—State	6,653	6,653				
Other Contractual Service	13,268	13,268				
Rents	150	150				
Commodities	5,451	5,451				
Equipment	1,044	1,044				
TOTAL EXPENDITURES	552,298	452,298				

ADMINISTRATION

CAPITOL PLANNING COMMISSION

DALE F. DOUGHTY, CHAIRMAN

JON OXMAN, Chairperson

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

Telephone: 289-4000

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

Established: 1967

Sunset Termination Scheduled to Start by: June 30, 1990

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

Average Count—All Positions: 9

Legislative Count: 0

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

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

PROGRAM: The Capitol Planning Commission met several times throughout the year conducting routine business within the scope of its responsibilities.

LICENSES, PERMITS, ETC.:

Sign Permits for:

Businesses

Any building within Capitol Complex

PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Improvements.

CONTRACT REVIEW COMMITTEE

RONALD H. LORD, CHAIRMAN

CARL T. SILSBY, Contract Administrator

Central Office: State Office Bldg., Augusta; *Floor:* 1

Telephone: 289-3521

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

Established: 1969

Sunset Review Required by: June 30, 1990

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

Average Count—All Positions: 1

Legislative Count: 0

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

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

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

During the past year, the Committee acted upon approximately 1,300 contracts and contract amendments involving a total expenditure of over \$45,000,000.00 in State and federal funds, for the purchase of an array of administrative, professional and technical services and resources not otherwise available within the State Government. This activity was conducted through independent review by Committee members as well as work sessions and meetings with agency representatives.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

BUREAU OF DATA PROCESSING

ARTHUR W. HENRY, JR., DIRECTOR

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

Telephone: 289-3631

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

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

Average Count—All Positions: 114

Legislative Count: 0

Organizational Units:

- Administrative Section
- Computer Operations Division
- Systems Software and Planning Division
- Systems and Programming Division
- Customer Assistance Division

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

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

BDP has reinforced its commitment to customer service over the last year by setting specific customer service goals and having each new member of the organization attend a thorough customer service seminar. Service goals are monitored to improve all aspects of the Bureau's service philosophy.

Bureau personnel have formed a customer group and during the year have held monthly meetings to review service and to enhance communication. These meetings have been very successful and will continue. Individual meetings between customers and BDP management have also been implemented and expanded through this past year.

Key changes include software and hardware enhancements to improve system availability and expand resources available to the customer agencies. A key organizational change has been the development of the Customer Assistance Division dedicated to improving data processing services and assisting the agencies in protecting their agency data processing resources.

PROGRAM:

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

In keeping with OIS/BDP goals, we have continued our expansion to further enhance our ability to serve the growing computer needs of state agencies. Problems that were encountered with the Honeywell DPS88/861 were addressed and successful negotiations with Honeywell/Bull resulted in the replacement of the DPS88 systems with a DPS90/91 system. The system has provided a 99% hardware availability from date of cut-over. Research efforts have continued to expand the usage of the Bull HN 3380 disk devices to reduce the number of MSU501 disk devices. Upgrade of two (2) 3380 devices to dual density was completed during the past year.

The NCR Comten Front End Processors have provided the necessary interface communications access for our customers to both our Bull HN and IBM mainframes; however, the de-

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mand and advanced technology has prompted detailed review of utilization and negotiations to upgrade the presently installed NCR processors.

The IBM 3090-150E hardware performance has been 99.9% available throughout the year. The utilization and pending new applications have initiated review to upgrade the present system along with increased DASD resource requirements. The increased usage of the 3480 cartridges has resulted in the implementation of Computer Associates (CA1/MVS) Automated Tape Library System. To enhance the Automated Tape Library further Computer Associates (DYNAM/T/CMS) will be tested and evaluated.

To provide additional expertise in responding to customer requests there have been three (3) major positions established within the Operations Division. First, Computer Operations Specialists for both the Bull HN and IBM systems have been filled; and second, an Assistant-Manager Operations has been approved to supervise the IBM and Network Control sections. The latter position will provide the ability to develop an RFP for Network Monitoring System, Matrix Switch and Modem contract.

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

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

In the data processing industry, it is important to protect one's investment in technology and services by maintaining currency with vendor improvements. Such upgrades and improvements this year included Release 5 of VM/SP and Release 3004 for GC0S8, two of our key operating systems. To improve system performance for our customers, the division increased the IBM mainframe's memory to 64 megabytes, and on the Bull mainframe began using a caching technique for frequently accessed disks. Providing for increased demand of disk storage space within existing floor space was accomplished by utilizing denser disk models within the same footprint.

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

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

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

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

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

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

Maintenance and enhancement services were provided for many State Government agencies. Among systems receiving ongoing support are Legislative Bill Status; Alcoholic Beverages Point-of-Sale; Tax Set-Off and Fuel Tax; Budget Position; Document and Work Program; Education Finance; Human Resources Employee; Retirement Payroll, Refunds and Member Accounting; Corrections Master Record Keeping; Human Services Resource Directory; and Secretary of State Corporations.

Customer Assistance Division: A redefinition of functions and responsibilities aligning staff in areas where they can more effectively meet the service level required by law was accomplished in early 1989. This redefinition of the Information Center Division to the Customer Assistance Division was initiated to allow the Bureau to allocate resources to meet our responsibilities in the areas of "adequate backup of all information services" and reliability in the operation and maintenance of systems throughout State Government.

The Customer Assistance Division is responsible for disaster recovery planning and preparation, security, risk assessment and monitoring, a help desk function, supplies and inventory, problem response oversight, problem change tracking, customer equipment lease, and the Bureau's customer service planning and management.

To date, the division has provided state agencies with guidelines for security and insurance assessment, has initiated new customer help procedures and has developed a 3-year plan.

The Division looks forward, with great expectation, to providing all customers more responsive services and helpful initiatives to better serve the Bureau's clients.

PUBLICATIONS:

Strategic Directions for Mainframe and Networking Computers

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF DATA PROCESSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,847,639					2,847,639
Health Benefits	204,833					204,833
Retirement	528,535					528,535
Other Fringe Benefits	21,976					21,976
Computer Services—State	20,700					20,700
Other Contractual Service	2,090,283					2,090,283
Rents	512,574					512,574
Commodities	2,681,911					2,681,911
Grants --Subsidies--Pensions	638					638
Interest—Debt Retirement	273,683					273,683
Transfers to Other Funds	585,953					585,953
TOTAL EXPENDITURES	9,768,725					9,768,725

ADMINISTRATION

BUREAU OF STATE EMPLOYEE HEALTH

FRANK A. JOHNSON, DIRECTOR

Central Office: 102 Sewall St., Augusta

Telephone: 289-4516

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

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

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

Average Count—All Positions: 17

Legislative Count: 0

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

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

PROGRAM: For Fiscal Year 1989, the major emphasis of the Bureau's activities was the expansion of the health promotion and risk reduction programs and the continued expansion of EAP services.

After introducing worksite blood cholesterol and blood pressure screening services in the Capitol area, the Bureau expanded those services and locations throughout the state. The delivery of other health promotion programs such as weight management/nutrition, smoking cessation, and AIDS education was also expanded to worksites in all sixteen counties. The Bureau also increased arrangements with local exercise and fitness providers to offer negotiated rates for state employees and their families.

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

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

PUBLICATIONS:

HEALTHY ME.—a pamphlet describing the Bureau's services (free)

Your EMPLOYEE ASSISTANCE PROGRAM (free)

QUESTIONS AND ANSWERS—EAP (free)

COMBAT HIGH CHOLESTEROL (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF STATE EMPLOYEE HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	436,348					436,348
Health Benefits	27,548					27,548
Retirement	85,175					85,175
Other Fringe Benefits	5,373					5,373
Computer Services—State	496					496
Other Contractual Service	341,792					341,792
Rents	35,616					35,616
Commodities	52,235					52,235
Grants—Subsidies—Pensions	21,695					21,695
Interest—Debt Retirement	80					80
Transfers to Other Funds	266,736					266,736
TOTAL EXPENDITURES	1,273,094					1,273,094

STATE EMPLOYEE HEALTH COMMISSION

FRANK A. JOHNSON, CO-CHAIR
JOHN VEADER, CO-CHAIR

Central Office: 219 Capitol St., Augusta

Telephone: 289-6780

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

Established: August 4, 1988

Sunset Review Required by: June 30, 2000

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

PROGRAM: The Commission renewed contracts for the health insurance program with Blue Cross and Blue Shield of Maine, for major medical coverage with Blue Alliance Mutual Insurance Company and for the voluntary prescription drug program with MEDCO. Contract renewals were awarded for the policy year ending April 30, 1990. Additionally, the Commission awarded a contract for managed care services with Health Professionals Review. Further, the Commission renewed the dental insurance contract with Northeast Delta Dental for the policy year ending June 30, 1989.

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PUBLICATIONS:

Your Health Care Portfolio (free)

Northeast Delta Dental: Dental Plan Description (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE EMPLOYEE HEALTH COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	135,040		135,040			
Health Benefits	12,062		12,062			
Retirement	28,316		28,316			
Other Fringe Benefits	891		891			
Computer Services—State	6,463		6,463			
Other Contractual Service	96,486		96,486			
Rents	8,635		8,635			
Commodities	7,099		7,099			
Equipment	16,436		16,436			
Interest—Debt Retirement	5		5			
Transfers to Other Funds	1,021		1,021			
TOTAL EXPENDITURES	312,454		312,454			

EMPLOYEE SUGGESTION SYSTEM BOARD

CHARLES A. MORRISON, COMMISSIONER OF ADMINISTRATION
GEORGE H. VILES, SYSTEM ADMINISTRATOR

Central Office: State Office Bldg., Augusta; Floor: 4 *Telephone:* 289-4520 (Voice)

Mail Address: Statehouse Sta. #74, Augusta, Maine 04333 289-4537 (TDD)

Established: 1981 *Sunset Review Required by:* June 30, 1990

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

Average Count—All Positions: 0 *Legislative Count:* 0

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

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

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

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

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

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PROGRAM: During FY'89, the Employee Suggestion System was revised to provide a more efficient management system for day to day operations. The management system was decentralized to provide for the increased involvement of departments through coordinators within each department.

Following the promotion of the program, sixteen suggestions were received toward the latter part of the fiscal year. Two suggestions were deemed ineligible as already implemented or covered by State statutes; one suggestion dealt with the purchase of vehicles and the other dealt with the administration of sick leave. An award of \$351.80 was made for a suggestion eliminating the use of carbons in a widely used five page form. The award represented 10% of the estimated annual savings to the State. The remaining suggestions are still under evaluation at the end of the reporting period.

Promotion and planning for enhancement of the Employee Suggestion System program remains ongoing.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1989: A cash award of \$351.80 was granted in FY 1989.

BUREAU OF EMPLOYEE RELATIONS

KENNETH A. WALO, DIRECTOR

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

Telephone: 289-4447

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

Established: July 1, 1986

Sunset Review Required by: June 30, 2000

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

Average Count—All Positions: 15

Legislative Count: 16

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

- (a) Develop and execute employee relations policies, objectives and strategies consistent with the overall objectives of the Governor;
- (b) Conduct negotiations with certified and recognized bargaining agents under applicable statutes;
- (c) Administer and interpret collective bargaining agreements, Workers' Compensation statutes, and coordinate and direct agency activities as necessary to promote consistent policies and practices;
- (d) Represent the State in all bargaining unit determinations, elections, prohibited practice complaints and any other proceedings (including MLRB and Court cases) growing out of employee relations, collective bargaining activities, and workers' compensation;
- (e) Coordinate the compilation of all data and information needed for the development and evaluation of employee relations and workers' compensation programs and in the conduct of negotiations;
- (f) Coordinate the State's resources as needed to represent the State in negotiations, mediation, factfinding, arbitration, workers' compensation and other proceedings;
- (g) Provide staff advice on employee relations and workers' compensation to the various departments and agencies of State government, including providing for necessary supervisory and managerial training; and
- (h) Provide for central case management for workers' compensation cases and worker rehabilitation programs.

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

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PROGRAM: In FY 1989, the Bureau completed negotiations for three-year successor agreements to six (6) collective bargaining agreements covering approximately 12,000 State employees. Agreements were also reached over the retention and recruitment stipends for nurses. The Bureau was also engaged in multi-union negotiations over the State's compensation system. The Bureau also is responsible for management representation on ongoing labor-management committees dealing with stress, safety (including asbestos-related issues), employee health, and other bargaining related activities.

The Workers' Compensation Unit supervises departmental handling of all Workers' Compensation claims involving State employees; supervises the contract with a private firm for claims and bill processing; and coordinates claim development for the Attorney General's Office in the representation of the State at all legal proceedings. 1,680 cases involving lost time or medical expenses were filed in FY 1989.

The Worker's Compensation Unit or its designees represented the State at 338 informal conferences during FY 1989.

In FY 1989 the Bureau also completed the sunset review process with a successful audit by the Program and Audit Review Committee.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	479,474	479,474				
Health Benefits	31,453	31,453				
Retirement	102,266	102,266				
Other Fringe Benefits	3,714	3,714				
Computer Services—State	17,671	17,671				
Other Contractual Service	299,916	299,916				
Rents	2,484	2,484				
Commodities	12,245	12,245				
Grants—Subsidies—Pensions	2,772	2,772				
Equipment	5,000	5,000				
TOTAL EXPENDITURES	956,995	956,995				

BUREAU OF HUMAN RESOURCES

NANCY J. KENNISTON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761 (Voice)

Mail Address: Statehouse Sta. #4, Augusta, Maine 04333 289-4537 (TDD)

Established: July 1, 1987 *Sunset Review Required by:* June 30, 2000

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

Average Count—All Positions: 40 *Legislative Count:* 40

PURPOSE: The Bureau of Human Resources is responsible for centralized administration of the State's Civil Service System. The mission of the Bureau is to adopt, amend and enforce Civil Service Rules and Regulations to ensure that positions essentially alike in duties and responsibilities are treated alike in pay and other civil service processes; to ensure that applicants for State positions are afforded fair and equal opportunity to obtain employment on the basis of merit and fitness; and through these merit programs and employee development and training

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programs, to promote effective services and economy for the conduct of State business. The Bureau of Human Resources is a service agency to the rest of State Government, and the Bureau's enacting legislation mandates a civil service system which is responsive to the needs of agencies and employees and contains provisions for the increased involvement of agencies in establishing policy and identifying problems and finding solutions to these problems.

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

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

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

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

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

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

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

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

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

PROGRAM: Throughout FY '89, the Bureau worked closely with the Policy Review Board, individual department heads and agency personnel managers to identify special service needs and to encourage their involvement in the Bureau's efforts to develop a Civil Service System which meets these needs.

In October-November 1988, the Bureau conducted a two-day human resource planning conference for Bureau of Human Resources staff and personnel managers and administrators of State agencies. This conference proved to be an excellent mechanism for bringing the problems which user agencies were experiencing with the State's Civil Service System to the forefront and for encouraging State agencies to help address these problems. The conference also provided the opportunity for the Bureau to communicate its openness and commitment to sharing

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the responsibilities for the design and administration of the State's Civil Service system with user agencies.

In these terms, the conference was a huge success. The cooperation, strategy and direction that resulted from this conference and the subsequent meetings of smaller representative work groups have provided the starting point for many civil service reforms. The details of these reforms are included in the separate reports of the Bureau's organizational units (Merit System Administration, Affirmative Action, Staff Development and Training, and Planning and Policy Development). These reforms, together with other reported accomplishments, evidence the Bureau's dedication to the following goals:

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

The Sunset Review process of the Bureau of Human Resources was conducted during this reporting period, and this process was very helpful to the Bureau in its effort to improve the State's Civil Service System.

Also, the Bureau devoted a great deal of time and effort to the MFASIS project (automated and integrated process for administration of the State's payroll, personnel and position management systems).

Merit System Administration: Bureau staff served on one or more of the several committees which were established in follow-up to the Bureau's November planning conference and, in cooperation with agency representatives on these committees, made several recommendations for improving the State's Civil Service system. Several of these recommendations have already been adopted and are included in this report.

Cooperative agreements were reached with several State agencies to increase the involvement of these agencies in recruitment and examination activities conducted for their respective position vacancies. The type and degree of agency involvement is tailored to the specific needs of the participating agency, and when possible, recruitment activities are planned and conducted in advance of actual vacancies. Job fair and related recruitment programs often included cooperative presentations by Bureau staff and agency recruiters.

Two rule changes were filed during the reporting period. The first places a three-time limit on the number of concurrent certifications for non-bargaining unit employees, and the second gives the Director authority to temporarily waive a civil service rule or rules if necessary to introduce and evaluate a new human resource management program.

The Bureau made a special effort to provide technical assistance to smaller State agencies and to keep these smaller agencies informed of Bureau activities. A staff person was selected to head this program and a schedule of quarterly meetings has been implemented.

The Bureau published a list of agency-specific classes in the competitive service, and as agencies establish an interest and capability for assuming responsibility for the recruitment and examination processes involved, these classes will be designated direct hire. Twenty-eight (28) of these classes have been designated direct hire to date.

The Bureau has implemented improved procedures for establishing new positions and ways to improve the Bureau's processes for classification and reclassification are being considered.

A labor-management agreement was reached to implement a one-year pilot project designed to increase the transfer opportunities for certain clerical positions in the Augusta-Hallowell-Gardiner area.

Initial plans were completed for the automation of employment registers.

The experience and training recruitment for placement on the Clerk Typist II register was modified to allow applicants for this class to qualify by the successful completion of office practice, business education, or typing proficiency courses at the secondary or higher level, as well as by job experience.

Typing performance tests were made an optional examination component for Clerk Typist positions. There is a large variance in the typing requirements of clerical positions in State government and the hiring agency may now choose to administer or not administer a typing perform-

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ance test in accordance with the typing requirements of the position being filled.

Early in FY '89, all of the larger agencies were entering personnel transactions directly to the State's human resource data base via computer terminals. However, these on-site entries continue to be audited by Bureau staff.

The Bureau continued its special effort to reduce the backlog of classification appeals and approximately 25 appeals were successfully resolved through discussions with operating agency managers and union representatives.

Bureau staff worked closely with project leaders responsible for implementing the newly purchased McCormack and Dodge system to help define system components and to communicate the Bureau's requirements for an effective personnel management system.

Negotiations with a coalition of unions over the State's job evaluation system was continued.

The Bureau continued to use the automated system developed to track applicants for State employment by minority status, veterans' status, sex, age and handicap through the application and examination processes required for placement on class registers. The tracking system provides the capability to determine the point in the screening and testing processes where a particular applicant group appears to be adversely affected, so that any needed corrective action can be taken. The system is also able to schedule applicants for testing, to perform statistical item analysis of written examination results, and to maintain a large number of records accurately and with minimal processing time.

Affirmative Action: The State Affirmative Action Coordinator continued to provide direction, support and technical assistance to State agencies in the implementation of Affirmative Action Programs, complaint investigations and related employee/supervisory training.

As part of the Bureau's overall affirmative action effort, a Supported Employment/Special Appointment Pilot Project was implemented near the end of April. The project is designed to increase access to and career success in State civil service employment for persons with severe disabilities. The Department of Mental Health and Mental Retardation and the Bureau of Rehabilitation provided funds to establish the position of Disability Employment Services Coordinator. The Coordinator screens project applicants who are referred through the Bureau of Rehabilitation, and contacts State hiring authorities to identify appropriate SE or SA placements. Civil service testing and register procedures are waived for project applicants, but applicants must be certified by their VR Counselor as having the ability to perform the duties of the position for which they are being considered safely and effectively prior to placement.

State Training and Development: Training and management consulting services were provided to approximately 3420 participants, including orientation for almost 660 new employees. Training included courses and programs in management skills, labor relations, clerical skills (including a Secretarial symposium which was attended by 329 participants), personnel policies, stress management, interviewing skills and other subjects relevant to management and professional and career development of State employees. Additionally, a wide range of organizational and management consulting services were provided to line agencies. These training and consulting services were provided by the four-member staff of the State Training and Development Unit and a 20-member Training Cadre drawn from line agencies.

This year the Bureau began to work with designated agency Training Liaisons to coordinate training activities for their individual departments. A consulting and technical program to assist agencies in conducting in-house training coordinated with the Bureau of Human Resources system was implemented. The result is that seven major agencies began providing their new employees with on-site orientation including a New Employee Orientation video.

The Bureau's use of University resources increased dramatically this year and included the following cooperative training projects: the Maine Executive Institute, Maine Management Institute, Creative Writing, Career Development, Conflict Management, Public Speaking, Communications, Stress, Running Effective Meetings, and Creativity and Organizational Innovation. In addition, the University participated in the Annual Secretarial Symposium, presenting portions of its newly created Secretary Administrative Assistant Institute. Work has begun on focusing the content of this program to State Government and it will be offered to administrative services employees as a six-day institute in the fall of '89.

The Governor's Employee Recognition Program, organized by the training staff and jointly administered by the Bureau of Human Resources and the Bureau of State Employee Health to honor employees with 25 years or more of career service, was expanded this year to include a full week of employee recognition activities in addition to the Governor's award ceremony.

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Planning and Policy Development: The Bureau continued its efforts to develop an implementation plan for transferring civil service functions now performed centrally to operational line agencies. Plan considerations include: ensuring that transfers can be accomplished within the Civil Service Law and Rules or, if needed, that changes to the law and rules are processed; ensuring that agencies have the resources and training needed to assume responsibility for transfers; ensuring that agencies understand transfer requirements and accountability; and ensuring that audit standards, protocols and procedures to be applied by the Bureau are negotiated with agencies prior to the transfer.

Bureau staff participated in several statewide sessions held to identify the State's requirements for the automated payroll, personnel and position management system and helped to resolve policy issues that were identified by this process. Also, Bureau staff worked with project leaders to define system components, to detail the Bureau's operational requirements and to help select the software having the best possible match to the State's requirements.

Two rule changes were processed and filed in accordance with the requirements of the State Administrative Procedure Act, and several laws, rules and policy bulletins were reviewed and evaluated in conjunction with the Bureau's effort to decentralize certain human resource management programs.

Bureau staff drafted legislative documents for proposed amendments to the Civil Service Law, tracked and reviewed legislation introduced by other State agencies for possible impact on the State's Civil Service System, and provided legislative research assistance as requested by the Commissioner.

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

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

Instructional Pamphlet for Oral Examination Candidates (Free)

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

A Listing of Classes Continuously Open to Application (Free)

Career Opportunity Bulletins (Announcements for Classes Open to Application for Employment) (Free)

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

Salary Schedules (Available through Central Warehouse, Bureau of Purchases, Order #F-139) (\$5.47 ea.)

Alphabetical Listing of Classes and Ranges (Available through Central Warehouse, Bureau of Purchases, Order #F139-B) (\$2.51)

Affirmative Action Plan (Available through Central Warehouse, Bureau of Purchases, Order #135) (\$2.44 ea.)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HUMAN RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	987,002	987,002				
Health Benefits	69,517	69,517				
Retirement	206,200	206,200				
Other Fringe Benefits	6,330	6,330				
Computer Services—State	95,952	95,952				
Other Contractual Service	259,790	165,995	93,795			
Rents	12,848	6,377	6,471			
Commodities	53,419	36,679	16,740			
Grants—Subsidies—Pensions	172	172				
Equipment	24,739	24,739				
Interest—Debt Retirement	18	18				
Transfers to Other Funds	585		585			
TOTAL EXPENDITURES	1,716,572	1,598,981	117,591			

OFFICE OF INFORMATION SERVICES

GEORGE E. BARKER, JR., DEPUTY COMMISSIONER

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

Telephone: 582-8884

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

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

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

Average Count—All Positions: 31

Legislative Count: 11

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

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

ORGANIZATION: Legislation enacted by the 112th Legislature during the 112th Second Regular Session established the Office of Information Services as a functional unit of the Department of Administration effective July 1, 1986. The same legislation created an Information Services Policy Board to assist the Deputy Commissioner in meeting the purpose and mission of the Office. The Bureau of Data Processing was also created to provide the major data processing services in State Government including computer operations, programming and application systems. During the 1987 fiscal year the office was organized into functional divisions and units to properly administer the planning, training and management review responsibilities along with the above mentioned data processing services. The 113th Legislature moved the Division of Telecommunications from the Bureau of Public Improvements to the Office of Information Services. Therefore, effective July 1, 1987 the Office of Information Services has included the Bureau of Data Processing, a Quality Assurance Division, a Planning Division, a Telecommunications Division and a Training Division. The Quality Assurance Division became the Customer Support Services Division in FY 89, with the added function of adapting technological advancements to state agency needs.

PROGRAM:

Planning and Management Services Division

Interagency planning efforts focused on two statewide, strategic initiatives. MCJUSTIS (Maine Criminal Justice Information System) became a reality through the combined efforts of the Commission on Computerization of Criminal History Information, the Department of Public Safety, and the Office of Information Services. As a result, a management process as well as a broad-based constituency support the continuing development of this system. The other major strategic planning success was the initiation of a GIS planning process with multi-organizational support and representation. Selection of a database management product for the State's technical infrastructure was completed in concert with a technical steering committee of data processing managers. The Division assisted the Department of Economic and Community Development, Baxter School, the Bureau of Health, Disability Determination Services, the Department of Marine Resources, the Department of Defense and Veterans' Services, the Bureau of Taxation, the Department of Public Safety, the Department of Conservation, and the Department of Educational and Cultural Services in various information systems projects. Finally, the Division and the Maine Municipal Association co-sponsored a successful 1st Annual Conference on Strategic Resource Management.

Training and Development Services Division

The Training Division of OIS sponsored 109 seminars and classes which provided training to 964 State employees. These sessions were focused on three distinct training tracks: profes-

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sional, managerial, and technical. Under the auspices of a cooperative training agreement with the University of Maine System, we continued to utilize a jointly operated and equipped computer lab. Faculty, facilities and systems have been shared as well. Another computer training lab was established at the OIS office in Gardiner primarily for technical training in mainframe applications.

Customer Support Services Division

Customer Support Services (CSS) was formed during the third quarter (January-March 1989) by merging the existing functions of the former Quality Assurance Division with additional responsibilities. The main focus of these responsibilities is on researching the rapid technological advancements and to determine how State agencies could enhance the services they provide.

At the present time, CSS, with the involvement of other agencies, is investigating mid-range operating system software and local area network communication issues. Research such as this will result in reports and recommendations for standards.

With the proliferation of personal computers in the workplace, establishment of a Statewide comprehensive support structure was essential for compatibility and continued system operations. A new program provides for volume purchase discounts, timely on-site maintenance and deliveries, and access to highly skilled personnel which would be very costly to duplicate in-house.

Other activities during the past year include assisting the departments of Transportation, Conservation, Educational and Cultural Services, Environmental Protection, Defense and Veterans' Services, Human Services, Labor, Mental Health and Mental Retardation, the Public Utilities Commission, and the Maine State Retirement System with the acquisition and contracting of departmental information systems; performing broad level data processing audits with a detailed follow-up in areas with higher risk factors; and providing a resource to resolve discrepancies between the State and data processing service providers.

Telecommunications Division

Most of the Office of Information Services Telecommunications Division's efforts during the past year centered around the implementation of the phase I reorganization plan, entitled the Strategic Telephone and Telecommunications Update (published in April 1988) and around the research and development necessary to formulate networking plans. Less than critical activities, largely dependent upon increased staff, were deferred until Legislative action was taken in June of 1989 to increase the authorized position count.

Nodal Telecommunications System contract negotiations were completed and AT&T systems, including all necessary wiring, were installed in 9 locations. A professional trainer and dedicated technician were acquired to begin our "pro-active" customer support program. An RFP for Hybrid System was issued and awarded to Northern Telecom Inc. Seven Hybrid class systems were installed. CENTREX services, particularly in the Augusta area, provided a constant source of new installations, moves and changes. Seven CENTREX installations had major project status, of which 4 were in Augusta, 1 in Bangor and 2 in Lewiston. Working closely with AT&T, IBM and Digital, the Division developed wiring standards for State Government. New installations and major renovations during the period were wired under the new standard which supports both voice and data.

During the past year, a tri-city (Augusta, Hallowell, Gardiner), 4 location network, utilizing digital DS1 facilities, was developed to give the Division an opportunity to demonstrate to customers how things should work and provide an inexpensive yet very effective R&D facility. Some of the functions made available to pilot network users were: "simplified dialing", digital stations, switched data, discount plans for interstate long distance, electronic tandem networking, voice mail, Digital Equipment Corp. Microvax support, and remote monitoring. In accordance with our plan, Telecommunications Devices for the Deaf (TDD's) were installed in key locations throughout central government.

The Telecommunications Division, formerly spread over 3 floors in the State Office Building, was moved to new headquarters in Gardiner. The "CENTREX Room," the underground cable vault in Augusta, was remodeled. OIS participated in both formal and informal sharing of information with the University of Maine System. The culmination of the year's activities was the development of "An Inventory of State Government and University of Maine System Telecommunications Services and Resources," an OIS funded, Ernst & Whinney—Network Strategies compiled document, detailing the system in place in the fall of 1988.

The Telecommunications Division, working closely with the Department, the Bureau of the Budget and the Committee on Appropriations and Financial Affairs, resolved a number

ADMINISTRATION

of legal problems that greatly handicapped the ability to reorganize and develop an effective management system. With their assistance, additional staff will be added, issues of ownership resolved, and a better ability to meet equipment needs will be developed.

Advisory Committee on State Telecommunications

The Committee has not met in a number of years and was again inactive in 1988-89. Committee membership is comprised of agencies which in the past have been primarily concerned with radio (microwave) networks. A number of issues normally associated with this group have in the past year been reviewed by a Joint State/University Telecommunications Planning Group (please see Office of Information Services, Telecommunications). There has also been much planning and research and development done by the Office of Information Services in regard to all forms of networks.

PUBLICATIONS:

DECD Information Systems Plan
Baxter School Information Systems Plan
MCJUSTIS Video
MCJUSTIS Report (quarterly newsletter)
Disability Determination Services Phase I Report
Report on the Collections and Organization of Data for Effective Use in State Government

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF INFORMATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	603,883	313,685				290,198
Health Benefits	40,339	17,917				22,422
Retirement	125,440	65,208				60,232
Other Fringe Benefits	6,221	3,782				2,439
Computer Services—State	130,022	16,947				113,075
Other Contractual Service	452,094	65,346				386,748
Rents	61,328	21,777				39,551
Commodities	387,749	4,360				383,389
Grants—Subsidies—Pensions	75					75
Equipment	9,117	9,117				
Interest—Debt Retirement	29,897	3				29,894
Transfers to Other Funds	7,750,057					7,750,057
TOTAL EXPENDITURES	9,596,222	518,142				9,078,080

BUREAU OF PUBLIC IMPROVEMENTS

DALE F. DOUGHTY, DIRECTOR

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

Telephone: 289-4000

Established: August 28, 1957

Sunset Review Required by: June 30, 2000

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

Average Count—All Positions: 168

Legislative Count: 202

PURPOSE: The Bureau of Public Improvements was established to provide the planning, development and monitoring of the construction of all public improvements and public school facilities, maintenance and repair of all public improvements, property records control and

ADMINISTRATION

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

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property, and preserve and keep them in proper condition. The first Superintendent of Public Buildings was the then former Governor William King who was charged with the responsibility of erecting the State's first capitol. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly created Bureau of Public Improvements administered by a State Director of Public Improvements who is appointed in the same manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvement and property management functions. The latter became the responsibility of the Bureau's Property Management Program. The Bureau was charged with broad responsibilities for planning and plan review; design and construction of public improvements; Statewide repair and capital budgeting; and lease space and telecommunications management, among other duties.

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

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

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

In 1977 and 1980, a total of \$15 million was authorized by the Legislature and voters for a comprehensive program of energy conservation in public schools and State buildings. BPI has shared responsibility for the school program with the Department of Educational and Cultural Services and has been charged with complete responsibility for the Stateside part of the program. In 1981, the Legislature authorized for public referendum and the voters approved an

ADMINISTRATION

additional \$2 million to continue the State building energy conservation program. In addition, two permanent positions were added to the staff for long-term energy management work.

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

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

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

Professional Services Division. The Professional Services staff oversees renovations, maintenance and repairs of roughly 3,000 state-owned buildings, consisting of approximately 11,000,000 square feet. The planning, design, review and construction monitoring staffs serviced approximately \$69,452,323 worth of public improvements during the past year. This has consisted of 56 public schools constructed worth \$59,683,519 and capital construction projects on 210 State projects worth \$9,768,804. Architectural and engineering costs, contingency, as well as other project costs on the above projects total an additional \$10,417,848.

The Energy Conservation and Management Unit has, since the last report, a remainder of \$170,000 worth of projects to implement at the Augusta Mental Health Institute which are being match-funded by the Exxon Over-Charge Fund monies. A grant period extension of one year has been requested and received to complete this work. With the \$1,450,000 Stripper Well Allocation, over 60 energy projects totalling in excess of \$550,000 have been implemented. The unit completed the electrical energy in State facilities conservation study and program development as requested by the Legislature and submitted their report with recommendations for approval. Exploration of third party financing has been initiated through a feasibility study contract to reduce electrical consumption by a million kilowatt-hours per year on the Capitol Complex meter. The unit has also been engaged in development of a statewide preventative maintenance program.

Property Management Division. This Division has responsibility for maintenance and care of 46 buildings in the Capitol, A.M.H.I., and Hollowell Annex complexes. Size and structure varies from modified single units to the seven story State Office Building. Total area exceeds 1.4 million square feet of floor space and 28 plus acres of associated grounds.

The Division completed a large number of space renovations throughout the complexes including areas of the Education, Human Services, Ray, Deering and State Office Buildings. There were significant expansions of the MOICC building at 59 Winthrop Street in the Hollowell Annex and the B.P.I. Service Building in the Capitol Complex.

Major safety and security projects included the completion of the State Office Building and parking lot "C" area lighting and connections of the Liquor Warehouse, Labor Building, Old Max and the Hollowell Annex to the DELTA System. A new programmable Gamewell Fire Alarm system with new pull stations, horns and audio evacuation system was installed in the State Office Building.

A beautification project of the Blaine Memorial was completed using the original design and limiting entry of motor vehicles.

A recycling program of office waste paper, initiated by Executive Order, was instituted in several of the Capitol Complex buildings with the cooperation of GROW Industries. It is estimated that solid waste disposal to landfill has been reduced by approximately 60% from those buildings currently under the program and a targeted 72% is expected once full implementation is achieved.

Property Records Program. The year started with the Property Records ledgers showing a total cost valuation for Plant and Equipment of \$357,582,079. During the year, this division audited and accounted for \$15,521,157 additions and \$5,280,440 retirements to the Capital Equipment Accounts, and Plant Reports were prepared showing additions of \$16,347,648 and retirements of \$1,878,829 to the Land, Building and Structures and Improvements Accounts. The 1989 year closed with a cost valuation for plant and equipment of \$382,291,615.

Division of Space Management. This Division assists State agencies in obtaining acceptable office facilities space either through use of existing State structures or the leasing of out-

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side space. Services include: lease specifications, requests for proposals and negotiations, space planning and office layout, space allocation in existing State facilities and general property management for Bureau leased property.

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

A growing and responsive State Government has created a greater need for additional acceptable office facilities. The selection of work sites that are efficient and provide a healthy environment has a high priority. Sites must also meet client and agency needs. Proposed lease locations must be acceptable in terms of site soils, energy use, lighting efficiency, inside air quality and full accessibility for the handicapped. Market conditions in major population centers are contributing to a less competitive scenario with higher lease costs. New leases are being negotiated in the range of 13-15 dollars per square foot. Ongoing efforts to combine agencies in single locations continue. At present, lease space Statewide in the amount of 8,898,500 square feet, costing over \$9,546,363 is under contract. Capitol area lease facilities are at 64 locations, totalling 416,480 square feet, at a cost of \$3,285,647.

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

LICENSES, PERMITS, ETC.

Parking Permits for:

Temporary Handicapped	Car Pooling
Service Vehicles	Commissioners
Outside Agency	

PUBLICATIONS:

Rules and Regulations — Capitol Planning Commission — n/c
Life Cycle Analyses — n/c

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,705,205	3,409,772		295,433		
Health Benefits	377,584	340,304		37,280		
Retirement	709,679	653,872		55,807		
Other Fringe Benefits	27,783	25,984		1,799		
Computer Services—State	16,421	14,777				1,644
Other Contractual Service	8,486,258	2,932,627	497,493	235,919	14,580	4,805,639
Rents	36,085	31,407	4,469			209
Commodities	689,568	641,856	5,068	27,000		15,644
Grants—Subsidies—Pensions	193,272	62,367		11,599	79,306	40,000
Buildings and Improvement	4,751,816	3,677,605	353,971			720,240
Equipment	228,342	181,146	13,081		837	33,278
Interest—Debt Retirement	325	288		37		
Transfers to Other Funds	8,252		8,252			
TOTAL EXPENDITURES	19,230,590	11,972,005	882,334	664,874	94,723	5,616,654

ADMINISTRATION

BUREAU OF PURCHASES

RONALD H. LORD, STATE PURCHASING AGENT

Central Office: State Office Bldg., Augusta

Telephone: 289-3521

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

Established: 1931

Sunset Review Required by: June 30, 1990

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

Average Count—All Positions: 77

Legislative Count: 19

Organizational Units:

Purchasing Division

Central Printing

Surplus Division—State and Federal

Contract Review Committee

Central Mail Service

Central Warehouse

Central Photo Laboratory

Central Convenience Copiers

Standardization Committee

Blind Made Products Committee

PURPOSE: The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State government; to purchase or contract for all postal service required for the use of the State government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

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

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

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

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PUBLICATIONS:

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

Salary Schedule (Price \$1.50).

Personnel Rules (Price \$3.00).

State House Station Directory—Free at present time.

Equal Employment Opportunity (Price \$2.50).

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

Class, Titles, and Ranges (Price \$2.50)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,781,705	410,830				1,370,875
Health Benefits	180,093	32,430				147,663
Retirement	332,958	77,713				255,245
Other Fringe Benefits	11,763	2,269				9,494
Computer Services—State	34,564					34,564
Other Contractual Service	298,717	39,176				259,541
Rents	472,255					472,255
Commodities	165,851	4,705				161,146
Grants—Subsidies—Pensions	49,715					49,715
Interest—Debt Retirement	54					54
Transfers to Other Funds	129,024					129,024
TOTAL EXPENDITURES	3,456,699	567,123				2,889,576

RISK MANAGEMENT DIVISION

TIMOTHY W. SMITH, DIRECTOR OF RISK MANAGEMENT

Central Office: State Office Bldg., Augusta; *Room:* 304

Telephone: 289-2341

Mail Address: Statehouse Sta. #85, Augusta, Maine 04333

Established: 1965

Sunset Review Required by: June 30, 1990

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

Average Count—All Positions: 4

Legislative Count: 4

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

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

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

The Risk Management Division's ability to handle larger financial risk has increased in many areas its self-insured retention. This year most major policies were put out to bid. Even with increase in coverages, the State was able to save in excess of \$300,000 in premium. Subrogation collection of \$296,557.99 reflected a successful effort on behalf of state agencies.

A new area of coverage is the self-insured Foster Parent and Respite Care Liability Program. This program covers general liability and property damage liability caused by participants and allegations of physical and sexual abuse and alienation of affection. Approximately 3,000 participants are in the insurance program.

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

STATE PROPERTY INSURANCE

Company: Continental Insurance Company

Agency: Fred S. James

Term: 7/1/88-7/1/89

Insured Amount: \$1,294,822,526

Annual Premium: \$161,853.00

Self-Retention: \$1,000,000.00

Claims Incurred: \$307,779.58

BOILER

Company: Hartford Steam Boiler Inspection & Insurance Co.

Agency: Johnson & Higgins of ME, Inc.

Term: 7/1/88-7/1/89

Annual Premium: \$34,588.00

Deductible: \$5,000.00

Claims Incurred: None

COMPREHENSIVE BLANKET BOND

Companies: Hartford Accident & Indemnity Company, Aetna Casualty & Surety, and U.S.F.&G.

Agency: The Dunlap Agency

Term: 7/9/88-7/9/89

Coverage: Employee Fidelity, money & securities, and food stamps

Number of Employees: 19,547

Premium: \$43,351.00

Losses Incurred: \$240,000.00

Deductible: \$5,000.00

OCEAN MARINE/BOAT INSURANCE

Company: Insurance Company of North America

Agency: W.C. Ladd & Sons, Inc.

Term: 7/1/88-7/1/89

Premium: \$210,421.00

Claims Incurred: \$40,511.72

Deductible: Various

POLICE PROFESSIONAL LIABILITY

Company: State of Maine Self-Insurance Fund

Agency: Risk Management Division

Term: 7/26/88-7/26/89

Premium: \$125,000.00

Claims Incurred: \$20,000.00

Deductible: \$1,000.00

ADMINISTRATION

GENERAL LIABILITY INSURANCE

Company: United States Fidelity & Guaranty Insurance Company
 Agency: The Dunlap Agency
 Term: 9/13/88-9/13/89
 Premium: \$62,728.00
 Claims Incurred: \$5,200.00
 Deductible: None

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: State of Maine Self-Insurance Fund
 Agency: Risk Management Division
 Term: 9/8/88-9/8/89
 Limits: \$300,000 per occurrence
 Premium: \$826,965.00
 Deductible: \$500.00
 Number of Units: 3,871
 Claims Reported: 418
 Claims Incurred: \$531,706.18

AIRCRAFT FLEET INSURANCE

Company: United States Fire Insurance Co.
 Agency: Johnson & Higgins of ME, Inc.
 Term: 8/6/88-8/6/89
 Premium: \$31,565.00
 Claims Incurred: \$4,629.44
 Deductible: \$50,000.00

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RISK MANAGEMENT DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	104,464	104,062				402
Health Benefits	8,899	8,888				11
Retirement	22,239	22,239				
Other Fringe Benefits	731	731				
Computer Services—State	1,964	1,964				
Other Contractual Services	1,547,104	138,687				1,408,417
Commodities	20,229	1,604				18,625
Grants—Subsidies—Pensions	260,304	114				260,190
Buildings and Improvement	166,878					166,878
Equipment	158,156					158,156
Interest—Debt Retirement	3	3				
Transfers to Other Funds	7,198					7,198
TOTAL EXPENDITURES	2,298,169	278,292				2,019,877

ADMINISTRATION

STANDARDIZATION COMMITTEE

RONALD H. LORD, RECORDING SECRETARY

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

Telephone: 289-3521

Established: 1931

Sunset Review Required by: June 30, 1990

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

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

FINANCES, FISCAL YEAR 1989: 5 MRSA Sect 1814 provides that expenditures of this unit shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

ADVOCACY SERVICES

MAINE ADVOCACY SERVICES

LAURA PETOVELLO, EXECUTIVE DIRECTOR

Central Office: One Grandview Place, Winthrop
Mail Address: P.O. Box 445, Winthrop, Maine 04347

Telephone: 377-6202
1-800-452-1948

Established: October 1, 1977

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

Average Count—All Positions: 18

Legislative Count: 0

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

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

ORGANIZATION: MAS is a private non-profit agency with a governing Board of Directors. It is directly responsible to the Governor and Legislature and is certified by the Governor to act as the State Protection and Advocacy Agency. It has a staff of 18 people, including (8) Field Advocates, (3) Attorneys, (2) Program Directors, (1) Administrative Assistant, (1) Office Manager, (2) Secretaries, and (1) Executive Director.

PROGRAM: In FY 1989, MAS served approximately 2,000 people and provided training to an additional 400. Priorities for service based on potential risk of harm to the person with a disability were established for use when the agency cannot assist all eligible clients.

MAS increased staff in its Mental Health Protection and Advocacy Program to represent people with a mental illness who reside at AMHI and BMHI.

Involvement of people with disabilities and family members on the Board of Directors and Advisory Committee will continue as before.

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

ADVOCACY SERVICES

FINANCIAL STATEMENTS MAINE ADVOCACY SERVICES, INC. FOR THE MONTH ENDED JUNE 30, 1989

	MONTHLY			YEAR TO DATE			ANNUAL
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	BUDGET
INCOME							
Fed P&A							
& 88 CO	\$ 12,637	\$15,919	(\$ 3,282)	\$129,322	\$143,272	\$(13,950)	\$191,030
Fed MHP & A							
& 88 CO	7,560	12,633	(5,073)	82,929	113,693	(30,764)	151,590
State (VR)	-0-	5,833	(5,833)	52,620	52,500	120	75,252
State (SS)	-0-	8,384	(8,384)	75,452	75,452	-0-	95,350
DMH & 88 CO	-0-	3,870	(3,870)	32,625	34,833	(2,208)	46,444
DECS	10,944	3,648	7,296	43,775	32,831	10,944	43,775
St. Dir. & CO	-0-	3,634	(3,634)	28,917	32,708	(3,791)	43,611
Legal	-0-	250	(250)	-0-	2,250	(2,250)	3,000
Misc.	217	83	134	3,437	750	2,687	1,000
TOTAL INCOME	\$31,358	\$54,254	\$(22,896)	\$449,077	\$488,289	\$(39,212)	\$651,052
EXPENSES							
Pers./Frin.	\$39,310	\$36,644	\$(2,666)	\$298,413	\$329,795	\$31,382	\$439,727
Adm. Fees	272	-0-	(272)	544	-0-	(544)	-0-
Travel	2,720	3,277	557	17,874	29,497	11,623	39,330
Insurance	-0-	1,000	1,000	9,986	9,000	(986)	12,000
Rent	3,550	2,800	(750)	28,057	25,200	(2,857)	33,600
Telephone	2,501	2,583	82	17,759	23,250	5,491	31,000
Sup./Cop./Pos.	470	883	413	4,010	7,950	3,940	10,600
Capital Equipment	-0-	1,125	1,125	11,672	10,125	(1,547)	13,500
Staff Dev.	2,053	1,865	(188)	16,240	16,781	541	22,375
Pers. Prop.	-0-	29	29	79	262	183	350
Professional Fees	505	956	451	21,043	8,602	(12,441)	11,470
Litigation	-0-	250	250	550	2,250	1,700	3,000
Maintenance/Repair	-0-	292	292	2,415	2,625	210	3,500
Express Mail	7	8	1	71	75	4	100
WATTs	868	792	(76)	5,731	7,125	1,394	9,500
Special Projects	540	1,667	1,127	1,097	15,000	13,903	20,000
Interest Expense	-0-	-0-	-0-	350	-0-	(350)	-0-
Miscellaneous	83	83	-0-	1,684	750	(934)	1,000
TOTAL EXPENSES	\$52,879	\$54,254	\$1,375	\$437,575	\$488,287	\$50,712	\$651,052
SURPLUS (DEFICIT)	\$(21,521)	\$ -0-	\$(21,521)	\$11,502	\$(-1)*	\$11,500	\$ -0-

*Note: Discrepancy is caused by rounding of figures

MAINE COMMITTEE ON AGING

MARGARET RUSSELL, CHAIRPERSON
ROMAINE M. TURYN, Director

Toll Free: 1-800-452-1912 (Long Term Care Ombudsman Program only)
Central Office: Augusta Plaza, Augusta *Telephone:* 289-3658
Mail Address: Statehouse Sta. #127, Augusta, Maine 04333
Established: August 8, 1953 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; Umbrella: 92; Unit: 159; Citation: 22 M.R.S.A., Sect. 5108
Average Count—All Positions: 7 *Legislative Count:* 6

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

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

In 1981, the Committee's legislation was amended to provide for confidentiality and access to resident records for the Committee's Ombudsman Program (PL 1981, Chapter 72). The Legislature further amended the Committee's legislation in 1982, (P.L. 1981, Chapter 703) by making it an independent advisory committee located outside the Department of Human Services. In 1985, the Maine Committee on Aging legislation was again amended to give the Ombudsman Program authority to investigate complaints made on behalf of residents in adult foster homes. Legislation enacted by the Second Regular Session of the 112th Legislature expanded the scope of the Ombudsman Program to include elderly consumers of home based care services and provided funds to support an additional position for the program.

PROGRAM: The Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 200,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation, meals and home care, but also with expanding the strengths and potentials of Maine's elderly to improve the quality of life. In addition, the Committee seeks to heighten the public's awareness of aging.

Since July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, has received a grant from the Administration on Aging to administer a Long Term Care Ombudsman Program, pursuant to legislative authority to investigate resident complaints in these facilities (22 MRSA 5112). The statewide program follows up on complaints made by residents or on their behalf; researches issues and promotes policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Department of Human Services, and area agencies on aging to assist in meeting those identified needs. A grant from the Administration on Aging funds a full time Ombudsman, and State funds provide for two assistant Ombudsmen. The program has 15 volunteer ombudsman and may empower up to 25 volunteer ombudsman statewide. This Program now investigates complaints made regarding adult foster homes, adult day care and home based care services for the elderly. Throughout the past fiscal year, the Program investigated approximately 250 cases involving 712 complaints and participated in several

AGING

major long term care education programs. Program staff also offers in-service presentations to the staff of long-term care facilities as well as information on resident rights, living wills and other pertinent subjects to their residents.

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

The Maine Committee on Aging co-sponsors with the Bureau of Maine's Elderly a two-day Blaine House Conference on Aging which is attended by hundreds of elderly delegates. As a result of this Conference, resolutions are passed dealing with recommendations for legislative and administrative proposals. Legislation initiated and/or supported by the MCoA and passed by the 1st session of the 114th Legislature include lowering the co-pay to \$2 for all drugs covered under the Low Cost Drug Program as well as the inclusion of anti-coagulant drugs; funding for Alzheimer's assessments in the Aroostook County area; funding for additional services for Legal Services for the Elderly, Inc.; the creation of a property tax deferral program for older people; additional funding for Home Based Care, Congregate Housing, Senior Volunteer Programs, and the inception of an Elderly Commission to examine issues affecting older people.

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

The Committee also has a subcommittee on Health Care. This subcommittee is concentrating its efforts on data and is reviewing hospital data. A report from this subcommittee was recently released, entitled, *Trends in Hospital Care for Maine's Elderly Population Before and Since Medicare Prospective Payment*.

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

Health insurance for people over 65 remains an important issue. During the past year the MCoA disseminated consumer information on both Medicare Supplemental Insurance and Long Term Care Insurance and testified at the public hearing governing the regulations on Long Term Care Insurance.

The MCoA also completed a grant from the federal Administration on Aging which is an intergenerational project entitled "Open Water & Safe Harbors." The project, which was conducted in junior high schools across Maine is based on a curriculum designed to teach the importance of life planning skills. The program consists of a series of video presentations, supplemental discussions and group and individual activities which highlight major life choices. Trained older volunteers are used in the classroom. A continuation of the program to provide "Open Water & Safe Harbors" to additional schools has been funded through a grant from the Maine Community Foundation.

LICENSES, PERMITS, ETC.:

The Committee empowers 25 citizens to enter onto the premises of Maine's nursing homes, boarding homes, and adult foster homes, to follow-up on resident complaints.

PUBLICATIONS: All pamphlets are free to the public.

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

1986 Blaine House Conference on Aging: A Report of Proceedings and Recommendations
Senior Citizen's Consumer Health Pocket Guide (free)

1989 Resident Rights Booklet

1989 Guide on How to Apply for the Medicaid Program

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

Senior Citizen's Consumer Health Pocket Guide (free)

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

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1988 Trends in Hospital Care for Maine's Elderly Population Before and Since Medicare Prospective Payment
1988 Consumer's Comparison Chart: Medicare Supplement Insurance

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMITTEE ON AGING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	152,566	126,137			26,429	
Health Benefits	9,769	9,186			583	
Retirement	28,962	24,577			4,385	
Other Fringe Benefits	1,112	954			158	
Computer Services—State	29				29	
Other Contractual Service	72,415	46,889			25,526	
Rents	8,488	8,488				
Commodities	2,238	1,818			420	
Equipment	1,407	1,407				
Interest—Debt Retirement	124	66			58	
Transfers to Other Funds	1,487				1,487	
TOTAL EXPENDITURES	278,597	219,522			59,075	

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

BERNARD W. SHAW, COMMISSIONER
JOHN T. FOGLER, Deputy Commissioner
CARL W. FLORA, Deputy Commissioner

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3871

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

Established: 1852

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 331

Legislative Count: 118.5

Organizational Units:

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

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

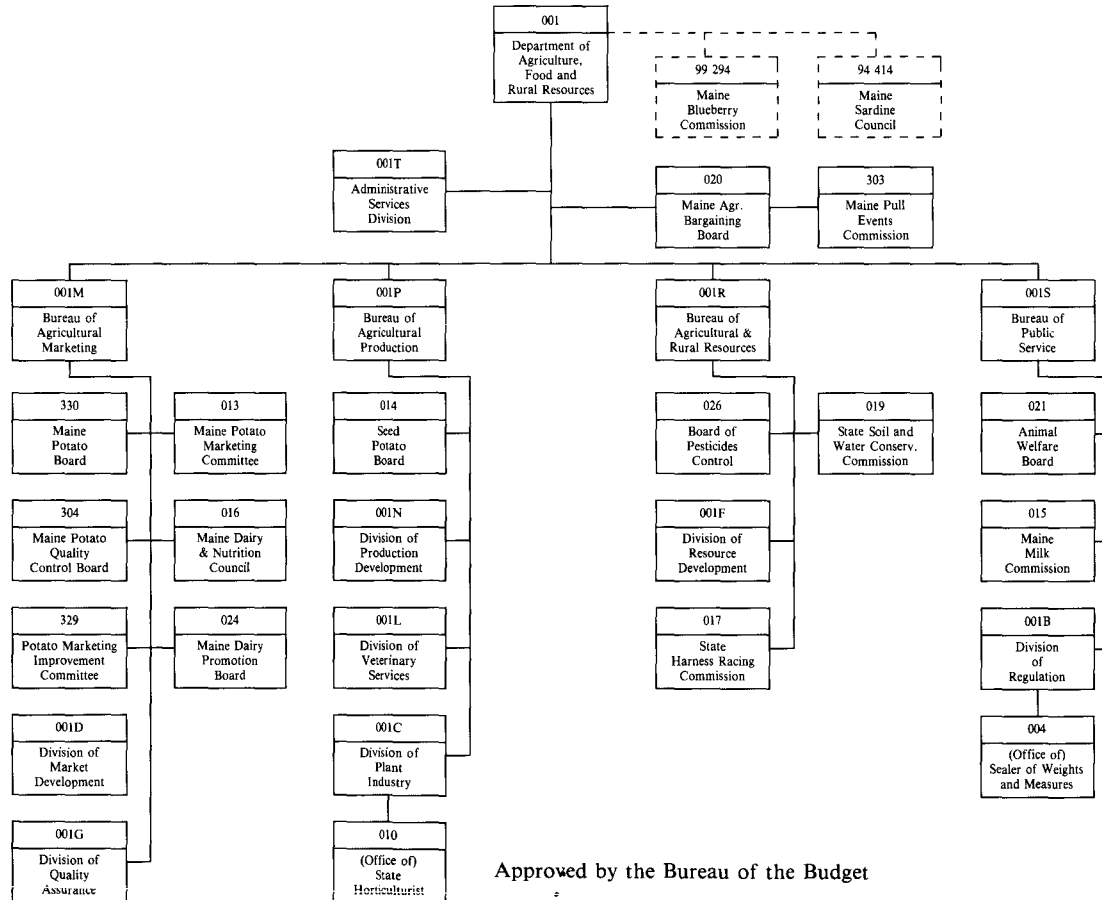
PURPOSE: The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture through: the conservation and improvement of the soil and cropland of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion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

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

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

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

ORGANIZATIONAL CHART
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES
UMB 01



Approved by the Bureau of the Budget

AGRICULTURE, FOOD AND RURAL RESOURCES

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,047,618	2,869,535	1,536,033		334,232	307,818
Health Benefits	417,914	227,448	129,363		33,027	28,076
Retirement	940,990	550,849	270,623		61,809	52,709
Other Fringe Benefits	39,922	22,572	12,010		3,291	2,049
Computer Services—Comm	1,070	1,070				
Computer Services—State	6,110	2,421	3,689			
Other Contractual Service	3,202,483	1,296,406	1,515,114		62,978	327,985
Rents	129,528	58,269	56,718		50	14,491
Commodities	519,579	122,848	118,605		2,944	275,182
Grants—Subsidies—Pensions	5,666,212	365,031	5,106,112		41,252	153,817
Buildings and Improvement	18,619	18,619				
Equipment	145,948	81,106	56,772		8,070	
Interest—Debt Retirement	2,015	109	197		1	1,708
Transfers to Other Funds	510,749	451,448	25,476		22,313	11,512
TOTAL EXPENDITURES	16,648,757	6,067,731	8,830,712		569,967	1,180,347

AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

LICENSES, PERMITS, ETC.:

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

PUBLICATIONS:

Maine Agricultural Statistics (annual), single copies free
Farming in Maine, free

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Administrative Services Division.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2001

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

Established: 1919

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 21

Legislative Count: 20.5

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

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

PROGRAM:

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)	TOTAL FOR		Special			
	ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	525,020	516,141	8,879			
Health Benefits	33,540	32,597	943			
Retirement	105,134	103,465	1,669			
Other Fringe Benefits	3,684	3,635	49			
Computer Services—State	1,341	1,341				
Other Contractual Service	181,682	119,164	3,893			58,625
Rents	5,517	2,251	30			3,236
Commodities	29,705	29,691	14			
Grants—Subsidies—Pensions	523,638	8,604	372,576			142,458
Equipment	1,185	1,185				
Interest—Debt Retirement	9	9				
Transfers to Other Funds	2,947		556			2,391
TOTAL EXPENDITURES	1,413,402	818,083	388,609			206,710

MAINE AGRICULTURAL BARGAINING BOARD

JOHN R. HANSON, CHAIRMAN

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

Telephone: 289-3871

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

Established: 1973

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

PROGRAM: From the enactment of the statute in 1973 until 1984 only one organization was certified, representing producers of potatoes used for processing. In 1984, the Board certified an organization representing producers of poultry. The poultry handlers subsequently filed suit against the Board, alleging procedural error and the unconstitutionality of one provision of the statute. In December 1985, the Superior Court upheld the Board on the procedural allegations but found the statutory section to be unconstitutional. Also in 1985, the Board recertified the organization that had previously been certified to represent producers of processing potatoes

AGRICULTURE, FOOD AND RURAL RESOURCES

and certified that organization to represent producers of peas for processing. The Board held a hearing on the allegation of the association of poultry growers that the handler refused to bargain and decided that the allegation was not supported by the evidence.

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

LICENSES, PERMITS, ETC.:

Certification of qualified associations.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division.

ANIMAL WELFARE BOARD

CLYDE F. LeCLAIR, EXECUTIVE DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3846

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

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

Established: 1974

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 24

Legislative Count: 4

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

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

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

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

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

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

PROGRAM: During F.Y. 1989, the Animal Welfare Board promulgated rules in four (4) areas which became effective in September of 1988. The rules covered the minimum standards required for operating Animal Shelters, Boarding Kennels, Pet Shops and Kennels (licensed at the local level).

Rules were also adopted covering the standards for Conducting Pig and Calf Scrambles and the Housing and Care of Horses (all equine).

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

Board staff provided ongoing inspections of 127 Boarding Kennels, 51 Animal Shelters, and 59 Pet Shops during FY 1989.

Staff continues to deal with some 1600 cases per year of reported cases of animal abuse and neglect with more than 60 cases being referred to either the Attorney General's Office in civil matters and the several District Attorneys in the eight prosecutorial districts involving criminal matters.

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

New Initiatives During FY 1989

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

—Animal Control Officer education and training through manual completion and ongoing dissemination of information to encourage more appropriate response at the local level. Actual training programs in eight (8) regional areas not possible in previous years being planned for the Fall of 1989.

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

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

LICENSES, PERMITS, ETC.:

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

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ANIMAL WELFARE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	171,532	124,626	46,906			
Health Benefits	13,417	7,642	5,775			
Retirement	28,416	19,745	8,671			
Other Fringe Benefits	2,827	2,035	792			
Computer Services—State	119		119			
Other Contractual Service	195,303	33,820	161,483			
Rents	3,905	241	3,664			
Commodities	9,500	816	8,684			
Grants—Subsidies—Pensions	1,656	61	1,595			
Equipment	4,904		4,904			
Transfers to Other Funds	2,678		2,678			
TOTAL EXPENDITURES	434,257	188,986	245,271			

AROOSTOOK WATER AND SOIL MANAGEMENT BOARD

DIRECTOR (Not Established to Date)

Central Office: Not Established to Date

Mail Address:

Established: September 29, 1987

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 0

Legislative Count: 0

AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

PROGRAM: The Board was to be established when the federal monies were appropriated to the Army Corps of Engineers.

The Board has not been put into place at this time because federal funds were not appropriated in 1987 or 1988.

However, the Department of Agriculture is planning to implement the program and establish the Board in 1989 to provide state action on the program if federal funds become available.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

MAINE DAIRY AND NUTRITION COUNCIL

THOMAS HILTON, CHAIRMAN

GRACE R. ADDITON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta

Telephone: 289-3621

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

Established: January 1, 1975

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 3

Legislative Count: 0

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council was renamed the Maine Dairy and Nutrition Council.

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

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

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

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

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

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

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

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

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

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

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

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGRICULTURE, FOOD AND RURAL RESOURCES

MAINE DAIRY AND NUTRITION COUNCIL	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	82,684		82,684			
Health Benefits	7,645		7,645			
Retirement	15,101		15,101			
Other Fringe Benefits	363		363			
Other Contractual Service	18,501		18,501			
Rents	2,250		2,250			
Commodities	25,232		25,232			
Grants—Subsidies—Pensions	11,175		11,175			
TOTAL EXPENDITURES	162,951		162,951			

MAINE DAIRY PROMOTION BOARD

TIMOTHY CARTER, CHAIR

GRACE R. ADDITON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta

Telephone: 289-3621

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

Established: 1953

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 2

Legislative Count: 0

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

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

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

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

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

The advertising program is supplemented by several special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products.

AGRICULTURE, FOOD AND RURAL RESOURCES

Promotional events include shopping mall displays, fair exhibits, and the Ice Cream Bowl to celebrate National Ice Cream Month (July).

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

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

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

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY PROMOTION BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	15,349		15,349			
Health Benefits	435		435			
Retirement	2,100		2,100			
Other Fringe Benefits	134		134			
Other Contractual Service	213,270		213,270			
Rents	1,500		1,500			
Commodities	25,498		25,498			
Grants—Subsidies—Pensions	171,969		171,969			
Transfers to Other Funds	4,009		4,009			
TOTAL EXPENDITURES	434,264		434,264			

STATE HARNESS RACING COMMISSION

GEORGE McHALE, CHAIRMAN
THOMAS WEBSTER, Executive Director
HENRY JACKSON, Fair Coordinator

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3221

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

Established: April 4, 1935

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 5

Legislative Count: 6

PURPOSE: The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for holding, conducting and operating all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed \$10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed \$100 or suspension not to exceed 20

AGRICULTURE, FOOD AND RURAL RESOURCES

days for minor violations of the Rules of Racing as adopted by the Commission; and to encourage and promote the breeding of a strain of Maine standard bred horse.

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

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

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

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

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

LICENSES, PERMITS, ETC.:

License:

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

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

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGRICULTURE, FOOD AND RURAL RESOURCES

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	209,758	202,925	6,833			
Health Benefits	13,604	13,132	472			
Retirement	40,363	39,099	1,264			
Other Fringe Benefits	698	677	21			
Computer Services—State	146	146				
Other Contractual Service	168,655	125,422	43,233			
Rents	2,372	2,192	180			
Commodities	8,561	8,311	250			
Grants—Subsidies—Pensions	1,176,427	37	1,176,390			
Equipment	409		409			
Transfers to Other Funds	—160,530		—160,530			
TOTAL EXPENDITURES	1,460,463	391,941	1,068,522			

(OFFICE OF) STATE HORTICULTURIST

ANN GIBBS, STATE HORTICULTURIST

Central Office: Deering Bldg. (AMH1), Augusta

Telephone: 289-3891

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

Established: 1907

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 5

Legislative Count: 0

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

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

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

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

A quarantine for Hemlock Woolly Adelgid (*Adelgesugae* Annand) was established, in conjunction with the Maine Forest Service in 1989. This organism has not been identified in Maine, but could be a destructive pest to Maine's forest resource. The quarantine is also designed to prevent the inadvertent introduction of the Hemlock Woolly Adelgid on hemlock nursery stock imported into Maine from infested states.

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

AGRICULTURE, FOOD AND RURAL RESOURCES

In addition, under the direction of the Division Director, the State Horticulturist serves as Maine's representative to the Eastern Plant Board.

The Honeybee Inspection Program was transferred to the direct supervision of the Director of the Division of Plant Industry in 1988.

LICENSES, PERMITS, ETC.:

License:

Nurseryman

Certificate:

Phytosanitary

Permit:

Maine (intra- and interstate) Plants

PUBLICATIONS:

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

The Maine Leaf—six copies per year (free)

Floral Emblem of Maine (free)

The Plant Kingdom (free)

Plant Conservation List for the State of Maine (free)

Nature of Weeds (free)

Survey of Ornamental Horticulture in Maine (free)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Agricultural Production.

MAINE POTATO BOARD

RALPH HOOKE, PRESIDENT

DWIGHT SEWELL, Executive Director

Central Office: 744 Main St., Presque Isle

Telephone: 769-5061

Mail Address: 744 Main St., Room 9, Presque Isle, Maine 04769

Established: August 1, 1986

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 6

Legislative Count: 0

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

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

PROGRAM: Potato tax revenue for the 12-month period ending June 30, 1989 was \$921,849.52. Maine growers harvested 83,047 acres, producing 22,240,000 hundredweight of potatoes. The planted acreage was composed of 66% round whites, 17% Russet-type potatoes, and 17% Shepedy (long whites). Approximately 27,000 acres were entered for seed certification.

AGRICULTURE, FOOD AND RURAL RESOURCES

The tax revenues of the Maine Potato Board in 1988-89 were used as follows:

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

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

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

PUBLICATIONS:

Maine Potato Recipe booklets (printed—free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	142,760		142,760			
Health Benefits	9,307		9,307			
Retirement	19,135		19,135			
Other Fringe Benefits	1,559		1,559			
Other Contractual Service	582,362		582,362			
Rents	14,699		14,699			
Commodities	2,589		2,589			
Grants—Subsidies—Pensions	230,976		230,976			
Equipment	15,828		15,828			
Interest—Debt Retirement	112		112			
Transfers to Other Funds	70,302		70,302			
TOTAL EXPENDITURES	1,089,629		1,089,629			

DIVISION OF MARKET DEVELOPMENT

VACANT, DIRECTOR

Central Office: Deering Bldg. (AMH1), Augusta

Telephone: 289-3491

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

Established: 1981

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 10

Legislative Count: 0

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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

PROGRAM:

Direct Marketing involves the sale of agricultural products through a direct transaction between producers or producer cooperatives, and consumers. It offers the potential for supplying fresh and reasonably priced quality food to consumers while providing more profitable returns to farmers, and encouraging local production. The division facilitates direct marketing by assisting farmers in the formation and operation of farmers' markets and marketing cooperatives, and by printing and distributing the "Farmer to Consumer" directory, a means of bringing farmers and food buyers together. The division also offers technical assistance to producers interested in direct marketing.

The **Market Service** program provides farmers, governmental agencies, businesses and consumers with information related to agricultural production and marketing in Maine and, to a more limited extent, New England, the United States and foreign market areas. The division gathers and disseminates state-wide commodity information reports on crop conditions and progress during the summer growing months, and publishes annual productions data. Weekly commodity price information is reported to the news media. The Division and the USDA cooperatively fund a Market News Office in Presque Isle which issues a daily potato bulletin during the potato shipping season.

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

LICENSES, PERMITS, ETC.:

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

PUBLICATIONS:

- Producer to Consumer Directory, a guide to Direct Sources of Maine agricultural products.
- Maine Agricultural Products Buyers Guide
- Maine Specialty Food Products
- Maine Agricultural Fairs

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

All publications are distributed free of charge.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Marketing.

BUREAU OF AGRICULTURAL MARKETING

BERNARD J. ROGAN, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2167

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

Established: 1980

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 2

Legislative Count: 22.5

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

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

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

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

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

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

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

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

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

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGRICULTURE, FOOD AND RURAL RESOURCES

BUREAU OF AGRICULTURAL MARKETING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,272,389	544,474	492,653		235,262	
Health Benefits	113,194	45,489	44,073		23,632	
Retirement	242,476	104,226	94,954		43,296	
Other Fringe Benefits	10,022	3,335	4,396		2,291	
Computer Services—State	562	562				
Other Contractual Service	605,842	415,238	165,167		25,437	
Rents	49,049	28,218	20,831			
Commodities	33,800	25,193	7,567		1,040	
Grants—Subsidies—Pensions	140,725	16,609	82,864		41,252	
Equipment	27,739	18,977	1,222		7,540	
Interest—Debt Retirement	95	60	34		1	
Transfers to Other Funds	167,776	114,448	39,064		14,264	
TOTAL EXPENDITURES	2,663,669	1,316,829	952,825		394,015	

MAINE MILK COMMISSION

ARTHUR ADELBERG, CHAIR

ROBERT K. PLUMMER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3741

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

Established: February 27, 1935

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 5

Legislative Count: 0

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

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

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

The Commission's price order, Order #85-2 which became effective January, 1985 and was subsequently adjusted to reflect the results of the Superior Court decisions of February 4, 7 and 15, 1985 invalidated the volume delivery pricing schedule adopted by the Commission. The Commission's most recent price order, Order #89-6DM became effective June 1, 1989. This order establishes dealer margins and sets minimum wholesale and retail prices based on the lowest achievable costs. This order continues the butterfat differentials at 2%, 1½%, 1% and skim. The minimum wholesale and retail prices are adjusted monthly based on the latest Class I price as announced by the Market Administrator in Federal Order one. Since Sept. 1988, the minimums have also reflected a premium as a result of the Regional Cooperation Marketing Agency (RCMA) from \$.48/cwt. to \$1.11/cwt., which has been added to producers milk checks. Order #89-6DM resulted from Commission studies, collection of data and scheduling of extensive rule making hearings in 1988. Order #89-6DM is a continuation of the advancement and refinement of the procedure and analysis that went into the two previous pricing orders.

On June 18, 1987, the Commission adopted Order #87-9 which sets new retail margins. This order followed the same thorough procedures of study investigation and hearing that preceded Order #87-2 and Order #89-6DM.

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

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

LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers and Subdealers

PUBLICATIONS:

Laws Relating to the Maine Milk Commission (free)

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

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

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

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

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGRICULTURE, FOOD AND RURAL RESOURCES

MAINE MILK COMMISSION	TOTAL					
	FOR	General	Special	Highway	Federal	Misc.
	ALL	Fund	Revenue	Fund	Funds	Funds
EXPENDITURES	FUNDS		Funds			
Salaries and Wages	125,796		125,796			
Health Benefits	8,991		8,991			
Retirement	24,379		24,379			
Other Fringe Benefits	611		611			
Computer Services—State	126	126				
Other Contractual Service	149,723		149,723			
Rents	2,060		2,060			
Commodities	2,959		2,959			
Grants—Subsidies—Pensions	2,900,330		2,900,330			
Equipment	16,285		16,285			
Transfers to Other Funds	24,152		24,152			
TOTAL EXPENDITURES	3,255,412		3,255,412			

BOARD OF PESTICIDES CONTROL

VAUGHN HOLYOKE, Ph.D., CHAIRMAN

ROBERT I. BATTEESE, JR., DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2731

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

Established: 1965

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 12

Legislative Count: 1.0

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

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

PROGRAM:

Registration. In 1988 the Board registered 4,934 products which represented a 4.5% increase over 1987. The accompanying fees were deposited in the Pesticide Control Fund to cover normal operating costs of the Board and the Department's Integrated Pest Management Program. In addition, these funds were used to continue having hazard assessments conducted on selected pesticides, so that the Board could determine if their registration status needed to be reviewed.

Licensing. The Board certifies and licenses private and commercial pesticide applicators and all dealers selling restricted use pesticides to assure that pesticides used in the state will be handled properly to prevent human or environmental harm. In 1988 there were 1,740 private applicators licensed for a three year period, and 830 commercial applicators and 64 pesticide dealers licensed on an annual basis.

In 1988 legislation was passed to require licensing of general use pesticide dealers. The Board is currently in the process of getting all department and hardware stores, lawn and garden centers and other general use retailers into compliance with this act.

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

Drift Management. After more than three years of developmental efforts, the new drift regulations became effective January 1, 1988. The Board's inspectors spent a high percentage of their time making courtesy inspections to be sure applicators understood the need to identify and protect sensitive areas, and were aware of new recordkeeping and notification requirements. Acceptance of the regulations was deemed excellent as evidenced by the low number of complaints and violations.

Returnable Pesticide Containers. 1988 marked the fourth year of implementation of this unique and very successful program. Dealers and applicators have come to recognize that it solves a major disposal problem, and compliance continued to be very good with over 98% of the returned containers meeting the triple rinsed standard.

Obsolete Pesticide Pickup. A Special Session of the 113th Legislature appropriated \$100,000 for the Board to continue its collection program to remove and dispose of cancelled or otherwise unuseable pesticides held by homeowners and applicators. During spring 1989, the Board's staff picked up over 22 tons of material at approximately 175 sites and delivered it to a contractor for transportation to out-of-state disposal facilities. The Board will utilize any remaining funds next spring to pick up other unuseable materials reported to its office.

LICENSES, PERMITS, ETC.:

License:

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

Permit:

- Limited-Use Pesticide
- Variance from Drift Standards

PUBLICATIONS:

- Board of Pesticides Control Statutes, Free
- Board of Pesticides Control Regulations, Free
- Maine Pesticide Control Act of 1975, Free

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGRICULTURE, FOOD AND RURAL RESOURCES

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	274,351	37,797	179,249		57,305	
Health Benefits	19,909	2,699	12,858		4,352	
Retirement	48,572	7,113	30,758		10,701	
Other Fringe Benefits	2,120	214	1,268		638	
Computer Services—State	3,523	79	3,444			
Other Contractual Service	208,099	109,766	60,792		37,541	
Rents	5,580	2,933	2,597		50	
Commodities	14,765	8,569	4,292		1,904	
Grants—Subsidies—Pensions	30,484	484	30,000			
Equipment	5,066		4,536		530	
Interest—Debt Retirement	4	4				
Transfers to Other Funds	20,147		14,472		5,675	
TOTAL EXPENDITURES	632,620	169,658	344,266		118,696	

DIVISION OF PLANT INDUSTRY

TERRY L. BOURGOIN, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3891

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

Established: 1919

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 37.5

Legislative Count: 0

Organizational Units:

(Office of) State Horticulturist

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

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

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

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

PROGRAM:

Seed Potato Certification. A major activity of this Division is the certification of seed potatoes, a self-supporting service paid for through fees charged to seed potato producers. The Maine Seed Potato Certification Program inspected approximately 24,775 acres of potatoes in 1989. This is the lowest acreage inspected since 1941. Of this total, 24,326 acres were certified by 353 seed growers. The Superior was the leading variety in acres certified, followed by Atlantic, Katahdin, Ontario and FL657.

The certification staff also inspected approximately 1,182 acres of grain, certifying 1,070 acres. Oats comprised the complete total of this acreage.

Beekeeping. The State Apiarist licensed 540 beekeepers who registered 9,526 colonies in the state. Just over 3,460 colonies were inspected for American Foulbrood and Tracheal Mite. Additionally, 27,600 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites. Nearly 1,800 colonies were inspected for Varroa mite, a serious honeybee pest first discovered in the U.S. in 1987. Of those inspected, 850 colonies required regulatory treatment before permits for interstate movement were authorized.

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

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

Horticulture. Horticulture activities involved 1,800 inspections and licensing of approximately 460 greenhouses and 100 nurseries. Over 100 different diseases and pests were identified over the course of the year.

Additionally, 95 phytosanitary inspections were conducted to certify the absence of regulated insects and diseases on plant material exported to other states and countries. Thirty Federal phytosanitary certificates were issued. Of the 95 export shipments, 59 were for potatoes or potato plantlets.

Division personnel are often called upon to work with plant and garden societies, municipalities, schools, and University personnel, judge at fairs and answer many calls from the general public about plant diseases and problems.

Additionally, under the direction of the Division Director, the State Horticulturist serves as Maine's representative to the Eastern Plant Board. The concern of this body is with the state-federal implementation of plant insect and disease quarantines to protect food and fiber in Maine as well as other states and counties.

LICENSES, PERMITS, ETC.:

License:

- Nurseryman
- Beekeepers

Certificate:

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

Permit:

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

AGRICULTURE, FOOD AND RURAL RESOURCES

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Production.

MAINE POTATO QUALITY CONTROL BOARD

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle

Telephone: 769-5061

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

Established: 1981

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

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

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

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Agricultural Marketing.

SEED POTATO BOARD

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE
TERRY L. BOURGOIN, Secretary

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3891

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

Established: 1945

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 13

Legislative Count: 1.0

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

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

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

PROGRAM: In FY 89, the Maine Seed Potato Board sold 16,600 hundredweight (cwt.) of seed to Maine potato growers. Additionally, approximately 1,000 cwt. of surplus seed was sold on the tablestock market. All of the seed was derived from the nuclear seed program, which involves laboratory techniques and greenhouse culture to provide the starting material for the Board's crop. This starting material is pathogen-tested by the most sensitive serological tests available to ensure that it is free of injurious diseases which can severely limit the quality of the crop.

Two major capital improvement projects were completed in FY 89—the addition of a second greenhouse at the Porter Farm and the installation of a ventilation system in the Board's commercial storage. The second greenhouse will allow the Board to greatly increase the volume of tissue culture material it produces, and the new ventilation system will improve the quality of seed sold by the Seed Board.

Nearly 1,900 samples of seed potatoes were grown at the Board's Florida Farm to evaluate the disease content of seed potatoes produced by Maine farmers. The results of this winter evaluation indicated that 63 percent of the samples had a total virus content of less than 0.5 percent and 99 percent had a total virus content of less than 5.0 percent. These figures improved from the previous year due to a decrease in aphid levels and the resultant spread of virus disease from infected to healthy fields. The figures represent an overall excellent quality crop of seed potatoes produced by Maine seed potato growers.

PUBLICATIONS:

Report of Florida Test on Seed Potatoes—annual (free)
The Maine Seed Potato Board (free)

AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	324,835	17,017				307,818
Health Benefits	30,454	2,378				28,076
Retirement	60,956	3,247				57,709
Other Fringe Benefits	2,110	61				2,049
Other Contractual Service	269,360					269,360
Rents	11,255					11,255
Commodities	275,182					275,182
Grants—Subsidies—Pensions	41,359	30,000				11,359
Interest—Debt Retirement	1,708					1,708
Transfers to Other Funds	179,121	170,000				9,121
TOTAL EXPENDITURES	1,196,340	222,703				973,637

MAINE POTATO MARKETING COMMITTEE

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3491

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

Established: 1953

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

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

FINANCES, FISCAL YEAR 1989: This unit did not receive or expend funds in FY 89.

POTATO MARKETING IMPROVEMENT COMMITTEE

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle

Telephone: 764-6119

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

Established: 1981

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

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

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Agriculture, Food and Rural Resources.

DIVISION OF VETERINARY SERVICES

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

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3701

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

Established: 1919

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 9

Legislative Count: 0

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

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

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

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

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

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

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

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

LICENSES, PERMITS, ETC.:

License:

- Swine Garbage Feeders
- Livestock & Poultry Dealers

Permit:

- Livestock Auction Sales
- Importation

Certificate:

- Veterinary Inspection

PUBLICATIONS:

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

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

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Production.

DIVISION OF PRODUCTION DEVELOPMENT

JOHN R. HARKER, DIRECTOR

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

Telephone: 289-7618

Established: 1985

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 4

Legislative Count: 0

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

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

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

PROGRAM:

Technology Transfer and Special Research Projects Program. The Technology Transfer Program was in its third year of operation in 1988. The goal of the program is to maintain the profitability and competitiveness of agricultural businesses by improving the adoption rate of appropriate new technology. Its objectives are to grant monies to test and demonstrate new and appropriate production, storage and processing technology.

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

In 1988 the Commissioner approved 23 projects totalling \$81,053.63. Of this total, \$53,551.63 came from General Fund and \$27,502.00 came from 'Exxon Funds'. For 1989 the Commissioner approved 24 projects totalling \$184,952.13. The Division directed a major effort to develop a sustainable agriculture research project with the University and \$85,000.00 was designated from Technology Transfer Exxon funds for this important research. The program continues to fund projects on new technology adoption in all the major commodities.

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

Commodity Planning Assistance. The Division provides professional expertise to any commodity group or industry organization in organizational and strategic planning. In 1988-1989, Division staff cooperated with the Maine State Pomological Society to initiate a planning process and to develop survey and needs assessment documents.,

Staff also helped to facilitate development of a rabbit industry task force to coordinate industry activities. Staff are working with the beef, sheep, swine, and the vegetable/small fruit organizations to initiate planning processes.

Commodity Issue Assessment. Division staff reviews legislation and other issues that have an impact on production agriculture and acquires data and information in development of policy. In 1988-1989, the Division reviewed issues in pesticide regulation, Alar reregistration,

AGRICULTURE, FOOD AND RURAL RESOURCES

biotechnology, Integrated Pest Management, sustainable agriculture, and farm labor.

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

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

The Division is assisting in coordinating the evaluation of a number of other new crops including lupin, grape, rabbit, fallow deer, and ornamental lowbush blueberry. New crop development requires the cooperation of various government agencies for information transfer, technical support and financial assistance. Commercialization of a new crop requires in-depth evaluation of market and production potential and support of private enterprise and entrepreneurs. The Division is fulfilling its role by seeking out, and providing information to prospective producers, holding informational workshops and forums, and providing liaison with other state development programs.

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

In livestock, staff are assisting in genetic improvement testing of sheep herds (Ram Test), and encouraging the use of computerized recordkeeping for breed selection.

The Beef Cattle Improvement Program provides weighing and grading services to beef producers in order to manage and improve the genetics of breeding herds throughout the state. The program was evaluated in 1988. The program will be changed in 1989 to reflect cooperation from Cooperative Extension and a move to utilize a national computer program.

In crops, staff are assisting in pasture management species improvement projects in conjunction with the University of Maine and U.S.D.A. Staff are also assisting in projects funded by the Technology Transfer Program in Lupin, vegetable variety trials and small fruit variety trials.

Crop and Livestock Production Management Assistance. Division staff work in cooperation with the Maine Cooperative Extension Service, Agricultural Experiment Station, U.S.D.A., and other agencies to develop and implement educational programs leading to the adoption of new production practices and technology. Staff are currently working in apple, small fruit, beef, sheep, and swine.

Commodity Issue Assessment. Division staff reviews legislation and other issues that may impact production agriculture and acquires data and information in development of policy. In 1988-1989 the Division reviewed issues in pesticide regulation, Alar reregistration, biotechnology, Integrated Pest Management, sustainable agriculture, and farm labor.

PUBLICATIONS:

Technology Transfer Program—Solicitation, Guidelines and Application—August 1

1984 Maine Apple Producer Survey

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

1987 Maine Agricultural Fair Management Survey

Cranberry Forum Background Report: Opportunities and Constraints to Establishing a Commercial Industry in Maine

1988 Beef Cattle Improvement Program Survey of Recommendations Report to the Commissioner of Agriculture

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Agricultural Production.

BUREAU OF AGRICULTURAL PRODUCTION

PETER N. MOSHER, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3701

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

Established: 1980

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 19.5

Legislative Count: 18.5

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

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

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

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL PRODUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	846,114	457,979	346,470		41,665	
Health Benefits	68,517	33,201	30,273		5,043	
Retirement	151,765	87,900	56,053		7,812	
Other Fringe Benefits	6,758	4,078	2,318		362	
Computer Services—State	182	182				
Other Contractual Service	215,887	149,376	66,511			
Rents	20,206	11,299	8,907			
Commodities	54,016	16,224	37,792			
Grants—Subsidies—Pensions	125,621	125,251	370			
Buildings and Improvement	18,619	18,619				
Equipment	24,385	12,585	11,800			
Interest—Debt Retirement	77	26	51			
Transfers to Other Funds	192,678	167,000	23,304		2,374	
TOTAL EXPENDITURES	1,724,825	1,083,720	583,849		57,256	

BUREAU OF PUBLIC SERVICES

PETER W. CURRA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3219

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

Established: 1980

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 2

Legislative Count: 35

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

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

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

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	791,140	702,686	88,454			
Health Benefits	75,367	66,776	8,591			
Retirement	149,395	132,856	16,539			
Other Fringe Benefits	7,694	7,195	499			
Computer Services—State	111	111				
Other Contractual Service	317,800	267,891	49,909			
Rents	2,713	2,713				
Commodities	32,030	28,302	3,728			
Grants—Subsidies—Pensions	1,837	565	1,272			
Equipment	49,601	47,813	1,788			
Interest—Debt Retirement	10	10				
Transfers to Other Funds	7,457		7,457			
TOTAL EXPENDITURES	1,435,155	1,256,918	178,237			

PULL EVENTS COMMISSION

PETER W. CURRA, CHAIRMAN

Central Office: Dept. of Agriculture

Telephone: 289-3219

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

Established: May 3, 1988

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

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

LICENSES, PERMITS, ETC.:

Pull Superintendent License
Pull Event License

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Administrative Services Division (Agriculture).

DIVISION OF QUALITY ASSURANCE

DAVID E. GAGNON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2161

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

Established: 1917

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 70

Legislative Count: 0

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

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

PROGRAM:

Fruit and Vegetable Inspection. The Division of Quality Assurance maintains an office in Presque Isle where 98% of the Shipping Point Inspection program on potatoes is carried out. This office is staffed by a chief potato inspector, two supervisors, two clerks, and 26 shipping point inspectors stationed throughout Aroostook County who inspect potatoes at various loading points. Potatoes are shipped by either trailer trucks or rail cars. This work is done on a request basis by the shippers or packers and is paid for by the same. The Division also has several inspectors in the various processing plants located in Aroostook County, and it uses six inspectors on peas and one on broccoli in Aroostook County during the processing season. The Division has two inspectors on apples in the Central and Southern parts of the state. They check the various Controlled Atmosphere Storage on apples to make sure they meet the Controlled Atmosphere Law. They also handle all Terminal Market Inspections on fruits and vegetables at the various markets in the state on request by the applicant. This unit has the only licensed grader of live lambs in the state.

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Poultry and Egg Grading. The Division has 18 regular graders on the poultry and egg program, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the USDA for grading service and the State is reimbursed by a Federal Trust Agreement. It is the poultry grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after it has been graded and packed to assure the packer that the product meets the grade marked on the container. These programs not only assure the packers of a better product, they guarantee the consumer a better product to purchase at the retail level.

The Division also enforces the Federal Egg Products Act for which the Department is reimbursed by the Federal Government.

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

Quality Assurance. The 111th Legislature provided funds to increase the Division's full-time staff by five inspectors in order to increase enforcement of the so-called Branding Law (7 MRSA Chapters 101 and 103). Inspectors visit wholesale packing operations throughout the state to determine if products being packaged meet certain minimum State or Federal standards. Commodities covered in 1988-89 included apples, broccoli, dry beans, eggs, maple syrup and potatoes. When violations of the Branding Law are discovered, the product is held for repackaging under supervision. Ten violations resulted in court action during 1988-89.

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

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

Official Use of State of Maine Quality Trademark. The 113th Legislature provided funds to promote the Maine Quality Program through the establishment of quality development and marketing specialist positions to work with commodity groups and packers to develop standards and procedures. New Initiatives in Economic Development sponsored by the Governor was expanded in September 1988 by establishing Chapter 135, Official Use of State of Maine Quality Trademark for use on farm products. The blueberry, dairy and potato industries have used the promotional program with great success. Growers, packers, processors and providers are required to be licensed to use the quality trademark.

LICENSES, PERMITS, ETC.:

Licenses:

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

Registration:

- Controlled Atmosphere Apple Storage

PUBLICATIONS:

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

(The following are all mimeographed sheets—free)

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

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Marketing.

DIVISION OF REGULATION

CLAYTON F. DAVIS, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3841

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

Established: 1919

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 67

Legislative Count: 0

Organizational Units:

(Office of) Sealer of Weights and Measures

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

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

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

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

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

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

PROGRAM:

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

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

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

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

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

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

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

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

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

LICENSES, PERMITS, ETC.:

License:

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

Registration:

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

Certificate:

- Certificate of Competency

Permit:

- Blueberry Processors and Packers
- Dairy Farm

PUBLICATIONS:

Laws:

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

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Seed Report (annual) (free)
Recognizing Can Defects (free)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Public Services.

DIVISION OF RESOURCE DEVELOPMENT

CHAITANYA YORK, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3511

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

Established: 1980

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 5

Legislative Count: 0

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

The Division's goals during FY '89 were to facilitate effective utilization of natural resources such as waste products and naturally occurring products for agricultural uses as fertilizers or soil conditioners; to provide farm internship training for young people; to develop farm management training programs; to expand public education of and appreciation for the importance of agriculture to Maine society and economy; to encourage efforts to support small scale agriculture; to encourage conservation and development of both conventional and alternative energy sources; to provide scholarship assistance to children of Maine farmers and woodsmen; to assist in developing farm vacation and bed and breakfast operations; and to respond to the needs of farmers by cooperating with other organizations.

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

PROGRAM:

Waste Utilization.

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

In cooperation with numerous public and private sector groups, the Division facilitated development of a regional demonstration project to test the technical and economic feasibility of larger scale composting of local fisheries wastes and carbon materials for use in agriculture. Division staff were active in organizational development, research design, public relations and funding acquisition activities. The project is the first of its kind in Northern New England.

Staff cooperated in completing a regional product inventory of composting materials, an extensive economic and technical feasibility study, two product research studies, and a marketing study. The feasibility study was recently published and has received national attention. Greenhouse trials were completed in cooperation with Waltham Experiment Station to test compost as a potting medium. Corn trials were conducted to determine the effect of compost on crops and soils in a field situation.

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The Division was also active as the Commissioner's representative on the Governor's Task Force for Fish By-Products Utilization and with the development of a pilot cull potato compost project for Aroostook County. Staff was instrumental in procuring funding to determine the technical and economical feasibility of medium to large scale composting of cull potatoes and potato processing wastes.

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

Under Chapter 567, staff drafted major revisions to composting rules thereby establishing a comprehensive classification system of varying standards based on potential impacts to the environment. After review and comment, the Department of Environmental Protection (D.E.P.) accepted this model system almost in its entirety.

In response to four major disasters involving animal carcass disposal problems, staff also cooperated with D.E.P. in establishing much needed emergency disposal procedures and guidelines.

Ag in the Classroom.

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

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

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

Farm Internship.

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

Generation Transfer Referral.

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

Farm Business Management.

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

Conservation School.

Representing the Commissioner on the school's board, Division staff facilitated completion of a program evaluation, planning retreat, and draft workplan. The Division also initiated

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organization of a two-week-long "ag in the classroom" teacher training workshop at the school.

Farm Energy Audit Development.

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

Farm Vacation/Bed and Breakfast Development.

The division provided on-going organizational and development support to the recently organized Maine Farm Bed and Breakfast Association which offers interested farmers a new enterprise option for improving profitability. Support activities included market plan drafting and publicity and promotional assistance.

Maine Rehabilitation Scholarship Fund.

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

Labor.

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

PUBLICATIONS:

Report of Energy Use in Agriculture Task Force
Saving Energy in Rural Maine, or Who is Doing What on The Farm
Maine Small Farm Statistics
Useable Waste Products for the Farm
Agricultural Education in the Classroom: A Resource Guide for Maine Teachers (K-12) and Other Educators
Report of the Governor's Task Force on Ag in the Classroom.
All publications are available free of charge.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural and Rural Resources.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES

ESTHER LACOGNATA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3511

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

Established: 1980

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 12

Legislative Count: 7

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

PROGRAM:

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

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

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

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

Ag-Viability staff efforts include the following:

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

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

which is the source of this number, was not required to keep a separate file.)

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

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

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

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

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

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

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

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

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

PUBLICATIONS:

Dairy Profile, 1986

Potato Profile, 1986

Beef Profile, 1987

Commodity Screen: Spinach, 1987

Commodity Screen: Carrots, 1987

Commodity Screen: Lettuce, 1987

Ag-Viability Notes, March 1987

Ag-Viability Notes, July 1987

Ag-Viability Notes, May 1988

Ag-Viability Notes, March 1989

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

Handout for Landowners about the Farm and Open Space Tax Law

All above publications are free.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGRICULTURE, FOOD AND RURAL RESOURCES

BUREAU OF AGRICULTURAL AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	181,990	181,990				
Health Benefits	15,961	15,961				
Retirement	35,909	35,909				
Other Fringe Benefits	1,057	1,057				
Computer Services—Comm	1,070	1,070				
Other Contractual Service	52,309	52,039	270			
Rents	2,266	2,266				
Commodities	3,689	3,689				
Grants—Subsidies—Pensions	176,245	49,650	126,595			
Equipment	546	546				
Transfers to Other Funds	12		12			
TOTAL EXPENDITURES	471,054	344,177	126,877			

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

BERNARD W. SHAW, STATE SEALER

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3841

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

Established: 1839

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 10

Legislative Count: 0

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

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

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

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

LICENSES, PERMITS, ETC.:

 Weighmasters

 Weighing Device Dealers and Repairmen

 Wood Scaler

AGRICULTURE, FOOD AND RURAL RESOURCES

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Services.

STATE SOIL AND WATER CONSERVATION COMMISSION

L. HERBERT YORK, CHAIRMAN
FRANK W. RICKER, Executive Director

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

Telephone: 289-2666

Established: March 25, 1941

Sunset Review Required by: June 30, 1995

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

Average Count—All Positions: 3

Legislative Count: 3

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

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

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

Area I

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

Area II

Washington County SWCD, Machias
Hancock County SWCD, Ellsworth

Area IV

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

Area V

Androscoggin Valley SWCD, Lewiston
Franklin County SWCD, Farmington
Oxford County SWCD, South Paris

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Area III

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

Area VI

York County SWCD, Sanford
Cumberland County SWCD, Westbrook

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

PROGRAM: The accomplishments of the Soil and Water Conservation Commission (SWCC) are apparent in the conservation practices applied to the land of more than 12,165 private land-owners that are cooperators with Maine's 16 Soil and Water Conservation Districts. During FY 89, 4,372 groups and individuals applied some form of conservation practices to their land in an effort to control erosion and other soil and water problems. New conservation plans were formulated for 58,806 acres of land, raising the total State acreage covered by conservation plans to 2,152,157 acres.

The Commission and Districts reviewed and evaluated over 500 resource alteration applications submitted to the Department of Environmental Protection (DEP), Land Use Regulation Commission (LURC), State Planning Office (SPO) and the Department of Inland Fisheries and Wildlife (DIF&W) during the past year. The recommendations proposed by the Commission and Districts were often included as conditions of approval in the permits granted through these applications. The present DEP policy on the mining of topsoil was written by the Commission's Soil Scientist. Commission review involves the following considerations:

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

The Commission employed 7 work-study students to assist the Districts with their heavy summer workload.

Under the Challenge Grant Program, the Commission received 32 applications for special projects during the 1988-89 Fiscal Year. The Commission awarded Challenge Grant monies to 13 Districts to fund 14 of those projects. The \$100,000 of Challenge Grant Funds generated \$135,135 matching funds and in-kind services. This shows that the Districts are generating about 1.4 matching dollars for every Challenge Grant dollar requested.

During the past year, the Commission, in cooperation with the Maine Association of Conservation Districts, the Soil Conservation Service of U.S.D.A. and using input from other state agencies and organizations, has revised the Statewide Long Range Plan For Soil and Water Conservation. The new long range plan outlines the present and future issues threatening soil and water resources and presents a plan of action for combatting them. This plan is designed to bring the Commission and Districts into the 21st century.

PUBLICATIONS:

Soil Suitability Guide for Land Use Planning in Maine
Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land
Maine Guidelines for Septic Tank Sludge Disposal on the Land
Native and Introduced Wildlife Shrubs of Maine
Environmental Quality Handbook—Revised 1986
Soil and Water Conservation Long Range Plan—1981
Soil and Water Conservation Long Range Plan—1989
Maine Association of Conservation Districts—affiliate Membership Brochure
Reasons Why?—affiliate Membership Brochure
Alternatives to Topsoil Mining
The Maine Soil & Water Conservation Challenge Grant Program—1984 the First Year
Challenge Grant Projects: 1984-85 Progress Report

All above publications are free.

AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	83,900	83,900				
Health Benefits	7,573	7,573				
Retirement	17,289	17,289				
Other Fringe Benefits	285	285				
Other Contractual Service	23,690	23,690				
Rents	6,156	6,156				
Commodities	2,053	2,053				
Grants—Subsidies—Pensions	133,770	133,770				
TOTAL EXPENDITURES	274,716	274,716				

AFDC COORDINATING COMMITTEE

SABRA BURDICK, Bureau of Income Maintenance, Department of Human Services

Central Office: Whitten Rd., Augusta

Telephone: 289-3106

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: June, 1981

Reference: Policy Area: 03; Umbrella: 94; Unit: 402; Citation: 22 M.R.S.A., Sect. 3773

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the AFDC Coordinating Committee is to ensure the effective coordination of employment, education, training and support services required by AFDC recipients in order to prepare for, find and keep good jobs.

ORGANIZATION: The Committee is comprised of the Commissioners of Human Services, Labor, and Educational and Cultural Services, or their designees.

PROGRAM: The three Commissioners meet periodically, and their designees meet as needed, to discuss and facilitate the coordination of existing resources and institutions.

PUBLICATIONS:

A Report on the Implementation of Maine's Job Opportunities Act of 1981 submitted to the 112th Maine State Legislature, June 1985.

FINANCES, FISCAL YEAR 1989: No funds are appropriated or expended by the AFDC Coordinating Committee.

COMMITTEE TO ADVISE THE DEPARTMENT OF HUMAN SERVICES ON AIDS

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

Central Office: For Administrative Purposes: Office on AIDS

Telephone: 289-3747

Mail Address: D.H.S. #11, Augusta, Maine 04333

Established: July 7, 1987

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

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

Executive
Policy

Medical Services
Education

These sub-committees meet to give specific recommendations to the Committee as a whole in order to assist the Committee in its efforts to advise the Department on legislation and the creation of "AIDS in Maine: Background and Policy". This Plan was released in February of 1988. Long range plans involved creating 4 new sub-committees which will continue to help guide the Committee in matters of Plan revisions and Legislation. As a Committee of rotating membership, some personnel changes were effective 4/16/89. Terms of 10 members expired in April of 1989. Eight replacements were named and 2 members were reappointed. Nomination procedures for 2 new organizations were established by the 114th Legislature, but this does not change the number of committee members.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Legislature.

APPORTIONMENT REVIEW PANEL

APPORTIONMENT REVIEW PANEL

DAYTON HAIGNEY, M.D., CHAIRMAN

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

Telephone: 289-3751

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

Established: January 1, 1986

Sunset Review Required by: June 30, 2000

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

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

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

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Office of Employment Rehabilitation.

ARCHIVES ADVISORY BOARD

DORRIS ISAACSON, CHAIRMAN

ANN THOMAS, Secretary

Central Office: Stone House, Star Route 3, Phippsburg, Maine *Telephone:* 389-1141

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

Established: 1965

Sunset Review Required by: June 30, 1998

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

Average Count—All Positions: 0

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

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

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

LICENSES, PERMITS, ETC.:

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

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Maine State Archives.

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR

WILLIAM J. BRENNAN, Comm. of Marine Resources

Telephone: (202) 387-5330

Central Office: 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036

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

Established: May 5, 1942

Sunset Review Required by: June 30, 1996

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

Average Count—All Positions: 0

Legislative Count: 0

Organizational Units:

All of the 15 Atlantic Coast States.

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

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

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

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

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

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

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

The Commission, through its Amendment Number One authority, continued to regulate the Northern shrimp fishery in the Gulf of Maine. The ASMFC Northern Shrimp Section, comprised of the Commissioners from Maine, New Hampshire, and Massachusetts, promulgated regulations for the conduct of this fishery for the 1988 season including mesh size regulations.

In recent years the Commission has accelerated, reinforced and promoted its activities in relation to the National Oceanographic and Atmospheric Administration (NOAA) and the National Marine Fisheries Service (NMFS), particularly with respect to the Interjurisdictional Fisheries Management Program and the Grant-In-Aid programs operated under P.L. 99-659,

ATLANTIC STATES MARINE FISHERIES

the Interjurisdictional Fisheries Act of 1986, and P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Other federal programs concerning state fisheries administrators and commercial and sport fisheries monitored by ASMFC include ecologically-oriented MARMAP and MESA programs, Wallop-Breaux Aquatic Resources Trust Fund (P.L. 98-369), Coastal Zone Management, administration of the Marine Mammal Act, Endangered Species Act, Fisheries Statistics Program, and other Administration-sponsored fisheries legislation.

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

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

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

The Commission has continued its cooperative agreement with the National Marine Fisheries Service to administer the Interjurisdictional Fisheries Management Program. This program is known as "The Interstate Fisheries Management Program" and includes state/federal projects involving Northern Shrimp, Shad and River Herring, Sciaenids, Northern Lobster, Atlantic Menhaden, Striped Bass, Summer Flounder, Cooperative Statistics Program, and related activities such as interstate shellfish transportation, and fish/shellfish disease control. During the past year, the major focus of the Commission's interstate program has continued to center around the striped bass resource. A number of bills have been introduced in Congress to amend and extend P.L. 98-613, the Atlantic Striped Bass Conservation Act of 1984, as amended, which expires on September 30, 1988. This act is expected to be reauthorized, with minor changes, prior to the ASMFC annual fall meeting. The original act established a mechanism for federal preemption of striped bass management in state territorial waters. Reauthorization legislation continues to require the ASMFC to determine at its annual meeting whether or not participating states are in compliance with the interstate striped bass plan and submit a status report to the Secretary of Commerce. Those states determined to be in noncompliance are allowed 30 days to respond to deficiencies or be subject to a federal moratorium on the taking of striped bass in that state's waters. Such a moratorium would remain in effect until the subject state was determined to be in compliance with the interstate plan. The federal law also requires each state to be evaluated by the Commission on the enforcement effectiveness of its striped bass conservation regulations. Inadequate enforcement could also constitute grounds for finding a state in noncompliance. These actions are considered necessary because of continued low levels of striped bass production in Chesapeake Bay and the continued state closures to all sport and commercial fishing for striped bass in Maryland and Delaware waters. These closures have been in effect since January 1, 1985. Amendment #3 to the Interstate Striped Bass Plan, adopted by the Commission in October, 1985, requires all states involved in the striped bass interstate plan to increase the minimum size of striped bass to 33 inches total length by January 1, 1987. The Maine Legislature passed appropriate legislation that became effective on July 16, 1986, and was subsequently reaffirmed with Legislation that became effective on March 23, 1988. The Commission will continue to actively monitor state regulations and enforcement as required by federal law. The striped bass issue has clearly defined a new and strengthened role for the Commission in interstate fisheries management programs.

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

ATLANTIC STATES MARINE FISHERIES

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

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

PUBLICATIONS: Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atlantic States Marine Fisheries Commission, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	15,971	15,971				
TOTAL EXPENDITURES	15,971	15,971				

DEPARTMENT OF ATTORNEY GENERAL

JAMES E. TIERNEY, ATTORNEY GENERAL
JAMES T. KILBRETH, Chief Deputy Attorney General
FERNAND LAROCHELLE, Deputy Attorney General
CROMBIE J.D. GARRETT, JR., Deputy Attorney General
PHILIP F.W. AHRENS, Deputy Attorney General
H. CABANNE HOWARD, Deputy Attorney General
LEIGH I. SAUFLEY, Deputy Attorney General
THOMAS D. WARREN, Deputy Attorney General
STEPHEN L. WESSLER, Deputy Attorney General

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

Telephone: 289-3661

Established: 1820

Sunset Review Required by: June 30, 1990

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

Average Count—All Positions: 120

Legislative Count: 81.5

Organizational Units:

Administration

District Attorneys

Office of Chief Medical Examiner of the State of Maine

Divisions:

Consumer & Anti-Trust

Litigation

Commercial Regulation & General Government

Natural Resources

Criminal

Opinions/Counsel

Human Services

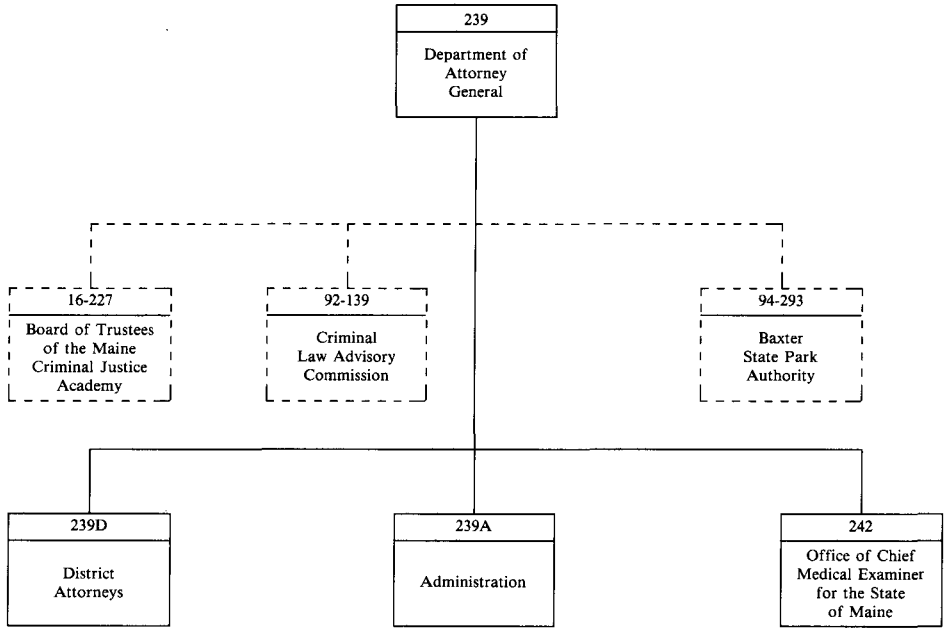
PURPOSE: The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's Chief Law Enforcement Officer and legal representative of the State. In this capacity, the Attorney General insures enforcement of Maine laws through instituting, conducting,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

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

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

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

**DEPARTMENT OF ATTORNEY GENERAL
UMB 26**



Approved by the Bureau of the Budget

ATTORNEY GENERAL

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF ATTORNEY GENERAL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,903,026	4,177,100	374,011		351,915	
Health Benefits	284,768	238,624	21,338		24,806	
Retirement	937,106	774,415	86,151		76,540	
Other Fringe Benefits	32,900	27,410	3,322		2,168	
Computer Services—State	4,174	4,174				
Other Contractual Service	602,398	544,384	39,428		18,586	
Rents	151,198	144,625	54		6,519	
Commodities	44,272	31,806	1,796		10,670	
Grants—Subsidies—Pensions	12,321	12,136	185			
Equipment	109,246	37,542	28,960		42,744	
Interest—Debt Retirement	40	40				
Transfers to Other Funds	39,737		21,047		18,690	
TOTAL EXPENDITURES	7,121,186	5,992,256	576,292		552,638	

ATTORNEY GENERAL

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

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

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

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

Consumer & Anti-Trust. The Consumer and Antitrust Division consists of four and one-half lawyers and enforces the State's Unfair Trade Practices Act (modeled after the Federal Trade Commission Act) and the State antitrust laws (modeled after the Federal Sherman and Clayton Acts). The Division does not represent any agencies of the state government, but proceeds on the basis of complaints from citizens or on its own initiative when it perceives violations of those statutes. The Division also enforces some criminal statutes. The Division prosecutes "white collar" crimes. Finally, the Division assists the Attorney General in discharging his common law responsibilities for the supervision and the administration of charitable trusts.

The Division staff in 1988-1989 responded to approximately 10,333 inquiries from the public requesting information or complaint mediation. Mediation and legal action resulted in approximately \$459,000 in recoveries for consumers and businesses. This significant recovery resulted from lawsuits and from the volunteer mediation program. The program consists of volunteers who have agreed to mediate complaints in exchange for intensive training in consumer law by the full-time staff of the Division.

Criminal. The Criminal Division comprises 15 lawyers and is principally concerned with prosecution of offenses defined in the Maine Criminal Code. The Criminal Division has exclusive responsibility for the prosecution of all homicide cases in the State and, in addition, has concurrent prosecutorial jurisdiction with the eight popularly elected District Attorneys over other crimes. The Division handles a substantial number of appeals to the Supreme Judicial Court of Maine not only of its own criminal cases, but also on request of those of the District Attorneys. In addition, the Division represents the State in all petitions for post-conviction relief filed by convicted criminal defendants regardless of the original prosecuting agency. Finally, the Division provides other substantial services to the law enforcement community primarily directed toward keeping the law enforcement community abreast of current developments in the law.

The work of the Criminal Division has continued to expand at a steady pace paralleling the expansion of criminal procedure generally. Working with the State Police and various local police departments, the Division investigated 37 homicides which occurred during the fiscal year and continued the investigation of 55 homicides which had occurred in previous years. During the fiscal year 1988-89, 18 homicide cases were tried, all of which resulted in convictions. The Criminal Division conducted investigations and prosecutions in 95 task force drug cases, in addition to homicides during the fiscal year 1988-89. The Criminal Division handled a total of 44 cases on appeal to the Maine Supreme Court. Twenty appeals were initiated by defendants during the year; the State initiated appeals in 2 cases, and the balance were cases carried over from previous years.

The Criminal Division was responsible for handling the paperwork in 81 closed extraditions; 44 of the 81 were fugitives sent out of state and 37 demands were made on other states to return fugitives to Maine for prosecution. Additionally, the Criminal Division handled 3 transfers of inmates pursuant to the Interstate Agreement on Detainers. There are presently 17 active extraditions.

— Post-conviction habeas corpus petitions continue to be filed in large numbers. During fiscal year 1988-89, 80 cases were initiated, 80 were closed, and 67 were carried over from prior years.

Besides handling various criminal and non-criminal matters for state departments and agencies, the Criminal Division provided other unique services to various governmental bodies; for example, attorneys in the Division provided legal counsel to the Department of Public Safety, as well as representing other divisions, bureaus, and boards within state government and other state law enforcement agencies. Among other actions brought in state courts were 12 petitions for forfeiture of vehicles, weapons and other equipment used in violation of Maine's drug laws.

The Criminal Division also works with the Department of Human Services in investigating cases of fraud and abuse in the Aid to Families with Dependent Children, Medicare, and Medicaid programs. The Medicaid Fraud Control Unit, a subsection of the Criminal Division, has conducted substantial investigations and developed prosecutions throughout the State.

The Medicaid Fraud Control Unit statistics for the fiscal year include: 31 investigations; 5 criminal prosecutions and civil recovery litigation cases; overpayments identified and reported to the Department of Human Services for collection, \$135,210; restitution paid to the State, \$20,000; cost of investigation recovered and paid to the General Fund, \$10,000.

From July 1, 1988 through June 30, 1989, 9 welfare fraud cases were referred to the Criminal Division for investigation. Criminal prosecutions for theft by deception of Aid to Families with Dependent Children benefits and food stamp coupons was initiated in 12 cases. Six cases have been closed following prosecution and conviction. One other welfare fraud referral was not prosecuted after investigation because of insufficient evidence. Defendants convicted of welfare fraud have been sentenced to various periods of incarceration and have been ordered to pay restitution in the amount of \$36,758.13. During the period July 1, 1988 through June 30, 1989, \$40,909.71 in restitution has been paid by defendants in prosecutions initiated in 1989 and in prior years. The restitution in the amount of \$40,909.71 has been forwarded to the Department of Human Services. One defendant was ordered to pay a fine.

In addition, members of the Criminal Division handled approximately 317 liquor law violations with the total fines recovered in this area surpassing \$94,165.00.

In addition to the normal caseload and activity directly related to criminal prosecution, the Division prepared and published, with the assistance of the Maine Criminal Justice Academy, a current and extensive Law Enforcement Officers' Manual setting forth the legal principles relating to police work. Also, attorneys and investigators from the Division participated as lecturers, teachers and panelists in training programs at the Maine Criminal Justice Academy, at local police departments, and at seminars and conferences relating to criminal law and law enforcement.

Commercial Regulation and General Government. The Commercial Regulation and General Government Division comprises 16 lawyers representing the following Departments and major agencies of State Government: Taxation, Banking, Insurance, Consumer Credit Protection, Securities, Labor, Treasurer, Alcoholic Beverages, and the Secretary of State (for corporate and business regulation matters). The Division also represents 43 professional licensing boards regulating licensed professions in the state including medical doctors, nurses, psychologists, accountants, architects, etc. The work of the Division is broken down into three categories: (1) defensive litigation for all of the various State Departments, Bureaus and agencies that it represents; (2) enforcement litigation and white collar crime prosecution against persons who violate the laws relating to the agencies that it represents; and (3) a large administrative law practice involving virtually all of Maine State Government.

During the past fiscal year, the Division successfully handled a number of significant matters in the areas of insurance, banking, securities, alcoholic beverages, tort claim defense, unfair labor practices, tax litigation and criminal tax prosecution. The Division also handled over 25 cases in the Maine Supreme Judicial Court as well as several hundred cases at the Superior Court, District Court and administrative levels. The Division has handled a significant number of matters before the United States Bankruptcy Court and the U.S. District Courts. Division attorneys also prosecuted a large number of license revocation and suspension actions against medical doctors, nurses, chiropractors, insurance agents, and other licensed professionals before various agencies and the Administrative Court.

The Division also collected several hundreds of thousands of dollars in tax litigation and over one million dollars in unpaid unemployment compensation taxes, and handled the bond counsel work for the issuance of more than fifty million dollars in general obligations of the State.

The Division expects that its workload will expand in most areas during the next fiscal year.

ATTORNEY GENERAL

Human Services. The Human Services Division consists of twenty-six (26) lawyers who represent the Department of Human Services exclusively. This Department manages the various social, health and child welfare programs in the State, and its lawyers discharge a variety of functions ranging from prosecution of child abuse cases, the enforcement of support laws, the enforcement of health-related laws, including the licensure of nursing homes and hospital expansion, to the Medicaid and AFDC assistance programs. The legal Division also represents the Department before the Maine Health Care Finance Commission and defends tort and civil rights actions brought against the Department and its employees, as well as challenges to the decisions made by the Commissioner in such areas as granting and/or denying of licenses of health care providers, restaurants, mobile home parks and foster homes.

The Human Services Division has one of the most persistent and heaviest caseloads of any Division in the Office of the Attorney General. In fiscal year 1989, more than 5,000 cases were handled by the attorneys in the Division covering a broad range of predominantly civil matters which are alluded to above.

Litigation. This Division of seven experienced trial lawyers is a resource for all litigation in the Department and directly handles tort claims against the State and those court actions either not concerning any agency or sufficiently complex to involve the litigation expertise of the Division. The Litigation Division handles a sizeable amount of major litigation independently of its coordination with other litigation efforts in the Department. Among the recent lawsuits in which the Division has been involved are the Moody Beach case involving public access to Maine beaches, several suits challenging the State's compulsory education requirements and several securities fraud cases. The Division is responsible for defending suits against the Judiciary and for defending the State in workers' compensation cases. The Litigation Division is also responsible for various affirmative litigation, examples of which are suits brought on behalf of the Maine Human Rights Commission and suits to enforce Maine's securities laws. Finally, the Division reviews all complaints and appellate briefs filed by the Attorney General's Office in civil cases.

Opinions/Counsel. This division of seven lawyers has primary responsibility for the preparation of formal opinions of the Attorney General requested by the Governor, State agencies and the Legislature. Its attorneys also represent the State Retirement System, the Department of Administration, the Department of Finance, the Department of Defense and Veterans' Services, the Department of Educational and Cultural Services, the Department of Corrections, the Department of Mental Health and Mental Retardation, and portions of the Executive Department and the Office of the Secretary of State.

Natural Resources. During the 1989 fiscal year, the Natural Resources Division consisted of nine lawyers whose time was spent advising and representing several agencies of State Government: Department of Environmental Protection; Department of Conservation (including Land Use Regulation Commission); Department of Marine Resources; Department of Agriculture (including the Harness Racing Commission, Maine Milk Commission, Soil and Water Conservation Commission, Pesticides Control Board and Animal Welfare Board); Office of Energy Resources; the State Planning Office; and Department of Economic and Community Development.

During the 1989 fiscal year, this Division pursued more than 135 enforcement actions to judgment resulting in the imposition of more than \$700,000 in damages, fines, civil penalties and reimbursements. The Division represented agencies in the State's Administrative Court, District Court, Superior Court and Supreme Judicial Court, as well as the United States District and Circuit Courts.

Noteworthy cases during the course of the year included prosecution of significant wastewater discharge violations resulting in the scheduled construction of major new treatment plants and the payment of several hundred thousand dollars in civil penalties; obtaining a decision against the Portsmouth Naval Shipyard for violations of the State's Hazardous Waste Laws; prosecution of several significant Hazardous Waste Management Rules violations resulting in the addition of almost \$100,000 to the Maine Hazardous Waste Fund; continued efforts in the enforcement of Maine's Solid Waste and Land Use Laws; and significant participation in the legislative process and the drafting and passage of enforcement laws.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATTORNEY GENERAL

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,655,264	3,929,338	374,011		351,915	
Health Benefits	272,421	226,277	21,338		24,806	
Retirement	904,775	742,084	86,151		76,540	
Other Fringe Benefits	31,396	25,906	3,322		2,168	
Computer Services—State	4,174	4,174				
Other Contractual Service	393,706	335,692	39,428		18,586	
Rents	112,052	105,479	54		6,519	
Commodities	39,551	27,085	1,796		10,670	
Grants—Subsidies—Pensions	12,321	12,136	185			
Equipment	100,811	29,107	28,960		42,744	
Transfers to Other Funds	39,737		21,047		18,690	
TOTAL EXPENDITURES	6,566,208	5,437,278	576,292		552,638	

ADMINISTRATION (ATTORNEY GENERAL)

Central Office: State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661

Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820

Sunset Review Required by: June 30, 1990

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

PROGRAM: See report for the Department of the Attorney General.

DISTRICT ATTORNEYS

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661

Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: January, 1974

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239D; *Citation:* 5 M.R.S.A., Sect. 199

Average Count—All Positions: 50

Legislative Count: 0

PURPOSE: The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes. The District Attorney for each prosecutorial district appears for each county within the district for which he/she is elected, under the direction of the County Commissioners, in all actions and other civil proceedings in which any county is a party or interested. All such actions, whether civil or criminal in which the State is a party, shall be prosecuted by him/her or under his/her direction. The District Attorney is the legal advisor to the County Commissioners.

ATTORNEY GENERAL

ORGANIZATION: The State is divided into eight prosecutorial Districts each headed by a District Attorney.

District One—York—Mary Tousignant, District Attorney
District Two—Cumberland—Paul Aranson, District Attorney
District Three—Oxford, Franklin, Androscoggin—Janet T. Mills, District Attorney
District Four—Kennebec, Somerset—David W. Crook, District Attorney
District Five—Penobscot, Piscataquis—R. Christopher Almy, District Attorney
District Six—Sagadahoc, Knox, Lincoln, Waldo—William R. Anderson, District Attorney
District Seven—Hancock, Washington—Michael E. Povich, District Attorney
District Eight—Aroostook—John D. McElwee, District Attorney

FINANCES, FISCAL YEAR 1989: All the District Attorneys and Assistant District Attorneys receive their salaries and benefits paid from the State Treasury from funds appropriated to the Attorney General for this purpose.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: Fuller Road, Augusta

Telephone: 289-2993

Mail Address: Statehouse Sta. #37, Augusta, Maine 04333

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 26; Unit: 242; Citation: 22 M.R.S.A., Sect. 3022 §30

Average Count—All Positions: 5

Legislative Count: 6

PURPOSE: The Office of the Chief Medical Examiner is headed by the Chief Medical Examiner, who is appointed by the Governor for a term of seven years. Through its staff, it is empowered to combine the functions of the coroner's physician and coroner in that it is responsible for determining the cause of death by medical examination and laboratory testing and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Medical examiner cases include death due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The Medical Examiners that serve the office are appointed by the Chief Medical Examiner, take a constitutional oath of office, serve for a statutory fee or a per case basis and are responsible for determining the cause, manner, circumstances, place, date and time of death, and the identity of the deceased and for procuring evidence from the person of the deceased for the investigative purposes of other agencies and/or legal proceedings. This is accomplished through the process of inquiry, investigation, physical examination, autopsy and other laboratory studies as needed to the end of certifying such deaths. The Medical Examiner reports are filed centrally and are intended for legal and vital records purposes.

PROGRAM: In calendar year 1987, 1,852 deaths were reported: 1,107 were accepted as medical examiner cases, 293 autopsies were performed, 419 scene visits were made, 476 alcohol tests were ordered and 143 cases had additional toxicology. Approximately 33 deaths were classified as homicide; 173 as suicide; 246 as motor vehicle accidents; 141 as other accidents. The rest were natural, undetermined, disturbed graves or animal remains.

ATTORNEY GENERAL

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	247,762	247,762				
Health Benefits	12,347	12,347				
Retirement	32,331	32,331				
Other Fringe Benefits	1,504	1,504				
Other Contractual Service	208,692	208,692				
Rents	39,146	39,146				
Commodities	4,721	4,721				
Equipment	8,435	8,435				
Interest—Debt Retirement	40	40				
TOTAL EXPENDITURES	554,978	554,978				

AUDIT

DEPARTMENT OF AUDIT

RODNEY L. SCRIBNER, CPA, STATE AUDITOR

RICHARD H. FOOTE, CPA, DEPUTY STATE AUDITOR

Central Office: Key Plaza, 286 Water St., Augusta; *Floor:* 6
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333-0066

Telephone: 289-2201

Established: 1907

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 27; Unit: 244; Citation: 5 M.R.S.A., Sect. 241

Average Count—All Positions: 54

Legislative Count: 37

Organizational Units:

Departmental Bureau
Administrative Services Division

Municipal Bureau
Unorganized Territory

PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances, and to investigate and report incidents of alleged fraud, attempted fraud, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities.

ORGANIZATION: The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring payment from the State Treasury, and in 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records, was eliminated. At present, one or more auditors are assigned to specific jobs as scheduled, and work is done periodically rather than by the resident-auditor plan. The use of an audit certificate was introduced and is included in each report of audit to a department, agency, municipality, institution, etc.

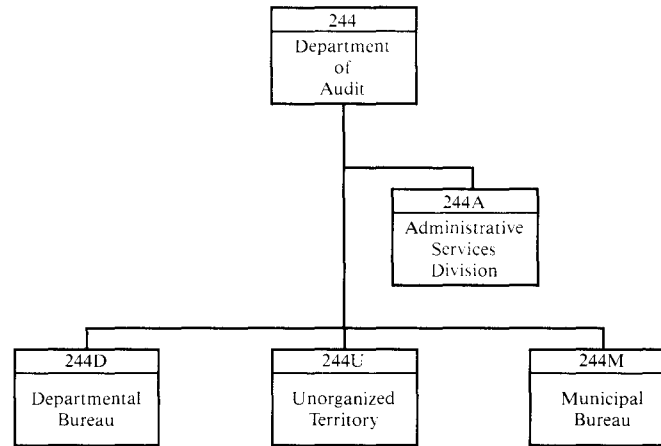
PROGRAM: The program of the Department is implemented through its Bureaus and Divisions.

PUBLICATIONS:

State Auditors' Annual Report

FINANCES, FISCAL YEAR 1989: The expenditures of this department include those of the Departmental Bureau, Municipal Bureau and Unorganized Territory Program. The following consolidated financial display was generated from department accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

**DEPARTMENT OF AUDIT
UMB 27**



Approved by the Bureau of the Budget

AUDIT

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,193,950	856,876	337,074			
Health Benefits	88,274	59,084	29,190			
Retirement	233,031	166,808	66,223			
Other Fringe Benefits	9,657	6,838	2,819			
Computer Services—State	12,590	12,590				
Other Contractual Service	160,728	98,239	62,489			
Rents	27	27				
Commodities	17,704	16,858	846			
Equipment	2,760	2,760				
Transfers to Other Funds	25,001		25,001			
TOTAL EXPENDITURES	1,743,722	1,220,080	523,642			

AUDIT

ADMINISTRATIVE SERVICES DIVISION (AUDIT)

RICHARD H. FOOTE, CPA, DEPUTY STATE AUDITOR

Central Office: Key Plaza, 286 Water St., Augusta; *Floor:* 6 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333-0066

Established: 1980 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244A; *Citation:* 5 M.R.S.A., Sect. 242

Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The purpose of the Administrative Services Division is to perform postaudits of all accounts and financial records of the 16 Superior Courts, 33 District Courts and the Administrative Court. Legislation mandates that the cost of the audits of the various courts will be borne by the General Fund.

ORGANIZATION: The Administrative Services Division is headed by the Deputy State Auditor. Authorized personnel in the division total 8, consisting of the State Auditor, one Director of Planning and Training, one Business Manager, one Auditor III, two Auditor IIs and one Auditor I.

PROGRAM: All Administrative, District and Superior courts are scheduled to be audited during the 1989-1990 fiscal year.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Departmental Bureau.

DEPARTMENTAL BUREAU (AUDIT)

RICHARD H. FOOTE, CPA, DEPUTY STATE AUDITOR

Central Office: Key Plaza, 286 Water St., Augusta; *Floor:* 6 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244D; *Citation:* 5 M.R.S.A., Sect. 243

Average Count—All Positions: 27 *Legislative Count:* 35

PURPOSE: The purpose of the Departmental Bureau is to perform post-audits of accounts and other financial records of Maine State Government and report on these audits.

ORGANIZATION: Authorized personnel in the bureau total 27, including one Director, two Assistant Directors, seven Auditor IIIs, eight Auditor IIs and nine Auditor Is.

PROGRAM: The major goal of this bureau is to perform the annual statewide Single Audit of Maine as required by the Federal Single Audit Act of 1984. This audit addresses financial and compliance audit issues of the agencies and departments of Maine State Government.

PUBLICATIONS:

State Auditors' Annual Report

AUDIT

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	813,422	813,422				
Health Benefits	55,741	55,741				
Retirement	158,526	158,526				
Other Fringe Benefits	6,473	6,473				
Computer Services—State	12,590	12,590				
Other Contractual Service	90,677	90,677				
Rents	27	27				
Commodities	16,807	16,807				
Equipment	2,760	2,760				
TOTAL EXPENDITURES	1,157,023	1,157,023				

MUNICIPAL BUREAU (AUDIT)

WILLIAM R. McLEAN, DIRECTOR

Central Office: Key Plaza, 286 Water St., Augusta; *Floor:* 6 *Telephone:* 289-2201

Mail Address: Statehouse Sta. #66, Augusta, Maine 04333-0066

Established: 1907

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 27; Unit: 244M; *Citation:* 5 M.R.S.A., Sect. 243

Average Count—All Positions: 17

Legislative Count: 0

PURPOSE: The purpose of the Municipal Bureau is to conduct audits of counties, cities and towns, school administrative units and other quasi-municipal corporations upon request.

ORGANIZATION: The Municipal Bureau is headed by a Director. Authorized personnel in the bureau total 17, consisting of 1 Director, 5 Auditor IIIs, 3 Auditor IIs, 4 Auditor Is and 4 clerical staff.

PROGRAM: The statutes provide that each county, municipality and quasi-municipal corporation shall have an annual post-audit made of its accounts, covering the last complete fiscal year, by the State Department of Audit or by a qualified public accountant. Upon request, the municipal bureau is expected to audit approximately 200 governmental organizations including counties, towns, school administrative units, and quasi-municipal corporations for the fiscal year ending June 30, 1989.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUDIT

MUNICIPAL BUREAU (AUDIT)	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	337,074		337,074			
Health Benefits	29,190		29,190			
Retirement	66,223		66,223			
Other Fringe Benefits	2,819		2,819			
Other Contractual Service	62,489		62,489			
Commodities	846		846			
Transfers to Other Funds	25,001		25,001			
TOTAL EXPENDITURES	523,642		523,642			

UNORGANIZED TERRITORY (AUDIT)

JOSEPH M. PLOURDE, FISCAL ADMINISTRATOR

Central Office: Key Plaza, 286 Water St., Augusta; *Floor:* 6 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333-0066

Established: 1985 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244U; *Citation:* 5 M.R.S.A., Sect. 246

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The purpose of the Fiscal Administrator is to provide assistance to the state and/or county agencies which request funds from the unorganized territories.

PROGRAM: The major goal of this office is to review the budgets and expenditures of all state and/or county service providers and report to the joint standing committee of the Legislature having jurisdiction over taxation. It is expected the administrator will assist and/or review the state agencies and counties which provide services in the unorganized territory.

PUBLICATIONS: Annual Unorganized Territory Financial Report

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC System.

UNORGANIZED TERRITORY (AUDIT)	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	43,454	43,454				
Health Benefits	3,343	3,343				
Retirement	8,282	8,282				
Other Fringe Benefits	365	365				
Other Contractual Service	7,562	7,562				
Commodities	51	51				
TOTAL EXPENDITURES	63,057	63,057				

BAXTER STATE PARK AUTHORITY

JAMES E. TIERNEY, CHAIRMAN
IRVIN C. CAVERLY, JR., DIRECTOR

Central Office: 64 Balsam Drive, Millinocket, ME
Mail Address: 64 Balsam Drive, Millinocket, ME 04462

Telephone: 723-9616

Established: 1933

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 94; Unit: 293; Citation: 12 M.R.S.A., Sect. 901

Average Count—All Positions: 21

Legislative Count: 0

PURPOSE: The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park “. . . shall forever be retained and used for state forest, public park and public recreational purposes . . . shall forever be kept and remain in the natural wild state . . . shall forever be kept and remain as a sanctuary for beasts and birds.”

The primary responsibilities of the authority are to operate and maintain various campgrounds, campsites and rustic log cabins within the 201,018 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend monies from the trusts and other income for maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments, and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 201,018 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name “State”, it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all Trust obligations.

Operation of the park is financed in part from use fees, entrance fees, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient, as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs, except road maintenance.

Responsibility for the operation of Baxter State Park is delegated from the Authority to the Park Director who supervises the managers of the following divisions: Administrative; Forestry; Park Operations; and Information Education.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The park encompasses 201,018 acres with campgrounds, outlying sites, group areas, and cabins. These overnight facilities have a daily capacity of 1,046 for the 1989 season with a potential seasonal capacity of 144,870. Actual capacity used will average around 50% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

BAXTER STATE PARK

The following use statistics are presented on a calendar year basis in order to better reflect a full seasons operation:

Statistical Use Information:	1988	1987	1986	1985	1984
SUMMER SEASON (5-15—10-15)					
USE—BY TYPE:					
Day Use	48,746	45,980	41,589	40,613	41,727
Transient	5,964	13,013	12,267	10,501	8,903
Camper	22,877	22,290	20,415	21,033	18,819
Lodge Guests	—	744	767	666	726
TOTAL PEOPLE	77,587	82,027	75,038	72,813	70,175
MISCELLANEOUS:					
Camper Days	62,211	59,441	53,776	56,627	54,808
Average Stay (Days)	2.71	2.67	2.63	2.69	2.9
Number of Vehicles	27,498	29,348	26,674	24,966	23,450
Recreational Visitor Days	116,921	118,429	107,632	107,741	105,438
WINTER SEASON (12-1—4-1)					
	1988/89	1987/88	1986/87	1985/86	1984/85
USE—BY TYPE:					
Day Use	1,299	1,448	1,200	1,126	1,573
Campers	1,810	1,622	459	810	439
TOTAL PEOPLE	3,109	3,070	1,659	1,936	2,012
MISCELLANEOUS:					
Technical Climbing	1,032	802	436	585	1,026
General Climbers	778	820	483	818	548
CAMPER DAY TOTAL	1,810	1,622	919	1,403	1,574
Skiing/Snowshoeing	243	617	32	26	207
Snowmobiling	1,056	831	1,168	1,100	1,366
DAY USE TOTAL	1,299	1,448	1,200	1,126	1,573
Recreational Visitor Days	3,109	3,070	2,119	2,529	4,721
Financial Information:					
	1988/89	1987/88	1986/87	1985/86	1984/85
REVENUE:					
Net from Operations	\$ 452,052	\$ 348,404	\$ 285,288	\$ 284,335	\$267,447
Trust Fund	860,000	860,000	770,000	635,028	495,000
Miscellaneous	18,740	14,186	11,729	11,752	10,713
Forestry	14,797	2,854	(2,758)	156,773	61,817
TOTAL	\$1,345,589	\$1,225,444	\$1,064,259	\$1,087,888	\$834,977
EXPENDITURES:					
Personal Services	\$ 833,273	\$ 733,488	\$ 665,812	\$ 617,734	\$569,007
All Other	463,540	371,416	294,099	266,299	225,612
Capital	130,537	116,460	35,757	214,084	31,067
TOTAL	\$1,427,350	\$1,221,364	\$ 995,668	\$1,098,117	\$825,686

LICENSES, PERMITS, ETC.:

Licenses:

The Baxter State Park Authority is authorized to issue non-resident fishing licenses on behalf of the Department of Inland Fisheries and Wildlife.

Permits:

The Baxter State Park Authority authorizes the issuance of Entrance Permits for day use, overnight use, and seasonal use. The Authority also authorizes the issuance of advance reservations for all overnight facilities in Baxter State Park.

Certificates:

The Baxter State Park Authority authorizes the award of certificates of appreciation for volunteers who provide services to Baxter State Park.

BAXTER STATE PARK

Contracts:

The Baxter State Park Authority issues contracts for the following services: Operation of Dacey Pond and Kidney Pond Campgrounds, Rubbish Removal and Janitorial. Search and Rescue services are provided by Maine Dept. of Inland Fisheries and Wildlife.

PUBLICATIONS:

1	Baxter State Park Hiking Guide	\$.50
2	Baxter State Park Guide50
3	DELORME Map	5.20
4	Guide to Baxter State Park and Katahdin by Stephen Clark	10.45
5	Clark Map	4.75
6	Patches	3.00
7	Behold the Mountain	5.50
8	At Timberline: A Nature Guide to the Mountains of the Northeast	14.65
9	Maine Mountain Guide, AMC	13.60
10	Allagash and St. John Map	4.15
11	Appalachian Trail Map (large Poster Map, Maine to Georgia)	4.75
12	Guide to the Appalachian Trail in Maine	19.90
13	Map #1	3.35
14	Map #2	3.35
15	Map #3	3.35
16	Glaciers and Granite	13.60
17	Don't Die on the Mountain (Safety)	1.65
18	Eastern Birds of Prey	7.30
19	Frostbite (Safety)	1.65
20	Katahdin Skylines and Geology	7.30
21	Maine Atlas	12.55
22	Mountain Flowers of New England	13.60
23	River Guide, AMC	10.40
24	Track Finder	2.10
25	Legacy of a Lifetime	16.80
26	Decal	1.00
27	Remote Trout Pond	8.35
28	Guide to Cross-Country Skiing	9.40
29	Pocket Guide to the Maine Outdoors	10.45
30	Spring Wildflowers	11.50
31	Summer and Fall Wildflowers	11.50
32	Trees and Shrubs	14.65

(All prices include tax)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	649,987		649,987			
Health Benefits	55,345		55,345			
Retirement	120,467		120,467			
Other Fringe Benefits	7,475		7,475			
Other Contractual Service	349,589		349,589			
Rents	1,266		1,266			
Commodities	91,914		91,914			
Buildings and Improvement	8,736		8,736			
Equipment	121,802		121,802			
Interest—Debt Retirement	409		409			
Transfers to Other Funds	20,700		20,700			
TOTAL EXPENDITURES	1,427,690		1,427,690			

MAINE BLUEBERRY COMMISSION

GORDON H. SCOTT, CHAIRPERSON

EDWARD J. McLAUGHLIN, Executive Director

Central Office: Coburn Hall, Univ. of Me., Orono

Telephone: 581-1475

Mail Address: Coburn Hall, Univ. of Me., Orono, Maine 04469

Established: 1977

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 94; Unit: 294; Citation: 36 M.R.S.A., Sect. 4312-B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: In 1945, the blueberry industry of the state requested the Legislature to establish an industry tax to generate dedicated revenue to be used for the purpose of research and extension programs relating to the production and marketing of blueberries. Over the years, this tax has been increased for the purpose of advertising and promoting the use of blueberries. The Blueberry Commission has the responsibility for allocation and administration of blueberry tax funds. Currently the tax is at the rate of $\frac{1}{2}$ cent per pound from blueberry growers and $\frac{1}{2}$ cent per pound from processors or shippers for a total of 1¢ per pound of blueberries produced or processed in the state.

ORGANIZATION: Legislation passed in 1984 provided that the Blueberry Commission consist of eight members appointed by the Commissioner of Agriculture, Food, and Rural Resources. The Commission elects a chairman from among its members and employs an executive director to handle the administrative responsibilities of the blueberry tax programs.

This legislation also provides for a Blueberry Advisory Committee of seven members who are appointed by the Blueberry Commission. The Advisory Committee works with the University of Maine to develop research and extension programs to serve the interests of the blueberry industry.

PROGRAM: The 1984 legislation provides that blueberry tax revenue be allocated as follows: 30% for research and extension programs at the University of Maine; 25% for market development and promotion; no more than 15% for administration; and the balance of funds to be used for research or promotion as may be determined by the Commission.

Most of the research and all of the extension activities are programmed through the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine. The Experiment Station maintains a research farm known as Blueberry Hill in the town of Jonesboro. In recent years, and largely due to new technology generated through the Agricultural Experiment Station, the production of blueberries in Maine has approximately doubled from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 39.5 million pounds in 1988. The wild blueberry industry in Maine contributed approximately \$70 million to Maine's economy in 1988.

Market development and promotion activities are carried out primarily through the allocation of funds to two trade organizations: The Wild Blueberry Association of North America (WBANA), and the North American Blueberry Council (NABC). These organizations conduct blueberry promotions for the export market as well as national promotion for the domestic markets. Special emphasis is given to the food service trade such as restaurants, bakeries, and lunch programs.

Other activities funded by the Commission include exhibits at trade shows, fairs and participation at the Eastern States Exposition in West Springfield, Massachusetts, the seventh largest agricultural exposition in the world. Some activities are carried out in cooperation with the Bureau of Marketing in the Department of Agriculture, Food and Rural Resources.

Faced with large production increases, both in Maine and other blueberry producing areas, the promotional programs funded by the Blueberry Commission have been a major factor in marketing blueberries commensurate with the increased production.

BLUEBERRY COMMISSION

PUBLICATIONS: Bulletins and Newsletters published by the Commission, the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine, Orono, Maine.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	31,766		31,766			
Health Benefits	1,622		1,622			
Retirement	7,446		7,446			
Other Fringe Benefits	570		570			
Other Contractual Service	15,701		15,701			
Commodities	10,003		10,003			
Grants—Subsidies—Pensions	557,855		557,855			
Transfers to Other Funds	7,696		7,696			
TOTAL EXPENDITURES	632,659		632,659			

BLUEBERRY ADVISORY COMMITTEE

FRED OLDAY, CHAIRPERSON

Central Office: Coburn Hall, UMO, Orono

Telephone: 581-1475

Mail Address: Coburn Hall, UMO, Orono, Maine 04469

Established: 1945

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 94; Unit: 426; Citation: 36 M.R.S.A., Sect. 4312

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Blueberry Advisory Committee was originally constituted in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplemental funds for research and extension programs at the University of Maine.

The function of the Advisory Committee was to work with the Director of the Maine Agricultural Experiment Station and the Director of the Cooperative Extension Service in an advisory capacity. While the function of the Committee remains essentially the same, legislation enacted in 1984 changed the status of the Committee by having the committee members appointed by the Maine Blueberry Commission instead of by the University of Maine. In 1985 legislation was passed to delete the words "University of Maine" from the name of the Blueberry Advisory Committee. In essence the Blueberry Advisory Committee is a standing Committee of the Blueberry Commission and reports to the Commission.

ORGANIZATION: The Blueberry Advisory Committee consists of seven members who serve staggered terms of four years. Members of the Advisory Committee may not be reappointed for successive terms. Committee members elect their own chairman and meetings are scheduled in conjunction with the Directors of the Maine Agricultural Experiment Station and the Cooperative Extension Service. The Blueberry Commission has also designated the Executive Director of the Commission to act as an ex-officio member of the Advisory Committee.

PROGRAM: Activities and program are included with the report of the Maine Blueberry Commission.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

CANCER PREVENTION AND CONTROL ADVISORY COMMITTEE

DONALD MAGIONCALDA, MD., Committee Chairperson

LANI GRAHAM, M.D., M.P.H. and RANDY SCHWARTZ, M.P.H. Contacts

Central Office: c/o Bureau of Health

Telephone: 289-5180 or 289-5378

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: July 10, 1987

Reference: Policy Area: 03; Umbrella: 92; Unit: 511; Citation: 22 M.R.S.A., Sec. 1405

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Cancer Prevention and Control Advisory Committee, established by Title 5, Section 12004, Subsection 10, consists of a committee of representatives to serve as an Advisory body to the Department of Human Services on the operation of the Cancer Registry Program and on the development and maintenance of a coordinated statewide approach to cancer prevention and control.

ORGANIZATION: The Committee is composed of not less than 14 members, one-half of whom are appointed by the Governor and one-half of whom are appointed jointly by the President of the Senate and the Speaker of the House. Members shall include individuals with training and experience in the following fields: medicine, M.D. or D.O.; oncology; medical and biological sciences; hospital administration; hospital tumor registry operations; health promotion and education; epidemiology; and biometry. Committee members serve without compensation, but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: The Cancer Prevention and Control Advisory Committee meets every other month in Augusta and has established subcommittees to help it carry out its functions which include advising the Department of Human Services on the development and maintenance of a coordinated statewide approach to cancer prevention and control and reviewing requests for information from the Cancer Registry data base. The following subcommittees have been established: Cancer Registry Program Subcommittee, Annual Cancer Conference Planning Subcommittee, Peer Review and Special Studies Subcommittee, and a Subcommittee for Recommendations on Statewide Approach to Cancer Prevention and Control.

Notable achievements during the past fiscal year were the Governor's acceptance of a committee recommendation on the formation of a "Commission on Smoking or Health" and holding a Blaine House Consensus Conference on "Overcoming Barriers to Early Detection of Breast and Cervical Cancer." Additionally, the committee, with the assistance of its subcommittees, reviewed and approved two research studies using Cancer Registry data. One is a Woman's Health Study of breast cancer risks associated with alcohol consumption and lactation and the other is a data quality study of the reliability of occupational history information submitted to the Cancer Registry Program. The committee also peer reviewed and directed a departmental study of the Elevated Cancer Rates Among Lincoln County Residents and a study of Leukemia Time-Trends mandated and funded by the legislature.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Health.

**INTERDEPARTMENTAL COORDINATION OF SERVICES TO
CHILDREN AND FAMILIES**

**COMMITTEE FOR THE INTERDEPARTMENTAL
COORDINATION OF SERVICES TO
CHILDREN AND FAMILIES**

EVE BITHER, COMMISSIONER, D.E.C.S., Chair

Central Office: 87 Winthrop St., Augusta

Telephone: 289-3863

Mail Address: Statehouse Sta. #146, Augusta, Maine 04333

Established: February 1, 1988

Reference: Policy Area: 03; Umbrella: 94; Unit: 508; Citation: 34B M.R.S.A., Sec. 1214

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: This statute formally established the Committee for the Interdepartmental Coordination of Services to Children and Families, which had been in operation since 1978. The Committee comprises the Commissioners of the Departments of Corrections, Educational and Cultural Services, Human Services and Mental Health and Mental Retardation. The purpose of the Committee is to ensure the coordination of policies and programs for Maine children and families. This statute further authorized the Department of Mental Health and Mental Retardation to accept funds on behalf of the Committee, and to expend such funds for purposes consistent with the purpose and goals of the Committee.

PROGRAM: The Committee for the Interdepartmental Coordination of Services for Children and Families meets every other month to discuss and act on State policy issues relative to children and families. The Committee has developed an administrative framework to ensure effective coordination and collaboration. The enabling legislation identified three goals for the Committee:

- A. To encourage a statewide system of coordinated services, which are responsive to the current needs of children and families and which are delivered by a partnership of public, private and nonprofit state level and community based agencies, and to promote access to services by all children and their families who are in need of these services;
- B. To evaluate on a continuing basis the allocation of resources to ensure the availability of quality services delivered in a coordinated and efficient manner that is consistent with the needs of children and families; and
- C. To continue the development of a comprehensive and coordinated approach to initiation and revision of policy affecting services to children and families.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Mental Health & Mental Retardation.

CHILDREN'S RESIDENTIAL TREATMENT COMMITTEE

Central Office: 87 Winthrop St., Augusta

Telephone: 289-3863

Mail Address: Statehouse Sta. #146, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 484; *Citation:* 22 M.R.S.A., Sect. 8151

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Children's Residential Treatment Committee is an interdepartmental committee established to develop and coordinate the State's role in contracting for the placement of children in need of treatment in residential treatment centers.

ORGANIZATION: The Committee is composed of the Commissioner of Educational and Cultural Services; the Commissioner of Human Services; the Commissioner of Mental Health and Mental Retardation and the Commissioner of Corrections or their designees.

PROGRAM: The statute authorizing the Children's Residential Treatment Committee was amended by the First Regular Session of the Maine Legislature. The Committee is responsible to develop overall state policies for placement of children in need of treatment in residential treatment centers. The Committee is charged to develop a plan to implement those policies and determine the number of children who need residential treatment services. The committee has worked in conjunction with the Residential Treatment Centers Advisory Group to develop a needs assessment format and rate setting regulations and contract procedures. The Committee recommends to the four departments a coordinated approach to residential treatment rate setting, contract development and program management.

PUBLICATIONS:

Regulations Relating to Rate Determination and Contract Development for Children Placed in Residential Treatment Centers. (free)

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

BOARD OF THE MAINE CHILDREN'S TRUST FUND

RAYMOND COOK, EXECUTIVE DIRECTOR

Central Office: 160 Capitol St., Augusta

Telephone: 289-2044

Mail Address: 160 Capitol St., Augusta, Maine 04330

Established: September 19, 1985

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 175; *Citation:* 22 M.R.S.A., Section 4083

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The purpose of the Maine Children's Trust Fund is to provide an opportunity for Maine citizens to make voluntary contributions, through an income tax checkoff and direct donations, for funding of programs designed to prevent abuse, neglect and mental illness among Maine children, and to promote and support the development of these programs in communities throughout the state.

ORGANIZATION: The Board of the Maine Children's Trust Fund consists of 9 public members appointed by the Governor for terms of 3 years. The public members shall, as far as practicable, be representative of the following groups: parents; business and labor; the legal community; the religious community; and providers of child abuse and neglect prevention services. The Governor annually appoints one of the public members to serve as chairman.

PROGRAM: The Maine Children's Trust Fund's efforts to achieve its purpose can be divided into three categories: Prevention Grants; Public Awareness/Education; and Child and Family Policies and Activities.

Prevention Grants. The Maine Children's Trust Fund published its Rules for Grant Making and its first Request For Proposals in the Fall of 1987. Top priority was assigned to the funding of programs which provide for the primary prevention of abuse, neglect and mental illness among Maine children. The definition of primary prevention developed by the National Committee for the Prevention of Child Abuse was adopted:

Primary Prevention is taking measures to keep child abuse from happening **before it has ever occurred**. The key aspects of primary prevention efforts are as follows:

- It is offered to all members of a population;
- It is voluntary;
- It attempts to influence societal forces which impact on parents and children; and
- It seeks to promote positive family functioning rather than to just prevent problems.

In January 1988, thirty-nine programs were awarded primary prevention grants totaling \$45,476. Grant amounts ranged from \$300 to each of the sixteen county child abuse councils, to \$2900 for some projects. Nine projects were funded for family support and parenting education programs; two received funds to provide child care for "latchkey" families; twelve were funded for programs to enhance self-esteem and build basic skills among children; and the sixteen county child abuse councils received funds to support prevention education and public awareness efforts in their areas. Over 7,000 parents, children, teachers, and child care professionals received services and/or participated directly in these programs by the end of their grant year (March 30, 1989).

In January 1989, forty-three programs were awarded a total of \$62,411. Fourteen of these programs will provide family support and parenting education; one will provide child care for "latchkey" families, eleven will provide self-esteem and basic skill-building programs for children; one will provide prevention education for medical professionals; and the sixteen county child abuse councils will, again, provide prevention education and public awareness in their areas. Over 20,000 Maine parents, children, teachers, and other professionals will be served and/or participate in our 1989 grant programs.

Public Awareness/Education: The sixteen county child abuse councils conduct public education activities in their areas, funded by Maine CTF grants of \$300. In addition, two 1988 project grants created highly successful video public service announcements, written and performed

CHILDREN'S TRUST FUND

by fourth-, seventh-, and eighth-grade students, which have been broadcast on two major television stations.

The first two issues of a quarterly child abuse prevention newsletter, featuring information about Maine CTF, grantees and other prevention resources, were published in the Winter and Spring of 1989. About 1200 individuals and agencies are currently on the mailing list. Future issues will continue to cover Maine prevention programs and will also identify exemplary individual, corporate, and agency efforts in prevention. Circulation will increase to 2000 by 1990.

Although its primary purpose is to raise funds for prevention programs, Maine CTF's annual tax checkoff campaign also raises public awareness of child abuse. Over 20,000 campaign posters, leaflets, tent cards, television and radio messages inviting Mainers to "Help Change the Face of Child Abuse in Maine," were distributed or broadcast during our 1989 campaign. These messages were disseminated by child abuse councils, children's advocacy groups, state agencies, private tax preparers, and TV and radio stations. One major bank is spending \$12,000 of its own advertising budget to print additional campaign materials.

Child and Family Policies and Activities. Maine CTF Board members and staff participate in state, regional, and national groups and organizations which address government and social policies and customs affecting children and families. Among these are: the Primary Prevention Committee (state government); the Maine Prevention Network (state-wide); the New England Coalition for Health Promotion and Disease Prevention (regional); and the National Conference of Children's Trust Funds.

In addition, Maine CTF reviews all proposed legislation for potential impact on child abuse prevention, making recommendations to the Governor and Legislature, and provides public appearances on child abuse and family support issues to media and civic groups and organizations.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF THE MAINE CHILDREN'S TRUST FUND	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	30,784		30,784			
Health Benefits	1,875		1,875			
Retirement	7,216		7,216			
Other Fringe Benefits	554		554			
Computer Services—State	2		2			
Other Contractual Service	22,767		20,967		1,800	
Rents	3,450		3,450			
Commodities	709		653		56	
Grants—Subsidies—Pensions	51,166		17,190		33,976	
Transfers to Other Funds	624		617		7	
TOTAL EXPENDITURES	119,147		83,308		35,839	

MAINE ADVISORY COMMITTEE ON CHILDREN WITH SPECIAL NEEDS

JANE WEIL, CHAIRPERSON

Central Office: Room 411, State Office Building, Augusta
Mail Address: Statehouse Station #40, Augusta, Maine 04333

Telephone: 289-4250

Established: September 19, 1985

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 482; *Citation:* 34B M.R.S.A., 6241

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To act in an advisory capacity to the Commissioner of the Department of Mental Health and Mental Retardation, and to the Director of the Bureau of Children with Special Needs, in assessing programs, planning future activities and developing the means to meet the needs of children in need of treatment and their families.

ORGANIZATION: The committee shall consist of 15 members appointed by the Governor, with due consideration given in the appointments to including parents or relatives of children in need of treatment, providers of service to these children and representatives of state agencies concerned with children.

The chairperson is named by the Governor and members shall serve for staggered three year terms.

PROGRAM: The Committee meets monthly. During the past year, the Committee assisted the Bureau in the conduct of mental health “forums” throughout the state, at which consumers and providers of children’s services could express their suggestions of major program gaps and help prioritize policy and program initiatives aimed at benefiting children in need of treatment, and their families. With the organization of the 114th Legislature in January, 1989, the Committee helped track and—as appropriate—testified on legislation it felt beneficial to Maine’s children, whether or not such legislation had originated within the Bureau.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$3,000 in FY 89 and are, by administrative decision, included with those of Bureau of Children with Special Needs.

CITIZENS' FORESTRY ADVISORY COUNCIL

HOWARD SPENCER, CHAIRMAN

Central Office: Augusta

Telephone: 289-4906

Mail Address: Statehouse Station #22, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 177; *Citation:* 12 M.R.S.A., Section 5101B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Citizens' Forestry Advisory Council was created to advise the Commissioner of Conservation on all aspects of the Forests For the Future Program, and to review all interim and final products of the program. The CFAC serves as the link between the public and the Forests For the Future Program.

ORGANIZATION: The seven members of the Council are appointed to five-year terms by the Governor and approved by the Legislature. A chairman is elected by the Council.

PROGRAM: The Citizens' Forestry Advisory Council meets periodically to review documents, discuss issues, and to gather public input. During fiscal year 1989 the Council held seven business meetings to review reports and other work efforts of the Forests for the Future Program.

PUBLICATIONS:

Forests for the Future Program—Creating a Forest Policy for the State of Maine. Brochure. Free. Available on request.

Annual Progress Report for the Forests for the Future Program and the Citizens' Forestry Advisory Council. Free. Available on request.

The Forests of Maine—Yesterday, Today, Tomorrow. Information Digest on the forests of Maine. Free. Available on request.

Report on the Demand for Forest Products in Maine. Free. Available on request.

Forest for the Future—A Report on Maine's Forest to the Legislature, the Governor and the People of Maine. Free. Available on request.

Clearcutting as a Management Practice in Maine Forests. Free. Available on request.

Annual Report for 1988—Forest For the Future Program, Department of Conservation and the Citizen's Forestry Advisory Council.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

CIVIL AIR PATROL

COLONEL DAVID J. BRAUN, WING COMMANDER
CAPTAIN HENRY CROCKER, Vice Commander

Central Office: Naval Reserve Center, Augusta; *Floor:* 2
Mail Address: P.O. Box 122, Bath, Maine 04530

Telephone: 207-622-7722

Established: 1941

Sunset Review: Not Established

Reference: Policy Area: 06; Umbrella: 99; Unit: 238; Citation: 6 M.R.S.A., Sect. 301

Average Count—All Positions: 0

Legislative Count: 0

Organizational Units:

A. Wing Headquarters—Augusta, Maine

B. Subordinate Units:

1. Auburn Composite Squadron—Auburn
2. Augusta-Gardiner Composite Squadron—Augusta
3. Bangor-Brewer Composite Squadron—Bangor
4. Mid-Coast Composite Squadron—Brunswick
5. Caribou Composite Squadron—Presque Isle
6. Dexter Senior Squadron—Dexter
7. Down-East Patrol Composite Squadron—Trenton
8. Cumberland County Composite Squadron—South Portland
9. Pinetree Senior Squadron—Auburn
10. Waterville Composite Squadron—Waterville
11. St. Croix Composite Squadron—Calais
12. Eastport Composite Squadron—Eastport

PURPOSE: The Civil Air Patrol (CAP) provides an organization to aid United States citizens through the voluntary contribution of their efforts, services and resources for the maintenance of aerospace supremacy and to assist in meeting local, state and national emergencies, particularly air search and rescue. To accomplish the purposes for which it was chartered, CAP:

(1) Conducts a continuous nationwide internal and external program of aerospace education, including the coordination of workshops conducted at local schools, colleges and universities.

(2) Conducts a comprehensive cadet program, including an International Air Cadet Exchange, special activities, and supervision of encampments at Air Force installations.

(3) Maintains an emergency services capability to meet the requests of the Air Force and state and local officials for search and rescue, disaster relief, and other support missions.

(4) Conducts a comprehensive Senior Training Program to provide qualified personnel at all levels of CAP.

(5) Assists local, state, and other Federal agencies in emergency operations.

(6) Conducts a flight management program for assigned aircrew members and manages an aircraft maintenance program for corporate owned aircraft.

(7) Maintains a nationwide communications capability to support emergency services operations and to conduct official CAP business.

ORGANIZATION: The Civil Air Patrol (CAP) is the official auxiliary of the U.S. Air Force, and is a nonprofit corporation which functions in accordance with its constitution, bylaws, regulations, and other directives issued by its National Headquarters. It was formed on December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became an auxiliary of the United States Air Force. The Secretary of the Air Force has been given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of noncombat missions of the Air Force.

The Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of a wing headquarters unit and all subordinate units within geographical boundaries of a state. Wing Commanders are

CIVIL AIR PATROL

appointed by the National Headquarters and have command authority over all CAP units and members thereof, within their respective wings. The Squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements; and Composite Squadrons, composed of both senior and cadet members conducting both senior and cadet programs.

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the Naval Reserve Center, Capital Park, with a field organization consisting of thirteen squadrons located throughout the State.

At the Wing Headquarters a mission control center is maintained in operational status with telephone and radio communications facilities and other equipment to organize, plan and conduct air search operations and other support missions on a local or state-wide basis.

During search missions a mobile command post may be established in a forward operating area to provide on-scene control of mission personnel and resources.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent in excess of three thousand eight hundred hours searching the state. Every aircraft flying is required to have an Emergency Locator Transmitter (ELT) beacon aboard. When one of these transmitters because of a crash, malfunction or human error it is necessary to dispatch search aircraft or ground ELT search teams to locate the signal source because it is being transmitted on a distress frequency. Maine Wing aircraft located several non-distress aircraft by means of ELT signals and were also involved in six missing aircraft search efforts during the last fiscal year.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 172, and one Lake Amphibian, Bar Harbor—one Cessna 172, Presque Isle—one Cessna 172, Machias—one Cessna 150, Wiscasset—one Cessna 182.

Two VHF Repeater Stations are maintained and operated by the Maine Wing at Libby Hill, Auburn and Bald Mountain, Dedham as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range communications networks which span the state.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. A flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained insight into the U.S. Air Force by attending a week long encampment at Loring Air Force Base, Maine during the summer and a survival course was taught by U.S. Navy personnel from NAS Brunswick to cadets and seniors at the Navy Rangeley facility.

PUBLICATIONS:

Publications concerning Civil Air Patrol and prices are available from "The Bookstore," National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1989: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to \$25,000 in FY 89, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Transportation Services.

CIVIL SERVICE APPEALS BOARD

STATE CIVIL SERVICE APPEALS BOARD

ANNALEE Z. ROSENBLATT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4459 (Voice)
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333 289-4537 (TDD)
Established: July 1, 1986 *Sunset Review Required by:* June 30, 2000
Reference: Policy Area: 00; Umbrella: 94; Unit: 388; Citation: 5 M.R.S.A., Sect. 7081
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Civil Service Appeals Board is established to mediate grievances and disputes and to hear and resolve classification appeals which are filed by employees of the State who are excluded from the collective bargaining process pursuant to 26 MRSA, §§979 and 1021 to 1034.

ORGANIZATION: On July 1, 1986, the State Civil Service Appeals Board was established to perform grievance and appeal functions formerly performed by the State Personnel Board. The Board consists of 5 members of the public who have experience in personnel management or labor relations. Appointments to the Board are made by the Governor with review by the Joint Standing Committee on State Government and confirmation by the Legislature. One member of the Board is designated by the Board as a chairman. Each appointment is for a term of four years until a successor has been appointed and qualified.

PROGRAM: The Appeals Board met ten (10) times during FY '89. Eight (8) meetings were held to hear and decide appeal cases. A special meeting was held to review the Board's policies and procedures and to decide a question of jurisdiction. Another special meeting was held to orient new Board members to the Hay job evaluation process. Three (3) appeal cases involved the denial of reclassification actions initiated by employees, one appeal case involved the denial of a reclassification action initiated by management, and one (1) appeal case involved an employee's starting salary.

PUBLICATIONS:

State Civil Service Appeals Board Procedures for Appeal (free). May be obtained through the Bureau of Human Resources.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Human Resources.

COMMUNITY SERVICES ADVISORY BOARD

EMILY B. LANE, CHAIRPERSON

Central Office: Hallowell, Maine

Telephone: 289-3771

Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: December 1983

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 92; Unit: 462; Citation: 5 M.R.S.A., Sect. 3517

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Community Services Advisory Board is to advise the Governor, the Legislature and the Director of the Division of Community Services on programs and policies relative to the Maine Community Services Act.

ORGANIZATION: The Community Services Advisory Board was established in 1983. It consists of 12 members: one member of the House of Representatives appointed by the Speaker of the House; one member of the Senate appointed by the President of the Senate; the Director of the Division of Community Services to serve ex-officio and 9 members appointed by the Governor in the following categories: an executive director of a community action agency, an elected official from one of the municipalities which act as local program operators, 2 representatives from board of directors of community action agencies, 2 recipients of assistance or service from a sub-grantee of the Division of Community Services and 3 members from the general public.

PROGRAM: The Advisory Board met 8 times during fiscal year 1989. They have provided input and advice to the Division on State Plans and Rules of the various programs administered. In addition, they reviewed several pieces of legislation on issues important to low-income citizens.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are included with those of the Division of Community Services.

DEPARTMENT OF CONSERVATION

C. EDWIN MEADOWS, JR., COMMISSIONER

SUSAN J. BELL, Deputy Commissioner

Central Office: AMHI—Harlow Building, Augusta; Floor: 3

Telephone: 289-4900

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056; *Citation:* 12 M.R.S.A., Sect. 5011

Average Count—All Positions: 542

Legislative Count: 274

Organizational Units:

Division of Planning and
Program Services
Administrative Services Division
Land Use Regulation Commission
Bureau of Public Lands
Coastal Island Registry

Bureau of Forestry
(AKA Maine Forest Service)
Maine Conservation Corps
Bureau of Parks and Recreation
Maine Geological Survey
Division of Engineering and Realty
Maine Rivers Program

PURPOSE: The Department of Conservation was established to preserve, protect and enhance the land and water resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office is organized into three major divisions, the Division of Planning and Program Services, the Division of Administrative Services and the Division of Engineering and Realty. Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for two of these divisions. Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division of Planning and Program Services, now Deputy Commissioner and established the Division of Engineering and Realty.

The Division of Planning and Program Services is responsible for the Information and Education function, Maine Conservation Corps, SERVE/Maine, Geographic Information System, program review and evaluation, policy development, and long-range departmental planning.

The Division of Administrative Services provides various support services including personnel, payroll, budget, audit, accounting, bookkeeping, Vehicle Rental Agency, telecommunications and computer systems analysis.

The Division of Engineering and Realty provides professional services for the bureaus of the Department of Conservation.

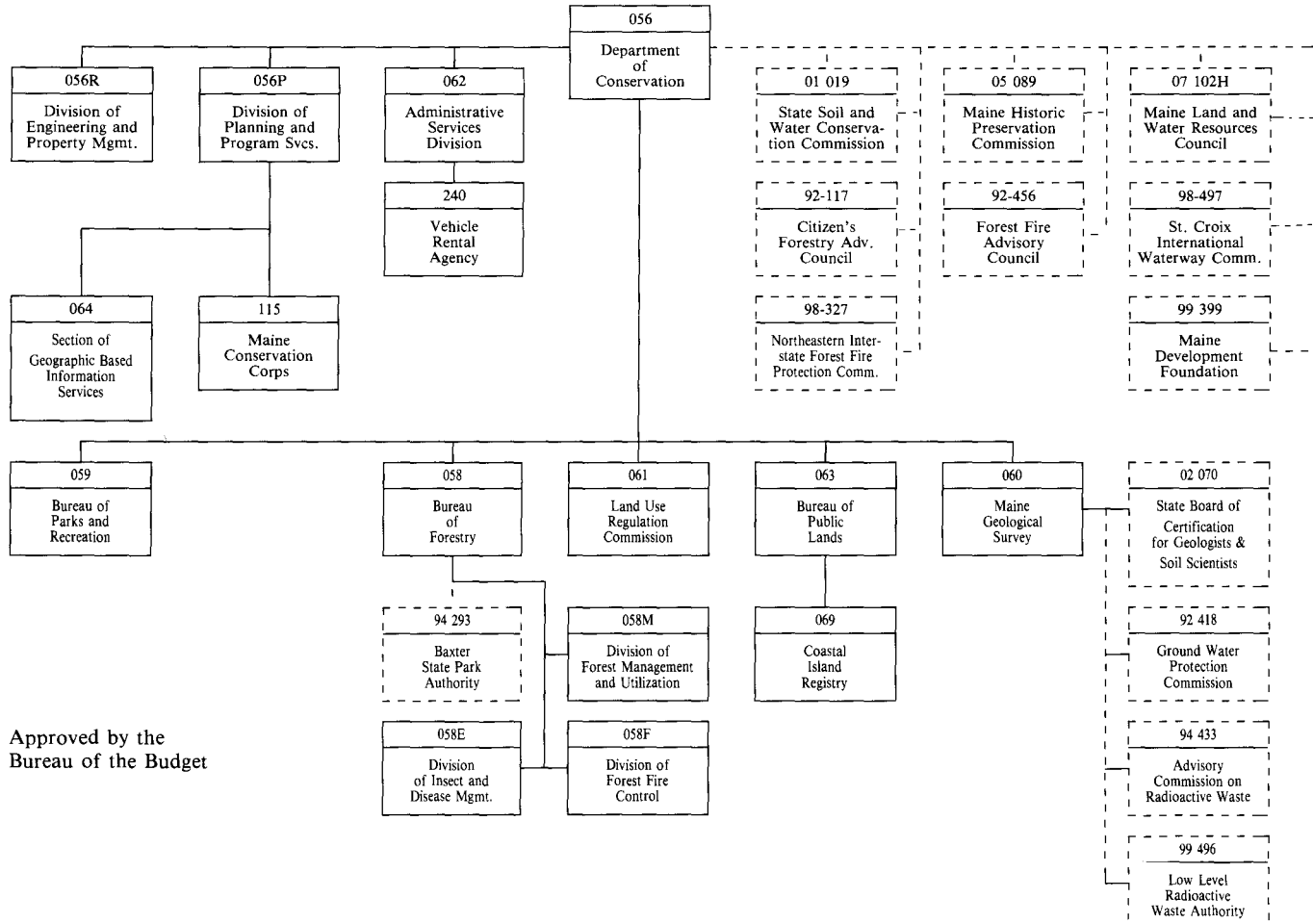
PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services and Planning and Program Services.

PUBLICATIONS:

Listed separately by the Department's organizational units.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

**ORGANIZATIONAL CHART
DEPARTMENT OF CONSERVATION
UMB 04**



Approved by the
Bureau of the Budget

CONSERVATION

CONSERVATION

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF CONSERVATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,312,073	8,731,433	1,281,559		213,520	85,561
Health Benefits	789,243	649,541	113,085		19,309	7,308
Retirement	2,055,358	1,761,746	240,230		39,763	13,619
Other Fringe Benefits	96,857	82,654	11,434		2,446	323
Computer Services—Comm	6,035	3,262	503		1,336	934
Computer Services—State	12,077	10,474	187		1,414	2
Other Contractual Service	3,443,645	2,620,773	495,354		217,419	110,099
Rents	319,917	265,742	38,013		5,207	10,955
Commodities	701,620	390,287	170,802		22,677	117,854
Grants—Subsidies—Pensions	1,261,832	667,146	526,121		58,274	10,291
Purchases of Land	264,550		210,550			54,000
Buildings and Improvement	378,038	192,641	120,897			64,500
Equipment	1,139,128	536,456	419,899		47,960	134,813
Interest—Debt Retirement	2,815	2,323	465			27
Transfers to Other Funds	117,020		81,639		14,022	21,359
TOTAL EXPENDITURES	20,900,208	15,914,478	3,710,738		643,347	631,645

CONSERVATION

DEPARTMENT OF CONSERVATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	50,700	50,700				
Health Benefits	4,573	4,573				
Retirement	11,034	11,034				
Other Fringe Benefits	173	173				
Other Contractual Service	355,949	343,977	5			11,967
Rents	5,872	1,887				3,985
Commodities	4,255	4,182				73
Purchases of Land	54,000					54,000
Buildings and Improvement	115,627	51,127				64,500
Equipment	135,019	1,714				133,305
Interest—Debt Retirement	91	91				
TOTAL EXPENDITURES	737,293	469,458	5			267,830

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

HARTLEY J. LA DUKE, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta

Telephone: 289-2211

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 062; Citation: 12 M.R.S.A., Sect. 5012

Average Count—All Positions: 25.5

Legislative Count: 20.5

PURPOSE: Under the overall supervision of the Director, this Division is responsible for financial management including budgeting, accounting, bookkeeping, auditing; business management including purchasing, contracting, leasing, property and inventory recordkeeping, information automation; personnel and labor relations including organization and staff development, position classification, payroll, workers' compensation administration, safety and training. The Division is also responsible for the Vehicle Rental Agency, which is described in its own report section.

ORGANIZATION: The Administrative Services Division is composed of four functional units: Personnel and Labor Relations; Fiscal and Accounting; Business Management; and the Vehicle Rental Agency.

PROGRAM: The Division of Administrative Services has three major program objectives:

1. To provide central department administration and management for financial, personnel, administrative and technical procedures in conformance with state and federal requirements;
2. To provide administrative and technical support services to the Department's Bureaus and programs; and
3. To assist with department initiatives such as the development of a department-wide safety program and increased use of office information systems.

Accomplishments in FY 89 include:

1. Continued to increase efficiency and management of the Department's Workers' Compensation caseload.
2. Maintained an inventory of approximately 400 department buildings and facilities.
3. Increased customer use of the Vehicle Rental Agency.
4. Increased the use of office automation tools and began an integrated departmental Information Systems Plan.

CONSERVATION

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	574,195	465,386	84,619		24,190	
Health Benefits	43,114	34,561	6,938		1,615	
Retirement	111,169	89,607	16,387		5,175	
Other Fringe Benefits	5,431	3,899	1,133		399	
Computer Services—Comm	1,244	1,244				
Computer Services—State	8,391	8,391				
Other Contractual Service	132,202	79,676	52,035		491	
Rents	4,273	4,273				
Commodities	19,712	11,406	8,306			
Grants—Subsidies—Pensions	6,283	6,283				
Equipment	50,509	50,509				
Transfers to Other Funds	18,731		16,440		2,291	
TOTAL EXPENDITURES	975,254	755,235	185,858		34,161	

COASTAL ISLAND REGISTRY

JEANNE KANNEGIESER

Central Office: Harlow Building, A.M.H.I.

Telephone: 289-3061

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: July 5, 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 069; Citation: 33 M.R.S.A., Sect. 1203

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

ORGANIZATION: The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides, 33 M.R.S.A., Chapter 25.

PROGRAM: The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Public Lands by their purported owners. The Bureau is then directed to search all registered titles to determine the "true" owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title. (See report for Bureau of Public Lands.)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Lands.

CONSERVATION

MAINE CONSERVATION CORPS

KENNETH SPALDING, DIRECTOR

Central Office: Harlow Bldg., Augusta

Telephone: 289-2211

Mail Address: Statehouse Station #22, Augusta, Maine 04333

Established: December 1983

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 115; *Citation:* 12 M.R.S.A., Sect. 5151

Legislative Count: 2

PURPOSE: The Maine Conservation Corps is responsible for creating employment and training opportunities for Maine's economically disadvantaged and unemployed on projects which improve and enhance public property and resources, or which improve property owned by private non-profit organizations if the conservation work accomplished is for a valid public purpose. The program is designed to achieve its purpose by working cooperatively and sharing staffing and funding resources with funded job training agencies and public or private non-profit land managing agencies. The SERVE / Maine program develops volunteer jobs in conservation related agencies and recruits and places volunteers in those positions.

ORGANIZATION: The Maine Conservation Corps is a unit within the Division of Planning and Program Services, Department of Conservation. The unit is staffed by one full-time, year-round Director and one full-time, year-round Coordinator of SERVE/Maine. Seasonal project staff and volunteers are employed as required to accomplish work projects.

The SERVE/Maine program is a subunit of the Maine Conservation Corps. SERVE/Maine works with natural resource related public agencies to develop volunteer and intern opportunities and recruit people for these projects.

PROGRAM: The Maine Conservation Corps operated 31 projects which employed 126 corpsmembers. Generally, the corpsmembers were employed 32 hours per week for 8 weeks. Twenty-two of the projects were undertaken during the summer months. Corpsmembers were all economically disadvantaged and were joint clients of local agencies funded under the federal Job Training Partnership Act (JTPA). This year, 39,731 hours of labor were performed on projects with the Bureau of Parks and Recreation, Maine Forest Service, Bureau of Public Lands, Department of Inland Fisheries and Wildlife, Baxter State Park, Roosevelt-Campobello International Park, U.S. Forest Service, Wells National Estuarine Research Reserve, Acadia National Park, city of Calais, towns of Randolph, Houlton, Waterboro, Richmond (Schooner Park Assoc.), Maine Appalachian Trail Club, Maine Audubon Society, Pine Tree State Arboretum, Saco River Recreational Council, Portland West Neighborhood Planning Council, and Community Employment Project.

The SERVE / Maine volunteer program completed its fourth year. During the year 256 volunteers contributed 13,976 hours to 15 public natural resource agencies through SERVE/Maine. The direct net value of contributed labor, materials and expenses totaled more than \$68,000.

PUBLICATIONS:

"The Maine Conservation Corps in 1988: The Fifth Year Program" August, 1989. Available at no charge from the Maine Conservation Corps, Department of Conservation, State House Station #22, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CONSERVATION

MAINE CONSERVATION CORPS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	91,607	82,242	9,365			
Health Benefits	5,273	4,700	573			
Retirement	17,304	15,535	1,769			
Other Fringe Benefits	1,046	910	136			
Other Contractual Service	85,178	36,675	48,503			
Rents	7,038	7,038				
Commodities	6,962	6,962				
Grants—Subsidies—Pensions	39,216	39,216				
Transfers to Other Funds	885		885			
TOTAL EXPENDITURES	254,509	193,278	61,231			

DIVISION OF ENGINEERING AND REALTY

FRED M. BARTLETT, DIRECTOR

Central Office: AMHI—Harlow Bldg., Augusta

Telephone: 289-4970

Mail Address: Statehouse Sta. #22, Augusta, Maine

Established: July 1, 1984

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 056R; Citation: 12 M.R.S.A., Sect. 5012

Average Count—All Positions: 10

Legislative Count: 10

PURPOSE: The Division of Engineering and Realty is responsible for providing professional services to all Bureaus within the Department on all matters relating to engineering and realty.

ORGANIZATION: The Division of Engineering and Realty (formerly Real Property Management) was established by PL 1984, Chap. 824, Part A, effective July 1, 1984. This Division has two functional units: 1. Engineering and 2. Realty. The Engineering Section is staffed with professional engineers, a landscape architect, and building technicians. The Realty Section is staffed with an appraiser and a land surveyor.

PROGRAM: The Division designed and engineered some \$850,000 in repairs and minor capital improvements including many parcels included in the Land for Maine's Future programs. Various market value appraisals were secured to support land purchases being negotiated. Technical support was provided for the Public Lots exchanges and land sales, and numerous property line issues were resolved.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ENGINEERING AND REALTY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	245,095	245,095				
Health Benefits	17,946	17,946				
Retirement	46,299	46,299				
Other Fringe Benefits	825	825				
Other Contractual Service	11,264	11,264				
Rents	6,424	6,424				
Commodities	2,804	2,804				
Equipment	5,955	5,955				
TOTAL EXPENDITURES	336,612	336,612				

CONSERVATION

DIVISION OF FOREST FIRE CONTROL

THOMAS PARENT, ACTING SUPERVISOR

Central Office: AMHI, Harlow Bldg., Augusta

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 058F; Citation: 12 M.R.S.A., Sect. 8901

Average Count—All Positions: 176.5

Legislative Count: 108.5

PURPOSE: The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention—25% to 30% of time and funds are expended in this effort, (2) detection—presently utilizing 30 towers and 10 detection aircraft, (3) presuppression—training of municipal and Division employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

ORGANIZATION: In 1891 the Office of Forest Commissioner was established resulting from action by the Legislature to establish a Forest Commission for the protection of the forest. Until this time this office had been known as the Land Office and the Land Agent. In 1909 an act creating the Maine Forestry District was approved giving forest fire protection throughout the "Unorganized Towns" and some plantations. The disastrous forest fires of 1947 gave stimulus for statute changes in 1949 that made the Forest Commissioner responsible for *all* forest fire control over the entire State. The Department of Conservation was established in 1973 and the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry under Conservation. Fire Control was assigned to the Bureau as the Division of Forest Fire Control.

PROGRAM: The goal of the Division is to keep the annual acreage burned to less than .02% (3500 acres) of the total acreage of the State and hold annual fire occurrence to 59 fires per million acres protected (1,000 fires). During 1988 there were 857 forest fires burning 2375 acres.

Forest fire prevention continues to play a very important role in meeting the Division's objectives. Fire Prevention consists of activities such as public service announcements, newspaper articles, Smokey Bear Programs in schools, law enforcement, and spark arrestor inspections on chainsaws, skidders, and other equipment used in the woods.

Presuppression or preparedness is another key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Division personnel.

Many hours of training, both in-service and with volunteer and municipal groups, was conducted throughout the State. In addition, special training programs were developed for hotshot crews, scouts, and industry personnel in forest fire suppression techniques. Three specially trained and equipped fire overhead teams were trained and maintained.

LICENSES, PERMITS, ETC.:

Permits:

Burning Permits

Appointments:

Town Wardens

General Deputies

PUBLICATIONS:

Forest Fire Prevention Materials—varies according to annual theme

Posters

Pamphlets

Smokey Bear Kits

(All Free)

CONSERVATION

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST FIRE CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,371,077	3,351,592			19,485	
Health Benefits	283,452	281,759			1,693	
Retirement	772,990	769,510			3,480	
Other Fringe Benefits	36,301	35,825			476	
Computer Services—Comm.	16	16				
Computer Services—State	794	794				
Other Contractual Service	1,310,337	1,213,535	4,406		92,396	
Rents	136,084	136,081			3	
Commodities	244,093	230,436			13,657	
Grants—Subsidies—Pensions	304,443	282,573			21,870	
Buildings and Improvement	133,769	123,014	10,755			
Equipment	337,829	300,826			37,003	
Interest—Debt Retirement	1,500	1,500				
Transfers to Other Funds	1,598		78		1,520	
TOTAL EXPENDITURES	6,934,283	6,727,461	15,239		191,583	

DIVISION OF FOREST MANAGEMENT AND UTILIZATION

GEORGE BOURASSA, ACTING DIRECTOR

Central Office: AMHI, Harlow Bldg., Augusta

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1947

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058M; *Citation:* 12 M.R.S.A., Sect. 8002

Average Count—All Positions: 14

Legislative Count: 15

PURPOSE: The primary functions of the Division of Forest Management and Utilization are to (1) provide technical assistance to forest owners to properly manage their woodlands; (2) provide assistance to forest product operators and wood using mills for product marketing and utilization; (3) provide technical assistance to municipalities on care and maintenance of shade trees; (4) assist in management of the Pine Tree State Arboretum located in Augusta. Technical assistance is provided through educational workshops, field demonstrations, media presentations and limited one on one contact between forester and owner. Policy limits are established on actual technical assistance available to individual landowners.

ORGANIZATION: The Division of Forest Management and Utilization has three components—field foresters, utilization and marketing section and administrative staff. The division director reports to the State Forester.

PROGRAM: During FY 89, foresters provided technical and educational assistance to 1360 private non-industrial forest owners. Included were recommendations for timber harvest, timber stand improvement, tree planting, insect and disease and forest fire control, pesticide use, Christmas tree management, fuelwood management and conservation laws. Other assistance was given to municipalities, civic organizations, University of Maine, schools, and state and federal agencies. The following accomplishments were obtained: 2,814 acres timber stand improvement, 1,110 acres reforestation, 222 forest management plans involving 19,015 acres and

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192 referrals to private consulting foresters. Overall, accomplishments generally meet the targets established with the Forest Service, USDA.

Technical assistance was provided by staff foresters to forest land owners being cost-shared through the federal Agricultural Conservation Program and Forestry Incentives Programs for timber stand improvement work and reforestation.

The Division also provided technical assistance to many Maine saw mills, provided marketing advice to Maine landowners, loggers and mills, assisted the State Development Office and entrepreneurs with Industrial Development and wood exports, and published the timber cut report, stumpage and mill delivered prices, primary processors list, logger list, six issues of the primary processor and loggers newsletters, several special marketing bulletins, and organized several special projects and seminars relating to wood utilization and marketing.

1,200,000 seedlings and wildlife shrubs were sold by the State Forest Nursery.

Further progress has been made towards development of the Pine Tree State Arboretum and limited assistance was provided to communities for urban forestry.

A survey of producers of wood chips for energy plants was conducted and published. Demonstration areas featuring use of chippers are in place. A second survey of cedar shingle producing mill in Maine was also conducted and a report published.

Durham Memorial Forest in Lincolnville, managed by the division, provides several thousand dollars for the scholarship fund at the University of Maine.

The Division organized and conducted six forest land owner seminars in Woodland Management. Foresters prepared and staffed exhibits at four county fairs and two statewide shows.

Division staff worked with other DOC personnel to develop the Maine Forest Practices Act. This Act, one of the most significant pieces of forest resource legislation in years, was passed by the recent legislature.

PUBLICATIONS:

Forest Trees of Maine — \$1.00

Factors to Consider When Buying Woodland as an Investment — free

Boundary Information Sheet — free

Weeding Young Forests — free

The Profit in Pruning — free

Biomass Harvesting & Whole Tree Chipping — free

Management of a Forest Tree Plantation — free

Laws Relating to the Forest Lands of Maine — free

Foresters Assisting Landowners in Maine — free

Tree Pruning Information — free

Suggested Timber Sale Agreement — free

Maine Primary Forest Products Manufacturers — free

Mill-Delivered Price List (twice a year) — free

Stumpage Price List (twice a year) — free

Maine Logging Firms — free

Industrial Financing in Maine, Where to Go — free

An Analysis of Maine's Wood Labor Force — free

Analysis and Interpretation of Statistical Tables Derived from the 3rd Forest Survey of Maine — free

Maine's Forest Products Transportation System — free

Maine's Forest—A New Horizon — free

Whole Tree Chipping Operations—Survey and Report — free

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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DIVISION OF FOREST MANAGEMENT AND UTILIZATION	TOTAL FOR		Special			
	ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	542,495	437,233			64,808	40,454
Health Benefits	40,337	30,543			6,223	3,571
Retirement	101,693	84,459			12,136	5,098
Other Fringe Benefits	4,213	3,467			580	166
Computer Services—Comm	794	794				
Computer Services—State	929	651			278	
Other Contractual Service	104,442	67,362			24,838	12,242
Rents	16,196	13,962			1,866	368
Commodities	49,523	9,967			731	38,825
Grants—Subsidies—Pensions	17,037	1,200			5,546	10,291
Equipment	1,508					1,508
Interest—Debt Retirement	39	16				23
Transfers to Other Funds	12,392		1		1,896	10,495
TOTAL EXPENDITURES	891,598	649,654	1		118,902	123,041

BUREAU OF FORESTRY (also known as MAINE FOREST SERVICE)

JOHN H. CASHWELL, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 2

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1891

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 058; Citation: 12 M.R.S.A., Sect. 8001

Average Count—All Positions: 219

Legislative Count: 2

Organizational Units:

Division of Forest Management
and Utilization

Division of Insect and Disease Management

Division of Forest Fire Control

PURPOSE: The Bureau of Forestry, also known as Maine Forest Service, was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are: to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to woodland owners; to produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies; to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

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ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 3 functional divisions. They are Forest Fire Control, Forest Management and Utilization, and Insect and Disease Management. Each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors.

PROGRAM: The Bureau of Forestry's total program is reflected in the program statements of the various Divisions. In addition, the Director's office coordinates Bureau information and education activities, planning responsibilities, budget preparation, and legislative and grant proposals.

The environmental education program "Project Learning Tree" is co-sponsored by the Bureau.

LICENSES, PERMITS, ETC.:

Permit:

Campfire (Unorganized Territories)

Gypsy Moth Quarantine

Open Burning of Slash and Debris

PUBLICATIONS:

Project Learning Tree Activity Guides: provided by Project Learning Tree, an environmental education program designed for teachers and other educators working with students in kindergarten through grade 12. (free through on-site workshop)

Other publications are listed by Division

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FORESTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	100,843	63,904			36,939	
Health Benefits	10,059	5,443			4,616	
Retirement	21,110	14,132			6,978	
Other Fringe Benefits	1,356	874			482	
Computer Services—State	40				40	
Other Contractual Service	26,763	14,129			12,634	
Rents	175	175				
Commodities	5,033	3,337			1,696	
Buildings and Improvement	18,500	18,500				
Equipment	1,500	1,500				
Interest—Debt Retirement	6	6				
Transfers to Other Funds	998				998	
TOTAL EXPENDITURES	186,383	122,000			64,383	

CONSERVATION

SECTION OF GEOGRAPHIC BASED INFORMATION SERVICES

VACANT, Administrator

Central Office: Augusta

Telephone: 289-4900

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: July 1, 1985

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 064; Citation: 12 M.R.S.A., 1752

Average Count—All Positions: 1

Legislative Count: 2

PURPOSE: The section of Geographic Based Information Services (GIS) was established to provide services, such as:

1. Digitizing geographic data;
2. Analysis and manipulation of geographic data;
3. Storage and retrieval of geographic data;
4. Plotting of graphical and printing of tabular geographic data;
5. Production of tables and estimates; and
6. Data processing activities limited to provision of geographic based information.

ORGANIZATION: The GIS is located organizationally at the Department level as part of Planning and Program Services. The administrator reports directly to the Deputy Commissioner.

PROGRAM: In its first year of operation the GIS has been involved in a number of projects. They include:

1. State Planning Office Cumulative Impact Study on 14 towns. Nine data levels are being entered for each town from various sources including aerial photography, topographical maps and resource maps of wetlands, wildlife, scenic areas, etc.
2. Wetland study to compare the locations of wetlands determined by various state agencies.
3. Entering soil classifications for York County for the Soil Conservation Service.
4. Entering beach information to study erosion and zoning requirements.
5. Forest survey and mid-cycle update.
6. Bureau of Public Lands unit plans.
7. Maine Geological Survey/U.S. Geological Survey cooperative projects on two quadrangles in York County.
8. Finishing up Spruce Budworm Mapping.

All projects have been carried out as pilot projects with two objectives:

- a. Determine the capabilities of the GIS and operating constraints, and
- b. Produce a useful product for the user at a reasonable cost.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SECTION OF GEOGRAPHIC BASED INFORMATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	25,060	22,044				3,016
Health Benefits	1,608	1,423				185
Retirement	4,734	4,164				570
Other Fringe Benefits	83	74				9
Computer Services—Comm.	1,059	125				934
Computer Services—State	305	303				2
Other Contractual Service	9,689	5,700				3,989
Commodities	459	381				78
Interest—Debt Retirement	7	6				1
Transfers to Other Funds	3,537					3,537
TOTAL EXPENDITURES	46,541	34,220				12,321

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MAINE GEOLOGICAL SURVEY

WALTER A. ANDERSON, DIRECTOR

Central Office: AMHI—Ray Building

Telephone: 289-2801

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: August 28, 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 060; *Citation:* 12 M.R.S.A., Sect. 541

Average Count—All Positions: 16

Legislative Count: 17

Organizational Units:

Administration, Mineral & Technical
Services
Hydrogeology Division

Bedrock and Surficial Geology Division
Marine Geology Division
Cartography & Publications Division

PURPOSE: The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962 and, in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, it was again transferred and reestablished within the Department of Conservation.

PROGRAM: The Maine Geological Survey's principal programs involve physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

Bedrock and Surficial Geology Division. This Division deals with the basic geologic mapping and interpretation of: surficial materials such as sand, gravel and clay, and bedrock mapping and interpretation of rock types and rock structures. This basic geologic mapping effort is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences, and geologic hazards in the State of Maine. This Division is involved in cooperative and applied programs with the U.S. Geological Survey, the Nuclear Regulatory Commission, and the U.S. Department of Energy.

Hydrogeology Division. This Division inventories ground and surface water conditions, with emphasis on ground water supply and prevention of ground water pollution. Studies are conducted by the Division in cooperation with the U.S. Geological Survey and the Maine Department of Environmental Protection. Water well records are obtained on a voluntary basis from drillers throughout the State. Maps depicting ground water flow, yield and depth have been prepared for sand and gravel aquifers in the inhabited portions of the State. The Division has completed a study of yield and water quality of significant aquifers in southern, central, and eastern Maine. The mapping is now in progress for Aroostook County. The study includes evaluation of land use over aquifers and its effects on ground water quality. A pilot bedrock aquifer mapping program continues.

Cartography and Publications Division. This Division prepares and publishes the results of the Survey's geologic field investigations and research projects. The Division operates a cartographic production facility which includes a drafting section, a photographic darkroom, and a diazo reproduction center. The Division produces maps ranging from single-color diazo prints to multi-color printed geologic quadrangles.

Marine Geology Division. The Marine Geology Division conducts research in the Gulf of Maine and provides technical services to other State agencies involved in the coastal zone. A search for beach nourishment sources, dredge spoils disposal sites and ore minerals is being

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conducted on the sea floor with funding from the minerals management service. The Division is also conducting sea level rise and subsurface geologic studies along the coast in cooperation with the Nuclear Regulatory Commission and the University of Maine. The Division has provided technical comments to the Department of Environmental Protection on the Sand Dune and Wetlands Acts, and to the Maine Sea Grant and the State Planning Office regarding the merit of research proposals in the coastal zone.

Administration, Mineral, and Technical Services. The Maine Geological Survey and the Bureau of Public Lands have administrative jurisdiction over prospecting and mineral development on those lands owned or held in trust by the State of Maine that are open for mineral exploration. This jurisdiction extends over 400,000 acres of public lands, the littoral bottom to three miles, and all lake bottoms, but not to mineral activities on private or federal lands. In the case of the latter two, permission should be obtained from the landowner or the appropriate management agency.

Procedures for exploration, claiming, and mining state lands are outlined in the "Mining on State Lands Statutes," copies of which may be obtained from the Survey. Exploration permits and claim recording applications, as well as mining leases must be obtained from the Survey. Mineral development on state held lands is subject to the appropriate environmental regulations as well. The Survey also maintains an active file of current mineral development activities on state lands.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land

1. Exploration Permit
2. Claim Recording Certificates
3. Land Use Ruling
4. Mining Leases on State Land
5. Machinery and Explosives for Exploration

PUBLICATIONS: The Survey publishes technical reports concerning surficial, ground water, bedrock, and marine geology. Numerous recent maps and reports have been prepared for the planner and layman. Several of the Survey's publications are listed below. Please add 5% state sales tax to the purchase price when ordering.

Informational Literature:

Publications List—contains a complete listing of available Survey publications. (free)

Index Map Series—a series of maps which indicate coverage of surficial, bedrock, marine, ground water, and wetlands map series (free)

Open-File Reports and Maps: a series of preliminary reports and maps available as diazo copies. Contact the Survey for a full listing of open-file information and prices. Several open-file map series are listed below.

Reconnaissance Surficial Geology Maps

Reconnaissance Bedrock Geology Maps

Sand and Gravel Aquifer Maps

Coastal Marine Geologic Environments Maps

Fresh-Water Wetlands Maps

Publications:

Bedrock Geologic Map of Maine, scale 1:500,000, compiled and edited by Philip H. Osberg, Arthur M. Hussey II, and Gary M. Boone. Price \$5.00

Surficial Geologic Map of Maine, scale 1:500,000, compiled and edited by Woodrow B. Thompson and Harold W. Borns, Jr. Price \$4.50

A Collector's Guide to Maine Mineral Localities, by W.B. Thompson and others; 1988. Price: \$8.00

The Geology of Mount Desert Island—A Visitor's Guide to the Geology of Acadia National Park, by R.A. Gilman and others; 1988. Price: \$8.00

Studies in Maine Geology, Volume 1—Structure and Stratigraphy, edited by R.D. Tucker and R.G. Marvinney; 1988. Price: \$10.00

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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MAINE GEOLOGICAL SURVEY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	488,678	451,749			36,929	
Health Benefits	35,472	33,537			1,935	
Retirement	93,764	86,788			6,976	
Other Fringe Benefits	3,988	3,763			225	
Computer Services—Comm.	1,723	619			1,104	
Computer Services—State	1,146	143			1,003	
Other Contractual Service	319,152	273,983			45,169	
Rents	60,444	59,725			719	
Commodities	21,847	19,295	98		2,454	
Grants—Subsidies—Pensions	279,976	232,968	20,000		27,008	
Equipment	20,705	20,705				
Interest—Debt Retirement	33	33				
Transfers to Other Funds	5,717		12		5,705	
TOTAL EXPENDITURES	1,332,645	1,183,308	20,110		129,227	

DIVISION OF INSECT AND DISEASE MANAGEMENT

DAVID STRUBLE, DIRECTOR, STATE ENTOMOLOGIST

Central Office: AMHI, Harlow Bldg., Augusta

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1921

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058E; *Citation:* 12 M.R.S.A., Sect. 8002

Average Count—All Positions: 22

Legislative Count: 15

PURPOSE: The mission of the Division of I. & D.M. is to evaluate the actual and potential impact of forest and shade tree insects and diseases; to gather, analyze and report impact data, and to develop integrated pest management techniques. Additional responsibilities include providing technical assistance, implementing control actions when justified, and administering State and Federal laws pertaining to insect and disease quarantine. The State Entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the State Entomologist is required to first notify the landowner of his plans.

ORGANIZATION: The Division of I. & D.M. originated in 1921 as the Division of Entomology for the purpose of protecting Maine's forest and shade trees from insects and diseases. The Director of the Maine Forest Service appoints the State Entomologist, who serves as Director of the Division of Insect and Disease Management. Operating within an administrative division of the Maine Forest Service, the State Entomologist is statutorily responsible for answering all calls for information on forest insects and diseases including their identification and control. The State Entomologist is also required to assist other departments working in this field.

PROGRAM: Although the spruce budworm infestation has subsided, assessment of continuing impacts and of secondary problems remained major duties of the I & DM Division. Surveys conducted as part of this assessment showed spruce beetle was becoming an increasing problem in many residual spruce stands.

The white pine blister rust control program conducted survey and coincident control on 32,000 acres of commercial white pine type. I & DM staff completed an economic analysis of this program based on data collected in the 1987 analysis of the biological effectiveness. The economic analysis exhibited a positive benefit : cost ratio for program maintenance expense.

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Gypsy moth defoliation was apparent on only 100 acres in eastern Maine. However, survey results indicated that low level populations might be increasing in southern Maine.

The Division, in cooperation with Department of Agriculture, Plant Industry Division, enacted an external quarantine against hemlock products from southern New England and points south to lessen risk of importing hemlock woolly adelgid. Parallel regulations were concurrently enacted in New Hampshire and Vermont.

As the DOC's representative on the State Lyme Disease Working Group, I & DM cooperated in monitoring occurrence of the disease and its vectors.

Concerns for levels and trends in forest health generated both parallel and cooperative regional surveys. Data resulting from a survey of hardwood crown condition in western Maine are being analyzed. The Division established a series of plots to monitor sugar maple health as part of the North American Sugar Maple Decline Project.

The Division provided identification and technical advice to the public and forest industry on a variety of pests of forests, home grounds, humans, and pets, responding to over 900 public requests for assistance. In 27 instances the Division provided assistance to municipalities. During the field season a pest conditions newsletter was periodically published and sent to interested parties. Also, I & DM personnel facilitated wood shipment relative to various quarantine restrictions; issuing 265 shipping permits and maintaining compliance agreements with local mills.

LICENSES, PERMITS, ETC.:

Gypsy Moth Quarantine Permits are issued to meet Canadian requirements for transporting logs from Maine to Canada.

Larch Canker Quarantine permits or compliance agreements are negotiated to control the spread of European larch canker.

Hemlock Woolly Adelgid Quarantine compliance agreements are negotiated to control introduction of Hemlock Adelgid to Maine.

PUBLICATIONS:

- Insect Primer
- Field Book of Destructive Forest Insects
- Planting and Care of Shade Trees
- Insect and Disease Information and Control Sheets—various specific pests
- Forest and Shade Tree Insect and Disease Conditions For Maine—Summary reports for 1986, 1987, 1988
- The Forest Insect Survey of Maine—Order Hymenoptera, Order Diptera
- European Larch Canker
- Chemical Control of Balsam Gall Midge *Paradiplosis tumifex* (Diptera : Cecidomyiidae)
- Efficacy of Selected Insecticides Against the White Pine Weevil (Coleoptera : Curculionidae)
- An Aerial Field Trial Evaluating Split Applications and New Formulations of *Bacillus thuringiensis* Against the Spruce Budworm, *Choristoneura fumiferana* of Maine
- Spruce Budworm in Maine: Biological Conditions and Expected Infestation Conditions—reports for 1980/81, 81/82, 82/83, 83/84, 84/85, and 85/86
- Resurvey of Spruce Budworm Damage in the Moosehorn National Wildlife Refuge, 1981
- Incidence of White Pine Blister Rust in Maine After 70 years of a Ribes Eradication Program
- An Economic Assessment of the White Pine Blister Rust Control Program in Maine.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CONSERVATION

DIVISION OF INSECT AND DISEASE MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	432,291	402,583			29,708	
Health Benefits	37,696	34,489			3,207	
Retirement	80,216	75,474			4,742	
Other Fringe Benefits	3,484	3,221			263	
Computer Services—Comm	696	464			232	
Computer Services—State	285	192			93	
Other Contractual Service	112,641	70,075	2,117		40,449	
Rents	6,474	3,855			2,619	
Commodities	15,349	10,853	407		4,089	
Grants—Subsidies—Pensions	323				323	
Equipment	38,634	27,677			10,957	
Interest—Debt Retirement	7	7				
Transfers to Other Funds	1,574		47		1,527	
TOTAL EXPENDITURES	729,670	628,890	2,571		98,209	

MAINE LAND USE REGULATION COMMISSION

DAVID BOULTER, DIRECTOR

Incoming WATS Line: 1-800-452-8711

Central Office: AMHI—Harlow Building

Telephone: 289-2631

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 1, 1969

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 061; Citation: 12 M.R.S.A., Sect. 683

Average Count—All Positions: 28

Legislative Count: 28

PURPOSE: The Maine Land Use Regulation Commission was established in 1969 to serve as the planning and zoning board for areas of Maine which lacked local governments empowered to exercise local land use controls. It is responsible for promoting the health, safety and general welfare of the people of the State of Maine by planning for the proper use of the resources within its jurisdiction and guiding land use activities to achieve this proper use. The Commission's jurisdiction includes over 10 million acres in the northern and western parts of the State which occur in townships, towns and plantations which have no local land use controls. The primary responsibilities of the Commission are to prepare a comprehensive land use plan for these areas; to determine the boundaries of areas within the unorganized areas of the State that fall into the various land use districts (zoning); to prepare land use standards for each district; and to review applications for development in the unorganized areas of the State.

ORGANIZATION: The Maine Land Use Regulation Commission is a bureau in the Department of Conservation.

PROGRAM: In FY 1989, while the Commission conducted a normal business agenda and handled a significantly increased number of permit applications over previous years, it continued efforts to: (1) streamline the Commission's permitting process; (2) plan for policies toward protecting lakes with unusual natural values and guiding development to those lakes which are suitable for it; (3) improve its enforcement, education and compliance programs. It also began the review and revision of its Comprehensive Land Use Plan, and was the subject of a management study which recommended additional resources to better equip it to deal with its ever-increasing workload.

CONSERVATION

LICENSES, PERMITS, ETC.:

Permits: (Plantations and Unorganized Townships):

- Building
- Development
- Subdivision
- Road Construction
- Bridge Construction
- Zoning Petitions
- Forestry Operations
- Utility Line Extensions
- Hydropower Projects

PUBLICATIONS:

Building in the Wildlands of Maine.....	No Charge
Subdividing in the Wildlands of Maine.....	No Charge
Comprehensive Land Use Plan for the Unorganized Areas of the	
State of Maine—1983.....	No Charge
Statutes Administered by LURC.....	No Charge
Land Use Districts and Standards.....	No Charge
Land Use Handbook (Complete Set).....	No Charge
Section 1, Your Land.....	No Charge
Section 2, Maine Land Use Laws.....	No Charge
Section 3, Maine Land Use Regulation Commission.....	No Charge
Section 4, How to Apply for a L.U.R.C. Building Permit.....	No Charge
Section 5, Design Ideas.....	No Charge
Section 6, Erosion Control on Logging Jobs.....	No Charge
Section 6, Erosion Control on Logging Jobs (French Version).....	No Charge

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	484,689	484,689				
Health Benefits	38,372	38,372				
Retirement	83,191	83,191				
Other Fringe Benefits	5,384	5,384				
Other Contractual Service	199,474	199,474				
Rents	21,226	21,226				
Commodities	17,765	17,765				
Grants—Subsidies—Pensions	87	87				
Equipment	69,327	69,327				
Interest—Debt Retirement	245	245				
TOTAL EXPENDITURES	919,760	919,760				

BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

Central Office: AMHI—Harlow Building; Floor: 1

Telephone: 289-3821

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: April 5, 1935

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 059; Citation: 12 M.R.S.A., Sect. 602

Average Count—All Positions: 111½

Legislative Count: 52

Organizational Units:

Division of Operations and Maintenance
Boating Facilities Division
Maine Rivers Program

Division of Planning and Research
Off-Road Vehicle Division

PURPOSE: The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and historic sites; to study and report to the Governor the needs for such facilities; to provide information and trails for snowmobiles and all-terrain vehicles; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to provide and manage public facilities for boats; to mark the waters of the State for hazards or remove same; and to manage the Penobscot Corridor.

ORGANIZATION: The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U.S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation.

PROGRAM:

Director's Office. The Director's office, consisting of the director and resource administrator, oversaw the activities of all the agency's divisions, formulated Bureau policy, coordinated finances, prepared legislative testimony, and appeared at public hearings. The director also served as senior staff for the Land for Maine's Future Board and participated on the Wells National Estuarine Reserve Advisory Committee, the Penobscot Corridor Advisory Committee, and as the Commissioner of Conservation's designee on the St. Croix International Waterway Advisory Committee. Major reports produced by the office, in coordination with the Off-Road Vehicle Division, included "A Report on Maine's All-Terrain Vehicle Laws" and "A Report on the Mt. Blue ATV Trail." In addition, the office facilitated meetings and produced a report regarding the Department's forest campsite program.

Operations and Maintenance. During the year 1988-1989, the Operations and Maintenance Division provided recreational and educational opportunities for more than 2.21 million state park and historic site visitors.

The Division manages 34 state parks, 16 historic sites, the Allagash Wilderness Waterway, winter camping on the Allagash on the Chamberlain Thoroughfare Bridge parking lot, the Penobscot River Corridor, and 52 public boat ramp facilities. This division also monitored public use at 45 undeveloped properties, 15 conservation easement areas, and 70 state-owned, locally operated parks and boat access sites.

The Operations and Maintenance Division continued to pursue the goal of providing a varied, year-round, high quality recreational and educational experience for its visitors. Projects included major repair or restoration initiatives at 17 parks and 6 historic sites. New programs included the expansion of the Lake St. George campground, development of an "Explore the

Shore'' educational program for coastal parks, initiation of a maintenance management system, completion of the first conservation officer academy by five field staff members, development of an ATV trail at one park, and upgraded education and interpretive programs at several parks and historic sites. The Operations and Maintenance Division was also reorganized slightly with the combination of two regions and the renaming of all regions. Refined procedures for the state park campsite reservation system, which went into effect in 1988, were also initiated to better serve park visitors.

Division of Planning and Research. During FY89 the 1988 Maine Statewide Comprehensive Outdoor Recreation Plan (SCORP) was completed. Approval of SCORP by the National Park Service continued Maine's eligibility to receive federal Land and Water Conservation Fund matching monies for the planning, acquisition and development of public outdoor recreation areas and facilities. Also completed in conjunction with SCORP was a color set of 10 maps depicting federal and state recreation lands in Maine.

Also completed in FY89 was the mailing of data and information to the first set of towns (55) doing Growth Management Plans and a survey of state land acres available for outdoor recreation in all 50 states.

Ongoing efforts during FY89 included compilation of data from a survey of day-users and campground users of State Parks and Historic Sites, assistance with the development of a State Park Maintenance program, provision of technical assistance to the Wells Estuarine Reserve in the preparation of a management plan, and to the Baxter State Park Authority in the management of the Scientific Forest Management Area, an inventory of coastal mainland and island sand beaches, and location of Allagash Visible Areas on the DOC Geographic Information System.

Boating Facilities Division. Grants to local communities and others provided new or improved boat access sites at: Island Falls, Pleasant Lake; East Machias, East Machias River; Rangeley, Mooselookmeguntic Lake; Orono, Pushaw Lake; Columbia, Pleasant River; Hope, Alford Lake; and Denmark, Hancock Pond. Capital expenditures on state owned sites provided new or improved boat access sites at: Pleasant Ridge Plantation, Wyman Lake; Ellitsville Township, Lake Onawa; T10SD, Tunk Lake; New Limerick, Meduxnekeag Lake; Orrington, Penobscot River; Fryeburg, Lovewell Pond; Acton, Horn Pond; Acton, Great East Lake; Smithfield, North Port; and Jonesport, Chandler Bay.

Snowmobile Program. The program has continued to work closely with the 266 active snowmobile clubs, providing them with assistance in program and membership development. Assistance was also provided, both technical and financial, to clubs and interested municipalities with trail planning, development and winter grooming. The program also continued its close working relationship with the Maine Snowmobile Association in a variety of snowmobile related activities such as regional meetings, workshops, and the interconnecting trail system.

During the past fiscal year the program processed 199 club grant applications, approving 194; approved 71 municipal projects which involved 95 municipal and/or county governments and several unorganized townships; and awarded 2 contracts to individuals to maintain approximately 70 miles of regionally significant trails in relatively remote sections of northern Maine. The total trail mileage included in all the snowmobile grant projects was 9,362, a slight increase over the 1987-88 season. The total expenditure under the club and municipal grants during the 1988-89 season was \$450,268. The program continued the administration of five major snowmobile trail systems located on both state and private land and several smaller use areas within the State Park system, as well as the snowmobile trail network in the Evans Notch District of the White Mountains National Forest.

The ITS (Interconnecting Trail System) was complete and operational, extensions of some trails were realized and others were in the development stage. A map, which was in high demand, was printed of the ITS, including the state administered areas as well as other information and educational material about program services and state statutes.

ATV Program. During the past year the program has helped develop and register 27 ATV clubs and assisted the Maine All-Terrain Vehicle Association in the further development of its program. Trail signs are available from the program and development of information and educational material is ongoing. A funding mechanism for club trails has been developed and several projects have been approved.

One State-administered trail is being developed in a State Park and is expected to be open in FY 90. Also, several abandoned railroad right-of-ways are being incorporated into a multi-use trail system.

CONSERVATION

The Maine Rivers Program. The Maine Rivers Program was created in 1985 to coordinate the planning and management of recreation on Maine rivers, assure public access to the State's rivers, and provide for the protection of river resources. The program is managed by the Maine Rivers Coordinator, who works with state agencies, private landowners, the Saco River Corridor Commission, the Saco River Recreational Council, sportsmen's groups, local river interest groups, and land trust organizations to develop and implement recreation management plans and to facilitate securing, improving, and developing public access along Maine rivers. During FY 89 the Rivers Coordinator facilitated the establishment of the St. Croix International Waterway Commission and helped to organize its first meeting, which was attended by the Premier of New Brunswick, Canada, and the Governor of the State of Maine. The Rivers Coordinator also worked with the Georges River Land Trust to produce the report "Resource Inventory of the St. George River, Maine," and continues to assist the Trust in the implementation of the report's recommendations. The Rivers Coordinator also coordinates review of hydropower projects for the Department of Conservation and provides comments, through the coordinated state agency review process, to applicants seeking federal and state licenses and permits to develop or redevelop hydropower projects.

LICENSES, PERMITS, ETC.:

Boating Facilities Division: Permit to place buoys, markers or structures on or adjacent to the Inland Waters of the State.

Operations & Maintenance: Allagash Wilderness Waterway Timber Harvesting Permits.

PUBLICATIONS:

1. Outdoors in Maine—free
2. The Allagash Wilderness Waterway—free
3. Rules & Regulations for State Parks and Historic Sites—free
4. Rules & Regulations for the Allagash Waterway—free
5. Maine Public Facilities for Boats Program—free
6. Maine Uniform State Waterway Marking System and Rules & Regulations—free
7. 1987-89 Action Program—free
8. Statewide Snowmobile Trail Map—free
9. All-Terrain Vehicle Trail Marking Techniques—free
10. Brochures on Club & Municipal Grant Information—free
11. Moose River Bow Trip: Resource Assessment—free
12. Review of Current Recreational Boating Use of the Dead River and Rapid River—free
13. The Maine Rivers Study—free
14. Various brochures on specific parks and historic sites

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PARKS AND RECREATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,094,478	2,674,216	418,801		1,461	
Health Benefits	207,603	162,195	45,388		20	
Retirement	560,559	481,553	78,730		276	
Other Fringe Benefits	28,135	24,239	3,875		21	
Computer Services—Comm.	138		138			
Computer Services—State	70		70			
Other Contractual Service	487,113	304,923	180,748		1,442	
Rents	29,955	11,096	18,859			
Commodities	205,122	72,899	132,173		50	
Grants—Subsidies—Pensions	583,057	104,819	474,711		3,527	
Buildings and Improvement	27,245		27,245			
Equipment	359,353	58,243	301,110			
Interest—Debt Retirement	710	419	291			
Transfers to Other Funds	19,210		19,125		85	
TOTAL EXPENDITURES	5,602,748	3,894,602	1,701,264		6,882	

DIVISION OF PLANNING AND PROGRAM SERVICES

SUSAN J. BELL, Deputy Commissioner

Central Office: AMHI Harlow Bldg., Augusta

Telephone: 289-2211

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 24, 1977

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 056P; Citation: 12 M.R.S.A., Sect. 5012

PURPOSE: The Division of Planning and Program Services is responsible for the Information and Education function, program review and evaluation, legislation, policy development, long-range departmental planning, the Maine Conservation Corps, SERVE / Maine, the Forests For the Future Program and the Geographic Information System.

ORGANIZATION: Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division, now Deputy Commissioner.

PROGRAM: The Division has seven sections. They are: Public Information & Education, Legislation, Planning, the Maine Conservation Corps, SERVE / Maine, the Forests For the Future Program and Geographic Information Service. The Division as a whole provides program staff support to the Commissioner and has responsibility for the programs and policies of the Department as a whole.

The goal of the Department of Conservation's Public Information and Education Section is to provide essential information about Department of Conservation programs to the public and to provide information services to the Department's five bureaus.

The Section's activities include: newsletter, news release and media advisory writing, videotape production, information dissemination, general photography, the provision of audiovisual equipment, coordination of exhibits, shows and special events and publication production and editing. The Section maintains mailing lists of organizations, the Maine media and individuals interested in the Department's activities. The Section also provides desktop publishing services.

The Section represents the Department on the various related boards and commissions and provides public information services to the Forest Fire Overhead Management Team and the State Emergency Media Team.

The Legislative Section is responsible for coordinating the Department's legislative program with the Legislature and with the Governor's Office. The Section assists in the development and preparation of legislation, the presentation of legislation to interested groups, as well as the Legislature, coordinates communication from the Legislature to the Department and its various bureaus, evaluates legislation which is presented by those outside the Department, and advises the Governor's Office on the merits of legislation presented to him for his signature.

The Planning Section coordinates the development and review of Department policy papers, coordinates the work of various bureaus on matters of inter-bureau concern, and assists various bureaus on matters of Departmentwide concern.

The Division also responds to requests from other Departments and the Governor's Office for information concerning Departmental programs, affirmative action, federal grant applications, and natural resources' issues of inter-Departmental concern.

In 1985, the 112th Maine Legislature established the Maine Forests For the Future Program (Chapter 488, Public Laws of 1985). The Legislature placed the Forest for the Future Program under the direction of the Commissioner of the Department of Conservation, and directed it to develop forest policies for the State of Maine that will assure a continuous supply of forest resources to meet Maine's future needs, and requiring a report by January 1988.

The Forest for the Future Report was submitted to the Governor and Legislature in January 1988, backed up by five more specific studies.

CONSERVATION

PUBLICATIONS:

The following publications are available free of charge from the Department of Conservation.

1. Outdoors in Maine
2. Maine's Public Boating Facilities Program
3. The Forests of Maine—Yesterday, Today and Tomorrow
4. Maine's Public Reserved Lands: Recreational Opportunities in the Heart of the Northwoods
5. Forests For the Future Program
6. Guide to Cross Country Skiing on Maine's State Parks and Public Reserved Lands
7. Your Islands on the Coast
8. The Forest of Maine, A Survey of Public Opinion
9. Demand for Forest Products
10. Timber Supply Assessment
11. Economic Value and Use of Fisheries and Wildlife Resources
12. "Maine Forests, Parks and Lands"—Departmental newsletter published semiannually.
13. Fire Tower Visitor Information

FINANCES, FISCAL YEAR 1989: This unit had no expenditures in FY 89.

BUREAU OF PUBLIC LANDS

THOMAS A. MORRISON, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta

Telephone: 289-3061

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October, 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 063; *Citation:* 12 M.R.S.A., Sect. 551

Average Count—All Positions: 35

Legislative Count: 0

Organizational Units:

Operations

Planning

Financial Management

PURPOSE: The Bureau of Public Lands, a dedicated revenue agency, is responsible for the management and administration of Maine's 450,000 acres of Public Reserved Lands, Submerged Lands, the Coastal Island Registry and other public lands as provided by law. It was created in 1973 by the 106th Legislature.

ORGANIZATION: The Bureau of Public Lands is divided into five administrative divisions (Business Management, Planning, Operations, Silviculture, and Recreation) and four Regional Offices. The Business Management Division, in addition to overseeing business and financial matters, is responsible for the Submerged Lands Program and management of coastal islands under the Bureau's jurisdiction. The Planning Division is responsible for formulation of policy and land use plans, land acquisition and communications. The Operations Division and the four field offices are concerned primarily with the administration of resource programs on the Public Reserved Lands. The Silviculture Division has primary responsibility for timber management. The Recreation Division has primary responsibility to formulate recreation policies and develop recreation sites. Field offices are located in Augusta (Southern Region), Farmington (Western Region), Presque Isle (Northern Region) and Old Town (Eastern Region).

PROGRAM: The following material deals with (1) Public Reserved Lands, (2) Submerged Lands, (3) Coastal Islands and (4) Institutional Lands.

CONSERVATION

1. THE PUBLIC RESERVED LANDS.

Historical Perspective. The primary workload of the Bureau is associated with the management of the Public Reserved Lands—a task which was initiated to expand the management program on this landbase, making it more available for public use and enjoyment and recapturing outstanding timber and grass rights which were sold to various private interests during the latter half of the 19th Century.

This landbase remains from the original sale of the public domain (1786-1878), when the Massachusetts General Court (and later the Maine Legislature) reserved land for public purposes from the sale of each township. In 1973, about 400,000 acres of this reserved land remained. It was scattered throughout the Unorganized Territory in parcels of roughly 1,000 acres or less.

Development of the Landbase. Through a combination of litigation and land trades with surrounding private landowners, the State has succeeded in recapturing exclusive title to the entire 400,000 acres and has expanded the system by an additional 50,000 acres. About 300,000 acres are now consolidated into 22 management units ranging in size from 3,000 to 30,000 acres.

The Management Program. The Bureau administers these lands under the principles of multiple use-sustained yield management, which means that all resource values are considered in the development of management plans and that the production of goods and services is undertaken in such a manner as to ensure the long term productivity of the landbase. The primary elements of this program include: commercial forestry, wildlife management, opportunities for dispersed/primitive recreation, maintenance of soil and water quality, preservation of aesthetic values and protection of species and habitat. Although the program is described as “multiple use”, it is more properly applied as “dominant use”—which acknowledges that some portions of the landbase are more suited for a particular type of management than others. Thus, a remote area of the forest may be managed principally for commercial forestry (the dominant use) with supporting consideration for wildlife; and a shoreland zone along a river, although designated for wildlife management, will also be incorporated within the Bureau’s recreational program.

Resources. The following material reflects a summary of the Bureau’s resource programs, as contained in policies adopted in 1985.

(1) Timber Management. Timber management is the chief manipulative tool available for the management of the forest environment whether for commercial purposes (revenue production), recreation site development, road construction or wildlife habitat improvement. It is estimated that the commercial forest within the Public Reserved Lands System (land capable of producing 20 cubic feet of wood per acre per year—and available for harvest) extends over 290,000 acres. On an annual basis, the Bureau removes between 80,000 and 100,000 cords of timber. The revenue from the sale of this wood is deposited within a Public Reserved Lands Management Fund and used by the Bureau to cover program and operating costs.

(2) Recreation. The consolidated management units within the Public Reserved Lands System embrace some of the most picturesque areas of the Maine landscape, including both alpine and water resources ideally suited for recreational use. Among the more notable areas are the Mahoosuc and Bigelow Mountain ranges of Western Maine, both of which include portions of the Appalachian Trail; the Deboullie-Red River country of northern Aroostook County; and portions of the eastern lake country in Washington and Hancock Counties. Printed recreational materials are available from the Bureau for people interested in visiting these areas. The Bureau’s management program in these areas is geared to dispersed, primitive recreation, emphasizing the quality of the “backcountry” experience in isolated locations, as opposed to high-density development normally associated with Parks. An additional part of the Bureau’s recreation program is devoted to campsite leases — some 276 of which exist on the Public Reserved Lands, as a result of policies in effect years ago. Although the Bureau will take no action to jeopardize existing leaseholders, it will not issue any new leases.

(3) Wildlife. The Bureau’s wildlife program—which is an integral part of the timber program—stresses diversity of (timber) species and age-classes to provide the broadest spectrum of habitat opportunities for all indigenous wildlife populations. Of particular significance, the Bureau has incorporated into its general management program the identification and management of “riparian zones”—a strip along all water resources and wetlands in which wildlife resources are managed as the “dominant” of the several multiple uses. The Bureau has also completed a volume of wildlife guidelines to enable Bureau foresters to incorporate wildlife management into forest management programs.

(4) Soil/Water Management. All management activities are designed, in accordance with standards of the Land Use Regulation Commission, to either maintain or improve existing soil and water quality.

CONSERVATION

(5) Visual Resources. Along waterways, through travel influence zones (major roads) and in sensitive mountain areas exposed to public view, timber harvesting is modified to retain as much of the natural character of the landscape as possible.

(6) Critical Areas. Working with the State Planning Office the Bureau has surveyed about 100,000 acres of the Public Reserved Lands System, seeking both areas and species of special significance, which should be excluded from the normal management program and set aside for protection.

(7) Other Uses. At the discretion of the Director, as prescribed in the Statutes, the Public Reserved Lands may also be made available for the construction of public roads, power lines, mining, mill and water rights and a number of other activities which serve the general public interest.

2. SUBMERGED LANDS.

The people of the State of Maine have a proprietary interest in the several thousand miles of submerged lands which underly Maine's coastal waters, as well as to the bottoms of all Great Ponds (10 acres or larger), which comprise inland waters. The Bureau of Public Lands is responsible for administering the use of this landbase, ensuring that the "public" has access to the State's waters and that they are properly compensated in those situations where such land is devoted to the private and exclusive use of individuals and organizations for commercial purposes. A policy governing the use and administration of these lands was adopted in 1986.

3. COASTAL ISLANDS.

The Coastal Island Registry, created by the Legislature in 1973, resides within the Bureau of Public Lands. The purpose of the registry is to examine and clarify titles to Maine's Coastal Islands—principally, to identify islands which are properly in public ownership and to remove any question which may exist with respect to potential public interest in purportedly private islands. In the course of its work, the Registry has examined the titles of roughly 1,500 privately claimed islands, identifying incurable defects in an estimated 100 and incorporating into public administration some 1,300 islands for which no private claim or title has been advanced. Succeeding phases of this program will involve (1) publication of lists of both public and private islands, (2) entry of these lists into the appropriate registries of deeds and (3) identification and preparation of management plans for those islands suitable for public use. Of the 1,300 islands for which no private claim was discovered, about 300 have been leased or transferred to other agencies of State government, conservation organizations and municipalities—in order to ensure that they are managed in a fashion most consistent with their character and resources. A user guide to selected state owned islands on the Maine Coast is available for people interested in visiting this unique resource.

4. INSTITUTIONAL LANDS.

The Bureau manages a number of tracts which have been declared as "surplus" to other agency programs. These are chiefly former institution lands, such as those which once supported the agricultural enterprise of the Augusta Mental Health Institute. Although these lands are now managed for a variety of uses (agriculture, recreation, etc.), their primary purpose is to be available to cover the future administrative needs of State government.

LICENSES, PERMITS, ETC.:

Permits:

- Timber Stumpage
- Gravel

Leases:

- Submerged Lands
- Right of Way
- Agricultural
- Public Land (includes a variety of possible uses)

PUBLICATIONS:

- Recreation and Management brochures and articles for Maine Fish & Wildlife Magazine
- Management Plans for the Major Reserved Land Units
- Submerged Lands Report
- Wildlife Guidelines

CONSERVATION

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC LANDS	TOTAL		General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	FOR ALL FUNDS						
EXPENDITURES							
Salaries and Wages	768,774			768,774			
Health Benefits	60,186			60,186			
Retirement	143,344			143,344			
Other Fringe Benefits	6,290			6,290			
Computer Services—Comm.	365			365			
Computer Services—State	117			117			
Other Contractual Service	205,949			205,949			
Rents	19,154			19,154			
Commodities	29,818			29,818			
Grants—Subsidies—Pensions	31,410			31,410			
Purchases of Land	210,550			210,550			
Buildings and Improvement	82,897			82,897			
Equipment	118,789			118,789			
Interest—Debt Retirement	174			174			
Transfers to Other Funds	45,051			45,051			
TOTAL EXPENDITURES	1,722,868			1,722,868			

VEHICLE RENTAL AGENCY

WILLIAM PRATT, MANAGER

Central Office: AMHI—VRA Bldg., Augusta

Telephone: 289-7113

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: July 1, 1985

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 240; Citation: 12 M.R.S.A., 5031

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Vehicle Rental Agency was established in the Department of Conservation for the purpose of acquiring and maintaining vehicles for use by department employees on official state business. In addition, VRA makes vehicles as available as possible to all state agencies.

ORGANIZATION: The Vehicle Rental Agency is organizationally located in the Department's Division of Administrative Services. It is staffed by a Manager, who reports to the Director of Administrative Services, and an Auto Mechanic I.

PROGRAM: The Vehicle Rental Agency was created as an innovative solution to the problem of an over-sized agency fleet in poor condition. The use of professional fleet management concepts and practices has improved the safety and reliability of the fleet.

The Vehicle Rental Agency made it possible to reduce the pre-VRA fleet size by 43 percent. The fleet composition changed from larger, more expensive vehicles to smaller, more efficient compact and intermediate cars. The 43% reduction in fleet size has been maintained, while increasing the number of customers and miles driven.

The VRA fleet is on a scheduled preventive maintenance program. This program, coupled with monitored daily care, strives to keep the retained value of the vehicles as high as possible. All vehicle replacements, to date, have been on time and in keeping with our five year forecast schedule.

CORRECTIONS

Each rental customer is asked to provide feedback to the agency by filling out a report card provided with each rental. The report card is also the means for customers to notify VRA of any problems with vehicles so that all problems may be attended to immediately.

The VRA has the authority to enter into agreements with other departments to provide transportation services. The Department of Environmental Protection-Land Bureau joined VRA in 1989.

The VRA serves over 1,800 drivers, representing 55 departments, agencies and programs. The fleet logged 962,227 miles in 1989.

Providing quality and dependable service to customers is the most important part of the Agency's job.

VRA vehicles travel from New Brunswick, Canada, to Washington, D.C., Pennsylvania and upper New York State.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

VEHICLE RENTAL AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	42,091					42,091
Health Benefits	3,552					3,552
Retirement	7,951					7,951
Other Fringe Benefits	148					148
Other Contractual Service	81,901					81,901
Rents	6,602					6,602
Commodities	78,878					78,878
Interest—Debt Retirement	3					3
Transfers to Other Funds	7,327					7,327
TOTAL EXPENDITURES	228,453					228,453

CONSUMER CREDIT

COUNCIL OF ADVISORS ON CONSUMER CREDIT

NEIL SHANKMAN, CHAIRMAN

Central Office: Gardiner Annex, Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333-0035

Telephone: 582-8718

Established: 1973

Sunset Review: Not Established

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 435; *Citation:* 9A M.R.S.A., Sect. 6-301

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The council advises and consults with the administrator of the Bureau of Consumer Credit Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

ORGANIZATION: The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom the new member is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Credit Protection, Department of Professional and Financial Regulation.

CORRECTIONAL ADVISORY

MAINE CORRECTIONAL ADVISORY COMMISSION

ROBERT CARLSON, CHAIRMAN
KATHY L. ALLEN, Contact

Central Office: State Office Bldg., Augusta

Telephone: 289-2711

Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1975

Sunset Review: Not Established

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 047; *Citation:* 34A M.R.S.A., Sect. 1204

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the Commissioner, Department of Corrections, in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the Commissioner on December 31st of each year. The commission meets as often as necessary at the discretion of its chairman, and adopts its own rules of procedure to carry out its duties.

ORGANIZATION: The Maine Correctional Advisory Commission is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 10 representative citizens appointed by the Governor, including at least one full-time non-administrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman. Four appointments are made for terms of three years, three for two years and three for one year. Each member of the commission may receive a per diem expense allowance equal to that received by Legislators during a special session and may receive additionally his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission is authorized to receive public and private grants to aid in defraying the costs of its operation.

PROGRAM: The Correctional Advisory Commission acts in an advisory capacity to the Commissioner of Corrections in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of Maine.

The Commission meets as often as necessary at the discretion of its Chairman.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

CORRECTIONS

DEPARTMENT OF CORRECTIONS

DONALD L. ALLEN, COMMISSIONER

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 201; *Citation:* 34A M.R.S.A., Sect. 1202

Average Count—All Positions: 1052

Legislative Count: 1127

Organizational Units:

Division of Probation and Parole
Maine State Prison
Juvenile Justice Advisory Group
Office of Advocacy
State Parole Board

Maine Correctional Center
Maine Youth Center
Charleston Correctional Facility
Downeast Correctional Facility

PURPOSE: The Department of Corrections was established to control all of the state's correctional facilities, provide for the safety of guards and committed offenders, undertake appropriate programming for the classification, education and rehabilitation, and maintenance of committed offenders and to assure an effective system for the supervision of parolees and probationers.

The Department is responsible for the direction and general administrative supervision of the Maine State Prison, the Maine Correctional Center, the Charleston Correctional Facility, the Maine Youth Center, the Downeast Correctional Facility and the Division of Probation and Parole.

The Department is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Corrections. The Department is authorized to expend correctional institution appropriations on persons within that portion of its sentenced or committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other correctional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs. The Department of Corrections may provide or assist in the provision of correctional services throughout the State as authorized by Maine law, and the Department is responsible for setting standards and inspection of municipal and county jails.

ORGANIZATION: The Department of Corrections was created by the Legislature in 1981 to improve the administration of correctional facilities, programs and services for committed offenders.

PROGRAM: The program activities of the Department are discussed in the individual reports of its program components except for the following:

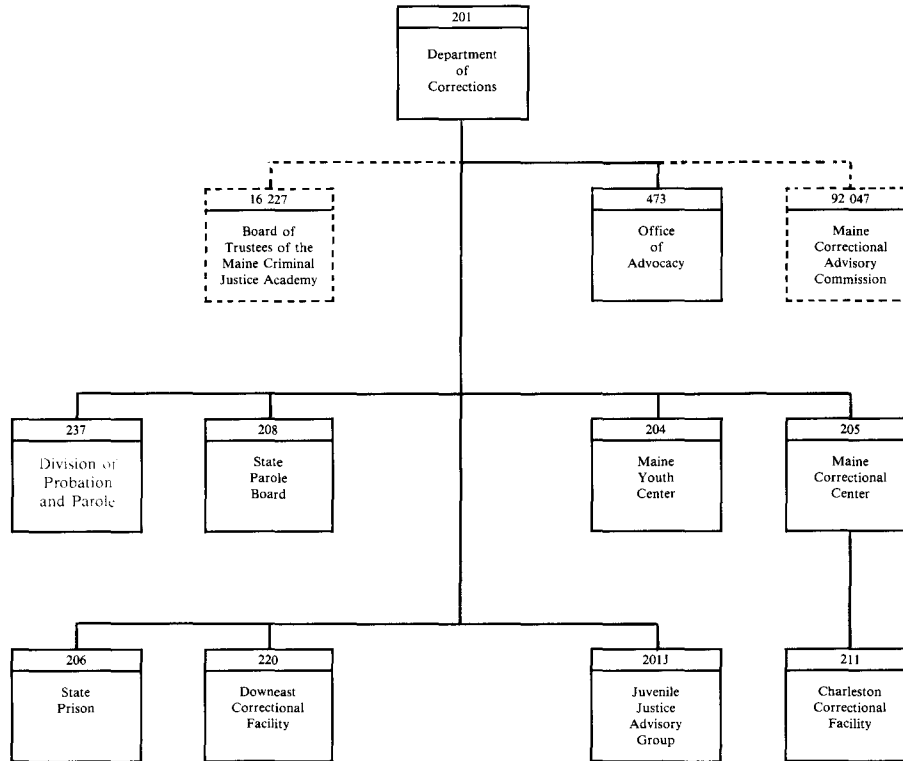
Community Corrections. The Department of Corrections has been successful in its efforts to continue adult halfway houses to accommodate work release from the State institutions and county jails.

A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and State agencies.

The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purpose of services for youthful offenders.

The program is also funded for mental health services to correctional clients including those having drug and alcohol problems. Another program, in conjunction with our adult institutions develops jobs for inmates who are to be released within a short period of time.

ORGANIZATIONAL CHART DEPARTMENT OF CORRECTIONS UMB 03



Approved by the Bureau of the Budget

CORRECTIONS

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF CORRECTIONS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	25,656,998	25,223,070	109,806		233,275	90,847
Health Benefits	2,190,292	2,152,791	9,758		20,404	7,339
Retirement	5,689,055	5,602,060	20,743		44,065	22,187
Other Fringe Benefits	212,182	209,067	475		2,387	253
Computer Services—Comm.	11,301	10,739			562	
Computer Services—State	21,162	21,162				
Other Contractual Service	5,368,715	4,911,651	241,338		80,474	135,252
Rents	222,051	221,514			170	367
Commodities	3,448,836	3,357,593	22,927		22,536	45,780
Grants—Subsidies—Pensions	5,396,738	5,035,717	103,658		257,363	
Buildings and Improvement	6,640,143	923,378				5,716,765
Equipment	443,292	387,561	27,448		8,117	20,166
Interest—Debt Retirement	1,116	1,110	2			4
Transfers to Other Funds	394,438	3,525	10,250		5,485	375,178
TOTAL EXPENDITURES	55,696,319	48,060,938	546,405		674,838	6,414,138

CORRECTIONS

Correctional Training Program. The 108th Legislature passed into law mandatory training for all correctional officers working in municipal, county and state correctional facilities. The Department coordinated the development of the curriculum for this training with the cooperation of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers.

PUBLICATIONS:

Evaluation and Plan, Maine Juvenile Code, January 1982

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Department is taking to develop programs and services which are needed by the youth of the State.—Free.

Adult Correctional Plan—1978

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs as they pertain to all aspects of correctional programming. The plan specifies the immediate steps that the Department is taking to better meet the needs of the offenders in the State of Maine.—Free

County and Municipal Jail Standards—1981

The Standards were compiled by the Department of Corrections with input from the Maine Chief's of Police Association, numerous sheriff's departments and other agencies.—Free.

County Jail Inspection Reports—1981

The Jail Report is done in compliance with Title 34, M.R.S.A. 1964 and amended by P.L. 1967 C248, P.L. 1969, C258 and regulations set forth relating to "Standards for County Jails" and status conditions found in county jails.—Free

FINANCES, FISCAL YEAR 1989: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CORRECTIONS (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,086,918	911,390	109,806		65,722	
Health Benefits	82,367	66,907	9,758		5,702	
Retirement	213,847	180,689	20,743		12,415	
Other Fringe Benefits	7,093	6,248	475		370	
Computer Services—Comm.	3,385	2,823			562	
Computer Services—State	4,452	4,452				
Other Contractual Service	1,136,410	884,201	238,201		14,008	
Rents	6,557	6,387			170	
Commodities	484,616	482,489	1,854		273	
Grants—Subsidies—Pensions	4,632,614	4,308,563	103,658		220,393	
Buildings and Improvement	6,636,316	920,252				5,716,064
Equipment	38,657	18,549				20,108
Interest—Debt Retirement	12	12				
Transfers to Other Funds	16,140	3,525	10,050		2,565	
TOTAL EXPENDITURES	14,349,384	7,796,487	494,545		322,180	5,736,172

CORRECTIONS

OFFICE OF ADVOCACY

EARL C. MERCER, CHIEF ADVOCATE

Central Office: Room 400, State Office Building, Augusta
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Telephone: 289-2711

Established: January 15, 1984

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 473; *Citation:* 34A M.R.S.A., Sect. 1203

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Office of Advocacy is established within the Department of Corrections to investigate the claims and grievances of committed offenders, informally adjusted juveniles and contract clients, and to advocate for compliance by the Department, any correctional facility, or any contract agency with all laws, administrative rules, and institutional and other policies relating to the rights and dignity of committed offenders, informally adjusted juveniles, and contract clients.

ORGANIZATION: The Office of Advocacy of the Department of Corrections was created with the formation of the Department of Corrections as a separate department in 1981. Prior to that time, advocacy services had been provided to correctional clients through the Office of Advocacy of the Department of Mental Health and Corrections. The Department of Corrections has a full-time Chief Advocate located at the Central Office, a full-time Advocate at the State Prison in Thomaston and half-time Advocates at the Maine Youth Center and the Maine Correctional Center. Advocacy services at the other institutions are handled by the Chief Advocate and by other institutional counseling staff in cooperation with the Chief Advocate.

PROGRAM: The Office of Advocacy receives complaints and requests from prisoners at all institutions and facilities operated by the Department of Corrections. The Office is also frequently contacted by family members and by persons from other public and private agencies with advocacy concerns. Complaints are investigated and reports and recommendations are provided directly to the Commissioner of Corrections. The Chief Advocate also attends policy meetings and serves as advisor to Correctional Administrators on Rights Issues and Policy and Procedure as they affect prisoner rights.

The Office of Advocacy also provides for civil legal services to correctional clients through a contract agreement with a legal services provider in the community. This contract agreement also provides for post conviction review and access to Maine courts for Maine prisoners who have been transferred by the Department to Federal Institutions and other State Correctional Institutions.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

CORRECTIONS

CHARLESTON CORRECTIONAL FACILITY

JEFFREY D. MERRILL, DIRECTOR

Central Office: Charleston, Maine

Telephone: 285-3307
941-3055

Mail Address: RR#1, Box 1400, Charleston, Maine 04422

Established: 1980

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 211; *Citation:* 34A M.R.S.A., Sect. 3601

Average Count—All Positions: 74

Legislative Count: 77

Organizational Units:

Charleston Correctional Facility

Bangor Pre-Release Center

PURPOSE: The purpose of this facility is to confine and rehabilitate inmates that are transferred from the Maine Correctional Center located in South Windham, or the Maine State Prison located in Thomaston, and who are sentenced to these facilities pursuant to MRSA Title 15, Section 2611. Charleston was opened in November, 1980, to assist in the alleviation of overcrowding in the larger institutions and to provide a greater degree of flexibility and progression in the State's Correctional System.

ORGANIZATION: The Charleston Correctional Facility is located on the site of the former Charleston Air Force Base in Charleston, Maine. The Charleston Correctional Facility became operational in November of 1980. The State of Maine was able to commence operation by securing a temporary lease with the Federal Government. The State has since acquired a 30-year lease for the facility. In late 1985, the Charleston Correction Facility was removed from the administrative structure of the Maine Correctional Center and has assumed primary responsibility for its own development and operation.

PROGRAM: The Charleston Correctional Facility is responsible for the care, treatment, custody and security of prisoners transferred to the unit. Charleston is a minimum security facility.

All prisoners are classified by a Classification Board at the main institution prior to the transfer to the Charleston Correctional Facility. This board reviews the individual's medical, dental, psychological, educational, theological and program needs. This necessary information is forwarded to the Director of the Charleston Facility. When the individual arrives at Charleston, he appears before a Classification Committee for further determination as to his programmatic requirements.

The two major programs at Charleston are **public work restitution** and **vocational training**. The requests for prisoner labor and skills for restitution projects in the surrounding communities have increased dramatically and have involved a wide range of projects. Restitution projects completed during the period of July 1, 1988 to the present include construction of a creative playground in Monson, an addition on the fire house in Bradford, scraping and painting buildings in Greenville for the Maine Forest Service, renovation of office space for Women Care Aegis in Dover-Foxcroft, construction of a utility shed for Bangor Pre-Release Center, cutting and splitting of firewood for Peakes-Kenny State Park, painting steel beds for Piscataquis County Jail, rehabilitating camp sites on Moosehead Lake for the Maine Forest Service, construction of picnic tables and signs and cutting of brush and erecting a creative playground for the Dover Kiwana's Park, repairing roofs and painting floors at Bradford town hall, clearing and resetting of headstones for Levant cemeteries, building a gazebo type bandstand for Dover-Foxcroft Kiwana's Park, providing framing, insulating and sheetrocking for Bangor Nazarene Church, building a three bay storage garage for SAD #68, building park benches and picnic tables for Dover-Foxcroft and numerous other off grounds projects.

On grounds construction projects have included building a communications systems building, informational and directional signs, and a furnace room for the woodworking shop. Woodharvesting students have planted trees for public parks, constructed a beautification park and nature trail for Brownville schools and cut logs for Maine Correctional Center. The sawmill students have sawed 45,000 board feet of lumber which is utilized by Charleston Correctional Facility and Inland Fisheries and Wildlife.

CORRECTIONS

Since the conversion of the boilers to woodburning, prisoners have the opportunity to earn Boiler Operator's Licenses. In the past 12 months, a total of 1008 cord of wood was cut off the land surrounding the Facility. Utilizing this wood for heat, a savings of 89,200 gallons of heating oil was realized, equaling \$41,924.

A vocational training program has been developed at this facility that includes sawmill operator, woodharvesting, building maintenance, and welding. Upon completion of a 16-week vocational training program of their choice, a student is issued a certificate. In addition to the vocational programs, a GED academic program has been developed in which a certificate may be earned upon completion and a Job Readiness Skills Program has provided instruction in the area of interviewing, communicating and hands on math.

Also, with the cooperation of and training by the Department of Conservation, volunteer prisoners from Charleston are trained in fire fighting procedures and have been called out to assist in the "mop-up" of several forest fires over the past six years.

Medical: There are currently two R.N.'s under contract with St. Joseph Hospital who screen minor medical problems for necessary treatment and make any necessary referrals to Dr. Thomas Hayward, the contracted physician in East Corinth. Currently, there are 4 hours per week of psychological services available by a P.H.D.

Dental: Necessary dental care is provided to a prisoner in the main institution prior to transfer to Charleston. When a prisoner at Charleston requires emergency dental work, he is transported by a correctional officer for necessary treatment.

Substance Abuse Counseling: The local AA Chapter and N.A. Chapter meet at the Charleston Facility weekly. Prisoners are welcome to attend and participate. In addition to the AA program, the Department contracts Substance Abuse counseling that involves "one on one" counseling and various group and educational activities. The Substance Abuse Treatment Team includes a full-time Alcohol Abuse Counselor, a half-time Drug Abuse Counselor and 4 hours of services from a licensed Clinical Psychologist.

Religious Services: A local minister, Rev. David McLeish, has provided his services as Chaplain. He provides counseling to prisoners and their families. Religious services are conducted each Sunday. The services are conducted by different denominations on a rotating basis.

Recreation: The facility has an excellent gymnasium where prisoners are provided the opportunity to participate in basketball, volleyball, weight lifting and billiards. There is also a softball field which is utilized extensively in the summer months.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,688,107	1,658,620			29,487	
Health Benefits	168,069	163,308			4,761	
Retirement	380,444	374,874			5,570	
Other Fringe Benefits	14,949	14,421			528	
Computer Services—State	547	547				
Other Contractual Service	302,105	291,096			11,009	
Rents	2,135	2,135				
Commodities	210,133	203,737	1,907		4,489	
Grants—Subsidies—Pensions	10,868	10,868				
Buildings and Improvement	979	979				
Equipment	47,026	45,574	1,276		176	
Interest—Debt Retirement	379	377	2			
Transfers to Other Funds	615		31		584	
TOTAL EXPENDITURES	2,826,356	2,766,536	3,216		56,604	

CORRECTIONS

MAINE CORRECTIONAL CENTER

JAMES R. CLEMONS, SUPERINTENDENT

JAMES F. HOWARD, Assistant Superintendent, Rehabilitative Services

DUANE A. CUMMINGS, Assistant Superintendent, Security

Central Office: 17 Mallison Falls Road, Windham

Telephone: 892-6716

Mail Address: 17 Mallison Falls Road, Windham, Maine 04062

Established: 1919

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 205; *Citation:* 34A M.R.S.A., Sect. 3401

Average Count—All Positions: 213

Legislative Count: 285.5

Organizational Units:

Care & Treatment Unit

Custody & Control Unit

Pre-Release Centers

Business Services

PURPOSE: The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons over the age of 18 years who have been duly sentenced and committed to the custody of the Department of Corrections pursuant to MRSA 34-A, §3401 and in addition is the State prison for adult female offenders committed to the Department of Corrections. The Center may also accept transfers from the Maine State Prison and County Jails for participation in Center programs. The Center holds a limited number of Federal detainees for U.S. District Court in Portland.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of inmates are made for the purpose of teaching such inmates a useful trade or profession and improving their mental and moral condition. The Superintendent has supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: The Maine Correctional Center at South Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939 under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981. The Reformatory was renamed the Men's Correctional Center in 1967. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in South Windham making this Center co-educational.

PROGRAM: The program of the Maine Correctional Center has several facets.

Care, Treatment, Custody and Security. The merger of the Women's and Men's Correctional Centers was accomplished while attempting to retain the most effective services of both programs. By statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Consulting psychological and psychiatric services are currently available on a limited basis.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain and a Catholic Chaplain who aid considerably in the treatment program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program. In addition, there is an active community clergy visitation program and a volunteer program. Some volunteers teach individual and group bible classes. Other volunteers assist the chaplains in their ministry with the inmates.

Substance Abuse Treatment Program. This program provides chemically dependent residents with the opportunity for individual assessment, participation in a multi-level group education

CORRECTIONS

process, individual and group counseling and access to the self-help fellowships of Alcoholics Anonymous (A.A.), Narcotics Anonymous (N.A.) and Alanon. The self-help groups are generously supported by outside community members. The treatment program is staffed by three full-time substance abuse counselors, one of whom is program director, and a part-time secretary. Alcohol and drug education is offered to correctional officers and other staff on at least an annual basis.

Social Services. The Social Services Program consists of five licensed social workers and a Social Services Supervisor. This program assists residents with adjustment to the institution, provides rehabilitation counseling and coordinates the utilization of institutional and community resources.

Education Program. The Education Program has a teacher-principal, a guidance counselor and one academic teacher who are state funded and two academic teachers, who are federally funded. These five people are responsible for all academic instruction including Remedial Reading and Arithmetic, High School Equivalency (GED), High School Completion and post secondary instruction which includes supervision and registration of students for courses offered through the University of Southern Maine. The academic courses are taught on a semi-tutorial basis with each student's program being tailored to meet the indicated needs in an atmosphere conducive to the learning process while striving to develop an appreciation of the value of education. In addition to the academic courses, Art and Home Economics instruction are available through state funded teachers.

The vocational area is staffed with seven instructors, all of whom are state funded. These instructors offer courses in the following fields: Building Trades, Auto Reconditioning, Graphic Arts, Welding, Meat Cutting, Automotive Front End Work, and Business and Office Procedures.

Classification Committee. This Committee determines individual programs within the institution and utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center, a pre-release center, or a county jail. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. The recreation department utilizes the gymnasium, outdoor playing field, and numerous leisure time activities including movie and canteen room. Offground activities are minimal due to the large number of inmates and the length of sentences.

Housing Areas Program. A resident may move through a program of housing areas as determined by a multi-level classification process of housing status. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident his needs, and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

The Correctional Center also has responsibility for the Central Maine Pre-Release Center in Hallowell.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CORRECTIONS

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,297,915	5,260,561			37,354	
Health Benefits	458,477	454,909			3,568	
Retirement	1,186,383	1,179,327			7,056	
Other Fringe Benefits	45,492	45,196			296	
Computer Services—State	4,139	4,139				
Other Contractual Service	1,017,036	1,014,458	2,578			
Rents	3,199	3,199				
Commodities	855,375	837,209	18,079		87	
Grants—Subsidies—Pensions	87,091	85,121			1,970	
Equipment	114,552	89,195	25,357			
Interest—Debt Retirement	312	312				
Transfers to Other Funds	628		160		468	
TOTAL EXPENDITURES	9,070,599	8,973,626	46,174		50,799	

DOWNEAST CORRECTIONAL FACILITY

C. MARK CATON, DIRECTOR

Central Office: Machiasport, Maine

Telephone: 255-4554

Mail Address: HCR 70, Box 428, Bucks Harbor, Maine 04618

Established: 1984

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 03; Unit: 220; Citation: 34A M.R.S.A., Sect. 3901

Average Count—All Positions: 56

Legislative Count: 57

PURPOSE: The Downeast Correctional Facility was established by the Legislature in September 1984 for the confinement and rehabilitation of persons who have been duly sentenced and committed to the Department of Corrections.

ORGANIZATION: Funds were appropriated to purchase, renovate, and make the former Bucks Harbor Air Force Station operational as a correctional facility. The facility is fully staffed and the prisoner count is at capacity.

PROGRAM: Programs at the Downeast Correctional Facility are diversified.

Educational. Programs are in education and vocational training such as electrical, welding, and building trades. The education program has two certified teachers who are responsible for all testing and academic instruction. The academic instruction, though primarily geared for high school equivalency (GED), will also focus on business courses emphasizing everyday life skills. Also, we anticipate having post-secondary courses that might be applicable through the University of Maine at Machias. These academic courses will be taught primarily on a semi-tutorial basis to meet the educational needs of the prisoner.

The vocational programs are staffed with instructors with competency and expertise in the following career areas: Electrical, Welding, and Buildings Trades — that emphasize carpentry skills.

Religious Services. A minister is providing services as a Chaplain. He coordinates services and meetings for prisoners of different denominations. He is also responsible for religious counseling to the prisoners and their families.

Medical. A Nurse is assigned to screen minor medical problems for necessary treatment and/or referral to the contracted services of an M.D. A sick call service is provided. Emergency care and treatment is provided by the local area hospital.

CORRECTIONS

Dental. Dental care is provided to any prisoner as the need arises. Prisoners are transported to the contracted dentist by a Corrections Officer.

Alcohol/Substance Abuse Counseling. Through a grant, prisoners receive one-to-one counseling of an alcohol counselor. This individual also provides workshops and group therapy dealing with alcohol/substance abuse.

Psychological Services. A psychologist is under contract to meet the needs of prisoners, especially to those prisoners incarcerated for sexual abuse and related crimes.

Caseworker. A caseworker assists prisoners and their families in making recommendations for treatment programs within the community and in therapeutic and rehabilitative settings. The caseworker places the prisoner in aftercare programs which may involve foster home placement, mental health clinics, referrals, schools and/or vocational training agencies.

Classification Committee. This committee has a direct impact on the prisoner; for its primary responsibility is to orientate each new prisoner to the facility, its housing, care and/or its treatment and programs. The committee is virtually responsible for the safety and well being of each prisoner assigned to the Downeast Correctional Facility. The classification committee carefully analyzes all input to determine the initial anniversary and/or requested changes to the security status of prisoners housed at the facility.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,165,349	1,165,349				
Health Benefits	121,163	121,163				
Retirement	259,242	259,242				
Other Fringe Benefits	10,967	10,967				
Computer Services—State	514	514				
Other Contractual Service	293,615	271,224			22,391	
Rents	588	588				
Commodities	217,487	215,134			2,353	
Grants—Subsidies—Pensions	6,279	6,279				
Building and Improvement	2,147	2,147				
Equipment	48,505	48,505				
Interest—Debt Retirement	125	125				
TOTAL EXPENDITURES	2,125,981	2,101,237			24,744	

JUVENILE JUSTICE ADVISORY GROUP

ROBERT L. PARENT, CHAIRMAN

Central Office: 103 Water Street, Hallowell, Room 201

Telephone: 626-0990

Mail Address: Statehouse Sta. #144, Augusta, Maine 04333

Established: 1979

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 03; Unit: 201J; Citation: 34A M.R.S.A., Sect. 1209

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Juvenile Justice Advisory Group (JJAG) was created in response to the requirements of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. In Maine, the overall responsibility of the Juvenile Justice Advisory Group is to participate in the development of the State's juvenile justice plan and to review and act on all juvenile justice

CORRECTIONS

and delinquency prevention grant applications for Federal formula grant funds. In addition, the Juvenile Justice Advisory Group advises the Governor and the Legislature on matters related to delinquency, the prevention of delinquency, and the requirements of the Act for detaining and incarcerating juveniles, develops more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and improvement of the juvenile justice system; and reviews the progress and accomplishments of juvenile justice and delinquency prevention projects funded under the State plan.

ORGANIZATION: The Juvenile Justice Advisory Group, constituted in 1975 and formalized by Executive Order 4 FY 80 on October 5, 1979, was authorized by statute in 1984 (34A M.R.S.A. § 1209). Consistent with PL 93-415, Sec. 223(a) (3), the advisory group consists of not less than fifteen and not more than thirty-three representatives of the following interests: representatives of units of local government, law enforcement and juvenile justice agencies including: law enforcement, corrections or probation personnel, and juvenile court judges; representatives of public agencies concerned with delinquency prevention or treatment, such as welfare, social services, mental health, education or youth services departments; representatives of private organizations concerned with delinquency prevention or treatment; neglected or dependent children, and the quality of juvenile justice, education or social services for children; representatives of public/private agencies which utilize volunteers to work with delinquents or potential delinquents; representatives of community-based delinquency prevention or treatment programs; representatives of business groups and businesses employing youth; representatives with special experience and competency in addressing the problems of school violence and vandalism; and representatives with special experience with the problems of learning disabilities.

In addition, a majority of members (including the chairman) shall not be full-time employees of the federal, state or local government. At least one-fifth of the members must be under the age of 24 at the time of appointment, and at least three members must have been or shall currently be under the jurisdiction of the juvenile justice system.

Pursuant to the provisions of PL 93-415, Sec. 223(a) (3), the performance of the responsibilities of the Governor relating to provision of staff and support are delegated to the Commissioner of the Department of Corrections, who may appoint staff as he deems necessary to implement the purposes of the program. The Maine Department of Corrections has been the fiscal agent of the advisory group since July 1, 1982.

PROGRAM: The federal allocation for Maine's Juvenile Justice and Delinquency Prevention Program for federal FY 88 was \$225,000, including funds for grants programs and administration. Of this amount, \$16,875 is allocated for the administration of the program and \$11,250 is allocated for the expenses of the JJAG, leaving \$196,875 for grants to private, not-for-profit organizations and units of state and local government for projects designed to remediate or prevent delinquency.

The JJAG met ten times to conduct regular business, including regular monitoring for state compliance with the requirements of the Act and to develop the 1989 update to Comprehensive Juvenile Justice and Delinquency Prevention Plan for 1988 to 1990. In addition, its several standing and ad hoc committees met as necessary to further JJAG initiatives in conformance with Plan objectives.

Grants Committee. The Grants committee developed an RFP for expenditure of JJAG funds, reviewed all applications, and developed recommendations for JJAG action on the applications. Programs funded in FY 89 were the JJAG's jail monitoring project, which provides staff services for continuing JJAG monitoring to ensure compliance with the Act and two pilot projects to develop alternatives to jail for juvenile offenders, one operating in Penobscot, Piscataquis, Aroostook, Washington, Hancock, and Waldo Counties and the other in Cumberland and York Counties. The JJAG has for several years affirmed a commitment to expend its funds only in support of efforts to remove juveniles from adult serving jails and lockups until that goal is achieved.

Legislative Committee. The Legislative Committee reviewed all bills submitted to the 114th Legislature which might affect juvenile offenders and those at risk of delinquency. The Committee regularly took positions on such bills, especially those whose subject had some bearing on Act requirements as they are applied in Maine or which related to initiatives described in the Plan. The Committee's highest priority was support of bills submitted by Juvenile Corrections Planning Commission to implement its Master Plan for JJAG Corrections, which embodies most of the reforms the JJAG has advocated in recent years.

CORRECTIONS

Jail Monitoring/Futures Committee. The Jail Monitoring Committee has continuing responsibility to develop, revise, and promote implementation of Maine's plan to remove juvenile's from adult serving jails and lockups. In spite of significant efforts, Maine has not yet achieved substantial compliance with the jail removal requirements of the Act, originally defined as reducing juvenile admissions to jails by 75% by December 8, 1985 plus making an unequivocal commitment to full removal. This failure has put continued federal formula grant funding at risk. Recent amendments to the Act, however, may allow Maine several additional years to achieve full removal. The JJAG is in the process of reorganizing the work of this committee to make it an effective instrument for long range planning.

Prevention Committee. The JJAG was designated by the Department of Corrections to serve as the catalyst for developing the Department's Delinquency Prevention Plan. The JJAG solicited representatives from the Departments of Corrections, Educational and Cultural Services, Human Services, Labor, Mental Health and Mental Retardation, and Public Safety and from community-based prevention agencies to comprise a planning committee whose efforts in FY 85 and 86 culminated in the publication of the statewide plan in the autumn of 1986. The Committee's focus was on continuing implementation of that plan in FY 89.

Violent and Chronic Youthful Offender Committee. This ad hoc committee proposes to assess the treatment and security needs of this special population and to develop a strategy for meeting those needs for presentation to corrections managers and to the legislature. This strategy, if adopted, will be incorporated into the next update of the comprehensive plan.

Ad Hoc Committee to support the Juvenile Corrections Planning Commission. The JJAG promoted the formation in 1987 by the Legislature of the Juvenile Corrections Planning Commission to prepare a Master Plan for JJAG Corrections for the decade of the 1990's. The JJAG staff person was assigned by the Commissioner of Corrections to staff the commission. The Ad Hoc Committee reviewed in detail the commission report and made recommendations to the JJAG about actions to be taken in support of its implementation.

Additional Activities. The JJAG, as a matter of policy, makes itself available for cooperative efforts with public and private agencies which request planning, evaluation, or technical assistance for programs consistent with the goals articulated in the Comprehensive Juvenile Justice and Delinquency Prevention Plan. Limited funds are available for training directed to improve the skills of those who are employed in some component of the juvenile justice system. The JJAG possesses, as well, a limited ability to respond to public and private inquiries for research and other information on the subject of delinquency and its prevention.

PUBLICATIONS:

Copies of the following publications may be obtained, free of charge, from the JJAG, Department of Corrections, State House Station 144, Augusta, Maine 04333:

- Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan, 1988-1990.
- 1989 Update to the Comprehensive Plan.
- Report to the Governor (FY 1989)
- JJAG Brochure
- Maine Juvenile Admissions and Detentions
- The Secure Detention Task Force Report

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

STATE PAROLE BOARD

PETER J. TILTON, Secretary

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 208; *Citation:* 34A M.R.S.A., Sect. 5201

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision, formulates policies, adopts regulations, establishes procedures, and advises concerning pardons when requested by the Governor.

ORGANIZATION: The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957 under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. In 1967, a Division of Probation and Parole was created within the Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. In January 1984, the Board began to hear entrustment revocation proceedings for those juveniles alleged to have violated their conditions of release on entrustment from the state's juvenile correctional institutions. The Board elects its own chairman and meets at least bi-monthly. It may meet as often as necessary.

PROGRAM: The State Parole Board hears cases at the Maine State Prison and the Maine Correctional Center for those sentenced prior to May 1976 to determine when inmates should be released on parole, when they have committed violations of parole, how much violation time should be served, if any, and when a prisoner or inmate is to be discharged. In addition, the Board hears entrustment dispositional cases at the Maine Youth Center to recommend to the Superintendent of the facility what disposition would be in the best interests of the juvenile and the community.

Maine State Parole Board Action

Annual Report

Fiscal Year—1988-1989

Adult

Paroled	5
Paroled & Discharged	1
Paroled & Discharged (to New Sentence)	1
Denied	7
Continued (Pending)	1
(Resolved)	7
TOTAL Parole Eligible	15
Early Discharge Requests	2
Others	3
TOTAL Cases Heard	24

During the fiscal year 1988-89, the Parole Board met a total of 6 times and considered 24 cases; 4 parole violators were heard and 1 early discharge was granted.

CORRECTIONS

Juvenile

The Maine Parole Board met at the Maine Youth Center a total of 27 times during the period July 1, 1988-June 30, 1989. Seventy-two (72) total cases were heard with the following decisions made: (39) recommended return to MYC to complete a standard program or to 18th birthday, (4) found in violation and returned to Entrustment status, (4) found in violation and returned to MYC until suitable placement was found, (2) recommended release to Absent with Leave Status, (0) continued status pending, (6) continued resolved, (0) not heard, failed to appear, (2) failed to appear resolved, and (2) released, immediate discharge.

PUBLICATIONS:

Parole Board Rules and Policy—Free

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	17,618	17,618				
Health Benefits	1,458	1,458				
Retirement	2,746	2,746				
Other Fringe Benefits	262	262				
Other Contractual Service	7,074	7,074				
Commodities	129	129				
TOTAL EXPENDITURES	29,287	29,287				

STATE PRISON

MARTIN A. MAGNUSSON, WARDEN

ARTHUR T. KISKILA, Deputy Warden

LARS HENRIKSON, Deputy Warden

Central Office: Thomaston, Maine

Telephone: 354-2535

Mail Address: State Prison, Box A, Thomaston, Maine 04861

Established: 1823

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 206; *Citation:* 34-A M.R.S.A., Sect. 3201

Average Count—All Positions: 297

Legislative Count: 299.5

Organizational Unit:

Bolduc Unit

PURPOSE: The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government, as provided by law, of adult male offenders lawfully committed to the prison. In addition, the prison may establish vocational training programs and transfer inmates to the State Prison Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor called the Bangor Pre-Release Center.

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843 and, after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

CORRECTIONS

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Department of Corrections.

PROGRAM: Coming out of the lockdown, the prison staff set out to reorganizing the institution to insure a safe and stable environment for staff and inmates with prompt and effective delivery of services to the inmate wards of the state.

New visiting and contraband policies were instituted and re-enforced. A rigorous pass system now controls inmate movement in the prison. Rules and regulations governing the inmates and disciplinary procedures have been revamped and promulgated to establish and maintain orderly and equitable handling/management of inmates. Systematic inspection of food service and housing areas contributes to sanitation and adequate provisions for feeding and residence spaces.

The inmate Novelty Program has been limited to one prison area (Craft Room) and only inmates who are regularly assigned to work, other than prison industries, can participate in it. Ceilings have been placed on earnings and close staff supervision exercises quality control over items offered for sale. Prison industries have been reorganized; contractual agreements with inmates encourage their motivation to participate in productive labor. Two half-day shifts are operating in all prison work areas with opportunities for minimal compensation available only to productive working inmates.

Treatment services have been augmented and strengthened by additions to staff and procedural improvements. Medical services have come under the direction of a Physician's Assistant who provides increased inhouse services and professional direction for the nursing staff. The Legislature had authorized two additional nurses to upgrade staff. Social workers have increased in number to furnish more input into the classification process and give increased direct care to inmates and monitoring of their progress. Augmentation of the caseworker contingent will allow the further strengthening of a professional level case management system. Treatment and management functions are centralized into a revitalized Classification Committee which includes a broad spectrum of prison professional staff and operates under the aegis of a classification manual that is in conformity to national standards in corrections. Three psychologists perform diagnostic, treatment and consulting work for institution, inmate and staff benefit. The legislative addition of a PhD level psychologist position will enrich the scope of the Mental Health staff services. Substance abuse as a major treatment problem has been recognized and addressed by staff, and contractual use of alcohol tax monies has provided an active three-counselor drug and alcohol education and rehabilitation program. A refurbished and reorganized library under professional direction contains up-to-date fiction, nonfiction and reference material. Recreational activities have been augmented by new equipment and programmatic enrichment. Pastoral services have been expanded to encompass a larger degree of outside community and volunteer involvement in the prison experience.

The Community Programs Department, through careful classification procedures, risk assessment, and attention to community sentiment, has been able to successfully furlough close to 40% of eligible inmates without significant transgressions of this trust. Educational services within the prison provide academic work up to the college level while outside the walls vocational training is available for selected inmates toward the end of their sentences. Severe overcrowding has caused the opening of several areas of the institution for dormitory housing. This has increased the tension, and number of assaults and incidents within the facility. Overcrowding has increased the population at the Bolduc Unit (MSU) to 80 and at Bangor Pre-Release Center to 41. Bolduc MSU houses inmates in vocational training, prison assignments, or on work release. The Bangor Pre-Release Center houses inmates who are on institutional assignments, work or education release. Inmates are also on work release and educational programs out of county jails and halfway houses.

CORRECTIONS

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PRISON	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,293,624	7,202,777				90,847
Health Benefits	637,263	629,924				7,339
Retirement	1,794,638	1,772,451				22,187
Other Fringe Benefits	63,319	63,066				253
Computer Services—State	3,389	3,389				
Other Contractual Service	1,643,438	1,507,677	509			135,252
Rents	4,140	3,773				367
Commodities	1,236,226	1,186,029	992		3,425	45,780
Grants—Subsidies—Pensions	430,572	430,572				
Buildings and Improvement	701					701
Equipment	124,703	123,830	815			58
Interest—Debt Retirement	236	232				4
Transfers to Other Funds	375,189				11	375,178
TOTAL EXPENDITURES	13,607,438	12,923,720	2,316		3,436	677,966

DIVISION OF PROBATION AND PAROLE

PETER J. TILTON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711

Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1967

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 237; *Citation:* 34A M.R.S.A., Sect. 5401

Average Count—All Positions: 131

Legislative Count: 131

PURPOSE: The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to committed offenders and adjudicated juveniles on probation or parole, so as to enable them to become more productive and constructive members of society. In its role as the Administrator of Probation and Parole Services, the Division is responsible for conducting pardons and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence pre-parole and other investigations for the state's correctional institutions, and for the handling of adult and juvenile interstate compact cases for other states. In addition to administering probation and parole services, the Division is also responsible for providing juvenile court intake services throughout the state. Juvenile intake duties include the screening of all detention requests by law enforcement agencies to determine if it is necessary for a youth, following arrest, to be detained in a secure detention facility, and the screening of all juvenile cases referred by law enforcement agencies for formal court proceedings to determine which cases are appropriate to be adjusted on an informal basis without involving the juvenile in the court system. The Director of the Division appoints, subject to personnel law, district probation and parole officers/juvenile caseworkers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole of officers; and acts as the executive officer and secretary of the State Parole Board.

CORRECTIONS

ORGANIZATION: The Division of Probation and Parole was created in 1967. In January, 1984, the Office of Juvenile Intake was consolidated into the Division. In August 1986 the Intensive Supervision Program was enacted and came under the control of the Division. The Division consists of adult probation and parole officers, intensive supervision officers, juvenile caseworkers, and other administrative employees in classified state service.

PROGRAM: The Division of Probation and Parole is responsive to Maine's court system by performing juvenile intake services, conducting investigations and making recommendations on disposition when requested, supervising probationers, and developing diversionary programs. The Division also supervises adults on parole from the state's penal and correctional centers and youth released on entrustment from the Maine Youth Center. The Division also supervises inmates sentenced to the Intensive Supervision Program. In addition, Division personnel conduct investigations for the State Parole Board and the various correctional institutions; counsels, finds employment and refers clients to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to, another state are referred to another compact state for similar supervision.

Clients Under Supervision June 30, 1989

<i>Adults</i>	<i>Juveniles</i>	<i>Intensive Supervision</i>
6,000 approximate	2,000 approximate	55

*This figure includes probationers and parolees being supervised under interstate compacts.

PUBLICATIONS:

Division of Probation and Parole—Policies and Procedures Manual—on location

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,560,416	3,560,416				
Health Benefits	270,724	270,724				
Retirement	674,996	674,996				
Other Fringe Benefits	28,068	28,068				
Computer Services—Comm	7,916	7,916				
Computer Services—State	2,969	2,969				
Other Contractual Service	425,330	391,380			33,950	
Rents	204,327	204,327				
Commodities	33,047	33,047				
Grants—Subsidies—Pensions	79,523	79,523				
Equipment	11,550	11,550				
Interest—Debt Retirement	28	28				
Transfers to Other Funds	232					232
TOTAL EXPENDITURES	5,299,126	5,264,944			34,182	

CORRECTIONS

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT

FRANCIS A. CAMERON, Assistant Superintendent, Rehabilitative Services

ANTHONY A. SESTO, Assistant Superintendent, Care Custody and Security

Central Office: 675 Westbrook Street, South Portland

Telephone: 879-4000

Mail Address: 675 Westbrook Street, South Portland, Maine 04106

Established: March, 1853

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 204; *Citation:* 34A M.R.S.A., Sect. 3801

Average Count—All Positions: 230

Legislative Count: 243

PURPOSE: The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

ORGANIZATION: The Maine Youth Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the school was placed under the Department of Health and Welfare, and in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1981, the Department of Corrections was established. In 1959, the School was renamed the Boys Training Center. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM: The Maine Youth Center continues to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting.

Care, Custody and Security: This department, which encompasses cottage life, admissions unit, control units, intensive care units, security treatment unit and the Hayden Special Treatment Unit, has continued to experience the excitement and satisfaction of functioning within an ever improving program. Our experience has mandated that we develop specialized programs in the areas of drug and alcohol, work release and independent living, violence and sex offender and a program for residents with educational problems. We have also divided the female program into two separate treatment units. The treatment teams, represented by staff from various disciplines with which each client is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual client entrusted to the care of the Center.

The cottage life units, under the supervision of a Unit Director, function as the hub of the Center's total program. Each unit has a regular team which works with the Unit Director who is the liaison between various disciplines. The team has become involved in the programing, counseling and disciplining of the residents. Other staff may also have also been assigned to the team. These staff are from disciplines such as Education, Physical Education and Recreation and, when the need arises, the Psychologist and a Psychiatrist also participate. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his or her actions immediately. Our tendency continues to be more "Reality Therapy" oriented.

The team concept has increased participation in programs throughout the institution. The staff, through this active participation, has become more involved with the total rehabilitation of the clients. The teams are constantly reviewing, and when necessary, suggesting and implement-

CORRECTIONS

ing program adjustment. Over and above the regular weekly meetings, special meetings are called in order that the team might deal with any emergency or special situation which arises. The common treatment approach utilized by the team in working with clients is an involvement process in which staff members exercise the concepts of Reality Therapy as they relate to presenting the client with the opportunity to choose to change to a more positive behavior. Off-grounds shopping trips, movies, work experience, weekend leaves and extended leaves which coincide with public school vacations are a few examples of privileges which are available and earned. Each client is assigned to a member of the team who is responsible for tracking the client's individual program. This tracking system continues to ensure a greater degree of success for each client within his or her individualized program. Clients of both sexes have benefited from an expanded coeducational program.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly to deal with a wide variety of subjects. The committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to the Center's care.

The Control Unit served as a most important communications and dispatch area for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases, and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered. The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for clients who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs. A separate unit has been implemented to handle all admissions to the Youth Center. This unit does initial processing on all newly committed, as well as newly admitted, Hold-for-Court clients. In addition, it serves as an internal communication center for the institution.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions and family therapy sessions.

The Security Treatment Unit deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this unit is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner.

Rehabilitative Services: During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and, at times, complex psychological needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person.

Social Services Division: The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the interdepartmental staff through a coordinated effort are developing and implementing a strong program. The intake orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new client with the Center, its staff and its programs. The Director of Social Services, in collaboration with the Unit Directors, continues to participate in cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception Staffing and Clinical Services Committee meetings, and communicating with Juvenile Services Caseworkers, parents and/or interested parties involved with their clients. Their routine includes visiting clients assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a biweekly basis and attending regularly scheduled visiting days.

Juvenile Services Caseworkers continue to provide community based clients of the Maine Youth Center with extended services. In addition, the Juvenile Services Caseworkers maintain

CORRECTIONS

contact with families and community organizations of our residents during their stay. They provide a constant communications link between the Maine Youth Center and the communities.

The Reality Therapy model at the Center has brought changes through the Classification Committee and Social Services. Rather than a time limited contract system, each case is presented as a plan for the "rehabilitation" of that individual with objective, specifiable goals and long and short-run objectives. This rather major change in emphasis has some far-reaching implications for the juvenile justice system in Maine.

Hold for Court Evaluations: The court continues to send many clients to the Center for evaluation and hold. To assist in those cottages dealing with the large influx of residents, volunteers have been organized and a program developed that contacts all relevant community resources and assists in preparing a social evaluation for the evaluating psychologist, the courts, the unit of placement and, upon committal, the Juvenile Services Aftercare and Cottage Program.

Diagnostic Services: In accordance with the statutes of the State of Maine, the Maine Youth Center continues to provide diagnostic services to adjudicated juveniles. Basically, three reports — Social Summary, Psychological Evaluations and Psychiatric Evaluations — were submitted to the requesting court on particular clients. This includes services for female juvenile offenders, as well as those already established for male juvenile offenders. Also, additional educational testing and medical examination results were occasionally provided on request. The number of requests for this service has increased significantly each year in that this service has been offered to the courts.

Substance Abuse: The Social Service Director and/or counselors have continued to conduct in-residence counseling training for staff and volunteer personnel. This, coupled with staff participation in professional substance abuse workshops, has helped this agency gain awareness of the high incidence of drug abuse among clientele. An Alcoholics Anonymous (A.A.) program has recently been started, further reaching out to our youth who need help. One cottage is a certified chemical abuse treatment facility. The Maine Youth Center program continues to work with established community drug and alcohol agencies in order to provide treatment for youth in aftercare.

Education: The Arthur R. Gould School of the Maine Youth Center is approved by the Department of Educational and Cultural Services for the purpose of providing a full range of educational services to residents to include traditional academic classes; remediation; special education; supportive Chapter I programs; vocational education; equivalency diploma (GED); tutoring; achievement and diagnostic testing (to include educational psychological evaluation); and general socialization and survival skills. The School's basic role is to provide students with the opportunity to make significant educational gains, both in terms of knowledge and skill attainment and credit accumulation, and to make every effort to transition students back into their public schools as quickly and smoothly as possible. Efforts over the past several years to enhance and legitimize special education programming and services has resulted in compliance with P.L. 94-142. Arthur R. Gould School educators have recently completed a School Improvement self-study and submitted a five year School Improvement Plan to DECS in order to meet continued school approval status. This document will also become the basis for determining the school's compliance with the Education Reform Act of 1984. New positions which have been funded with the beginning of the 1987-88 School Year are necessary for full compliance to be realized include guidance, fine arts, foreign language, computer sciences and career education. The school has also developed a comprehensive plan for pre- and in-servicing educators and providing opportunities for professional growth.

In conjunction with the institution moving to a Reality Therapy Treatment model, the Arthur R. Gould School is implementing a Schools Without Failure educational model to include such innovations as non-graded classes, daily success lessons, classroom meetings and a discipline procedure based on Reality Therapy.

Pathfinder Program: The Pathfinder Program is based on the idea that if students are able to manage themselves with some skill in the natural environment of Maine, its ocean, streams, woods and mountains, their self-concept will be affirmed in more constructive ways, and so contribute to their need for a more positive social life. Each season of the year saw staff working with students to learn the basics of snowshoeing, cross-country skiing, winter camping, canoeing and sailing. These skills included the widening awareness of the need for and use of science, English, geography and biology.

Volunteer Services: Volunteers at the Center provide group counseling, one-to-one counseling, religious conference retreats, religious education, conduct moral inventory testing, function as reading aides, provide supportive friendships, camping equipment, canoes, occasional-

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ly homes for clients who are on leaves to the community or on work assignments in the community.

Worship Services: Worship is offered to the students in the form of Protestant services on Saturday, led by the chaplain and volunteers. On a voluntary basis, Roman Catholic Masses are offered on Friday afternoons.

Foster Grandparents: Our grandparents provide moral inventory testing, interviewing, cottage friendships, sewing, knitting, fly tying and model building, along with a number of other activities.

Medical: The provision of medical and dental services for admitted and Hold For Court clients was determined following the physical and dental examinations. The assessment and plan for each client was determined and when applicable, consisted of community referrals to Maine Medical Center, Mercy Hospital, Family Planning and other medical specialists. Services to clients that may have been started prior to their committal were continued with the respective physicians until care was completed. Pineland Center provided the following services for our department: X-rays, blood work, urinalysis, pregnancy testing, throat cultures and dental work (root canals) not of an emergency nature for our clients. Each assessment and plan was reviewed and updated as necessary. Individual health care for the prevention of infection and contagion, along with the establishment of good health habits, is stressed by the Medical Department. Medications and treatments were administered, as prescribed by our attending physician who visited each week for one-half day.

Physical Education: The Center's Department of Physical Education, Recreation and Athletics continues to provide a built-in flexibility to the program which can better meet the needs of the clients. The broad scope of the program includes such areas as interscholastic athletics, individual instruction, leisure time sports, intramurals, physical education classes and a varied program of activities such as games, dancing and in-cottage contests. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational program.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,547,051	5,446,339			100,712	
Health Benefits	450,771	444,398			6,373	
Retirement	1,176,759	1,157,735			19,024	
Other Fringe Benefits	42,032	40,839			1,193	
Computer Services—State	5,152	5,152				
Other Contractual Service	543,707	544,541	50		—884	
Rents	1,105	1,105				
Commodities	411,823	399,819	95		11,909	
Grants—Subsidies—Pensions	149,791	114,791			35,000	
Equipment	58,299	50,358			7,941	
Interest—Debt Retirement	24	24				
Transfers to Other Funds	1,634		9		1,625	
TOTAL EXPENDITURES	8,388,148	8,205,101	154		182,893	

COUNTY RECORDS BOARD

JAMES S. HENDERSON, CHAIRMAN

Central Office: L-M-A Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1973 *Sunset Termination Scheduled for:* 9-30-89 per 1989 PL 304 Sec. 4

Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 306; *Citation:* 30 M.R.S.A., Sect. 347

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The County Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of county records, following, as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the County Records Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the county level. Program services are provided to county governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The County Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of county records. The Board consists of five members, including the State Archivist as Chairman ex officio; and four members appointed by the Governor for terms of three years, one of whom must be a County Commissioner, one a Register of Deeds, one a Register of Probate, and one of whom is experienced in real estate title examinations. The headquarters of the County Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the County Records Board serve without compensation.

PROGRAM: The County Records Board acts upon requests submitted by county offices to destroy specified records having no permanent value. County officers are provided with technical assistance by the various units of the Maine State Archives, as requested, in such areas as conservation of documents; disaster recovery; microfilming standards; and the solution of records management problems.

Fiscal year 1987-88 saw the adoption of Maine's first General Disposition Schedule for County Records. This schedule provides blanket authorization for the disposal of common record series when their usefulness has ended, thus freeing valuable storage space for better uses, and mandates the retention of county records that are recognized as having permanent value to the citizens of Maine. Fiscal year 1988-89 saw minimal activity other than communication with county officials on general policy matters.

LICENSES, PERMITS, ETC.:

The County Records Board is responsible for authorizing the destruction of county records having no permanent value (30 M.R.S.A., Sect. 346). Procedures for the disposition of such records have been presented by the Board in accordance with the Administrative Procedures Act. Action taken by the County Records Board is evidenced by the issuance of an executed *Request for Disposition of County Records*.

FINANCES, FISCAL YEAR 1989: 30 MRSA Sections 348 & 349 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

MAINE CRITICAL AREAS ADVISORY BOARD

STEPHEN HYDE, CHAIR

HARRY R. TYLER, JR., Program Manager

Central Office: 184 State Street, Augusta
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Telephone: 289-3261

Established: 1974

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 92; Unit: 308; Citation: 5 M.R.S.A., Sect. 3313

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs, especially in deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, or scientific values.

ORGANIZATION: The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 5 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

PROGRAM: The Maine Critical Areas Program is an effort to identify and protect Maine's most significant natural features. These include scenic areas and areas important to the fields of zoology, geology, and botany. An official list of these valuable areas, called the Register of Critical Areas, is maintained by the program under the guidance of the Maine Critical Areas Advisory Board. The program works with landowners on a voluntary basis to conserve these areas. In recognition of its valuable work, the program was honored in 1980 with the U.S. Department of the Interior Achievement Award for outstanding contribution to the conservation of the nation's natural resources.

The Critical Area Advisory Board met four times in FY 89 and discussed the Critical Areas Program's funding level, criteria for endangered and threatened plants, designation of Heritage Coastal Areas, and data management. Inventories were conducted on eccentric and concentrically patterned peatlands, cobble beaches in Blue Hill and Penobscot Bay, bedrock geological areas in southern and western Maine, rare plant species, waterfalls, lakes in the organized portion of Maine and on biophysical regions. The program cooperated with the Department of Conservation on a resources inventory of the Moose River. The program continued the statewide inventory and analysis to identify and document lakes of statewide significance. Recent inventories have documented over 400 candidate Critical Areas.

The program has been working with the Natural Heritage Data System, established in Maine state government in January 1989, to better manage its data.

In cooperation with Office of Endangered Species of the U.S. Fish & Wildlife Service, the program monitored the major populations of the Small Whorled Pogonia, a federally endangered orchid. An educational brochure on the Furbish's Lousewort was developed and printed. The program completed an evaluation of the Cutler to Lubec coastline to determine if the area qualifies as a National Natural Landmark. The program also initiated NNL evaluations in Acadia National Park with the cooperation of the National Park Service.

The Endangered Plant Technical Advisory Committee met three times to discuss and review proposed endangered and threatened plants. Working with botanists at the University of Maine, the program and committee proposed the Endangered Plant List at a public hearing in April. The Official Listing of 90 Endangered and 74 Threatened Plants was established in June 1988 and revised in July 1988 and March 1989.

In FY 88, the program initiated the documentation of Heritage Coastal Areas in southern Cumberland and York counties. The Critical Areas Advisory Board nominated five Heritage Coastal Areas: Mt. Agamenticus, York River and Harbor, Perkins Cove to Mousam River, Cape Arundel to Biddeford Pool, and Scarborough Marsh/Prout's Neck. In FY 89, the program continued the HCA effort in the mid-coast region of Maine. Additional nominations were expected in early fall 1989.

CRITICAL AREAS

The annual Critical Areas Awards were presented by the Governor to the Town of Columbia and to the Davis family of York for their cooperation and voluntary efforts to protect Critical Areas. The Nature Conservancy also received a special recognition award for its conservation activities in Maine.

The Critical Areas Program provided considerable assistance to many landowners, government agencies, developers, and conservation organizations. The program advised landowners of the significance of areas they own, appropriate management for these areas, and sources of expert management assistance for specific problems. The program provided information to developers about areas sensitive to development and requiring special attention. Many State and federal agencies also received technical assistance from the program. Private non-profit conservation organizations, such as The Nature Conservancy, Maine Audubon Society and Maine Coast Heritage Trust use the program's information and data base. Twenty-five areas were added to the Register of Critical Areas. At the end of FY 89 the Register contained a listing of 625 areas. The listing of Qualified-but-Unregistered areas contains 44 areas.

PUBLICATIONS: Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Brochures:

Critical Areas Program	Alcids	Piping Plover
Least Terns	Leach's Storm Petrel	Horseshoe Crab
Black Terns	Oysters	Sassafrass
Nodding Pogonia	Mountain Laurel	Terns
Orchids	Eider Ducks	Eskers
Rhododendron	Intertidal Marine Invertebrates	Wading Birds
Waterfalls	Shagbark Hickory	Gorges
Atlantic White Cedar	Tupelo	Whitewater rapids
Sand Beaches	Furbish Lousewort	Fossils
Alpine Vegetation	Old-Growth White Pine	White Oak

The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine, a booklet.

FINANCES, FISCAL YEAR 1989: Expenditures are, by administrative decision, included with those of the State Planning Office.

DEFENSE AND VETERANS SERVICES

DEPARTMENT OF DEFENSE AND VETERANS SERVICES

MAJOR GENERAL ERNEST C. PARK, COMMISSIONER

Central Office: Camp Keyes, Augusta

Telephone: 626-4271

Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210; *Citation:* 37B M.R.S.A., Sect. 1

Average Count—All Positions: 252 State, 821 Federal

Legislative Count: 146 State

Organizational Units:

Military Bureau

Bureau of Veterans Services

Maine Emergency Management Agency

Administrative Services Division

PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

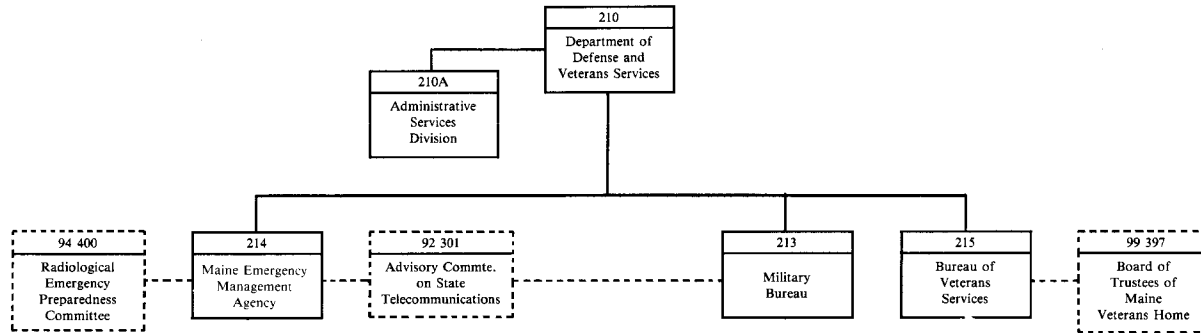
ORGANIZATION: The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services. During the 113th Legislature the requirement was eliminated that the Director of the Military Bureau be the Deputy Adjutant General and the Bureau of Civil Emergency Preparedness was renamed to the Maine Emergency Management Agency (MEMA).

PROGRAM: The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

FINANCES, FISCAL YEAR 1989: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	292,043	292,043				
Buildings and Improvement	76,030	76,030				
TOTAL EXPENDITURES	368,073	368,073				

**ORGANIZATIONAL CHART
DEPARTMENT OF DEFENSE AND VETERANS' SERVICES
UMB 15**



DEFENSE AND VETERANS' SERVICES

Approved by the Bureau of the Budget

DEFENSE AND VETERANS SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF DEFENSE AND VETERANS SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,496,712	2,597,505			1,899,207	
Health Benefits	453,448	273,238			180,210	
Retirement	851,424	492,587			358,837	
Other Fringe Benefits	49,092	22,250			26,842	
Other Contractual Service	2,407,519	911,352	122,126		1,374,041	
Rents	19,810	19,793			17	
Commodities	485,762	349,364			136,398	
Grants—Subsidies—Pensions	3,821,941	1,255,172			2,566,769	
Buildings and Improvement	76,030	76,030				
Equipment	87,282	33,482			53,800	
Interest—Debt Retirement	760	319	3		438	
Transfers to Other Funds	106,477		766		105,711	
TOTAL EXPENDITURES	12,856,257	6,031,092	122,895		6,702,270	

DEFENSE AND VETERANS SERVICES

ADMINISTRATIVE SERVICES DIVISION

RAYMOND N. DUTIL, DIRECTOR

Central Office: State Office Bldg., Rm. B-12, Augusta
Mail Address: Statehouse Sta. #104, Augusta, Maine 04333

Telephone: 289-4070

Established: 1973

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 06; Umbrella: 15; Unit: 210A; Citation: 37B M.R.S.A., Sect. 3

Average Count—All Positions: 8

Legislative Count: 8

PURPOSE: The Administrative Services Division provides for centralized control in planning, data processing, budgeting, accounting, purchasing authorization, auditing, personnel management, affirmative action, training, and other administrative resources necessary to the general operations of the Department's various major programs and activities.

ORGANIZATION: The Administrative Services Division was organized from a nucleus of the old Adjutant General's Department in 1973. Personnel were also drawn from the Bureaus of Veterans Services and Civil Defense to round out the Division so that it could fulfill those functions described in its Purpose.

PROGRAM: In carrying out its staff function of assisting the Commissioner, Bureau Directors, and Program Managers in the various daily operations of the Agency, this Unit has continued its routine tasks of: preparing biennial budget requests, annual work programs, and financial and budget orders; initiating purchase requisitions and orders when appropriate; processing invoice and contract payments, including workers' compensation obligations; billing for Armory rentals, federal service contracts, and other funds due the State; maintaining revenue and expenditure ledgers, accounts receivable, and real property/capital equipment inventory control records, and Armory Rental Log; processing personnel actions, including labor related activities; maintaining Agency Personnel and time records; providing training and orientation sessions for supervisory personnel, and new employees; conducting internal audit reviews and providing other administrative services as required. Additionally, staff members offer an information base to our Program managers that assists them in their daily operational decision-making process and thereby enhances management effectiveness through a much higher degree of control by those delegated that responsibility.

PUBLICATIONS:

Departmental Affirmative Action Plan. (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	202,117	202,117				
Health Benefits	15,916	15,916				
Retirement	43,186	43,186				
Other Fringe Benefits	1,350	1,350				
Other Contractual Service	2,078	2,078				
Commodities	48	48				
Equipment	215	215				
TOTAL EXPENDITURES	264,910	264,910				

MAINE EMERGENCY MANAGEMENT AGENCY

DAVID D. BROWN, DIRECTOR

Incoming WATS: Emergency only 800-452-8735

Central Office: State Office Bldg., Augusta

Telephone: 289-4080

Mail Address: Statehouse Sta. #72, Augusta, Maine 04333

Established: 1949

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 06; Umbrella: 15; Unit: 214; Citation: 37B M.R.S.A., Sect. 701

Average Count—All Positions: 21

Legislative Count: 12

Organizational Units:

Administration Division

Emergency Response Commission

Operations Division

Planning Division

PURPOSE: The Maine Emergency Management Agency is primarily responsible for the coordination of protection of the citizens from all emergencies, both natural and man-made. With the exception of responsibilities assigned to the military, this Agency coordinates the prevention, mitigation, and repair of damage resulting from disasters or catastrophes, such as forest fire, flood, earthquake, nuclear power accidents, enemy attack, or hurricanes. It also provides guidance and assistance to county and local governments in their efforts to provide protection to citizens and property.

The Agency uses planning, training, exercising and public education to accomplish this mission. A five step planning process developed by the National Governor's Conference has been adopted: 1) hazards are identified; 2) mitigation actions are considered; 3) capabilities are identified; 4) procedures are developed to meet the threat; and 5) resources are identified to aid in recovery. The agency's commitment is to develop a comprehensive emergency management plan containing guidelines flexible enough to address the unforeseen, as well as the identified hazards. Emergency plans and all other related activities are coordinated to the maximum extent possible with other departments of the State, Federal agencies, county and local governments, as well as neighboring states and Canada.

ORGANIZATION: The Maine Emergency Management Agency was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. A 1972 amendment, retitled the Maine Civil Defense Act, caused the agency to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated as the Department of Defense and Veterans Services and the bureau name changed to the Bureau of Civil Emergency Preparedness. The McKernan Administration requested the 113th Legislature to change the agency's name so that it is more in keeping with its emergency management role. Public Law, Ch. 370, signed by the Governor on June 19, 1987, redesignated the Bureau of Civil Emergency Preparedness as the Maine Emergency Management Agency effective September 29, 1987.

The Interstate Civil Defense and Disaster Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

The Radiological Emergency Preparedness Committee as established by state law, Title 37B MRSA, Section 954, oversees state and local planning and preparedness for the consequences of a major accident at a nuclear power plant.

The Governor, thru Executive Order, created the Emergency Response Commission in April of 1987 to coordinate the state government's role in carrying out Maine's planning and preparedness responsibilities for hazardous materials in compliance with Title III of the Federal Superfund Amendments and Reauthorization Act of 1986, Emergency Planning and Community Right-To-Know. The Maine Emergency Management Agency carries out the planning and preparedness activities for the Commission.

The Maine Emergency Management Agency is internally organized into three divisions: Administration, Planning and Operations based on functional responsibilities. The primary responsibilities of the Agency are to coordinate, for the Governor, state government opera-

DEFENSE AND VETERANS SERVICES

tions with that of county and local governments for emergencies resulting from natural disaster, technological hazards or national security incidents. The Agency's ability to function effectively during an emergency is dependent on the state agencies who staff the State Emergency Operations Center, and to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel.

PROGRAM: The Federal Emergency Management Agency (FEMA) provides the majority of the Agency's funding. The FEMA allocation of federal matching funds for fiscal year FY 89 for personnel and administrative services was \$569,521.00. It covers the federal fiscal year of October 1, 1988 through September 30, 1989. The funds are distributed by the State based on Annual Submission Requests from 39 towns, 16 counties and the State itself. This represents 50% of the funding. The other 50% is provided by state, county and local funding.

The following programs are funded 100% by FEMA.

Population Protection Planning	\$105,000
Facility Survey	24,140
Radiological Instrumentation/Maintenance and Calibration	35,751
Radiological Protection Planning and Development	40,296
Emergency Management Training	65,500
Disaster Preparedness Improvement	25,000

All of the above programs are administered by a Comprehensive Cooperative Agreement between the Federal Emergency Management Agency and the State of Maine Emergency Management Agency.

Direction and Control. In an emergency, MEMA's EOC is the coordinating location for State activities. Selected representatives from Maine State agencies join the MEMA staff, providing information and their expertise in decision making. This group is called the State Emergency Response Team (ERT). It is activated whenever a serious threat exists in the State or an adjoining state. When the governor determines that a disaster is imminent, the Disaster Response Team (DRT), comprised of other State of Maine agencies plus federal and private representatives, assemble at the EOC and provide necessary assistance to the people of Maine.

With a modern facility, MEMA has an efficient and appropriately equipped work area for all organizations who participate in the coordination of Maine's response to an emergency. The Maine EOC gives members of the ERT an enhanced work area while concurrently providing the governor and selected staff immediate accessibility to representatives from all concerned agencies, and privacy for consultation and decision making. The DRT, located outside the EOC, also has direct access to current information, the ability to keep their offices updated and access to unique resources. The communications system is capable of rapid expansion and is equipped with ring-down lines, computer network(s), monitors and radio systems. This permits State agencies to respond to the needs of its citizens in an expeditious manner.

During the past fiscal year, computer enhancements have been completed at the State EOC and most of the County EMA organizations. All County EOC's with the exception of Aroostook County, have a PC installation for data management and cost accounting. An interactive computer system at the State EOC is now available for administrative matters, graphics and the collection and dissemination of resource data.

During the first regular session of the 114th Legislature, MEMA was authorized the following:

- A. One full-time Nuclear Planner who will work with local, county, state and plant management to improve radiological preparedness and off-site contingency planning.
- B. One full-time HAZMAT Planner to work with state, county, local officials and representatives from industrial facilities that use, store or manufacture extremely hazardous materials as specified by SARA, Title III, Community Right-To-Know law (PL 99-499) of October 1986.
- C. One full-time Dam Safety Inspector and part-time Word Processing Operator to assist in administrative matters.

Communications & Warning. The communications and warning section operates and maintains communications systems that provide direct contact between the State Emergency Operating Center (EOC) and federal, state and local government agencies and field forces. The EOC's Communications Center is operated on a daily basis. Regularly scheduled tests and exercises are conducted to insure that a high level of operational readiness is maintained. Equipment maintenance is accomplished by the communications section.

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A statewide emergency communications system provides dedicated channels to emergency managers for coordination. Communications with public safety agencies such as police, fire and medical services are conducted on their assigned agency frequencies. Interstate communications are accomplished with high frequency (HF) radio, radio teletype and off-net (private) telephone voice and data circuits. The Maine Emergency Broadcast System provides a means to release official government information from the EOC directly to the public over the State's commercial radio and TV broadcast stations.

Plans. Hazard Identification Capabilities Assessment Multi-Year Development studies were completed for 53 county and local jurisdictions, as well as for the State. Based on this information, Comprehensive Emergency Management Plans are being developed. Sections of these plans include: a summary of the general policies, responsibilities, and procedures used in emergency management and annexes describing emergency functions such as direction and control, evacuation, and resource management. Appendices to each function will be added as needed for specific hazards identified as having the greatest potential for impact on the area. All sections of each plan are reviewed using federal guidance and validated through an exercise.

Over 270 sections of plans were developed and submitted by county and local jurisdictions during Fiscal Year 1988-1989. In addition, 28 revisions of previous submissions were received. New agreements were developed between the State and the U.S. Air Force regarding emergency response. Plan validation exercises were held in 36 locations throughout the State and involved local, county, and State officials and volunteers. Modifications and expansion of the plans have been completed based on exercise evaluations.

The State Comprehensive Emergency Management Plan and the Maine Yankee Ingestion Pathway Plan were submitted to the Federal Emergency Management Agency (FEMA) for review in January 1989. The Maine Ingestion Pathway Plan for Seabrook Station (Seabrook, N.H.) has been approved by FEMA. The Maine Yankee Radiological Incident Plan has undergone extensive review and revision. It is expected to be republished in September 1989. Assistance was provided by the MEMA staff to agencies and non-profit organizations requesting guidance in the development of internal or interagency plans.

Hazard analyses, basic plans, and detailed annexes and procedures for county and local jurisdictions in the State are placed in the Emergency Operations Center central file as they are developed and are available for quick reference if the need arises. Also included are federal and State emergency response plans, as well as interagency plans and those of private industries and organizations. These are for the use of the Emergency Response Team.

Population Protection Planning. Population Protection Planning (PPP) is a Federal Emergency Management Agency program funded at 100%, designed to develop comprehensive multi-hazard emergency management plans. The planners assist all levels of government in developing, maintaining, and exercising emergency operations plans which delineate how hazard mitigation, emergency preparedness, emergency response, and recovery activities are accomplished. State, county, and municipal governments are required by Maine statute to develop and maintain such plans.

These emergency plans consist of a basic plan with functional annexes and hazard specific appendices. The basic plan is a summary of general policies, responsibilities, and procedures used in emergency management. Each annex provides more specific information. Functional annexes describe how emergency tasks such as decision making, warning, evacuation, shelter, etc. are accomplished. Hazard specific appendices to the functional annexes describe the emergency tasks and procedures for a particular hazard which may have specific characteristics requiring non-standard responses.

State level planning conducted in FY 88-89 included completion of the Shelter and Evacuation Annexes along with appropriate functional and hazard specific appendices. The planners provided support for the Hazardous Materials Incident planning requirements. The planners have provided ongoing support to County and local Emergency Management Agency (EMA) Directors in the development of Emergency Operations Plans (EOP) by on-site assistance and training workshops, along with tracking and review of completed plan components.

PPP Planners have participated in Regional Conferences concerning Population Protection Program planning and the development of the Comprehensive Cooperative Agreement between the State of Maine and the Federal Emergency Management Agency.

Increased computerization of emergency management functions has included staff training and implementation of the Emergency Information System. This system offers computerized resource management, event logging, development of checklists of response actions, the analysis of hazards, maintenance of situation reports, and identification of special needs groups,

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shelter and transportation resources. A State and Local Computer Users Group has been formed to exchange and share computer knowledge and application capability.

Facility Survey Program. This is a Federal Emergency Management Agency (FEMA) program funded at 100%.

The Facility Survey Program provides data that is essential to Population Protection Planning. Expected outputs include surveys to identify the physical and architectural characteristics of existing government and public buildings that contribute to the protection of people from all hazards. Buildings are surveyed under one of two categories: 1) essential services buildings such as hospitals, police stations, and fire stations, and 2) buildings to provide shelter to persons displaced from their homes due to a disaster or life threatening emergency.

The survey converts and expands the existing shelter data base by determining suitability and capacity of such buildings to shelter people from multiple hazards, including adaptability of facilities to provide emergency lodging and feeding. In addition, the surveys identify other life support systems and resources needed in emergencies.

Technical assistance is provided to local governments in identifying potential Emergency Operation Centers and their development, and to television and radio stations in the state in support of the Emergency Broadcast System.

Radiological Defense. The Federal Emergency Management Agency provides 100% funding for the Radiological Protection Planning and Development Program and the Radiological Instrument, Maintenance and Calibration Facility. In accordance with FEMA's Integrated Emergency Management Systems (IEMS) a coordinated program of radiological protection planning, training and instrumentation is accomplished.

Specific goals within this program are written radiological plans at all levels of government, training programs to instruct police, fire, rescue and volunteer personnel to understand the basics of radiation and to use specialized radiation detection equipment. Approximately 60 citizens were trained during this year.

A key part of this program is the Radiological Instrumentation/Maintenance and Calibration Facility which repairs, calibrates and deploys sets of instruments throughout Maine. This facility is 100% federally funded.

Emergency Management Training & Exercise. This is a Federal Emergency Management Agency 100% funded program to coordinate the delivery of FEMA training courses. The training section is responsible for providing training and exercising to personnel of state, county, and local governments; representatives of social welfare and public assistance agencies; and other response personnel from the private sector. This training focuses on mitigation, preparedness and management aspects of response to emergencies. Training is also provided for dealing with radiological and hazardous materials emergencies. This section assists in the development and conduct of simulation exercises to evaluate emergency plans and the capability to respond to emergencies by state, county, and local governments. During FY 89 over 1,500 students participated in a wide range of training and exercise activities conducted by the Agency. This section also coordinated attendance at federal training facilities for 20 state and local personnel.

Within many counties of this state the past efforts in planning, training and exercising were tested under actual disaster conditions.

This section administers the distribution of films and video tapes from the Agency's library to schools, private organizations and local governments.

Disaster Preparedness Improvement. The Disaster Preparedness Improvement (DPI) Grant program is authorized under Public Law 93-288, as amended. Annual matching awards are provided to states to improve or update their disaster assistance plans and capabilities.

During the 1988-1989 fiscal year the Public Officials Handbook on Disaster Assistance was completed and distributed. Hazard Mitigation Workshops for Business and Industry were presented in Waterville and Bangor in cooperation with the Department of Economic and Community Development. The annual Flood Awareness Public Officials Conferences were held in Augusta and Bangor. Conferences on hurricanes and coastal storms also held in Kennebunk, Rockland and Ellsworth.

Damage Assessment, Disaster Assistance and Hazard Mitigation Annexes to the State Comprehensive Emergency Operations Plan were updated. This included the development of a Public Assistance Program Administrative Plan and Standard Operating Procedures for the Emergency Response Team and the Disaster Response Team.

A Damage Assessment computer spreadsheet was produced. This spreadsheet is utilized when there is extensive damage from an emergency in the State. It provides a rapid and accurate

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assessment of the need for federal assistance. The spreadsheet was used successfully in the preparation of the Presidential disaster request in connection with the May 1989 flood.

A computer inventory of hydro dams and other significant and high hazard dams has been created. The DPI planner continues to act as liaison to the Maine Voluntary Organizations Active in Disaster.

Future projects include the development of a map book for reference use, expansion of the computerized resource lists and other programs for disaster preparedness, training material on the rescue of people with disabilities, and further planning for emergencies caused by natural hazards.

Hazardous Materials. The State Emergency Response Commission (SERC), established pursuant to the Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, met on ten occasions during the previous year in the offices of the Maine Emergency Management Agency (MEMA). The SERC provided assistance and guidance to the State's sixteen Local Emergency Planning Committees (LEPC's), and published policies and procedures for State implementation of the SARA, Title III program. In January 1989, the Maine SERC received an award from the U.S. Environmental Protection Agency (EPA), Region I, for its outstanding efforts in the SARA, Title III program within the New England states.

The SERC subcommittee for Training initiated a hazardous materials training program early in 1988. Using the "train-the-trainer" concept, approximately fifty (50) instructors were trained to give local delivery throughout the State. To date, more than 8,000 firefighters, police officers, and public safety personnel have been trained in the course entitled "Recognition and Identification of Hazardous Materials." In April 1989, coordination of the program was transferred to MEMA. Additional response courses are in the planning stage.

MEMA's planning staff published a hazardous materials planning model to assist LEPC's with their development of plans. MEMA conducted workshops in Augusta, Lewiston, and Portland to explain its use. The model was consistent with criteria established under SARA, Title III and guidance documents issued by the National Response Team.

MEMA developed an inventory reporting form for compliance under §312 of SARA, Title III. Although more detailed than the federal reporting forms, the Maine Chemical Inventory Reporting Form asks for specific information on chemical inventories and the transportation routes. The form was approved by the U.S. EPA in January 1989. It was used for the March 1989 reporting period.

During the first two years of implementation, approximately 600 facilities have reported under the guidelines of SARA, Title III. The massive amounts of information necessitated an emergency request to the legislature for enactment of a reporting fee which would fund an additional hazardous materials planner and provide financial resources for the LEPC's as well as training grants. The bill, L.D. 1475, was enacted by the 114th Legislature and signed by Governor John McKernan on June 26, 1989.

During the previous year, outreach was a major objective. MEMA's hazardous materials planner continues to visit the LEPC's on a frequent basis. In May of 1989, U.S. EPA conducted workshops in Portland and Augusta to provide technical assistance to representatives of the manufacturing sector in compliance with Toxic Release Reporting under §313 of SARA, Title III. It was attended by more than 100 individuals representing over 80 businesses. Outreach to industry, the LEPC's, and municipalities, for compliance and planning assistance will continue to be a high priority within this Agency.

Public Information. Public Information within this Agency is accomplished on a collateral duty basis.

The Agency issues approximately 50 Public Service Announcements (PSA) each fiscal year. These PSA's usually are in the form of public safety techniques associated with natural and man-made disasters or safety procedures which should be observed in the work place or around the home.

LICENSES, PERMITS, ETC.:

Completion of Agency sponsored courses and those field courses sponsored by the National Emergency Training Center result most generally in one of the following:

- Continuing education credits for police, fire, and EMT's.

- Certificate of completion

- College credit for semester hours.

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PUBLICATIONS: (All available at no cost)

When You Return to a Storm Damaged Home
Questions and Answers on the National Flood Insurance Program
Winter Storms
After the Fire: Returning to Normal
In Time of Emergency
Protection in the Nuclear Age
Handbook for Radiological Emergency Workers

Home Study Courses: (All available at no cost)

Emergency Program Manager HS-1
Emergency Management U.S.A. HS-2
Radiological Monitoring HS-3
Preparedness Planning in a Nuclear Crisis HS-4

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE EMERGENCY MANAGEMENT AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	429,421	152,213			277,208	
Health Benefits	39,925	13,219			26,706	
Retirement	81,069	28,550			52,519	
Other Fringe Benefits	3,813	1,785			2,028	
Other Contractual Service	117,457	39,032			78,425	
Rents	2,590	2,573			17	
Commodities	9,916	4,896			5,020	
Grants—Subsidies—Pensions	3,314,545	748,008			2,566,537	
Equipment	58,395	31,187			27,208	
Interest—Debt Retirement	27	20			7	
Transfers to Other Funds	82,141				82,141	
TOTAL EXPENDITURES	4,139,299	1,021,483			3,117,816	

MILITARY BUREAU

BRIG. GEN. NELSON E. DURGIN, DIRECTOR

Central Office: Camp Keyes, Augusta

Telephone: 626-4302

Mail Address: Statehouse Sta. #33, Augusta, Maine 04333-0033

Established: 1972

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 06; Umbrella: 15; Unit: 213; Citation: 37B M.R.S.A., Sect. 2

Average Count—All Positions: 186 State, 821 Federal

Legislative Count: 95

Organizational Units:

Maine Army National Guard

Maine Air National Guard

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-B, Chapter 3), to be known as the Maine State Guard.

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ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law has been revised several times to more appropriately reflect and meet the needs and actual functions of the Department. The most recent revisions have eliminated the requirement that the Director of the Military Bureau be the Deputy Adjutant General and changed Civil Defense to the Maine Emergency Management Agency (MEMA).

The Maine National Guard is comprised of the Maine Army National Guard and the Maine Air National Guard. Both are under the command of the Adjutant General, who is appointed by the Governor to supervise and direct their operations.

The Maine Army National Guard: Current Organizational Structure—

- A. Headquarters — State Area Command — Augusta
 - 1. Headquarters and Headquarters Detachment — State Area Command — Augusta
 - 2. Troop Command — Augusta
 - a) 286th Service and Support Battalion, Headquarters and Headquarters Detachment — Gardiner
 - 1. 152d Heavy Equipment Maintenance Company — Augusta
 - 2. 1136th Transportation Company — Light Medium Truck, Brunswick/Bath
 - 3. 314th Medical Company — Millinocket/Gardiner
 - 4. Co B, 3rd Battalion, 172nd Infantry (Mountain) — Rumford/Brewer
 - b) 1st Battalion 152d Field Artillery — Caribou
 - c) 112th Medical Company (Air Ambulance) — Bangor
 - d) 195th Army Guard Band — Bangor
 - e) 121st Public Affairs Detachment — Augusta
 - f) 181st Air Traffic Controllers — Bangor
 - g) 3620th Transportation Detachment (Movement Control) — Augusta
- 3. 240th Engineer Group, Headquarters and Headquarters Company — Waterville
 - a) 133d Engineer Battalion (Combat)(Heavy) — Portland
 - b) 262d Engineer Battalion (Combat)(Corps) — Bangor

The Maine Air National Guard:

- B. Headquarters Maine Air National Guard — Augusta
 - 1. 101st Air Refueling Wing — Bangor
 - a) 132d Air Refueling Squadron — Bangor
 - b) 101st Consolidated Aircraft Maintenance Squadron — Bangor
 - c) 101st Resources Management Squadron — Bangor
 - d) 101st United States Air Force Clinic — Bangor
 - e) 101st United States Air Force Clinic OOMC — South Portland
 - f) 101st Mission Support Squadron — Bangor
 - g) 101st Civil Engineering Squadron — Bangor
 - h) 101st Security Police Flight — Bangor
 - i) 101st Mission Support Flight — Bangor
 - 2. 243rd Engineering Installation Squadron — South Portland
 - 3. 265th Combat Communication Squadron — South Portland

PROGRAM: During FY 1989, the Maine National Guard increased its strength to 4,500, comprised of 3,077 Army National Guard and 1,423 Air National Guard. The units of the Maine National Guard are found in 26 communities throughout Maine, and National Guard members live and work in all areas of the state. The state appropriation to the Military Bureau provided the basis for federal funds in excess of \$40 million during FY 1989, and full time jobs for over one thousand Maine citizens.

Maine Army National Guard

Organized to train its members and maintain its equipment, the Maine Army National Guard (ARNG) activities in 1989 can be summarized by the programs of the Operations and Training Directorate and its 4 operational branches: Training & Resources; Mobilization & Readiness; Military Support; and Range/Training Area Management. Major activities of the Training and Resource Division are divided into three categories: Annual Training, Overseas Deployments, Maine Military Academy.

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Annual Training: All elements of the Maine Army National Guard performed at least 15 days of annual training. Notable in this time period was the deployment of the 152d Maintenance Company to Fort Riley, Kansas (April 8-22, 1989), where they assisted in repairing equipment for the active forces; the in-state training period (May 12-26, 1989) for the 240th Engineer Group where approximately 1500 citizen soldiers performed civic action projects throughout Maine; and the deployment of both the 1st Bn, 152d Field Artillery and the 314th Medical Company to Canadian Forces Base Gagetown (June 3-17 1989) where they successfully underwent training evaluations conducted by the 76th Maneuver Training Command affirming their combat readiness.

Overseas Deployments: The Maine Army National Guard participated in two major overseas deployments. Members of the 1136th Transportation Company from Bath and Brunswick traveled to Italy where they provided transportation for active component units. In January 1989, fifty members of the 112th Medical Company loaded vehicles and helicopters onto an Air Guard C5A Aircraft and flew to Goose Bay, Labrador, where they supported active component Navy SEALs in a winter training exercise.

Maine Military Academy: Fourteen separate instructional programs were conducted ranging from the year-long Officer Candidate School to a week-long Instructor Training Program. The Maine Army National Guard has the facilities and expertise to conduct many of the military courses required, thus providing the flexibility to meet the scheduling needs unique to soldiers whose primary responsibilities are to their civilian employers and family.

Range/Training Area Management: The Maine Army National Guard has two major training areas within the state boundaries. Bog Brook Training Area, located near the New Hampshire border in Gilead, consists of facilities capable of accommodating 150 soldiers in all climatic conditions. A new multi-purpose classroom building has expanded the possibilities of usage to include schools as well as tactical operations. External agencies including the Army Special Forces, Marine Corps, U.S. Army Reserve, and other State National Guard units use the area. Highlighting the area are a just completed military obstacle course and a new rappelling tower. The Deepwoods Training Area consists of 711,000 acres of Champion Paper Company land east of Bangor. This area does not have any permanent facilities, but does offer the opportunity for a mix of tactical and technical engineer training that is not available anywhere else on the east coast. Aviation units from throughout New England use the airspace over Deepwoods for Night Vision Goggle Training and Low Level Tactical flying.

Mobilization and Readiness Branch: Units of the Maine Army National Guard were actively involved in Mobilization Planning, and continued to upgrade their readiness. High priority units participated in a Joint Chiefs of Staff exercise testing a unit's ability to mobilize at home station for deployment on short notice. New equipment acquisitions enhanced our ability to support our Active Component counterparts. An excellent example of this new equipment is the 1st Bn, 152d Field Artillery's new High Mobility Multi-Purpose Wheeled Vehicle (HMMWV). The HMMWV is a new series vehicle developed for the military to provide flexibility in cargo and personnel transportation.

Maine Army National Guard units continue to maintain a high state of readiness prepared to serve the State or the nation. Presently, the average readiness rating exceeds the level required for deployment with ongoing initiatives which will increase our readiness significantly during FY 1990.

Military Support Branch: A Contingency Plans Conference was held on March 3, 1989, at the Maine Emergency Management Agency. This meeting brought together representatives of the various military services stationed in Maine and key State and Federal Agencies to discuss military assistance to civilian authorities. This conference was so well received, that we will continue to conduct similar conferences on a recurring basis.

With strong White House and bi-partisan support from Congress, the Fiscal Year 1989 Defense Authorization Act expanded the mission of the Army and Air National Guard to include support of drug enforcement operations and authorized the Secretary of Defense to provide funds to the states for drug interdiction and eradication operations. The State of Maine's plan for support to local, State and Federal agencies has been used as the model by the National Guard Bureau for several of the other states to follow.

During FY 1989, the Maine Army and Air National Guard responded to 190 requests for assistance under the Domestic Action Program. These requests were submitted by Federal, State and local agencies and from qualified non-profit agencies. Of the 190 requests for assistance, 113 or 60% were for Engineer Projects; 20 or 10% for the 195th Army Band; 23 or 12% for

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the 112th Army Helicopter Displays; 7 or 4% for 1136th Transportation Missions; 2 or 1% for the Maine Select Honor Guard and 25 or 13% for Miscellaneous Missions such as parades and involvement in ceremonies. A prime example of the impact our engineer projects have is the town of Somerville, which received \$30 thousand worth of road reconstruction for \$2,500 that they paid for gravel.

The town's road budget is \$3,000 a year, so in essence, they received 10 years of value on that one project. Other examples of substantial benefits derived from engineer projects are:

- AGASSIZ Village, West Poland, \$50,000 worth of renovations that will be enjoyed by thousands of underprivileged inner city youngsters.
- Scarborough Rod and Gun Club, \$20,000 worth of renovations that will be used by hundreds of law enforcement personnel who train at the facilities.
- Oxford Fairgrounds renovations, \$50,000 worth of renovations.
- Portland Little League Field development.
- Oxford County Commissioners, \$15,000 worth of savings on bridge renovations.

These requests cover the entire State of Maine and the Engineer work alone saves the Maine taxpayer in excess of \$1 million a year.

The 112th Medical Company (Air Ambulance) has flown 16 missions to support the citizens of Maine for the following purposes: 8 Search and Rescue, 5 Medical Evacuations and 3 support to Law Enforcements.

Division of Facilities & Engineering: The Facilities & Engineering division continued to provide statewide maintenance and repair of armories, while coordinating all construction projects for the Maine Army National Guard. Significant among these is the planning for a new Composite Reserve Forces Armory at Bangor. This will replace the Bangor Armory, Bangor Army Reserve Training Center, and Bangor Naval Reserve Training Center. This will be funded federally with no state funds to be encumbered.

This Division also had the lead role in site development for the Deepwoods project, and coordinated the start of an Environmental Impact Study for this area.

Maine Air National Guard

The Maine Air National Guard provides training and maintenance of equipment for Air Refueling, Combat Communications, and Engineering and Installation Centers in Maine. In FY 1989 the 101 AREFW, headquartered at Bangor ANG Base, provided in-state training and overseas deployments for its members. The Air Refueling Mission took members of the units to all operational areas of the free world in support of the United States Air Force. The Refueling Wing and its subordinate units underwent a comprehensive inspection by the Strategic Air Command which concluded that the unit met all requirements for mobilization and awarded the wing a new construction program initiated at Bangor ANG Base. Proposed construction projects estimated at more than \$25 million are planned to modernize the base.

South Portland ANG Station

The 243 Engineering Installation Squadron, and the 265 Combat Communications Squadron are located at South Portland. They train for mobility and are rated by the Air Force Communications Command. Their high state of readiness enables them to deploy to support the Department of Defense worldwide. During 1989 Congress authorized construction of a new training building at South Portland and allocated funds for the project which will be complete in FY 1990.

Throughout Maine, Air National Guard personnel have been involved in civic action projects similar to those conducted by the Army National Guard. Ball field lighting, pole setting and community playground construction are three examples of the type of projects involving Air National Guard members. This type of project provides a dual benefit. Guard members perform required training in their specialties which enables them to meet readiness requirements. Communities, the State, and non-profit organizations receive the design and workmanship needed to complete these projects.

The joint Army National Guard and Air National Guard Open House held on June 4, 1989 at Bangor provided the public an opportunity to see their National Guard in action, and nearly 40,000 citizens took the opportunity to share the experience.

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FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,266,736	1,651,131			1,615,605	
Health Benefits	340,214	187,530			152,684	
Retirement	614,130	309,020			305,110	
Other Fringe Benefits	38,591	13,892			24,699	
Other Contractual Service	1,836,427	482,638	122,126		1,231,663	
Commodities	439,503	321,121			118,382	
Grants—Subsidies—Pensions	174,464	174,232			232	
Equipment	24,419				24,419	
Interest—Debt Retirement	645	257	3		385	
Transfers to Other Funds	23,577		766		22,811	
TOTAL EXPENDITURES	6,758,706	3,139,821	122,895		3,495,990	

BUREAU OF VETERANS' SERVICES

JAMES A. McMAHON, Director

Central Office: State Office Bldg., Room B9

Telephone: 289-4060

Mail Address: Statehouse Sta. #117, Augusta, Maine 04333

Established: 1947

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 06; Umbrella: 15; Unit: 215; Citation: 37B M.R.S.A., Sect. 501-507

Average Count—All Positions: 32.5

Legislative Count: 31

Organizational Units:

Field Offices (8)

Maine Veterans Memorial Cemetery

Itinerant Offices (20)

Claims Office

PURPOSE: The Bureau of Veterans' Services was established to provide services to Maine Veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of local offices, assists veterans and their dependents in claiming and obtaining the various State and Federal benefits to which they are entitled in connection with service in the Armed Forces of the United States. The Bureau also administers a program of financial aid to needy veterans and to needy dependents of incapacitated or deceased veterans; awards educational benefits to children, spouses or widows/widowers of veterans who died or became 100% permanently and totally disabled because of service in the U.S. Armed Forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps and maintains records of Military service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans discharged under honorable conditions and to eligible members of their immediate family.

ORGANIZATION: The Bureau of Veterans' Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a state office and seven local offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

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The Maine Veterans Small Business Loan Authority Board was established in 1973, and was in 1983, redesignated under the Finance Authority of Maine as the Maine Veteran's Small Business Loan Program, with the Bureau Director of Veteran's Services serving as a member of the Veterans Advisory Committee.

By virtue of his position as Director of the Bureau of Veterans Services, he serves as ex-officio member on the Maine Veterans Nursing Home, Board of Trustees.

PROGRAM: Veterans Services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

Claims Service. During the fiscal year, 844 new authorizations to have the Bureau represent claimants to the Veterans Administration for claims were developed, making for an approximate total of 23,374 clients represented by the Bureau of Veteran's Services. A total of 1,027 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's eight local offices and channeled to the Bureau claims office at the Veteran's Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of actions by the V.A., or appeals on disputed cases were filed. The Bureau had 95,136 contacts by veterans or dependents on veterans affairs and \$3,695,703 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year, 313 awards of financial aid (Veterans Financial Assistance) were made to Maine veterans and/or to their families.

Veterans Dependents Educational Benefits. Under this program, up to \$300 per year towards the costs of higher education and free tuition in state-supported institutions of higher education may be awarded to children, spouses or widows/widowers of veterans who became 100% permanently and totally disabled or died as a result of service in the Armed Forces of the United States. New applicants who are awarded benefits after 6/30/80 receive either full tuition in any state-supported institution or if attending a non-state supported institution of higher learning, a maximum of \$300 per year is payable. One hundred forty-four persons received benefits during the year as follows: 118 attended State-supported colleges, 10 attended Private In-State colleges and 16 attended Private Out-of-State colleges. A total of \$4,620 was expended to assist these students.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 51 veterans as eligible for guaranty of loans by the Finance Authority of Maine, Maine Veteran's Small Business Loan Program. The Board actually guarantees approved business loans up to 85% on amounts up to \$600,000 under the Maine Veterans Small Business Loan Program and up to 85% on amounts up to another \$500,000 under the Small Business Loan Program, making for a possible guarantee of up to \$1,000,000 available to a veteran under the combined programs.

Records of Military Service. The Bureau maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 395,600 such records are now on file in the Bureau.

Maine Veterans Memorial Cemetery. During the year, 461 burials were made, of which 347 persons were veterans, 110 were spouses, and 4 were dependent children and at the end of the year, 6,223 persons were buried in the cemetery. Two hundred eighty-three reservations for burial were made by surviving veterans, spouses and dependent children and at the end of the year there were 3,278 reservations for future burial on file.

LICENSES, PERMITS, ETC.:

Certificate of Eligibility for Maine Veteran's Small Business Loan Program. The Bureau issues a Certificate of Eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veteran's Small Business Loan Program, administered by the Finance Authority of Maine.

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PUBLICATIONS: (All free)

Maine Veterans Laws, 1984 Edition.
 Informational Pamphlet on Veterans Financial Assistance.
 Maine Veterans Memorial Cemetery (Brochure).
 Guide to Maine Veterans Benefits, Revised April 1988.
 1980 Maine Veterans Census.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VETERANS' SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	598,438	592,044			6,394	
Health Benefits	57,393	56,573			820	
Retirement	113,039	111,831			1,208	
Other Fringe Benefits	5,338	5,223			115	
Other Contractual Service	159,514	95,561			63,953	
Rents	17,220	17,220				
Commodities	36,295	23,299			12,996	
Grants—Subsidies—Pensions	332,932	332,932				
Equipment	4,253	2,080			2,173	
Interest—Debt Retirement	88	42			46	
Transfers to Other Funds	759				759	
TOTAL EXPENDITURES	1,325,269	1,236,805			88,464	

CONTACTS AND CLAIMS REPORT
1988-89

	Portland	Lewiston	Rockland	Waterville	Bangor	Machias	Caribou	Togus	Alternate	State Office	Grand Totals
Total Contacts**	9,404	10,178	6,841	11,114	16,862	4,189	7,479	10,426	5,397	13,246	95,136
*Personal	3,006	1,991	1,340	2,065	2,822	1,060	1,850	2,267	461	531	17,393
*Meetings	73	5	3	17	4	0	9	145	1	83	340
*Telephone	4,795	4,496	3,085	5,019	10,166	1,515	3,202	6,778	2,907	7,362	49,325
*House Call	58	76	21	66	138	38	0	5	4	0	406
*Correspondence	1,472	3,610	2,392	3,947	3,732	1,576	2,418	1,231	2,024	5,270	27,672
Mail Received Count	3,742	4,319	4,857	4,949	6,250	2,556	3,650	6,804	3,161	7,877	48,165
Claims Filed	127	182	66	89	252	94	205	0	12	0	1,027
Recoveries	\$556,879	\$455,394	\$294,049	\$648,094	\$907,804	\$249,240	\$561,383	\$0	\$22,860	\$0	\$3,695,703

VFA Applications (Veterans Financial Assistance)	39	37	36	40	68	19	22	0	104	0	365
VFA Awards	34	24	35	34	51	14	18	0	103	0	313

Fiscal Year	Contacts	Recoveries
1984-85	64,380	\$3,480,693
1985-86	76,010	\$2,676,717
1986-87	80,640	\$2,658,769
1987-88	87,195	\$3,007,296
1988-89	95,136	\$3,695,703

DEFENSE AND VETERANS SERVICES

FISCAL REPORT OF BURIALS JULY 1, 1988—JUNE 30, 1989 Maine Veterans Memorial Cemetery (MVMC)

TOTAL BURIALS FOR YEAR = 461

Vet	Spouse	Children
347	110	4

TOTAL RESERVATIONS FOR YEAR = 283

Vet	Spouse	Children
62	218	3

TOTAL RESERVATION FILLS FOR YEAR = 83

Vet	Spouse	Children
24	59	0

TOTAL RESERVATION CANCELLATIONS FOR YEAR = 7

Vet	Spouse	Children
1	6	0

TOTAL UNFILLED RESERVATIONS DURING YEAR = 193

Vet	Spouse	Children
37	153	3

TOTAL BURIALS SINCE MVMC STARTED = 6223

Vet	Spouse	Children
4979	1152	92

TOTAL RESERVATIONS MADE SINCE BEGINNING = 3981

Vet	Spouse	Children
922	3013	46

TOTAL RESERVATION FILLS SINCE BEGINNING = 689

Vet	Spouse	Children
248	434	7

TOTAL RESERVATION CANCELLATIONS SINCE BEGINNING = 14

Vet	Spouse	Children
3	9	2

TOTAL UNFILLED RESERVATIONS IN MVMC TO DATE = 3278

Vet	Spouse	Children
671	2570	37

MVMC CERTIFICATES OF ELIGIBILITY ISSUED = 742

In-State	= 611
Out-of-State	= 131

VETERANS DEPENDENTS EDUCATIONAL BENEFITS PROGRAM

July 1, 1988 through June 30, 1989

State Supported Colleges		Private Colleges In-State		Private Colleges Out-Of-State		TOTAL
Future Enrollment	36	Future Enrollment	4	Future Enrollment	5	45
Outgoing Students	4	Outgoing Students	0	Outgoing Students	0	4
Ongoing Students	96	Ongoing Students	5	Ongoing Students	16	117
New Applications	65	New Applications	10	New Applications	6	81
Applications Granted	54	Applications Granted	9	Applications Granted	5	68
Denied Applications	3	Denied Applications	1	Denied Applications	0	4

TOTAL PERSONS RECEIVING BENEFITS DURING THE YEAR

State Supported Colleges		Private Colleges In-State		Private Colleges Out-of-State		TOTAL
Applications Granted	18	Applications Granted	5	Applications Granted	0	23
(Less future enrollment)		(Less future enrollment)		(Less future enrollment)		
Outgoing Students	4	Outgoing Students	0	Outgoing Students	0	4
Ongoing Students	96	Ongoing Students	5	Ongoing Students	16	117
Total Attendance	118	Total Attendance	10	Total Attendance	16	144

DEFERRED COMPENSATION

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

JEAN E. MATTIMORE, COMMISSIONER
DEPARTMENT OF FINANCE

Central Office: State Office Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #78, Augusta, Maine 04333

Telephone: 289-3446

Established: 1973

Sunset Review: Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 311; *Citation:* 5 M.R.S.A., Sect. 884

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Administration of the deferred compensation program with State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and to advise the Department on matters of policy.

ORGANIZATION: The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance as Chairman, the Insurance Superintendent and the Superintendent of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

PROGRAM: In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance conducted open enrollment on a monthly basis.

PUBLICATIONS: *Maine State Employees Deferred Compensation Plan Booklet. Rev. 1989*

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

MAINE DEVELOPMENT FOUNDATION

HUGH G. FARRINGTON, CHAIRMAN
HENRY BOURGEOIS, President

Central Office: 45 Memorial Circle, Augusta

Telephone: 622-6345

Mail Address: 45 Memorial Circle, Augusta, Maine 04330

Established: 1977

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 99; Unit: 399; Citation: 10 M.R.S.A., Sect. 916

Average Count—All Positions: 10

Legislative Count: 0

PURPOSE: As specified in its enabling legislation, the purpose of the Maine Development Foundation is: "to foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activities of the private sector, community and regional agencies and State government."

The Maine Development Foundation is a private, state-wide development corporation, supported financially by both private and public sources of funds, and operated under the direction of a Board of Directors drawing upon the leadership of the business, government, and education sectors. It was formed and is operated on the premise that an effective, goal-oriented partnership between private and public forces is an essential ingredient in successful economic development and quality of life in Maine.

The Foundation has a four-part program to accomplish its objectives:

- Economic policy development.
- Economic education through the Institute on the Maine Economy.
- Development projects of statewide significance.
- Regional economic development strategies.

The Foundation is unique in the country and has received national recognition for its innovative and results-oriented, problem solving approach.

ORGANIZATION: Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

The Foundation has the powers of a private corporation, which allows the board of directors the freedom to establish and change the activities of the Foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the Foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the incorporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector incorporators and seven from among the private sector incorporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation have encouraged the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b) appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become incorporators by contributing to the Foundation. Minimum contributions are \$50/year for public incorporators and \$250/year for private incorporators.

DEVELOPMENT FOUNDATION

PROGRAM: The Foundation's program for 1989 includes the following:

The Institute on the Maine Economy trains state legislators on how the Maine economy works. The Institute provides briefing sessions, data books, and economic tours for Maine state legislators on the basics of the Maine economy and the impact of their policy decisions on business investment. Over 100 of the State's 186 legislators directly participate in the Institute's programs on an ongoing basis. This "classroom without walls" achieves impressive results by providing basic facts about the Maine economy to legislators and enhancing the business-government partnership in Maine.

The Institute's Business Leaders Program familiarizes business leaders with how the Maine State Legislature works and how government operates. The business program is the "flipside" of the basic Institute program for the legislators, and gives top executives a working knowledge of the legislative process by pairing them with a legislator during the session.

The Maine Aspirations Compact is a new program of the Foundation to develop education-business partnerships in elementary and secondary schools. The program is jointly sponsored with the Department of Educational and Cultural Services. The Maine Aspirations Compact, represented by a 33-member Advisory Board supports the formation of local aspirations compacts throughout the state and has released *Helping Children Succeed—Strategies for Increasing the Aspirations of Maine's Youth*. This report recommends integrated, comprehensive strategies for raising student aspirations. This year the Compact will produce a handbook to help local compacts and others implement the strategies in *Helping Children Succeed*.

The second annual **Maine Economic Symposium** will be conducted to provide Maine's public and private leaders an opportunity to examine long-term critical issues that will have an impact on Maine's economic future and quality of life. Topics for the 1989 Symposium are: governance, public works infrastructure, workforce shortage and global awareness.

Statewide Strategies and Analyses are prepared by the Foundation and include the State's first economic development strategy, *Establishing the Maine Advantage*. Other recent studies focus on telecommunications capacity in Maine, analyses of the availability of start-up capital for small Maine firms, and the technology strategy for Maine which resulted in the creation of the Science and Technology Board. Earlier studies examined industry sectors including the poultry industry, paper and wood products industry, fishing industry and an analysis of marketing of Maine products.

PUBLICATIONS:

Annual Report, The Maine Development Foundation

Helping Children Succeed—Strategies for Increasing the Aspirations of Maine's Youth, limited number available.

Questions of Health—A Guide to Health Issues and the Maine Economy, limited number available.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	380,380	380,380				
TOTAL EXPENDITURES	380,380	380,380				

STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

JOSEPHINE S. EMANUELSON, CHAIRPERSON
PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Nash Bldg., Augusta

Telephone: 289-4213

Mail Address: Statehouse Sta. #139, Augusta, Maine 04333

Established: October 1, 1974

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 92; Unit: 050; Citation: 34B M.R.S.A., Sect. 1211

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The primary purpose of the State Planning and Advisory Council on Developmental Disabilities is to improve and enhance the network of services available to persons with developmental disabilities of all ages in Maine. The Council serves as an advocate for persons with developmental disabilities by providing a public forum for consumers, parents and family members to meet with state agency representatives and other providers to address the service needs of developmentally disabled persons.

ORGANIZATION: The Maine State Planning and Advisory Council on Developmental Disabilities was established in 1971 by an Executive Order and by statute in 1981. The Council consists of twenty-five members appointed by the Governor or serving by virtue of their positions in state government. Appointees are persons with developmental disabilities, parents or guardians of such persons, representatives of higher educational facilities, and other groups concerned with services to persons with developmental disabilities in Maine. Those who serve by virtue of their positions are representatives of the three principal state agencies that serve persons with developmental disabilities. Council membership reflects a regional distribution across the State, as well as an attempt to equitably represent disabilities associated with the target population.

The Council is staffed by an Executive Director, a Planner, and a Secretary. Administrative support is provided as needed by the Department of Mental Health and Mental Retardation. Other sources of manpower, such as consultants, special projects, etc. are utilized as needed. The Council's committees assist in determining its annual activities. The Legislative Committee is responsible for reviewing legislation relating to developmentally disabled persons and for formulating the Council's legislative program. The Plan Development Committee oversees the development and implementation of the State Plan. The Monitoring and Evaluation Committee participates in reviewing each annual survey report and plan of corrections for ICF/MR facilities and in evaluating the implementation of the State Plan. The Council's Executive Committee reviews issues to be brought before the Council and sets the agenda for monthly meetings.

PROGRAM: The following is a sampler of Council activities as it addressed the objectives of its State Plan for meeting the service needs of persons with developmental disabilities. The priority areas selected for the Three-Year State Plan are Child Development, Community Living Arrangements, and Employment Related Activities.

As examples of its activities in 1989, the Council participated in:

1. **Family Support.** Family Support, including respite care has emerged as the major emphasis in the Council's Three-Year Plan. Maine currently has a statewide respite care coordination project that provides respite care training and coordination from offices in Portland and Bangor. The Council has sponsored successful conferences on family support and legislative advocacy and is planning sessions wherein persons with disabilities, parents, family members, and organizational leaders will receive training in legislative systems change advocacy. The Maine Family Contribution Study resulted in publication of *Caring for Families Who Care*, a report that offered a series of recommendations and action plans to improve families' ability to maintain a family member with disabilities at home. The Maine State Legislature appropriated \$375,000 each year of the 90-91 biennium for increased family support services.

DEVELOPMENT DISABILITIES

2. **The Autism Society of Maine** received a grant from the Council, the Bureau of Mental Retardation and the Bureau of Children with Special Needs to aid in the development of the Maine Chapter. The Chapter will offer educational and informational services to social and medical service agencies.
3. **Maine State Housing Authority (MSHA)** offers a range of housing services to Maine's citizens. The Council has established a revolving loan fund at MSHA that is used for start-up funds for residential alternatives for persons with developmental disabilities.
4. **Maine Medical Center Hospital Industries Project (HIP)** focuses on employment of persons with disabilities in community-based, integrated work settings. The Council has contracted with HIP to develop job coach training curriculum for job coach personnel involved in supported employment programs. The job coach training will complement and expand current supported employment efforts in Maine.
5. **The Maine Parent Federation** represents 25 organizations of parents and families of persons with disabilities across Maine. The Federation operates the Special Parents Information Network (S.P.I.N.) that is available to parents, families, and other interested citizens. Through a grant from the Council the Federation addresses the need for parents and families to take leadership roles on appropriate boards and commissions within the State of Maine. The Maine Parent Federation has also cosponsored a number of conferences and has provided support and guidance to help parent groups develop and move smoothly through stages of organizational development.
6. **Meeting the New Requirements of the Development Disabilities Act.** An important part of the Council's activities has been its work towards meeting the new requirements of PL 100-146, the Developmental Disabilities Assistance and Bill of Rights Act of 1987. After a careful review by the Council, an opportunity for public input, and the Governor's independent assessment, the Department of Mental Health and Mental Retardation has been redesignated as the Council's designated state agency. The Council must respond to action taken by the state with respect to each annual survey report and plan of corrections for cited deficiencies prepared for intermediate care facilities for the mentally retarded (ICF/MR).

A major new requirement is the need for the Council to conduct surveys of unmet needs (unserved and underserved populations) and consumer satisfaction and to prepare a final written report on the outcomes of the surveys and subsequent public input. The deadline for completion of this process is January 1, 1990.

PUBLICATIONS:

- ALL FREE (limited availability on asterisked items)
- DD Dispatch (The Council's Bi-monthly newsletter)
- Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition)*
- Three Year State Plan for 1987-89*
- Jargon and Acronyms: A Booklet of Descriptions and Definitions
- Special Education for Parents: Rights and Responsibilities
- Just Like Me: Disability Awareness Activities
- Perspectives: Looking at Maine's Planning & Advisory Council on Developmental Disabilities
- Transition: Beyond Special Education
- Caring for Families Who Care: The Report of the Family Contribution Study Advisory Committee*

FINANCES, FISCAL YEAR 1989: 34B MRSA, Sect 1211, paragraph 2, provides that expenditures of this unit shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

LYNN WACHTEL, COMMISSIONER

JAY HARDY, Deputy Commissioner for Community Development

MARGARET B. HENDERSON, Associate Commissioner for Development Policy

KATHRYN J. RAND, Deputy Commissioner for Comprehensive Land Use Policy

NANCY C. SEWALL, Deputy Commissioner for Business Development

HILARY N. SINCLAIR, Deputy Commissioner for Tourism

JAN TER WEELE, Deputy Commissioner for Administration

Central Office: 193 State Street, Augusta;

Telephone: 289-2656

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 100; Citation: 5 M.R.S.A., Sect. 13053

Average Count—All Positions: 84.5

Legislative Count: 77.5

Organizational Units:

Office of the Commissioner

Office of Administration

PURPOSE: The Department of Economic and Community Development has four major policy functions: business attraction and assistance, tourism development and management, community development, and comprehensive land use planning. The Commissioner of Economic and Community Development designs and implements programs to meet these purposes. A significant number of programs require the Department to coordinate a variety of activities with Maine's public and private sectors.

This Office of Administration is responsible for financial management including budgeting, accounting, bookkeeping, business management including purchasing, contracting and information automation; personnel and labor relations, payroll; administration and support functions to the advisory councils and commissions.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of a general reorganization of state government, it became the Department of Commerce and Industry. The Department was abolished in June 1975, and its functions were transferred to other new or existing agencies. At the same time, the State Development Office was established within the Executive Department and was assigned the general development functions of the former Department of Commerce and Industry.

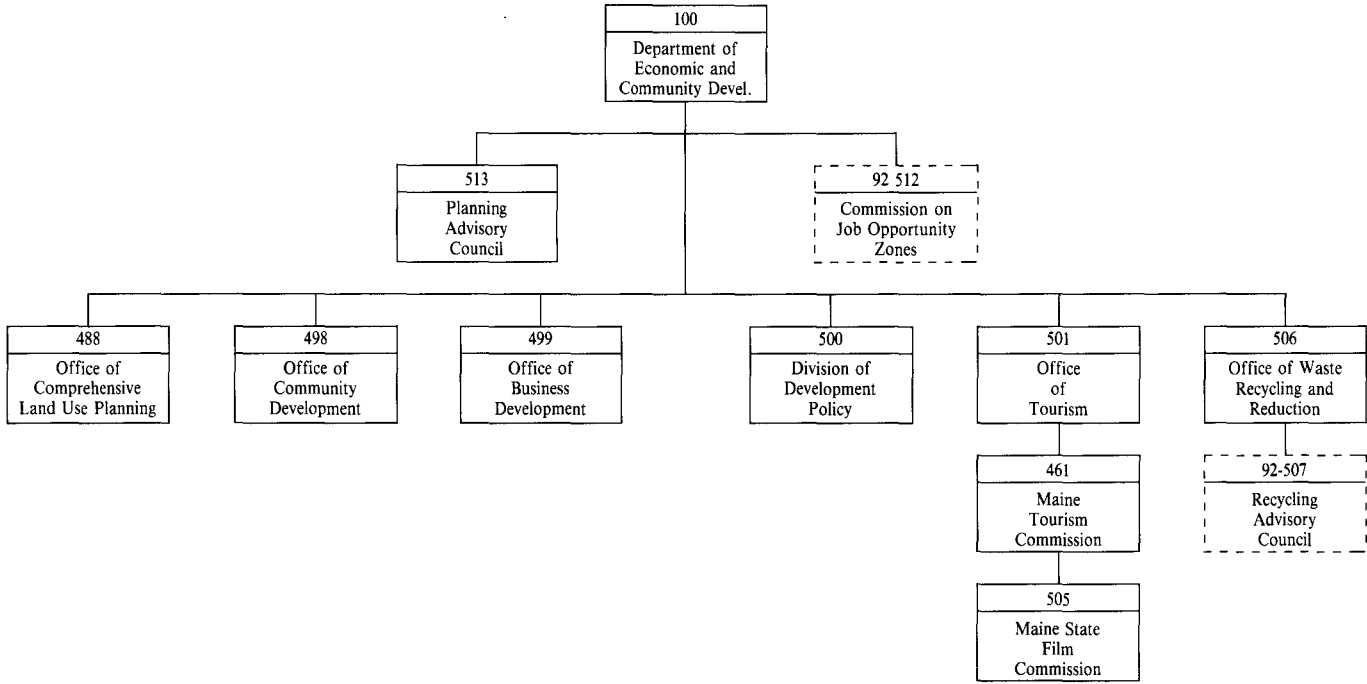
On October 1, 1987, the State Development Office was abolished. Its functions, together with development activities formerly conducted by the State Planning Office and the Department of Conservation, were assigned to the new, cabinet-level Department of Economic and Community Development.

The Department of Economic and Community Development has several subsidiary offices and divisions. The Department includes an Office of the Commissioner, an Office of Administration, an Office of Business Development, an Office of Tourism, an Office of Community Development, an Office of Comprehensive Land Use Planning, and a Division of Development Policy.

The Office of Administration provides central department administration and management of financial, personnel, and administrative procedures to conform with state and federal requirements. Administration provides administrative and technical support services to the department's divisions and programs; and responds to requests for public information. This office has an average count—all positions of 11 and a legislative count of 11.

The Department also provides administrative and other support functions to the Business Advisory Council, the Maine Tourism Commission, the Maine State Film Commission, and a number of task-oriented citizen and professional groups whose purposes are to advise the Department or the Governor.

ORGANIZATIONAL CHART
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
UMB 19



ECONOMIC AND COMMUNITY DEVELOPMENT

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,891,815	1,535,301			356,514	
Health Benefits	130,122	99,521			30,601	
Retirement	304,367	237,022			67,345	
Other Fringe Benefits	24,236	20,554			3,682	
Computer Services—State	1,702	1,702				
Other Contractual Service	4,798,957	4,740,764	8,649		48,753	791
Rents	134,680	131,128	588		2,964	
Commodities	81,214	80,622	188		404	
Grants—Subsidies—Pensions	14,342,729	1,953,434	74,434		12,314,861	
Equipment	155,928	151,978			3,950	
Interest—Debt Retirement	786	572			214	
Transfers to Other Funds	1,743		—1,808		3,539	12
TOTAL EXPENDITURES	21,868,279	8,952,598	82,051		12,832,827	803

ECONOMIC AND COMMUNITY DEVELOPMENT

PROGRAM: For program information, see portions of this report dealing with specific agencies within the Department of Economic and Community Development.

PUBLICATIONS:

See listings for individual offices.

FINANCES, FISCAL YEAR 1989: The following financial displays were generated from Department accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	293,739	293,739				
Health Benefits	19,355	19,355				
Retirement	58,062	58,062				
Other Fringe Benefits	3,392	3,392				
Computer Services—State	1,524	1,524				
Other Contractual Service	257,429	252,466	4,963			
Rents	8,276	7,688	588			
Commodities	18,094	17,921	173			
Equipment	99,229	99,229				
Interest—Dept. Retirement	55	55				
TOTAL EXPENDITURES	765,405	759,681	5,724			

OFFICE OF BUSINESS DEVELOPMENT

NANCY C. SEWALL, Deputy Commissioner for Business Development

Central Office: 193 State Street, Augusta;

Telephone: 289-3153

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 499; Citation: 5 M.R.S.A., Sect. 13061

Average Count—All Positions: 11

Legislative Count: 11

PROGRAM: There are four major business assistance activities within the Office of Business Development. The Business Answers program has served over 15000 individuals and businesses who have questions about doing business in Maine, particularly in regard to government regulations and permits.

The Office of Business Development continues funding for the Small Business Assistance network in Maine. This network offers small business counseling services to small businesses. There are eight centers currently in operation throughout the state.

The Maine Products Marketing Program has also been developed under this office. This program offers Maine producers assistance in marketing their industrial and consumer products through selected trade shows and catalogs.

The Supplier Network Program will link Maine producers and suppliers with subcontractors and businesses both in-state and out-of-state. The program will also offer procurement assistance to Maine businesses through the Procurement Assistance Center in Bangor.

The Office of Business Development works with interested businesses in providing technical assistance such as information on labor, wages, taxes, transportation, utilities, and environmental regulations; site location assistance through the maintenance of a comprehensive file of available industrial buildings and sites; financial assistance regarding federal, state and local financial

ECONOMIC AND COMMUNITY DEVELOPMENT

options; training assistance regarding federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities and conversely, reliable producers of Maine products.

A further objective of the Office's business development activities is to encourage and assist industries from outside the state of Maine to establish operations within the state.

A major, targeted marketing effort launched this year included fall and spring magazine advertising campaigns in key publications establishing the benefits of doing business in Maine. Business development opportunities were generated as a result of the marketing effort.

PUBLICATIONS:

"Answers: A Guide To Doing Business in Maine" (free)
Business Start-up Kit (free)
Maine Public Development Financing Brochure (free)
Maine: A Statistical Summary (free)
Maine: The Way Life Should Be (free)
Maine: We're the Future for America's Business (free)
Maine Made: America's Best Product Catalog (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF BUSINESS DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	304,722	304,722				
Health Benefits	18,321	18,321				
Retirement	47,206	47,206				
Other Fringe Benefits	4,583	4,583				
Other Contractual Service	1,302,414	1,302,414				
Rents	16,552	16,552				
Commodities	11,302	11,302				
Grants--Subsidies--Pensions	651,029	651,029				
Interest--Debt Retirement	3	3				
TOTAL EXPENDITURES	2,356,132	2,356,132				

OFFICE OF COMMUNITY DEVELOPMENT

JAY HARDY, Deputy Commissioner

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 498; Citation: 5 M.R.S.A., Sect. 13072

Average Count--All Positions: 25.5

Legislative Count: 21.5

PURPOSE: The Office of Community Development exists to serve local government in Maine by providing a range of planning and development tools. Activities within the Office include administration of the Community Development Block Grant Program, implementation of the Job Opportunity Zone Program, and supervision of recycling and waste reduction initiatives.

ECONOMIC AND COMMUNITY DEVELOPMENT

ORGANIZATION: The Deputy Commissioner for Community Development is the Director of the Office of Community Development, which operates with two basic units—the Development Resources Section and the Office of Waste Recycling and Reduction.

PROGRAM:

Community Development Block Grant Program: The Department of Economic and Community Development assumed responsibility for administering the Small Cities Community Development Block Grant Program (CDBG) on October 1, 1987, from the State Planning Office which had been administering the program since 1982. CDBG funds were awarded in the years 1982 through 1988 by the Community Revitalization Program, the Development Fund, and a Planning Grant Competition. An Advisory Committee, composed of State, regional and local officials assisted in establishing the program and continues to advise the State on program policies and goals. The CDBG goal for 1988 is to serve as a catalyst for local governments to implement programs of physical improvements which: (1) are part of a long-range community strategy; (2) provide the conditions and incentives for further public and private investment; (3) improve deteriorated residential and business districts; and (4) benefit low and moderate income people.

The Office of Community Development and its predecessor, the State Planning Office, administered a total of \$82 million in CDBG funds in 1982 through 1989. These funds supported block grants for local community development which resulted in: extensive public facility improvements, the creation of many hundreds of new jobs, and the rehabilitation of several hundred commercial/residential structures.

The 1989 CDBG program consisted of the following components: (1) Reserved Grants, (\$3.0 million) for communities which have received prior, multi-year grants; (2) Community Revitalization Grants (\$5.4 million) to support a wide variety of community development initiatives; (3) a Development Fund (\$750,000) to assist existing or new businesses or developers wanting to bring new jobs or housing to their areas; (4) Planning Grants (\$150,000) to assist and implement a local development plan; and (5) Technical Assistance Grants (\$60,000) to non-profit, regional organizations in each of the 11 planning and development districts to assist in State administration of the CD program. The remainder of the State's CD funds (\$291,000) were used for State administration of the program.

PUBLICATIONS

1989 CDBG Final Statement

1989 CDBG Information Guide

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	601,653	245,139			356,514	
Health Benefits	46,688	16,087			30,601	
Retirement	106,625	39,280			67,345	
Other Fringe Benefits	5,896	2,214			3,682	
Other Contractual Service	171,337	119,293	2,500		48,753	791
Rents	9,347	6,383			2,964	
Commodities	10,215	9,811			404	
Grants—Subsidies—Pensions	12,977,446	588,151	74,434		12,314,861	
Equipment	7,630	3,680			3,950	
Interest—Dept Retirement	221	7			214	
Transfers to Other Funds	1,743		—1,808		3,539	12
TOTAL EXPENDITURES	13,938,801	1,030,045	75,126		12,832,827	803

ECONOMIC AND COMMUNITY DEVELOPMENT

DIVISION OF DEVELOPMENT POLICY

MARGARET B. HENDERSON, Associate Commissioner

Central Office: 189 State Street, Augusta;

Telephone: 289-2656

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 500; Citation: 5 M.R.S.A., Sect. 13101

Average Count—All Positions: 6.0

Legislative Count: 6.0

PURPOSE: The Division of Development Policy provides research support to the Department's legislative activities, and is charged with program development and evaluation.

PROGRAM:

Development Policy: The division developed and implemented an international commerce plan for the department. This new program had three major components: trade promotion, investment attraction and international partnership support to local and regional organizations.

The trade promotion component includes: technical assistance to Maine companies through a contract with the Maine World Trade Association, trade show financial and technical support, and a trade lead program in cooperation with the U.S. Department of Commerce.

The investment attraction component activities include: research for targeting purposes, development of marketing plans and materials, trade missions and follow-up prospect work with potential investors.

The international partnership component has a grant program as its primary activity. The Maine International Participation Program (MIPP) provides grants to qualified non-profit groups around the state to support the creation of long-term international ties. Those ties, in turn, will lead to increased opportunities for international business.

The research activities of the division concentrated on developing department-wide program evaluation criteria. The division also ran the State Data Center which provides information to the department, other state agencies and the public. The primary data provided by the center are demographic information, state statistics and relocation information.

PUBLICATIONS:

"The Maine Canada Connection: New Opportunities for Maine Businesses" (produced in partnership with the Canadian American Center)

"Maine U.S.A.: We're the Future for Business in America"

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF DEVELOPMENT POLICY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	144,011	144,011				
Health Benefits	8,592	8,592				
Retirement	14,515	14,515				
Other Fringe Benefits	2,290	2,290				
Other Contractual Service	433,770	433,770				
Rents	4,219	4,219				
Commodities	6,523	6,523				
Grants—Subsidies—Pensions	13,332	13,332				
TOTAL EXPENDITURES	627,252	627,252				

MAINE STATE FILM COMMISSION (OFFICE OF TOURISM)

D. LEA GIRARDIN, DIRECTOR

Central Office: 189 State Street, Augusta;

Telephone: 289-5710

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 505; *Citation:* 5 M.R.S.A., Sect. 13095

Average Count—All Positions: 1.0

Legislative Count: 0

PURPOSE: The Maine Film Commission was created by law to serve as the official liaison between the film and video production community and the State of Maine. The Commission's broad directive is to introduce the filmmaking and broadcast industry to the variety of locations available in Maine and to assure the support of technically skilled people and cooperation from the state and local authorities and the communities at large.

To accomplish these aims, the Film Commission responds daily to a wide variety of production related requests. The Film Commission office also produces a production guide as a resource for producers who are considering working in Maine. This manual serves the double purpose of promoting Maine people, services and companies, and being an information tool for production companies.

ORGANIZATION: The Maine State Film Commission is comprised of one (1) professional staff and is part of the Office of Tourism. An eleven-member board appointed by the Governor serves in an advisory and fundraising capacity for the Film Commission.

PROGRAM: The Maine State Film Commission has two major objectives:

- To attract film and video production to Maine;
- To assist film and video productions that are taking place in Maine or are considering Maine as a location.

To accomplish these objectives, the Film Commission has responded to a great many production requests from June, 1988 to July, 1989, including 10 feature films, 20 commercials and 15 shorter productions. Of these, 2 feature films, 7 commercials and 4 short productions were completed.

PUBLICATIONS:

Production Manual, Maine State Film Commission (free)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Office of Tourism.

OFFICE OF COMPREHENSIVE LAND USE PLANNING

LYNN WACHTEL, COMMISSIONER

KATHRYN J. RAND, Deputy Commissioner

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: April 28, 1988

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 488; *Citation:* 5 M.R.S.A., Sect. 13111

Average Count—All Positions: 23

Legislative Count: 16

ECONOMIC AND COMMUNITY DEVELOPMENT

PURPOSE: The Office of Comprehensive Land Use Planning exists to implement and administer Maine's recently enacted Growth Management Program and to provide a wide range of planning technical assistance to local governments. Activities within the Office include administration of Municipal Planning Grants, review and certification of comprehensive plans, administration of a training and certification program for local code enforcement officers, coordination of state data for local planning, including a Natural Heritage Data Base, local liaison for the National Flood Insurance Program, community parks and recreation assistance and resources and administration of the local activities in Maine's Coastal Program.

ORGANIZATION: The Deputy Commissioner of Comprehensive Planning is the Director of the Office of Comprehensive Land Use Planning which operates with two basic units—the Planning Division and the Implementation and Technical Resources Division.

PROGRAM:

Planning Grants: This program was developed, pursuant to Maine's Growth Management Law. Grants were offered to 58 of Maine's fastest growing municipalities. Contracts were drawn up and executed. Guidelines were published to assist municipalities in developing comprehensive plans consistent with the new law. There was \$1 million available in grant funds for this program. The money will support comprehensive planning activities in 58 municipalities.

Planning Technical Assistance: Outreach efforts to local officials have been expanded with improved workshop offerings and with a concentrated public participation campaign aimed at expanding citizen interest and involvement with local comprehensive planning. Additionally, the Office administers contracts with Regional Councils to enhance their capacity to provide planning technical assistance to local governments. Six hundred thousand dollars was contracted for services under the Growth Management Program, \$194,000 for subdivision law and shoreland zoning technical assistance and \$230,000 for assistance to Maine's 145 coastal municipalities to implement Maine's coastal policies.

Review and Certification: Intensive work began to coordinate the eventual review and certification of local comprehensive plans. Rules are scheduled to become effective in fiscal year 1989-90.

Municipal Legal Defense Fund: The Office will administer this Fund beginning 7/1/89. Rules for the program have been developed. One hundred thousand dollars is available to assist municipalities with the costs of defending challenges to land use ordinances. Funds are available, by application, on a first-come, first-served basis.

CEO Training and Certification: The Office is mandated to certify all local Code Enforcement Officers by 1/1/93. Coordination of the program has begun through consultation with the Vocational-Technical Institute System, the Department of Human Services, the Maine Municipal Association and the Maine Building Officials and Inspectors Association.

Data; Natural Heritage Data Base. Data pertaining and potentially useful to local comprehensive planning that exists in state agency files was inventoried, collected and provided to the 58 municipalities with Planning Grants. A Directory of State Data Sources was published. A Memorandum of Agreement was signed with the Maine Chapter of the Nature Conservancy to house and maintain the Natural Heritage Data Base within the Office. The Data Base collects and stores information on endangered and rare plants, animals, natural communities and other significant natural resources.

Flood Insurance Program: The Office of Community Development is the coordinating agency for the National Flood Insurance Program (NFIP). The NFIP provides \$156 million of flood insurance protection for 2,798 owners of structures in Maine's Special Flood Hazard Areas.

The Office worked closely with municipal officers and Regional Council staff on the administration and enforcement of local floodplain ordinances. In addition, technical assistance related to flood damage reduction was provided to businesses, surveyors, banks, and other individuals throughout the state.

Community Parks and Recreation: The program secured approval from the National Park Service for 9 new community park developments and acquisitions amounting to \$189,200 in federal Land and Water Conservation Fund monies.

In addition to new projects, over 60 federal acquisition and development projects involving approximately \$1,500,000 were administered. The program was also responsible for post completion management of approximately 580 recreationally designated sites acquired or developed with Land and Conservation Fund assistance.

ECONOMIC AND COMMUNITY DEVELOPMENT

The "Recreation News" newsletter was published quarterly and distributed to over 900 community and school officials with notices of grant availability, technical bulletins and general recreation administration information. Other technical assistance involved preliminary plans for recreational development, recreation planning, and recreation administration.

Program personnel worked closely with the Land for Maine's Future Board to help establish priority systems for state funding.

Further strengthening liaison with the Maine Recreation and Parks Association, the program supported efforts to improve the quality of children's sports through the promotion of a coaches education program that stresses sports ability improvement, full participation, safety, and social interaction over the "win at all costs" strategy.

Coastal Program—Local Assistance: To help coastal municipalities and regional councils improve local compliance with the state's Coastal Policies, the Office administers a \$230,000 contract with 9 coastal regional councils to provide planning technical assistance to coastal municipalities and direct technical assistance in many areas. Specifically, the office assists coastal municipalities in the preparation and administration of local land use ordinances, public access planning and harbor management.

The office also administers two coastal grant programs. Waterfront Action Grants are available for low cost shoreland construction projects, rehabilitation or acquisition of public piers, and shoreland acquisition for public use. Planning Grants are available to support a variety of planning projects aimed at improving local coastal resource management. In this fiscal year, 8 Waterfront Action Grants were awarded and 8 Planning Grants were awarded.

LICENSES, PERMITS, ETC.:

Beginning in fiscal year 1989-90, the Office will issue certificates to local code enforcement officers: certification is based on competency to successfully enforce ordinances and other land use regulations. Certification is valid for a period of 5 years.

PUBLICATIONS:

- Natural Resources Inventory Handbook—free
- Capital Improvement Planning (1986)—free
- Maine Planning and Land Use Laws (1988)—\$1.84 (\$1.75 + tax)
- Board of Appeals Handbook (1981)—free
- Planning Board Handbook (1986)—free
- CEO Handbook (1982)—free
- Rule 80K (1986)—free
- Guidelines for Maine's Growth Management Program (1988)—\$2.50 (\$2.37 + tax)
- Directory of State Data Sources (1988)—\$15.75 (\$15.00 + tax)
- Coastal Policies Handbook (1988)—free
- NEXUS, Monthly Newsletter—free
- Subdivision Review Handbook—\$6.30 (\$6.00 + tax)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF COMPREHENSIVE LAND USE PLANNING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	241,922	241,922				
Health Benefits	16,439	16,439				
Retirement	34,924	34,924				
Other Fringe Benefits	3,262	3,262				
Other Contractual Service	141,038	141,038				
Rents	81,691	81,691				
Commodities	11,438	11,438				
Grants—Subsidies—Pensions	408,816	408,816				
Equipment	38,626	38,626				
Interest—Debt Retirement	271	271				
TOTAL EXPENDITURES	978,427	978,427				

PLANNING ADVISORY COUNCIL

JOHN LUND, CHAIRMAN

KATHRYN J. RAND, Deputy Commissioner

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: August 4, 1988

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 513; Citation: 30 M.R.S.A., Sect. 4960-D

PURPOSE: The Planning Advisory Council was established in 1988 by the Growth Management Law. The Office of Comprehensive Land Use Planning is required to consult with the council on the development of all rules, guidelines and reports for the implementation of the Growth Management Program. The Council is required to report annually to the Governor and the Legislature on any changes that may be required to accomplish the purposes of the growth management law.

ORGANIZATION: The Planning Advisory Council is composed of 7 members appointed by the Governor.

PROGRAM: The Planning Advisory Council met six times this fiscal year to consult with staff of the office, regional council staff and other interested parties on the start-up of the Growth Management Program. Particular attention was paid to the Guidelines for Maine's Growth Management Program and rules for the Municipal Legal Defense Fund and the Municipal Planning Grant Program.

A report was submitted to the Governor and the Legislature on January 2, 1989.

PUBLICATIONS:

Report of the Planning Advisory Council, 1988-89

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are included with those of the Office of Comprehensive Land Use Planning.

OFFICE OF TOURISM

LYNN WACHTEL, COMMISSIONER

HILARY N. SINCLAIR, Deputy Commissioner

Central Office: 189 State Street, Augusta;

Telephone: 289-5710

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 501; Citation: 5 M.R.S.A., Sect. 13092

Average Count—All Positions: 7

Legislative Count: 8.0

PURPOSE: The Office of Tourism was created by law to serve as a single, official spokesman of tourism policy with the authority to implement marketing, management and research programs. The office's broad directive is to promote Maine as a four season destination to both consumers and the trade.

To accomplish this the Office is authorized to: conduct travel-product planning and research to determine market demand; implement public relations and promotional programs designed to market Maine's travel product; print materials as needed to fulfill requests for information

ECONOMIC AND COMMUNITY DEVELOPMENT

about Maine by consumers and the travel trade; encourage the development of travel-product facilities and activities; operate tourist information centers; serve as a liaison between private industry groups and local, state, and federal agencies involved in tourism promotion and development; and provide basic support and discretionary grants to local, regional and statewide tourism agencies.

ORGANIZATION: The Office is comprised of seven (7) professional staff, and is part of the Department of Economic & Community Development. The Office is supervised by the Deputy Commissioner for Tourism who oversees the activities of a Senior Tourism Specialist, a Meetings and Conference Specialist, a Group Tour Specialist, a Regional Development Specialist, an Assistant Marketing Specialist, a Research Specialist, and one support staff. Overall supervision of the Office of Tourism is provided by the Commissioner of Economic & Community Development.

PROGRAM: During the past year the Office engaged in promotional efforts that focused on print, television and radio advertising, editorial promotion, participation in trade shows and presentations before professional, consumer and media groups. Local outreach programs were instituted and included seminars, conferences and a cooperative advertising program with the Maine tourism industry.

Marketing: Important marketing objectives in 1989 were:

- To make Maine a year-round vacation destination competitive with other major travel destinations;
- To increase travel incidence in fall and winter seasons;
- To increase requests for travel information on destinations and recreational opportunities in Maine;
- To conduct an analysis and document the results of tourism promotion;
- To assist local and regional tourism groups in planning and promoting their areas.

Regional Development. Grants were awarded to develop a tourism policy and recommend strategies for implementing a regional tourism program.

Maine Tourism Partnership Program. The Maine Tourism Partnership Program is a matching grants program for local, non-profit organizations who are engaged in tourism development projects. To date, fourteen grants representing all regions of the state have been awarded for fiscal year 1989.

Visitor Information. The Office of Tourism's Visitor Information Program provides visitors and potential visitors with specific information on destinations and services of interest to them. This is accomplished through mail and telephone inquiries and operating and staffing the four state-owned visitor information centers at Houlton, Calais, Yarmouth and Kittery.

Research. In order to provide the statistics and data necessary for planners, developers, marketers and managers of tourism-related projects throughout Maine, the Office of Tourism conducts research in various areas.

Labor Project. In conjunction with the Department of Labor, the Maine Innkeepers Association and the Maine Restaurant Association, the Office initiated a recruitment program to increase the labor supply for the 1989 summer tourism season, identify non-traditional sources of labor and compile a resource manual for employers.

Meetings and Conferences. A Meetings and Conference Planning Program has been developed to attract small meetings (1-100 people) in all seasons, with a special focus on inland/upland areas. This is part of a targeted effort to increase visitation off-season.

Group Travel. During the past year the Office attended the following marketplaces: American Bus Association, National Tour Association and New England Bus Association. Ongoing service to tour operators assists with the development of itineraries, slides and information about tourist attractions.

A four color travel tour "shell" brochure was created for tour operators to utilize in promoting and publishing group travel itineraries to Maine. Twenty-five thousand tour shells are being distributed to key companies promoting group travel to Maine.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC AND COMMUNITY DEVELOPMENT

OFFICE OF TOURISM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	223,797	223,797				
Health Benefits	14,726	14,726				
Retirement	27,551	27,551				
Other Fringe Benefits	3,484	3,484				
Computer Services—State	178	178				
Other Contractual Service	2,431,733	2,430,547	1,186			
Rents	11,965	11,965				
Commodities	20,361	20,346	15			
Grants —Subsidies—Pensions	262,508	262,508				
Equipment	5,000	5,000				
Interest—Debt Retirement	236	236				
TOTAL EXPENDITURES	3,001,539	3,000,338	1,201			

MAINE TOURISM COMMISSION

LYNN WACHTEL, COMMISSIONER, DECD

HILARY N. SINCLAIR, Deputy Commissioner, Office of Tourism

Central Office: 189 State Street, Augusta;

Telephone: 289-5710

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: September 23, 1983

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 461; *Citation:* 5 M.R.S.A., Sect. 13093

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Maine Tourism Commission is to advise the Deputy Commissioner for Tourism on matters related to the marketing and management of the tourism industry.

The Maine Tourism Commission also has the responsibility of recognizing and informing the Office of Tourism of immediate or long-term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Commission monitors local, state, federal and international developments that effect the balanced growth and quality of this industry and its impact on life in Maine.

ORGANIZATION: The Commission is appointed by the Governor and is made up of representatives of various segments of the tourism industry and the nine regions of Maine. Persons serve staggered 4-year terms. Additional ex-officio members represent the Department of Transportation, the Department of Economic and Community Development, the Maine Publicity Bureau, the Bureau of Parks and Recreation, the Department of Inland Fisheries and Wildlife, the Maine Arts Commission, the Bureau of Public Improvements and the Department of Agriculture. The Commission meets monthly and elects a chairperson from among its membership.

PROGRAM: The Maine Tourism Commission has served as an advisory group to both the Department of Economic and Community Development and the Governor in the last year. In addition to its ongoing responsibility of monitoring opportunities and problems relating to tourism, in FY 1989 the commission undertook a number of specific projects to assist the state in formulating tourism policy.

The Commission sponsored the Governor's Conference on Tourism at the Holiday Inn by the Bay in Portland during November, 1988. The Commission also continued its Unity Dinner and Hospitality Awards Program to recognize outstanding achievement by employees of the Maine tourism industry. This event was held in Portland at the Sonesta Hotel in April, 1989. The theme of the evening was "Tourism—The Way We Were." Also in April, 1989, the successful "Tourism Day" for Maine legislators was repeated.

ECONOMIC AND COMMUNITY DEVELOPMENT

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Office of Tourism.

OFFICE OF WASTE RECYCLING AND REDUCTION

GEORGE M. MACDONALD, DIRECTOR

Central Office: 219 Capitol Street, Augusta;

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: June 29, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 506; *Citation:* 38 M.R.S.A., Sect. 1310J

Average Count—All Positions: 3

Legislative Count: 4

PURPOSE: The Office of Waste Recycling and Reduction was established to develop a plan for the State which would encourage the recycling of waste materials and the reduction of waste volumes generated to the maximum extent possible. Specifically the plan shall address: a public education program; market development for collected recyclables; a program of assistance for municipalities; and a waste reduction strategy for this state.

ORGANIZATION: Located within the Office of Community Development, this program includes a director who reports to the Deputy Commissioner for Community Development, two program specialists, and one office support person.

PROGRAM: The completion of the State of Maine's Waste Reduction and Recycling Plan was the Office's major accomplishment during this fiscal year. The Plan was presented to the Legislature and served as a valuable resource in the development of legislation aimed at reducing the volume of solid waste requiring disposal.

The Office continued its involvement with the Northeast Recycling Council and, with the nine other states, completed a Paper Procurement Project, which reached state consensus as to types of paper and recycled content.

Numerous presentations were made to civic and regional groups on the hows and whys of recycling and waste reduction. The Office was a cosponsor of a conference on composting held in March, where over 200 attendees were provided the basics on how to compost various types of organic wastes. Also, the Office worked with the Maine Department of Agriculture, Food and Rural Resources in updating their booklet entitled 'Usable Waste Products for the Farm', in an effort to obtain current data on possible organic waste streams in Maine.

PUBLICATIONS:

RESOURCES FROM THE OFFICE OF WASTE RECYCLING & REDUCTION

In 1987, the Office of Waste Recycling & Reduction was established within the Office of Community Development, Department of Economic & Community Development. Materials listed below have been developed by the Office, and are available in limited numbers, free of charge. Contact:

**Office of Waste Recycling & Reduction
Department of Economic & Community Development
State House Station 130
Augusta, Maine 04333
(207) 289-6800**

1. *"Camping and Waste Reduction."* A flyer of waste reduction tips for campers.
2. *Citizen's Guide.* Includes: explanations of different backyard composting systems; source reduction tips; and information on household hazardous waste alternatives. (21 pages)
3. *Classroom Activities.* A sampling of waste reduction activities for grades K-12 (100 pages)

ECONOMIC AND COMMUNITY DEVELOPMENT

4. *Commonly Asked Questions About Plastics*. A plastics primer, on plastic resin types, degradable plastics and plastic recycling. (7 pages)
5. *"Maine Recycles"* bumper stickers.
6. *Model Graphics*. Includes: reproducible clip art and posters, and guidelines for promoting recycling and waste reduction efforts. (16 pages)
7. *Municipal Information*. Includes: the basics of planning and operating municipal recycling and leaf composting programs; work sheets on waste composition and avoided disposal costs; and a listing of Maine communities with recycling programs. (35 pages)
8. *Promotion & Information*. Includes: promotion ideas (art contest, essay contest, flyers); the State recycling symbol; guidelines for media involvement; and citizen attitude surveys. (26 pages)
9. *Recycling Guide for Your Office*. Basic information on waste reduction and recycling programs in the office place. (13 pages)
10. *Resource Directory*. Includes: Maine brokers & processors of recyclable materials; vendors of recycling and composting equipment; and vendors of recycled paper products. (11 pages)
11. *State of Maine Waste Reduction & Recycling Plan*. Outlines a waste reduction strategy for the State, including an information and education program, municipal recycling and composting, market encouragement and reduction of waste at its source. (50 pages plus appendices)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF WASTE RECYCLING AND REDUCTION	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	81,971	81,971				
Health Benefits	6,001	6,001				
Retirement	15,484	15,484				
Other Fringe Benefits	1,329	1,329				
Other Contractual Service	61,236	61,236				
Rents	2,630	2,630				
Commodities	3,281	3,281				
Grants—Subsidies—Pensions	23,348	23,348				
Equipment	5,443	5,443				
TOTAL EXPENDITURES	200,723	200,723				

EDUCATIONAL LEAVE

EDUCATIONAL LEAVE ADVISORY BOARD

NANCY J. KENNISTON, Director, Bureau of Human Resources

Central Office: State Office Bldg., Augusta; Floor: 2 *Telephone:* 289-3761 (Voice)
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333 289-4537 (TDD)
Established: 1973 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 02; Umbrella: 92; Unit: 284; Citation: 5 M.R.S.A., Sect. 723
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Educational Leave Advisory Board was established to review and authorize requests from classified and unclassified State employees for educational leave of more than one week; to establish procedures for applying, processing and granting of such educational leave; and to maintain an up-to-date register of employees and their terms of leave.

ORGANIZATION: The Educational Leave Advisory Board consists of three members; the Director, Bureau of Human Resources as Chair, the Commissioner (or a designee) of the Department of Educational and Cultural Services, and one State employee appointed by the Governor for a term of three years. Members of the board receive no compensation for their services.

PROGRAM: During FY 1989, the Advisory Board processed fifteen (15) requests for educational leave. Thirteen (13) requests were approved and two (2) were disapproved.

Requests were from six (6) different state departments and educational program areas included: Nursing, engineering, business management, business administration, education, social work and clinical psychology. Five (5) leaves were approved for training programs leading to a baccalaureate degree, three (3) were approved for masters degree programs, three (3) were approved for doctorate degree programs, and two (2) were approved for associate degree programs.

Approved leaves are categorized as follows:

- Eight requests were approved for part-time leave with pay.
- Three requests were approved for full-time leave without pay
- One request was approved for a full-time leave with pay one-half pay, and
- One request was approved for full-time leave with full pay (three weeks).

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

EDUCATIONAL LOAN AUTHORITY

MAINE EDUCATIONAL LOAN AUTHORITY

GORDON R. POW, CHAIRMAN

RICHARD H. PIERCE, EXECUTIVE DIRECTOR

Central Office: 99 Western Avenue, Augusta
Mail Address: P.O. Box 510, Augusta, Maine 04332-0510
Established: April 28, 1988
Reference: Policy Area: 02; Umbrella: 94; Unit: 434; Citation: 20A M.R.S.A., Sect. 11414
Average Count—All Positions: 0

Incoming WATS: 1-800-922-MELA
Telephone: (207) 623-2800
Sunset Review Required by: June 30, 1992
Legislative Count: 0

PURPOSE: The Maine Educational Loan Authority (MELA) was established to assist students and their families to achieve their goals in the area of higher education.

ORGANIZATION: The Maine Educational Loan Authority is a public body, corporate and politic, and an instrumentality of the State. Established in 1988, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 members, 5 of whom are appointed by the Governor. The 6th Member is the president of the secondary market created pursuant to section 11407; the 7th is the State Treasurer. The chairman is elected by the members, and the executive director is chosen in like manner.

PROGRAM: Immediately after being created by the 113th Legislature in late Spring of 1988, the Maine Educational Loan Authority undertook to implement its initial program. This is a supplemental educational loan program which is funded by \$35,000,000 worth of tax exempt bonds issued in July of 1988. These funds are from a private source and use no state monies.

The MELA Loan Program makes loans in amounts of \$2,000-\$20,000 annually available to eligible students. These are for Maine residents going to school in or out of the State of Maine and Canada or out-of-state residents attending Maine institutions of higher education. These loans are available to students and parents based solely on the creditworthiness of the applicant. The interest rate is variable and repayment may be "interest only" while the student is in school. Borrowers may take up to 20 years to repay the loan. Undergraduate and graduate students are both eligible.

In the future the Authority hopes to expand its range of programs designed to assist families in financing higher education.

PUBLICATIONS:

Maine Educational Loan Authority, Official Statement (Variable Rate Demand Bonds—Series 1988A)

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, see The Maine Educational Loan Authority Annual Report which contains the Authority's audited statement based on the calendar year.

EDUCATION COMMISSION

EDUCATION COMMISSION OF THE STATES

HON. RUDY PERPICH, GOVERNOR OF MINNESOTA, CHAIRMAN

State of Maine Contact: EVE M. BITHER, Commissioner, Educational and Cultural Services

Telephone: 303-830-3600

Central Office: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295

Mail Address: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295

or Statehouse Sta. #23, Augusta, Maine 04333

Established: 1966

Sunset Review: Not Established

Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 317; *Citation:* 20A M.R.S.A., Sect. 603

Average Count—All Positions: 55

Legislative Count: 0

PURPOSE: Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by interstate compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-eight states, Puerto Rico, American Samoa, and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

ORGANIZATION: The Legislature of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 55 persons.

PROGRAM: ECS implements its program through its five departments. They are: Elementary and Secondary Education, Postsecondary Education, Research and Information, Communications, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention.

PUBLICATIONS:

State Education Leader

State Education Review

Issuegrams: Summaries of 43 Major Education Issues

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

EVE M. BITHER, COMMISSIONER

RICHARD H. CARD, Deputy Commissioner

Central Office: Education Building, Augusta

Telephone: 289-5800

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: April 2, 1931

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071; *Citation:* 20A M.R.S.A., Sect. 201

Average Count—All Positions: 431½

Legislative Count: 354.5

Organizational Units:

Administration
State Board of Education
State Museum Bureau
Maine Arts Commission
Maine Historic Preservation Commission
Governor Baxter School for the Deaf

Bureau of Adult and Secondary
Vocational Education
Bureau of School Management
Bureau of Instruction
Maine State Library Bureau

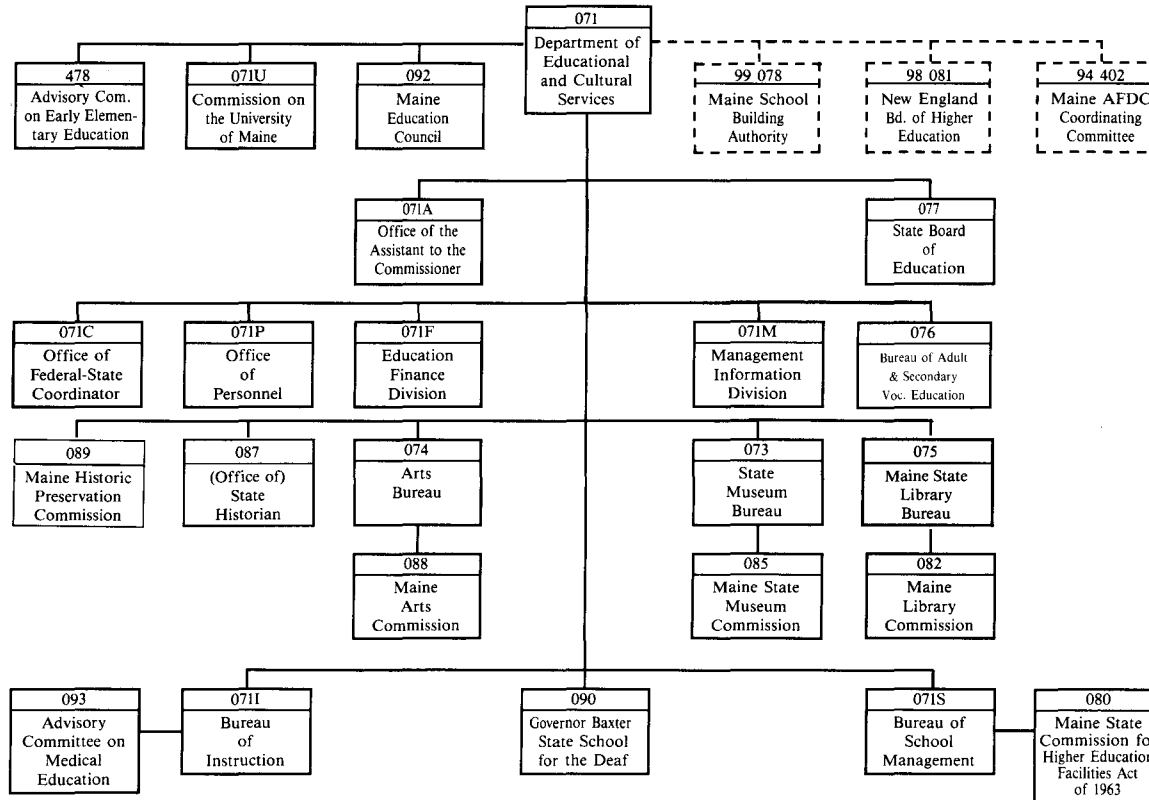
PURPOSE: The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to act upon applications for additions to and dissolution of School Administrative Districts; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Education in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel for service in any public school in the State or any school that accepts public funds.

ORGANIZATION: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and

ORGANIZATIONAL CHART **DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES** **UMB 05**



Approved by the Bureau
of the Budget

EDUCATIONAL AND CULTURAL SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,465,699	8,992,956	849,034		2,623,709	
Health Benefits	999,725	725,730	64,661		209,334	
Retirement	2,382,861	1,728,596	160,070		494,195	
Other Fringe Benefits	94,351	66,394	7,529		20,428	
Computer Services—Comm.	75,711	75,598			113	
Computer Services—State	197,918	179,440	1		18,477	
Other Contractual Service	10,251,794	7,028,982	1,102,462		2,120,350	
Rents	219,307	71,479	39,033		108,795	
Commodities	940,751	643,599	143,117		154,035	
Grants—Subsidies—Pensions	509,060,160	440,699,241	2,764,470		57,454,947	8,141,502
Purchases of Land	14,500	14,500				
Buildings and Improvement	138,737	124,669				14,068
Equipment	488,949	284,125	17,809		187,015	
Interest—Debt Retirement	298	185	41		72	
Transfers to Other Funds	94,593,696	93,947,100	79,665		566,931	
TOTAL EXPENDITURES	631,924,457	554,582,594	5,227,892		63,958,401	8,155,570

EDUCATIONAL AND CULTURAL SERVICES

the State Museum (established in 1919) and to administer the Teachers' Retirement System. In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the commissioner was transferred from the board to the Governor with the advice and consent of the council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum Bureau, Maine State Commission on Arts and Humanities, Maine State Library Bureau and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the commissioner's authority to form such bureaus as she deems necessary to carry out the functions of the Department.

As of April 7, 1983, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

Truancy, Dropout and Alternative Education—The Advisory Committee is required by statute to report annually by February 1st to the joint standing committee on Education.

PROGRAM: The Program of the Department is implemented through its component units.

FINANCES, FISCAL YEAR 1989: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATIONAL AND CULTURAL SERVICES

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	833,994	436,280	46,841		350,873	
Health Benefits	60,499	31,247	3,594		25,658	
Retirement	157,045	80,510	8,848		67,687	
Other Fringe Benefits	7,500	3,353	611		3,536	
Computer Services—Comm.	113				113	
Computer Services—State	18,032				18,032	
Other Contractual Service	395,274	76,816	28,543		289,915	
Rents	406	64			342	
Commodities	23,534	9,449	973		13,112	
Grants—Subsidies—Pensions	1,976,728	1,226			1,975,502	
Equipment	37,934	270			37,664	
Interest—Debt Retirement	15	15				
Transfers to Other Funds	30,835		2,863		27,972	
TOTAL EXPENDITURES	3,541,909	639,230	92,273		2,810,406	

BUREAU OF ADULT AND SECONDARY VOCATIONAL EDUCATION

WILLIAM H. CASSIDY, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-5854

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 076; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 37.5

Legislative Count: 9

Organizational Units:

Division of Program Services
Division of Secondary Vocational
Education

Division of Adult & Community
Education

PURPOSE: The major goal of this bureau is to expand and improve the quality and extent of vocational education opportunities available to the people of Maine.

Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Adult and Secondary Vocational Education is authorized to administer vocational centers and regions to: develop a state plan for vocational education; provide vocational educational opportunities as an integral part of secondary and public schools; provide consultant services to local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; provide financial aid to local education agencies; expand and improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Department of Education.

ORGANIZATION: The Bureau of Adult and Secondary Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The board consisted of the Commissioner of Education, who served as chairman, and two additional members appointed by the Governor. In 1931, the board was abolished and its duties

EDUCATIONAL AND CULTURAL SERVICES

assumed by a Vocational Education Board established within the new Department of Education. The new board consisted of the Commissioners of Health and Welfare, Labor, and the Commissioner of Education who retained chairmanship. In 1949, the board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Educational and Cultural Resources (Services) was formed, and divided into four bureaus, including the Bureau of Adult and Secondary Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the bureau.

PROGRAM:

Sex Equity and Single Parent and Homemaker Program. The following describes projects funded under the SEX EQUITY AND SINGLE PARENT AND HOMEMAKER PROGRAM. Each project is designed to focus on the special needs and interests of single parents and homemakers, especially those issues which are a result of sex bias and sex role stereotyping or to encourage women and girls to consider vocational programs or occupations which have traditionally been considered nontraditional for their sex.

For additional information regarding these programs, contact:

Single Parent & Homemaker Coordinator
Maine Department of Educational and Cultural Services
Bureau of Adult and Secondary Vocational Education
State House Station 23
Augusta, Maine 04333
Telephone (207) 289-5854

Projects Funded Through the University System:

UM Augusta	Displaced Homemakers Project
UM Farmington	Maine Home Economics and Health Occupations Resource Center
UM Orono	Single Parent and Homemakers and Sex Equity Program Providers In-service

Three diverse projects are being funded through the University system. The most important and most significant to all sex equity and single parent and homemaker initiatives is the Displaced Homemakers Project known as In Transition.

In Transition provides pre-vocational training (personal and career development), supportive services (child care, transportation, and scholarships), employability and training (placement and follow-up), and an introduction to entrepreneurship. The project serves women who are divorced, widowed, separated, or who have a disabled spouse. Ages range from 25 years and up.

The UMF project provides sex equitable and sex equity resources to local education agencies with special emphasis on home economics and health occupations.

The UMO project supports in-service training related to sex equity and single parent and homemaker issues.

Projects Funded Through Community Based Organizations:

Career Ed Consortium	Expanding Your Horizons in Math/Science
Coastal Enterprises	Women's Small Business Development
Community Health and Nursing Services	Child Care and Parenting Education for Vocational Students Who Are Single Parents

Community based organizations are providing various services in coordination with local education agencies and/or the VTI system.

The Career Education Consortium is providing a one day workshop and year long mentoring program for junior high school girls to encourage them to consider math and science related careers.

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Projects Funded Through Secondary Education:

Lewiston Vocational Center	Occupational Exposure for Educators
Portland Vocational Center	Vocational Exposure for Students; Occupational Exposure for Educators
Mount Desert H.S.	Choices and Challenges Teen Parent Program

These projects provide non-traditional career exploration for school educators and junior high students. The projects are delivered through a hands-on approach to instill a "can do" attitude, particularly among the women and girls. The objective is to attract more girls to non-traditional vocational programs.

The Choices and Challenges Program serves teen parents who are at risk in attaining their high school credential. Teen parents are served whether they are in or out of school. Students develop personal and career goals which result in an action plan.

Projects Funded Through the VTI System:

Central Me. VTI	Child Care Assistance Program and Women Unlimited
Eastern Me. VTI	Student Support Services Center and Technical Studies
Kennebec Valley VTI	Child Care Assistance Program and Curriculum Resource Center
Northern Me. VTI	Non-Traditional Career Exploration for Students
Washington/Hancock Community Agency	Washington County VTI Child Care Program

The most significant projects at the VTIs are the Student Support Services Center and the Tech Studies program. The former provides counseling and child care to the disadvantaged student currently enrolled in EMVTI. The counseling services have been beneficial in significantly reducing the attrition rate of disadvantaged students.

The Tech Studies Program is an intensive, for credit, pre-vocational program which provides personal development, career development and academic development in a two semester program. It was designed to serve disadvantaged students and to prepare them for enrollment in a post-secondary program. It is supported by the Student Support Services Center. Its primary emphasis is on empowerment. Empowerment being the process of getting the individual to buy into their future by elevating their self esteem, setting career goals, and developing an individual education plan.

The child care projects provide child care to the children of students who are single parents, homemakers and students enrolled in programs nontraditional for their sex, who have a financial need and are not eligible for other child care assistance programs.

The Nontraditional Career Exploration Program for Students is much like the secondary programs where junior high students are encouraged to look at VTI programs as viable options.

The Women Unlimited Program offered through CMVTI is designed to give women skills necessary to enter trade and technical careers and focuses on trade and technical skills, job-based literacy and math, personal and career development, and physical conditioning.

Projects Funded Through Adult Education:

Lewiston Adult Ed	Moms Plus: Pre-Voc and Ed Program for Single Parents
Mechanic Falls Adult Ed	Celebration: A Journey For the Self
Sanford Adult Ed	Fresh Start
Somerset County Basic Skills Program	Crossroads...A Young Women's Project
Westbrook Adult Ed	Choices & Changes: A Pre-Voc Program

These projects are primarily alternative education programs for single parents. Some serve women over 25 years of age while others serve those 14 through 25. They all provide career and personal development, academic development, and parenting and child care either directly or in coordination with others. Programs offer GED, diploma, and high school diploma options.

Crossroads is an alternative education for young women who are single parents and who are highschool drop-outs or at risk of dropping out of school.

Agriculture and Natural Resource Programs: During fiscal year 1987-88, approximately 29 agriculture and natural resource programs were available to interested students. Included

EDUCATIONAL AND CULTURAL SERVICES

in these program areas are wood harvesting, horticulture, marine occupations and general and vocational agriculture.

The agriculture and natural resource professional teachers organizations continue to be very active. The Maine Vocational Agriculture Teachers' Association held several meetings during the year to discuss student enrollment, FFA contests, the role of vocational agriculture in Maine, and other related subjects. The annual conference this year was hosted by the Connecticut Vocational Agriculture Teachers' Association in Mystic, Connecticut.

The Maine Forestry Instructors' Association (MFIA) conducted several workshops and seminars including a three-day "Winter Workshop" in Greenville. Topics covered during this workshop included: woodlot management, hydraulic systems maintenance, review of study on safety clothing, sharpening today's high speed chain, clearing saw operation, etc. In addition the MFIA developed a curriculum based on the results of a job task analysis conducted in November of 1987.

The FFA held their annual convention at the University of Maine in May. FFA students and officers were involved in many activities this year which included national leadership training in Washington, D.C., contests at the Eastern States Exposition, a regional public speaking contest, and the fall National FFA Convention in Kansas City.

This year an Agriculture-In-The-Classroom (A.I.T.C.) Association was formed to provide assistance in the development and implementation of A.I.T.C. workshops for elementary education teachers. This year's workshop will be held at Bryant Pond and is the result of collaboration between the Maine State Departments of Agriculture and Education with financial assistance from business and industry leaders and organizations. Twelve (12) elementary school teachers spent five days at Bryant Pond reviewing nationally developed curricula, visiting agriculture and natural resource sites in the community, and selecting and developing a series of activities appropriate for use by teachers in grades K-5.

Business Education: Business Education, a broad and diverse discipline, was offered to several thousand students at 132 Maine high schools during 1988-89. Vocationally-funded Business Education programs remain at five with twelve Computer Information Processing programs located in the vocational schools and centers.

The Business Education Association of Maine (BEAM) held its annual Fall Conference at the Bar Harbor Regency where Charleyne Gilbert was named Maine's Business Educator of the Year and Jim Flynn, South Western Publishing Company, was named Maine's Friend of Business Education.

During the 1988-89 school year, Business Educators from across the state participated in workshops on topics that included: "Articulation Between Secondary and Post-Secondary Business Education," "Marketing Your Business Education Program," and "Developing the Ideal Curriculum For Business Education in Maine." Three week-long workshops on Methods of Teaching Keyboarding were held for elementary instructors.

Future Business Leaders of America (FBLA) held its annual Fall Leadership Workshop for local chapter officers at Scarborough High School with approximately 200 students and advisors in attendance. Over 100 FBLA members and advisors from Maine participated in the National Fall Leadership Conference held in Pittsburgh in November. Once again, the Sonesta Hotel in Portland was the site of a very successful State Leadership Conference where over 300 members participated in workshops, competitions, and social activities. Twelve representatives attended the FBLA National Leadership Conference held in Orlando in July.

Consumer and Home Economics: In 1988-89, there were 119 senior high schools and 74 middle/junior highs offering Consumer and Home Economics Education to girls and boys. Thirty-nine of the senior high teachers also taught junior high classes. Of the 16,924 students served in grades 9-12, 26% were males.

At the junior high/middle schools, 22,700 students were enrolled in Consumer and Home Economics. The total represented about 50% each of boys and girls. In those schools offering the program, 95% required that all students be enrolled.

Scheduled visits were made to 16 schools. Several others were made to assist first-year or returning teachers, to help instructors with curriculum development, and to assist administrators who requested service.

A Work and Family Institute was developed to deliver work and family seminars to employees/employers to help them balance work and family. This project was a tripartite partnership including the Department of Educational and Cultural Services, the University of Maine at Farmington, and Southern Maine Vocational Technical Institute.

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Standards for School-Based Child Care were developed by the Consumer and Home Economics and Wage Earning Consultants. The rules will serve to define the standards for school-based child care services and parenting and child development education.

A *Home Economics Facility Planning and Equipment Guide* was developed. It will provide current criteria and a process for designing and equipping a flexible, functional home economics facility.

The Maine Home Economics Teachers' Association held its annual conference in October of 1988. About 150 home economics teachers attended the in-service workshops addressing such issues as: Curriculum, FHA/HERO and Interdisciplinary Approaches.

Ten area meetings were held around the State to provide in-service education opportunities for home economics teachers. Chairmen located in each area planned their own programs based on need.

The Curriculum Committee of the Maine Home Economics Teachers' Association held a dinner meeting to advise the State Consultant about teacher in-service and curriculum needs. A smorgasbord of topics was addressed by teachers such as broadening the integration of computers and reinforcement of academics into home economics courses, serving special needs students, and exploring new curriculum strategies. Plans were also made for an all-day workshop to be held in September, 1989.

A one-day leadership workshop was held in the fall of 1988 for Maine Future Homemakers of America (FHA) officers, district chairmen, and their advisors. The Executive Council provided leadership for over 270 girls and boys from 23 chapters which were affiliated with the State and National Associations.

The annual FHA Convention was held on April 29, 1989. About 275 youth and adults participated. Focus of the convention was "Mission Is Possible."

Five Future Homemakers of America district conventions were held during the year under the guidance of the State and district advisers.

The Maine Home Economics and Health Occupations Resource Center continued to serve home economics, health occupations, home economics-related occupations, and some other teachers. Curriculum materials were circulated nearly 7,000 times during fiscal 1989. Several workshops were provided by the coordinator, particularly in the use of computers. The Home Economics Consultant serves as a member of the Center Advisory Board which met twice during the year to provide input for the new resources and to assist the Coordinator with administrative decisions.

Consumer and Home Economics funds were provided to the University of Maine at Farmington to assist in the training of home economics teachers. Funding was also utilized to assist home economics teachers, college personnel, and the Home Economics Consultant to develop a rationale for Consumer and Home Economics Education in Maine—now and in the 21st century.

The State Consultant served as a member of the UMF Alumni Board on Teacher Education. She also serves on the research committee of the American Vocational Association, Home Economics Division. The consultant also serves on interagency committees and coalitions to address such issues as teen pregnancy, parenting, nutrition, and health education.

The Home Economics Consultant served as a Team Leader for the Basic School Approval of Vocational Centers and Regions.

Federal Consumer and Home Economics grants were awarded to eight high school home economics programs located in economically depressed areas. Projects addressing such issues as nutrition and weight management, parenting, latch-key children and establishing nursery schools were developed.

Marketing/Distributive Education: Marketing and Distributive Education programs are vocational programs that provide students with the skills and knowledge to function primarily in the retail trades and services industry. In the 1988-89 school year, Maine had 15 programs operational that served approximately 300 students.

A major activity of this program area is the student organization DECA. This year's state conference saw more than 200 students participating in competitive events. These events are designed to strengthen the students skills and knowledge in the free enterprise system. They were conducted primarily in the Bangor Mall with live businesses and their supervisory staff. Husson College again served as the conference host and provided much of the coordination for this event.

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Cooperative Education: Cooperative Education programs are vocational programs that combine planned, progressive on-the-job training with supporting in-school related instruction. These are paid job training experiences and operate in accordance with Maine and federal labor laws. Both the in-school related instruction and the paid on-the-job training experiences are under the supervision of a cooperative education coordinator. The combined use of school and industry to provide entry level skill training for students is a cost effective method of delivery.

There were 61 State Board of Education approved cooperative education programs in operation during the 1988-89 fiscal year. Almost half of these programs operate on a year round basis to take advantage of the expanded job training opportunities the summer season brings. The 1,470 students this program served gained entry level skills in more than 100 job classifications.

An active professional association, MACE, works cooperatively with the University of Southern Maine and the Bureau of Adult and Secondary Vocational Education to sponsor teacher workshops throughout the year. These workshops help coordinators maintain currency with the ever changing workplace and the laws that govern it.

Industrial Arts: There are presently 189 Industrial Arts programs in the State of Maine. These consist of 128 Senior High School and 61 Junior High/Middle School programs, the newest program being Fryeburg Junior High School.

This year there are enough teachers available to fill vacancies. The majority of these candidates are from out-of-state and have been recruited by the Bureau of Adult and Secondary Vocational Education and the Office of Teacher Placement and Certification.

Wage Earning:

A. *Food Service*

A food service summer curriculum development workshop was held June 19-23, 1989. The purpose was to identify activities and resources for teaching the "hospitality" aspect of the food service curriculum. Six instructors received university credit in curriculum development for their participation.

A statewide "Careers in Hospitality" symposium was held to acquaint guidance counselors and administrators with the scope of the food service industry and food service education's role in preparing qualified personnel. This first-ever symposium in Maine received national recognition and attracted over one hundred and fifty school personnel and industry representatives.

B. *Child Care*

For the second consecutive year, an independent contractor was hired via funds authorized by L.D. 1551, "An Act to Increase the Availability and Improve the Quality of Child Care in the State of Maine." The contractor provided technical assistance and leadership to local administrative units in program start-up and ongoing operation. In addition, a resource manual has been developed and disseminated to assist local units interested in establishing a program.

The wage-earning child care consultant served on the Governor's Child Care Conference Committee and helped to organize the annual statewide symposium.

New standards for program approval and operation were developed jointly in cooperation with the Department of Human Services—Office of Child Care Coordination.

Health Occupations: OBRA (Omnibus Budget Reconciliation Act of 1987), known as the "Nursing Home Reform Bill" placed additional responsibilities on the Bureau by requiring that all nursing home facility-based CNA training programs be approved and monitored by DECS. Additionally, regional "train the trainer" workshops were sponsored to assist instructors teaching facility-based CNA programs.

By July 1, 1989, a full-time project consultant and a part-time secretarial position will be added to DECS staff to assist with the implementation of OBRA training and competency evaluation mandates.

For the second year, the Department of Human Services awarded a grant of \$12,000 to support the circulation of CNA/Health Occupations training resources to programs statewide.

A technical update summer institute for in-service credits was held for CNA/Health Occupation instructors. This workshop featured nationally acclaimed Camille Wade Maurice's "Care For The Caretaker" program.

The Health Occupation Consultant represented DECS on the *Commission to Study the Status of Nursing and Allied Health Professions*. A significant outgrowth of this commission

EDUCATIONAL AND CULTURAL SERVICES

was the enactment of several pertinent pieces of legislation for the improvement of nursing and allied health professions training programs.

Trade and Industrial: Trade and Industrial programs encompass the designing, producing, processing, fabricating, assembling, testing, modifying, maintaining, and servicing of any product or commodity. Examples are: machine tool technology, welding and fabrication, building construction, automotive mechanics, etc.

In FY 89, secondary Trade and Industrial programs offered entry level training to approximately 3,600 students in more than twenty (20) occupational areas.

This training is provided to grades eleven (11) and twelve (12) at the twenty (20) vocational centers and eight (8) vocational regions throughout Maine.

Through an in-service contract with the University of Southern Maine, Trade and Industrial instructors have had the opportunity to participate in workshops, courses, and technical updates designed to improve their teaching skills and knowledge.

The Trade and Industrial Educators of Maine (TIEM), a professional association of Trade and Industrial instructors, continues to grow and has become active in the improvement of vocational education, especially Trade and Industrial education.

Vocational Industrial Clubs of America (VICA) is the newest youth organization in Maine that provides leadership training and the opportunity to compete in local, state and national events. In FY 89, eighteen (18) clubs representing nearly four hundred fifty (450) Trade and Industrial students were organized. Twelve (12) students represented Maine at the U.S. Skill Olympics in Tulsa, Oklahoma in June.

Several statewide technical update workshops, sponsored by industry, have been conducted to provide state-of-the-art technical information for Trade and Industrial instructors.

During the 1988-89 school year work was initiated in the development of competency based curricula for vocational programs. Job-Task-Analysis have been completed in 7 program areas, utilizing the DACUM process. During this same time period vocational directors participated in a curriculum development seminar designed to provide background information in curriculum development and competency based instruction. As a follow-up to this workshop four (4) directors met as a committee with consultants from the Bureau of Adult and Secondary Vocational Education to identify a format and process for use in curriculum development.

Handicapped Persons: Vocational education programs for handicapped individuals in secondary schools are designed to teach job skills at levels commensurate with ability. The capabilities and individual needs of students are determined by Pupil Evaluation Teams and are outlined in the Individual Education Plans. These projects must insure that appropriate support (related) services are provided to help handicapped students benefit from vocational education. These services include job placement and follow-up, specialized vocational counseling, remedial instruction, and other services as outlined in the Individualized Education Plan. A total of 26 projects were funded by the Bureau of Adult & Secondary Vocational Education with federal monies. During the year, 1,185 handicapped students received special services through the federal projects.

Cooperative Agreement: The State Cooperative Agreement Team concluded its revision of the current cooperative agreement. The provisions have been reviewed and the final draft completed. Dissemination of new agreement will take place Fall of '89.

Disadvantaged Persons: Twenty-seven projects were funded during fiscal year 1988 and provided services to 1,654 secondary and postsecondary students. These services include skill development, developmental math, developmental reading, guidance and placement.

Teacher Training: During the inservice contract year 1989, a top priority of the Bureau of Adult and Secondary Vocational Education was and will continue to be the training of occupational and vocational staff, including techniques and methods of identifying and working with students who may be recognized as disadvantaged or handicapped.

A contractual relationship with the University of Southern Maine has been continued for implementing a staff development system to improve instructional competence of vocational teachers of Maine. The concept of ongoing long-term commitments to staff development and individual professional growth of vocational educators has been encouraged through this contractual agreement with the university system.

The vocational staff development system provided 10 activities in curriculum development with participant enrollments of 97 and 42 activities for personal development with participant enrollments of 536. All of the secondary regions and centers and the six postsecondary vocational-technical institutes utilized this contractual relationship to provide training for their teachers.

EDUCATIONAL AND CULTURAL SERVICES

Workshop topics were in the areas of: Health Occupation, National Association for Education of Young Children, VICA Contact Person and Voc. Director, State Food Service Advisory Board Meeting, Agriculture Education Advisory Committee, Vocational Certification Study Group, Writing Workshop, Standard Criteria for Business Educators, Agriculture Trade Show, Keyboarding Workshop, Assessment Seminar, Technical Advisory Committee (Child Care), Child Care Workshop, Welding Workshop, Fuel Injection Workshop, Introduction to CADD, Computer Workshop, Forestry Workshop, Technology Education Curriculum Guide, Conference on Dropouts, Keyboarding Task Force, Marketing Workshop, and Curriculum Workshop.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

During the 1988 fiscal year, total enrollments in these categories were nearly 23,000. The Bureau of Adult & Secondary Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. Home basing — a method of guiding apprentices through related instruction — continues to be one of the Bureau's major thrusts.

Maine Adult & Community Education Program: Public school adult education in the State of Maine includes the Adult High School Diploma program; the GED program, general evening school, adult handicapped, basic literacy (State funded), and adult basic education (Federally funded). One hundred and fifty-nine local agencies in the State now offer some type of adult education programming. Enrollments during fiscal year 1988 totalled 90,039. The adult high school diploma and GED programs are geared for adults to earn their secondary school credentials, while general evening school offers programs in avocational skills. Basic literacy programs are offered for those persons with a low level of education attainment, and adult handicapped programs are offered for those adults with physical or emotional handicaps who find it difficult to participate in regular adult education programming. Community education is a concept of involving the community in the educational process, including the utilization of citizens' advisory councils.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADULT & SECONDARY VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	884,199	284,838	43,973		555,388	
Health Benefits	63,690	18,754	1,775		43,161	
Retirement	168,465	55,406	8,186		104,873	
Other Fringe Benefits	7,403	2,254	634		4,515	
Computer Services—State	131		1		130	
Other Contractual Service	554,613	208,024	38,861		307,728	
Rents	23,836	11,103			12,733	
Commodities	18,042	5,528	1,881		10,633	
Grants—Subsidies—Pensions	7,928,487	3,471,599	17,986		4,438,902	
Equipment	5,015				5,015	
Interest—Debt Retirement	7	5	2			
Transfers to Other Funds	48,096		3,575		44,521	
TOTAL EXPENDITURES	9,701,984	4,057,511	116,874		5,527,599	

EDUCATIONAL AND CULTURAL SERVICES

ARTS BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR

BARBARA M. SEAVEY, Office Manager

MARTHA I. DODSON, Assistant Director

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2
(main entrance located on Child Street)

Telephone: 289-2724

Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Established: July 1, 1972

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 074; Citation: 20A M.R.S.A., Sect. 202

Average Count—All Positions: 9

Legislative Count: 10.0

PURPOSE: The major purpose of the Arts Bureau, known as the Maine Arts Commission, is to develop, expand and foster the growth of the arts on a statewide basis.

ORGANIZATION: The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. P.L. 1985, Chapter 763, changed the title of this Bureau to the Arts Bureau. The Maine Arts Commission appoints, with the approval of the commissioner, the executive director of the Arts Bureau, who serves for an indefinite term. His/her compensation is set by the Governor.

PROGRAM:

Institutional Support. This category is designed to provide funding to established professional, cultural organizations such as museums, music organizations and community arts agencies and to non-cultural organizations which may carry out cultural programs, such as schools, libraries, colleges, civic or service groups, chambers of commerce, recreation departments, etc. Grants have been awarded for exhibitions, music and film series, art and craft workshops, staff support and development, and arts programs with community impact or directed toward a special constituency never before reached by an arts event.

Artists in Residence. Funds are provided for residencies of professional artists in Maine schools and in other non-profit alternative sites. The primary purpose of the program is to place professional working artists—visual artists, craftspeople, performing artists, poets, filmmakers, photographers, musicians—in settings which will help provide them with opportunities to work in schools and communities, and in working situations conducive to their continued artistic development. Residencies may be designed for a minimum ten-day to one year period.

Maine Touring Artists. This program provides local sponsors of arts activities with lists of artists and performing groups willing to travel in the state to present performances, workshops, readings, and other services. The Maine Touring Program lists performing artists and groups in dance, music, puppetry and theater, as well as visual artists, media artists, and writers. All of the artists are Maine residents. All are experienced, trained professionals. Applications for this program are accepted throughout the year. Applicants are eligible for up to 1/3 funding, up to 1/2 in areas west of Route 2 and in Aroostook and Washington Counties.

Regional Arts. This program is designed to stimulate the growth of the arts in communities and to provide an innovative approach to the development of a broader range of arts activities, as well as providing support for continuing programs of proven quality. Through this program, federal and state funds are allocated for redistribution, or regranteeing, to a limited number of strong, stable community arts councils, in selected geographic areas across the state. These regional centers for community arts development have the responsibility for the development of criteria and the actual selection process for funding programs and projects in their respective geographic areas. In addition, efforts are made to coordinate programming activities with local cultural groups; to assist organizations in planning project guidelines and in establishing priorities; and to provide sponsor assistance. The central purpose of decentralized funding is to develop and make possible greater interest and participation in the arts at the local level.

Services to the Field. The purpose of this program is to provide business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development.

EDUCATIONAL AND CULTURAL SERVICES

Information. This program was established to extend the communication network of the Commission by serving as a clearinghouse for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

Percent for Art/Art in Public Buildings. The Commission administers the state law, enacted in 1979, which provides funds for the acquisition of works of art for certain public buildings. The Commission maintains an Artists Registry containing slides of the work of over 800 artists for the program, which is available to the public for viewing at the Commission office.

Contemporary Visual Arts Exhibition Program. In 1985 the Commission established a program of financial support for exhibitions that promote the work, in all media, of contemporary visual and crafts artists in Maine. Either juried or curated exhibitions are considered. This program is in addition to the Commission's other grant programs, and funding through it does not preclude funding from another.

Individual Artist Program. This fellowship program, newly incorporated by the Commission in the Spring of 1988, provides six, two thousand dollar (\$2,000) grants to individual Maine artists each year. All media are included but stagger over a two-year cycle.

PUBLICATIONS:

Newsletter: A summary of the important issues facing the arts in Maine, a quarterly publication.

Maine Touring Artists Program: A booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

Guide to Grants and Services: revised and republished on a yearly basis.

In High School I Believed That Poetry Existed Only to Make Me Feel Stupid: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

Percent for Art Bulletin: Provides news of Percent for Art Commissions, both competitions and awards. Published on months opposite Newsletter.

All are available from the Commission at no cost.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARTS BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	279,879	219,729			60,150	
Health Benefits	18,393	14,285			4,108	
Retirement	55,225	43,502			11,723	
Other Fringe Benefits	2,632	2,119			513	
Other Contractual Service	127,296	72,211	9,095		45,990	
Rents	2,281	2,281				
Commodities	4,902	2,379	811		1,712	
Grants—Subsidies—Pensions	606,805	266,141	1,150		339,514	
Transfers to Other Funds	7,424		493		6,931	
TOTAL EXPENDITURES	1,104,837	622,647	11,549		470,641	

MAINE ARTS COMMISSION

DAVID LAKARI, CHAIRMAN

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Telephone: 289-2724

Established: May 11, 1966

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 088; *Citation:* 27 M.R.S.A., Sect. 401

Average Count—All Positions: 12; 10 State; 2 Federal

Legislative Count: 0

PURPOSE: The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's cultural resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies; and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the arts to meet the needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art. It must file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission. The Commission is also responsible for monitoring the selection process of artwork commissioned under the Percent for Art Act (Art in Public Buildings).

ORGANIZATION: The Maine Arts Commission consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

PROGRAM: The Commission appoints advisory panels to work in conjunction with the Arts Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities.

The Institutional Support grant program, which utilizes a major portion of the Commission's federal program monies, accepts applications from non-profit organizations throughout Maine for projects in the arts. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. Other programs include Maine Touring Artists; Artist in Residence; Maine Regional Arts, Contemporary Visual arts exhibition program; and administration of the Percent for Art Program.

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Special grants are awarded for projects that address the particular needs of the arts as defined by the Commission. These projects are developmental in nature and are funded by special grants from the National Endowment for the Arts and from funds reserved from the Commission's budget until they move from the developmental phase and are incorporated into the established programs of the Commission.

In addition, the Professional Assistance Program, provides business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development.

The Information Program was established to extend the communication network of the Commission by serving as a clearing house for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

PUBLICATIONS:

Newsletter: A summary of the important issues facing the arts in Maine, a quarterly publication.

Maine Touring Artists Program a booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

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New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

Percent for Art Bulletin: provides news of Percent for Art Commissions, both competitions and awards. Published on months opposite newsletter.

All are available from the Commission at no cost.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Arts Bureau.

OFFICE OF THE ASSISTANT TO THE COMMISSIONER POLLY WARD, ASSISTANT TO THE COMMISSIONER

Central Office: Education Bldg., Augusta

Telephone: 289-5113

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071A; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: The primary responsibility of this office is to assist the Commissioner in carrying out the policy-making and administrative functions of the Department; to supervise the ECIA Chapter 2 Program; to supervise and guide the public information, printing, and mailing services provided by the Department; and to serve as a liaison with offices and organizations at the federal level regarding education and cultural concerns.

ORGANIZATION: The office was administratively created in 1971 and is statutorily authorized within the Commissioner's Office. The major purpose has been to assist the Commissioner in carrying out the policy-making and administrative functions of the Department, with additional administrative functions assigned at the discretion of the Commissioner.

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PROGRAM:

ESEA Chapter 2 program. This program provides funds to improve education at the local and state level. Eighty percent of the funds are distributed to local education agencies according to a formula based on public and private school enrollment figures, adjusted by higher per pupil allocations for economically disadvantaged students. Twenty percent of the grant is reserved for state leadership projects and administrative costs.

Special Services/Public Information Unit. This unit is responsible for the dissemination of information about public education in Maine to a statewide audience and is composed of a public information unit, duplication center and mail services. Implementation of the public information effort is through news releases, special publications, newsletters, compilations of Maine education laws, and the Annual Performance Report on Maine's Public Schools.

Affirmative Action Unit. The unit is responsible for providing to local school districts information and technical assistance about federal and state laws, regulations and procedures. The unit works in cooperation with the Affirmative Action Officer for Vocational Education, the Department's Personnel Officer, the Office of the Attorney General, the State Personnel Affirmative Action Coordinator, the Maine Human Rights Commission, the U.S. Office of Civil Rights, the Maine Commission for Women and the U.S. Department of Education.

PUBLICATIONS:

Performance Report on Maine's Public Schools—1989 (Free)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

ADVISORY COMMITTEE ON EARLY ELEMENTARY EDUCATION

DR. PHYLLIS DERINGIS, DIRECTOR, DIVISION OF CURRICULUM
MAIZIE ARGONDIZZA, CONSULTANT
JENIFER VAN DEUSEN-HENKEL, CONSULTANT

Central Office: DECS, Augusta

Telephone: 289-5981

Mail Address: Statehouse Station #23, Augusta, Maine 04333

Established: December 1984

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 478; *Citation:* 20A M.R.S.A., Sect. 260

PURPOSE: The purpose of the Early Education Advisory Committee (EEAC) is to offer suggestions and/or recommendations with regard to critical early childhood education issues in the State of Maine which should be targeted by the Department of Educational & Cultural Services.

ORGANIZATION: This committee meets regularly. Meeting agendas are developed by the two consultants in conjunction with the elected Chair. Decisions are made by consensus whenever possible.

This committee is composed of practitioners with specialized knowledge in this field. Members include an assistant professor, two principals, a language arts consultant, a reading director, a guidance counselor, a classroom teacher, and a superintendent. DECS staff serve on the committee also. Members serve a two-year term and are invited to serve by the Commissioner of Educational & Cultural Services.

PROGRAM: The major goals and objectives of the Early Elementary Education Advisory Committee (EEEAC) focus on improving the quality of pre-kindergarten through third grade pro-

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grams in the State of Maine. This body offers advice and recommendations to DECS staff and provides assistance in performing targeted tasks.

This year the members of this Committee have provided assistance in the production of a statewide conference and a publication entitled, "The Big Book for Educators—Developmentally Appropriate Practice: A Guide to Change." They have also contributed their advice and expertise to the selection of new projects funded under the Early Childhood Education Plan Grants Program.

PUBLICATIONS:

- "Kindergarten Curriculum for Conceptual Language Development"
- "Early Childhood Education: Programs That Work"
- "Early Elementary Education: Curriculum Planning for the Primary Grades"
- Reprints from "Maine Emphasis": "Child's Play," "Alphabet Soup," "Curriculum: Content Plus Kids," and "Teachers Take Charge."
- "New Beginnings: A Guide to Screening"
- "Building Blocks: Continuing Early Childhood Education Plan Grant Programs."
- "The Big Book for Educators—Developmentally Appropriate Practice: A Guide To Change."

FINANCES, FISCAL YEAR 1989: "Section 2, 20-A, MRSA #260, 2-D" provides that expenditures of this unit shall be borne by the Bureau of Instruction and are, therefore, included in its financial display.

STATE BOARD OF EDUCATION

JANE AMERO, CHAIR

WILLIAM LAWRENCE, Vice Chair

Central Office: Education Bldg., Augusta

Telephone: 289-5800

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: August 6, 1949

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 077; Citation: 20A M.R.S.A., Sect. 401

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or are adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational personnel.

EDUCATIONAL AND CULTURAL SERVICES

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: At its meeting in July, the Board granted concept approval for a new elementary school in Farmington in School Administrative District (SAD) 9, a new junior-senior high school in Buckfield in SAD 39, a new K-8 school in Stratton, a new middle school in Kennebunk in SAD 71, an addition to the Fifth Street Middle School in Bangor, a new consolidated elementary school in Gardiner in SAD 11, an addition and renovations to Hall-Dale High School in SAD 16, a new primary school in Biddeford, a new primary school in Berwick in SAD 60, a new middle school in Belfast in SAD 34, a new elementary school in China, a new middle school in Hampden in SAD 22, a new elementary school in Princeton, and a new elementary school in Bucksport; adopted a list of nine projects as the special priority list for 1988-89 to include Brunswick High School, Traip Academy at Kittery, the elementary school at Vassalboro, the elementary school at Winslow, the middle school at Corinna in SAD 48, the elementary school at Nobleboro, the elementary school at Blue Hill, the middle school at Sabattus and the elementary school at South Berwick in SAD 35; voted that the debt limit of SAD 39 for school construction purposes be increased by \$2,104,000, an amount equal to 4 percent of the last preceding state valuation of all of the municipalities within the District; granted funding approval for a new elementary school in Lyman in SAD 57, an addition and renovations to the Gorham Village School, and a new elementary school at Cutler Holmes Bay and an addition to the Elm Street School in East Machias in SAD 77; approved an additional \$550,000 for the Monmouth school construction project, increasing the project budget from \$5,250,000 to \$5,800,000; and received a report of the review of the University of Maine at Fort Kent Elementary Education Teacher Preparation Program.

At its September 1988 meeting, the Board granted emergency concept approval to a new K-8 school in Washburn in SAD 45 to replace the Washburn Elementary School destroyed by fire on June 28, 1988 and the Foster School; granted funding approval for an addition to Skowhegan High School; approved an additional \$40,000 for the Wayne school construction project increasing the project budget to \$698,000; redesignated the school construction project at Morse Memorial School in SAD 3 from a pay-as-you-go project to a regular funding method project; adopted revisions to Chapter 115-A, Recertification of Educational Personnel, to become effective September 14, 1988; authorized the Administrative Procedure Act process on proposed revisions to Chapter 125, Regulations Governing Basic School Approval; authorized the expenditures from the George Briggs Fund of \$17,985.75 for the Maine Occupations Program for Shellfish Mariculture in SAD 77 (\$9,640), Skowhegan Regional Vocational Center for electronic publishing (\$2,095.75), Washington County Vocational-Technical Institute for "Abstract II A New Look at U.S./Canadian Tourist" (\$450), and Region 2, Southern Aroostook Vocational Region for "WHY? Writing Helps You," \$5,800; adopted under the emergency rule provision of the Administrative Procedure Act a rule change to Chapter 115, Part II, Administrator Certificate for Adult and Community Education Director, Section 111 Band C, under the condition that the duration of the certificate will be for one year (1988-89) and the superintendent shall certify that an unsuccessful effort was made to hire a certified person; accepted the report of the University of Maine at Fort Kent Program Review Team and granted five-year full approval of the K-8 Elementary Teacher Education Program beginning September 1, 1988 and ending August 31, 1993 with the staff of the Department of Educational and Cultural Services

EDUCATIONAL AND CULTURAL SERVICES

maintaining contact with the program for the purposes of assistance and support; received proposed standard criteria for Maine Secondary Vocational Programs, a draft of a proposed administrative letter to interpret certification rule provisions (transitional endorsements), and the visiting committee report on the Portland School of Art for review.

At its October 1988 meeting, the Board authorized the Department of Educational and Cultural Services to begin the Administrative Procedure Act process on a proposed rule change in the State Board of Education School Construction Rules, Section 5.C., bonding; granted funding approval for an addition and alterations to the Consolidated School in Cornville in SAD 54 and an addition and alterations to the Grammar School in Canaan in SAD 54; approved the request of the Portland School of Art for authorization to confer the additional degree, Master of Fine Arts in Photography; authorized the Administrative Procedure Act process with regard to proposed standard criteria for Maine secondary vocational programs; approved the agreements with the U.S. Department of Education and the United Student Aid Funds to allow participation in the Federal Income Tax Offset Project for Maine defaulters under the Stafford Loan Program for the 1988 taxable year; approved the establishment of technical committees for the 1988-89 program year as required under the Carl D. Perkins Vocational Education Act; authorized the Administrative Procedure Act process pertaining to rule changes for Chapter 115, Part II, Administrative Certificate, Adult and Community Education Director and Chapter 115, Section 10, Conditional Certificate, subsections 10.1, 10.4, 10.4(f); authorized the Administrative Procedure Act process pertaining to rules, with amendments, to establish the procedure and criteria by which the State Board of Education may recommend to the Governor the removal of a member from office prior to the completion of the appointment for failure to perform the duties of the office; received the year end financial report for fiscal year 1988 for the Carl D. Perkins Vocational Education Act, P.L. 98-524.

At its November 1988 meeting, the Board approved the purchases of land for school building sites in Otisfield and Oxford within SAD 17 and on Swan's Island within SAD 76.

At its December 1988 meeting, the Board granted funding approval for a new elementary school in Washburn in SAD 45 and for a new primary school in Washburn in SAD 45 and for a new primary school in Berwick in SAD 60; adopted a change in Section 5, Paragraph C of the "School Construction Rules"—the added modification "Any exception to the foregoing shall require prior approval of the Commissioner and notification to the State Board of Education"; denied by a 5-4 vote request from SAD 34 (Belfast) for an exception to the school building construction rules in the case of a school construction project which did not receive a favorable local vote; voted to adopt rules to establish the procedure and criteria by which the State Board of Education may recommend to the Governor the removal of a member from office prior to the completion of the appointment for failure to perform the duties of the office; voted to adopt revisions to Chapter 115, Part II and to Chapter 115, Part I, Section 10 (Conditional Certificate), subsections 10.1, 10.4 (F), Adult and Community Education Director Certificate; approved the Standard Criteria document for Maine's Secondary Vocational Education Programs.

At its January 1989 meeting, the Board granted funding approval for a new junior/senior high school in Buckfield in SAD 39; approved the purchase of land in East Corinth in SAD 64 as a school construction site; granted concept approvals for a new elementary school in Oxford in SAD 17, an addition to the Saccarappa Elementary School in Westbrook, an addition to the elementary school in Starks in SAD 59, an addition to the West Harpswell School in SAD 75, an addition to the elementary school in Waterboro in SAD 57, an addition to the Southern Aroostook CSD School at Dyer Brook, an addition to the Hancock Grammar School, an addition to the Jameson Elementary School in Old Orchard Beach, an addition to the Prescott Memorial School in Washington in SAD 40, an addition to the elementary school in Frankfort in SAD 56 and an addition to the elementary school in Dedham; waived the 8,000 square foot limit for special program school construction projects in the case of Swans Island in SAD 76 and granted concept approval for a new elementary school there; established a special program construction projects priority list to include Manchester, Anson in SAD 74, Eastbrook in SAD 26, Holden in SAD 63, Harrington in SAD 37, Glenburn, Calais, Lincoln in SAD 67 and Fayette in SAD 36; approved the renewal request from Loma Linda University, Loma Linda, California, to offer an academic program in Maine leading to completion of requirements for the degree Master of Public Health valid until January 1994.

At its February 1989 meeting, the Board granted funding approvals for an addition to Fifth Street Middle School in Bangor, a new middle school in Kennebunk in SAD 71, a new K-8 elementary school in Stratton in SAD 58, a new elementary school in Bucksport, and a new

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elementary school in Princeton; adopted amendments to Chapter 125, Rules Governing Basic School Approval; authorized the Commissioner of Educational and Cultural Services to begin the Administrative Procedure Act process with regard to proposed rules for keeping an elementary school open contrary to a school administrative district decision to close the school; adopted an amendment to Chapter 051, Restrictions on Sale of Foods in Competition with School Food Programs; adopted a resolution endorsing Newspapers in Education Month; received the recommended funding levels for program year 1989-90, the 1988 Maine Annual Performance Report of the Carl D. Perkins Vocational Act, P.L. 98-524, and the quarterly report for program year 1988-89 on the updated levels of the Carl D. Perkins Vocational Education Act, P.L. 524.

At its March 1989 meeting, the Board granted funding approvals for a new primary school at Biddeford, a new elementary school in Farmington in SAD 9, an addition and renovations to Hall-Dale High School in Farmingdale and an addition and renovations to the Dr. Levesque School in Frenchville; approved recommended funding levels under the Carl D. Perkins Vocational Education Act, P.L. 98-524, for program year 1989-90; and approved extension of the University of Maine at Farmington's program approval status until May 1990.

On March 7, 1989, the Board held an open forum at the Augusta Civic Center on the new certification law.

At its April 1989 meeting, the Board granted final approval to the revised policy and procedures manual for the Maine Guaranteed Educational Loan Programs (Stafford Loan Programs); approved agreements to allow the State of Maine to participate in the Consolidation Loan Program; voted to initiate the Administrative Procedure Act process with regard to proposed rules and regulations for the pre-professional skills test (PPST) to be used in initial certification of trade and industrial program teachers, as amended, to add language that an applicant must successfully pass the PPST test prior to full certification; voted to endorse and support the 1990 Census Education Project of the U.S. Department of Commerce, Bureau of the Census; voted to support the grant application of the Maine Humanities Council for the establishment of an Academic Collaborative for Maine; conducted an Administrative Procedure Act hearing on proposed rules for keeping an elementary school open contrary to a school administrative district decision to close the school.

At its May 1989 meeting, the State Board granted funding approvals for an addition to the elementary school in Waterboro in SAD 57, an addition to the elementary school in Frankfort in SAD 56, an addition to the elementary school in Dedham, and an addition to the West Harpswell School in SAD 75; approved the acquisition for school site purposes of land in Topsham in SAD 75, Brunswick, Newport in SAD 48, York, Yarmouth, and Searsport in SAD 56; granted waivers until the June 1989 meeting for school construction site presentations in Edgcomb, Blue Hill, Fort Fairfield in SAD 20, Freeport, Sedgwick, Naples in SAD 61, and Alton; approved up to \$100,000 in additional funds for the Monmouth school construction project for asbestos removal; approved the application process for the George M. Briggs Fund for 1989-90, appointed Joyce Roach, Marjorie Medd, and Richard Kennedy to the committee to select recipients for grants from the George M. Briggs Fund, and authorized Key Trust Company of Maine to use funds in the George M. Briggs Trust to cover fees for cash balance reinvestment; authorized the Administrative Procedure Act process with regard to proposed rules governing accreditation of all schools; executed the "Assignment of Rights" for forwarding to United Student Aid Funds' counsel for filing in court.

At its June 1989 meeting, the Board received the Adult Basic Education State Plan for Program Years 1990-1993 under P.L. 100-297; granted funding approval for an addition to the Southern Aroostook Community District School at Dyer Brook, a new elementary school at Swan's Island in SAD 76, an addition to the elementary school in Starks in SAD 59, and an addition to the Prescott School in Washington in SAD 40; approved acquisition of land for school construction site purposes at Edgcomb, Blue Hill, Fort Fairfield in SAD 20, Freeport, Sedgwick, and Alton; approved construction of two additional classrooms to the Lincoln Elementary School in Augusta using no additional state funds; increased the school construction site approval amount granted the Town of Winslow in June 1987 from \$99,668 to \$139,000; approved the renewal request from Clarion University, Clarion, Pennsylvania, to offer academic credit courses in Maine leading to completion of the degree Master of Science in Library Science valid until September 1, 1991; authorized the Administrative Procedure Act process with regard to proposed revision in the rules for Chapter 13, Chapter 114 (Sections 1,2,3), Chapter 115 and 115-A, and Chapter 118-A (certification rules).

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The Board elected Jane Amero as chair and William Lawrence as Vice Chair for the 1989-90 fiscal year.

School Construction: The Board approved a total of \$76,131,763 for school construction in the past fiscal year.

LICENSES, PERMITS, ETC.:

Certification and Placement Section

Certification:

Teachers

School Nurse

Driver Education

School Psychologists

Curriculum Supervisors

Psychological Examiners

Division of Special Education

School Library Media Specialist

School Principal

School Superintendent

Counselor

Vocational Instructor

Reading Specialist

Special Education Consultant

Speech & Hearing Clinicians

FINANCES, FISCAL YEAR 1989: 20A MRSA, Section 404 provides that expenditures of this unit shall be borne by the Department of Educational and Cultural Services and are, therefore, included in its financial display.

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

EVE M. BITHER, COMMISSIONER

FRED DOUGLAS, Director of Higher Education Services

Central Office: One Weston Court, Augusta

Telephone: 289-2183

Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: 1967

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 080; Citation: 20-A M.R.S.A., Sect. 10501-10502

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct, either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities Act of 1963 administers many federal assistance programs for Maine post-secondary education institutions which include: Title VII of the Higher Education Act of 1965 — grants for construction, renovation, accessibility to the handicapped, and energy conservation.

ORGANIZATION: The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school con-

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struction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967. The Bureau of School Management, Division of Higher Education Services, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

PROGRAM: Financial Assistance to Construct or Remodel Facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY 89 no funds were actually appropriated and thus, no activity was conducted.

FINANCES, FISCAL YEAR 1989: No funds were available in FY 89.

OFFICE OF FEDERAL-STATE COORDINATOR

GREG SCOTT, FEDERAL-STATE COORDINATOR

Central Office: Education Building, Augusta

Telephone: 289-5112

Mail Address: Statehouse Station #23, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 071C; Citation: 20A M.R.S.A., Sect. 202

PURPOSE: This unit oversees all legislative activity for the Department with the Legislature and the Governor's Office and is the legislative liaison to the State Board of Education. The unit serves as the liaison to the Governor Baxter School for the Deaf for the Department. The unit is responsible for the strategic planning activities of the Department. The unit is the Commissioner's liaison to the Advisory Committee on Truancy, Dropouts and Alternative Education. The unit is the Commissioner's liaison to the UMS Instruction Television System and a member of the UMS Telecommunication Oversight Committee.

ORGANIZATION: This unit reports directly to the Office of the Commissioner. The federal liaison responsibility was added to the unit's responsibilities in August, 1980. The Governor Baxter School for the Deaf liaison responsibility was added in 1982. The truancy, dropouts and alternative education responsibilities were added in 1986. The Strategic Planning responsibility was added in 1987 and the Telecommunications liaison responsibility was added in 1988.

PROGRAM:

Governor Baxter School for the Deaf Liaison. This unit is the Department's administrative and policy liaison to the GBSD. It is in turn, GBSD's liaison to the Commissioner and the Legislature.

Legislative and Governmental Liaison. This unit oversees all legislative activity for the Department with the Legislature, the Governor's Office and the State Board of Education. The unit also coordinates with state and educational associations and local school administrative units. The unit is the Commissioner's liaison for state governmental relations.

Truancy, Dropouts and Alternative Education. This unit is the Commissioner's liaison to department staff and the Advisory Committee on Truancy, Dropouts and Alternative Education whose charge is to advise the Commissioner on the development and implementation of state and local policies and programs that are needed to deal effectively with the incidence of truancy and dropouts in schools.

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Strategic Planning Coordination. This unit coordinates the Department's strategic planning activities and prepares reports and updates.

Telecommunication Liaison. This unit is the Commissioner's liaison to the University System's Instructional Television System and is a member of the UMS Telecommunication's Oversight Committee. The unit chairs the Department's Telecommunications Committee and the Commissioner's liaison to the Northeast Regional Distance Learning Advisory Committee.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

EDUCATION FINANCE DIVISION

STANLEY R. SUMNER, DIRECTOR

Central Office: Education Bldg., Augusta

Telephone: 289-4485

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 071F; Citation: 20-A M.R.S.A., Sect. 202

Legislative Count: 14

PURPOSE: The major purpose of the Division of Finance is to provide centralized control over the fiscal operations of the department. Fiscal operations include: budget preparation and monitoring, receipt and deposit of revenues, pre-audit of expenditures, control over equipment and supplies, fiscal analysis, reporting and auditing.

ORGANIZATION: There are three sections within this Division: Budget Control Section, the Accounting and Reporting Section and the Audit Section.

PROGRAM: The Division accomplishes its purpose with an organization and system designed to support the goals and objectives of the various programs of the department while applying sound fiscal management principles.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATION FINANCE DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	309,783	309,783				
Health Benefits	27,877	27,877				
Retirement	60,384	60,384				
Other Fringe Benefits	1,553	1,553				
Computer Services—State	53,329	53,329				
Other Contractual Service	21,541	21,541				
Commodities	-5,678	-5,678				
Grants—Subsidies—Pensions	24	24				
Interest—Debt Retirement	49	49				
Transfers to Other Funds	93,783,916	93,783,916				
TOTAL EXPENDITURES	94,252,778	94,252,778				

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GOVERNOR BAXTER SCHOOL FOR THE DEAF

KATHLEEN M. FRIES, SUPERINTENDENT

PAMELA A. DUTREMBLE, Business Manager

Central Office: Mackworth Island, Falmouth *Telephone:* 781-3165 (Voice and TDD)

Mail Address: P.O. Box 799, Portland, Maine 04104—0799

Established: 1876

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 090; *Citation:* 20A M.R.S.A., Sect. 7503

Average Count—All Positions: 100

Legislative Count: 64

PURPOSE: The Governor Baxter School for the Deaf was originally established for the purpose of providing an educational and residential program for deaf children in Maine. The purpose and organization of GBSD is evolving and expanding in response to changing federal and state regulations with regard to Special Education and, in particular, deaf education. Governor Baxter School for the Deaf is becoming the core of a developing and far-reaching system to identify and meet the educational and related needs of Maine's hearing impaired citizens. The mission is to integrate these educational opportunities into a single state-wide unit in order to provide optimum services for hearing impaired infants, children, adults, their families, and the community at large.

Governor Baxter School for the Deaf meets school approval standards developed by the Maine Department of Educational and Cultural Services. It is also accredited by the Conference of Educational Administrators Serving the Deaf, a national association of schools and programs serving deaf students.

ORGANIZATION: The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It operated on Spring Street as part of the Portland School System until 1897. At that time, Portland deeded the land and buildings to the State. The school became known as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the organization was placed in the Department of Mental Health and Corrections. It remained there until transferred to the Department of Educational and Cultural Services. Since 1982 the Department's Office of Federal-State-Local Relations has served as liaison to the Commissioner and Legislature and resource on administrative and policy matters.

In 1943, former Governor Percival P. Baxter donated Mackworth Island to the State. He was later influenced by deaf people to help find a new site for the school when it had outgrown its Spring Street location. In 1953, funds donated by Governor Baxter and funds granted by the Legislature were used for the construction of a new educational, residential facility for the deaf on Mackworth Island. In 1957, the Legislature honored the Governor by officially changing the name of the school to Governor Baxter School for the Deaf.

PROGRAM:

GBSD provides a wide range of services for students, families, professionals and citizens in the State. Comprehensive programming includes the academic program (preschool, elementary, middle school, and high school), adult education, Aroostook County Project, the local and regional athletic program, audiological services, captioned film depository, computer program, coordination of on-site vocational rehabilitation services for students, deaf awareness program, driver education, evaluative services, Family Learning Activities, Independent Living Program, school library, parent/professional library, multi-level sign language program, occupational and physical therapy, Parent Advisory Committee, preschool consultation, preschool program, public school consultation, recreational program, resource center on deafness, Sound Lab and Communication Lab, Special Services, speech therapy and staff development activities.

Annual summer programming includes the preschool program; the Family Learning Vacation; the Summer Institute which is presented in conjunction with the University of Southern Maine; and the Portland-Falmouth Teachers' Academy.

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Projected Programming for 1989-1990 includes expansion of the Aroostook County Project to establish a resource center and support services for professionals serving hearing impaired in Northern Maine. 1989-1990 programming also includes the development of a program for Language Delayed Children and an expanded Intake/Evaluation Team. Other planning efforts at GBSD include the development of a deaf infant program.

In addition to the functions mentioned, GBSD serves as the contact for the Gallaudet University Information Center on Deafness and works closely with Gallaudet University Pre-College Programs in Washington, D.C., and the Gallaudet Regional Center at Northern Essex Community College in Haverhill, Massachusetts.

LICENSES, PERMITS, ETC.:

High School Diplomas. (The school is approved by the Maine State Department of Educational and Cultural Services and is accredited by the Conference of Educational Administrators Serving the Deaf).

PUBLICATIONS:

"The Beak"—school newsletter

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR BAXTER SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,003,833	1,992,983			10,850	
Health Benefits	170,396	169,017			1,379	
Retirement	400,013	397,963			2,050	
Other Fringe Benefits	15,090	15,039			51	
Other Contractual Service	269,876	251,132			18,744	
Rents	50	50				
Commodities	133,161	113,830			19,331	
Grants—Subsidies—Pensions	83,059	83,059				
Equipment	19,908	19,908				
Transfers to Other Funds	1,134				1,134	
TOTAL EXPENDITURES	3,096,520	3,042,981			53,539	

(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office: RFD #1, Box 833, Orrs Island, Maine 04066

Telephone: 833-2861

Mail Address: RFD #1, Box 833, Orrs Island, Maine 04066

Established: March 20, 1907

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 087; Citation: 27 M.R.S.A., Sect. 261

Average Count—All Positions: 1

Legislative Count: 0

PROGRAM: The year ending June 30, 1989 saw the usual varied activities and services of the State Historian. These included broad correspondence with students and professionals needing assistance in their research on Maine history. The State Historian participated in the Elderhostel program at the Margaret Chase Smith Library in Skowhegan, and taught Maine history at the Bath-Brunswick Center of the University of Maine, as well as at the University of Southern Maine. A Maine travel course was also taught for the first time during the summer of 1989.

EDUCATIONAL AND CULTURAL SERVICES

His lecture, "Maine Trolleys" was delivered on several occasions; he conducted historic tours in the Portland area, and spoke on "Maine in the Civil War" to Civil War groups. He continued to be active in the Maine League of Historical Societies and Museums, was President of the Harpswell Historical Society and the Harpswell Land Trust, and a Director of the Pejepscot Historical Society.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	350	350				
TOTAL EXPENDITURES	350	350				

MAINE HISTORIC PRESERVATION COMMISSION

CHRISTOPHER C. GLASS, CHAIRMAN

EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office: 55 Capitol St., Augusta, Floor: 1

Telephone: 289-2133

Mail Address: Statehouse Sta. #65, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 089; *Citation:* 27 M.R.S.A., Sect. 502

Average Count—All Positions: 9

Legislative Count: 5

PURPOSE: The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% state matching grants available for the restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department.

The Maine Historic Preservation Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect. In making these appointments, due considera-

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tion must be given to the recommendations made by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM: During FY 89, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 27 individual sites and four historic districts. The Commission sponsored one prehistoric archaeological survey, one historic archaeological survey, one architectural inventory of a Maine community, and one special project.

The Historic Preservation provision of the Economic Recovery Tax Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

Federal Grants. The Commission, during FY 89, awarded the following grant monies on a matching basis to private organizations, municipalities, and State agencies for the identification and restoration of historic sites and structures:

Administration	\$319,779
Prehistoric Archaeological Surveys	18,976
Historic Archaeological Surveys	7,000
Architectural Surveys	10,000
Special Projects	4,000
Total	\$359,755

LICENSES, PERMITS, ETC.:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed on the National Register of Historic Places which is state-owned or, if not state-owned, is subject to a preservation agreement between the landowner and the Maine Historic Preservation Commission, must apply in writing for an Excavation Permit to the Director of the Maine Historic Preservation Commission. If such a permit is granted, it must be co-signed by the Director of the Maine Historic Preservation Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by writing to the Maine Historic Preservation Commission, 55 Capitol Street, Augusta, Maine 04333.

Beard, Frank A., *200 Years of Maine Houses: A Guide for the House Watcher* (1981)
Hunt, H. Draper and Clancy, Gregory K., *The Blaine House, A Brief History and Guide* (1983).
Shettleworth, Earle G., Jr. and Beard, Frank A., *A Guide to the Maine State House* (1981).

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATIONAL AND CULTURAL SERVICES

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	271,527	125,261	30,245		116,021	
Health Benefits	24,465	9,914	2,803		11,748	
Retirement	53,092	25,463	5,713		21,916	
Other Fringe Benefits	1,834	902	421		511	
Other Contractual Service	72,803	22,166	—36,350		86,987	
Rents	4,718	460	390		3,868	
Commodities	34,589	5,612	2,988		25,989	
Grants—Subsidies—Pensions	176,519	77,678	250		98,591	
Equipment	2,453				2,453	
Interest—Debt Retirement	12				12	
Transfers to Other Funds	12,985		—604		13,589	
TOTAL EXPENDITURES	654,997	267,456	5,856		381,685	

BUREAU OF INSTRUCTION

WILLIAM H. RICHARDS, Ed.D., ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta

Telephone: 289-5918

Mail Address: State House Sta. #23, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 0711; *Citation:* 20A M.R.S.A., Sect. 202
Legislative Count: 69.5

PURPOSE: The Bureau of Instruction has the responsibility for providing program direction for six divisions which deal with: curriculum development, instruction, program evaluation and other topics related to the education of Maine students in grades kindergarten through grade 12; school improvement programs including strategic planning, school approval and accreditation; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; certification procedures involved with the approval of degree-granting institutions; the delivery of alcohol and other drug education and prevention services to Maine's educational system; and implementation and administration of Title 20-A, M.R.S.A., Subpart 1, and assistance with Special Education provisions of the School Finance Act; administration of federal funds for exceptional children under the Education of All Handicapped Children Act of 1975, and P.L. 89-313, Title I, ESEA, Education of the Handicapped; an annual assessment of student achievement in Maine schools for grades 4, 8, and 11 in the subject areas of reading, writing, mathematics, and other content areas. Additionally, administrative responsibility is assumed for activities conducted under Chapter I of the Education Consolidation Improvement Act of 1981 and the Maine Migrant Education Program. This Bureau also has the responsibility for the Instructional Support Group Program, the Maine Aspirations Compact, and the Commission on Maine's Common Core of Learning.

ORGANIZATION: The Bureau of Instruction has had a long history of operation within the Department of Educational and Cultural Services. It was once formed and operated during the 1950's and early 60's as the Division of Instruction. Following a mandate by the legislature in 1971 to reorganize state government, the Division of Instruction was re-formed as the Bureau of Instruction. It includes all classroom emphases except for vocational education, and is administered by an associate commissioner.

The following information gives a detailed description of the work performed by each of the divisions and units in this bureau.

EDUCATIONAL AND CULTURAL SERVICES

PROGRAM:

Division of Curriculum. The Division provides leadership, technical assistance and regulatory services to school administrative units in Maine. Leadership and technical assistance includes the development and dissemination of information in subject areas through the Regional Curriculum Network meetings, visitations, publications and correspondence. In addition, the Division administers and integrates federal programs such as bilingual education and publishes policy and position papers on current educational practices. Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems and locating resources.

The Division is responsible for school approval. Although this process is regulatory, it has leadership elements. Because school improvement planning is an integral part of school approval, division consultants provide local units with current effective schools research and practices. This leadership function is critical as DECS implements the Educational Reform Act of 1984. A major component of the school approval process is the site review process conducted by consultant teams. Every elementary and secondary school must be visited on a one and five year cycle to determine if school approval standards are in place. Along with school approval, the Division is also responsible for administering accreditation and inspection visitations. Through these programs, school administrative units are able to improve educational practices and services for students.

Specific Division Program Functions are as follows:

School Improvement Plans. All of Maine's public schools have submitted a School Improvement Plan as required by regulations. The plans are based on a comprehensive needs assessment and contain goals, activities, and evaluation criteria directed at improving educational conditions. Each year, school units are required to submit an up-date of the plan which indicates progress in meeting goals and sets new goals and directions. The next update from each school unit is September 30, 1989.

Accreditation. Accreditation is used as a measure of quality and a focus for future planning for individual school improvements. The process involves a year-long self-study by teachers, administrators, community members, and students followed by an on-site visit by a committee of outside educators. The visiting committee makes recommendations for program improvement based on an assessment of the self-study materials and a review of the school's programs and services. The Division of Curriculum is in the process of implementing new accreditation standards for elementary and secondary schools. The new accreditation process will be in place for the 1989-90 school year.

Publications:

- Chapter 125 — School Approval Standards
- Chapter 127 — Curriculum and Graduation Standards
- Chapter 130 — Equivalent Instruction Through Home Study
- Chapter 138 — Accreditation Standards

Innovative Educational Grants. Innovative Educational Grants are available on a competitive basis to teachers, schools, and school systems to promote improved education. Classroom-based grants are awarded for grants submitted by individual teachers (maximum of \$2,000) or groups of two or more teachers (maximum \$5,000). School-based grants are awarded on a matching funds basis to individual schools (maximum \$10,000) and to two or more schools or school systems (maximum \$20,000). A portion of the available funds for both classroom and school-based grants are targeted for a competition limited to educators and schools located in the four designated Job Opportunity Zones. Additionally, school-based grant funds are available for grants to schools selected to participate in the Restructuring Schools project. This program is administered by the Innovative Educational Grants Coordinator. Services provided by the Coordinator include technical assistance to grant recipients and consultation and training to those interested in developing a grant proposal.

School Health Services. A school nurse consultant responds to requests from school administrators and school nurses, orients new nurses, presents workshops, prepares materials for use by nurses, assists school officials and school boards in understanding the role of the school nurse, promotes school health programs, prepares and distributes a school health manual and publishes a newsletter for school nurses.

Guidance, Counseling, and Testing. This office is responsible for the administration of guidance and counseling. Leadership, service, and regulatory functions include information and assistance provided to counselors, administrators, teachers, students, citizens, legislators, and

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allied agencies in the broad area of guidance and counseling; student records; suspension and expulsion; issues of privacy, student rights and responsibilities; career and vocational education guidance; and protection of pupil rights.

Bilingual Education, Refugee Assistance and National Origin Desegregation. This office provides workshops and technical assistance to local schools, K-12. It has been active in developing equitable programs and planning for all linguistic minority children throughout Maine, generally in the form of training and materials in English as a Second Language and bilingual education.

The Title VII coordinator has been the department liaison with Washington for basic projects, academic excellence projects, and teacher training projects in bilingual education. Five project sites now exist in Maine for these languages: Vietnamese, Lao, Khmer, Passamaquoddy, Maliseet, Dari, Romanian, Polish, and French. The coordinator has been responsible for the development of bilingual and special language programs funded under ESEA Title VII and the Transition Program for Refugee Children. Detailed state plans for each of three federal programs identified above are on file and available for review.

The Department awards sub-grants to local educational agencies in accordance with the rules and regulations governing the Transition Program for Refugee Children. The department has monitored recipient sites serving eligible refugee children. The department also has provided technical assistance to schools, and appropriate leadership materials enabling them to serve refugee children. The numbers of immigrant children have increased in recent years; so have DECS technical assistance services.

Newspapers in Education. The Newspaper in Education (NIE) Program is administered by the Division of Curriculum, although it is funded totally by the Maine Daily Newspaper Publishers Association. The program assists Maine schools using the newspaper as an educational resource. The consultant conducts parent-teacher organization presentations, selected classroom visits, training seminars and workshops with educators from the primary to university graduate level. Numerous materials, including a quarterly newsletter, describe newspaper-related activities which can be integrated into various curricula. All services and materials are available at no charge upon request. Additionally, a graduate-level Newspaper in Education course is offered each summer at the University of Maine and at the University of Southern Maine. Through the program, daily newspapers are provided for classroom use at a discount price. Special student contests and NIE activities are highlighted in the newspapers during NIE month—March. Because of the training and services provided through this program, several hundred students in the state are now learning through educational newspaper activities in a variety of subject areas.

Early Childhood. Funds were provided by the Legislature to be used for grants to local schools for the purpose of improving their early educational offerings in kindergarten through third grade. Five projects were funded for a second year, and seventeen new programs began. Topics for projects ranged from establishing an ungraded primary program, to instituting transitional grades, to providing foreign language instruction and specific teacher training in early childhood development and curriculum. In addition, the two early elementary consultants in the division provided leadership and technical assistance to the field. Special projects included a statewide conference attended by over 450 people, publication of a guide to moving toward developmentally appropriate practice, and publication of a book describing the continuing Early Childhood Education Grants. Workshops on grantwriting and topics of interest were presented to the field. The Regional Curriculum Network (RCN) was continued, bringing together department personnel, university faculty and local primary educators to discuss critical K-3 efforts.

Instructional Support Group. The 111th Legislature in its Second Session provided money for the contracting of outstanding educators for a period of one year to assist other educators and department consultants in a supporting role. The intent is to use practicing educators to help other educators in school improvement efforts.

School Volunteer Programs. The state coordinator of school volunteer programs was hired permanently in November, 1986. The coordinator continues to offer regional training opportunities in five regions of the state, designed for both school staff and community members. Consultation is offered to school/community groups, teachers, administrators and school boards. An annual survey is conducted. By 1987, 350 schools or school districts had organized school volunteer programs. Approximately 30 districts employed paid part- or full-time directors of volunteers. Approximately 20,000 people volunteered in Maine schools, directly affecting 100,000 Maine students through more than a half million hours of volunteer work. Sixty-nine percent of the volunteers are parents and about 75% of all volunteers provide direct services to students.

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The goals of the program are to develop new school volunteer programs, to help schools reorganize existing programs, to stimulate local growth and innovation in meeting students' educational needs through volunteer services, to involve parents in local education, to improve the relationships between schools and their communities and to enable all segments of the community to be directly involved in helping Maine children realize their potential.

Maine Studies Curriculum Project. The Maine Studies Curriculum Project continues to command the attention of educators throughout the state. The outcomes of this project will offer students an in-depth appreciation and knowledge about Maine's environment, government, economy, history, and future. Program K-12 is now available from the Down East Books, Camden, Maine 04843.

Content Areas:

Language Arts. The language arts consultants work with teachers and administrators to design curriculum, review programs and upgrade the quality of instruction in reading and writing in grades K-12. Much of this work is accomplished through regular Regional Curriculum Network meetings and visits to individual schools. Consultants also work with professional organizations such as the Maine Council for English Language Arts and Maine Reading Association and on special projects such as the Maine Literature Anthology and Summer Institute to provide teachers and administrators with a wide variety of opportunities for professional growth and development.

Math. The mathematics consultant provides technical assistance to teachers and administrators, K-12, in mathematics content and methodology and in developing mathematics curriculum. She assists school systems/institutes of higher education in developing appropriate Title II programs. Collaboration is undertaken among the math departments of colleges and schools, industry, professional mathematic organizations and the state mathematics consultant to promote a high standard of excellence in mathematics education in Maine. Cooperation between the science consultant and the mathematics consultant in developing K-12 programs to help enhance science and mathematics for students is ongoing.

Social Studies. The Division of Curriculum has worked with school systems in designing, clarifying or implementing social studies curriculum projects. A Social Studies Consultant is available to provide leadership and technical assistance.

Science. The goals of the science consultant are to assist educators in the development of their own professional and personal skills, to provide assistance to teachers and administrators in science curriculum development and enhancement, to work towards safer classrooms and laboratories, and to undertake and promote teacher and student recognition programs. Additionally, a federal grant program designed to enhance skills of teachers of math and science is administered for K-12 local educational agencies and post-secondary institutions in conjunction with the mathematics consultant.

Foreign Languages. Technical assistance is provided to teachers and school administrators in the areas of foreign language curriculum and instruction, including the development of new programs and review and improvement of existing programs. The foreign language consultant is available to provide leadership, direction, and current information concerning second language learning. The consultant also works closely with the Foreign Language Association of Maine to provide teachers and students with a wide variety of opportunities for growth and development.

Fine Arts. Technical assistance in all curriculum areas of the arts is provided through personal contact and the Regional Curriculum Network. Increased emphasis is placed on developing fine arts programs at the elementary level and strengthening programs K-12 in all schools. Particular attention is given to developing innovative approaches to meet the fine arts requirement on the secondary level. The consultant also works with professional organizations such as Maine Art Education Association, Music Education Association and Maine Alliance for Arts in Education to provide teachers and administrators with opportunities for professional growth and development and acts as a liaison between the DECS and the Maine Arts Commission and other cultural organizations.

Health Education. Through a collaborative effort with the Maine Department of Human Services, the Maine Department of Educational and Cultural Services now has two health education consultants and two AIDS education consultants in the Division of Curriculum. These consultants promote health education and provide services in curriculum development, teacher consultation, teacher resources, health promotion, and in-service training through the Regional Curriculum Network and work with individual school administrative units. A health education newsletter is published three times a year. The health education office also coordinates the Maine

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Wellness Conference, the AIDS Prevention Teacher Training Program and also administers the Chapter 2 grant for teacher training in comprehensive school health education.

Computer Education. A full-time consultant works with administrators, teachers, parents and students in developing ways to integrate microcomputer technology in the curriculum. Services provided are software/hardware consultation, inservice training with computer applications, computer education program reviews, curriculum development assistance, and a software/hardware preview center.

Division of Alcohol and Drug Education Services (Carl Mowatt, Director). This division serves the public schools of Maine in alcohol and other drug abuse prevention and education efforts. The division's position is that schools can be one of the most effective segments of a comprehensive school/community approach for impacting every aspect of local alcohol/drug use, abuse, and dependency problems.

The division addresses alcohol and other drug dependency as a primary, progressive, chronic, and fatal disease. This basic premise is applied to three distinct populations of school students and adults: (1) those who are using, abusing, or dependent on alcohol/drugs; (2) those affected by others who are abusing or dependent on alcohol/drugs; and (3) those who are neither using nor affected by others abusing alcohol/drugs.

The Division provides purpose, leadership, clear direction, and support for schools and communities regarding the development of comprehensive alcohol/drug prevention programs. These comprehensive programs encompass all three populations and provide specific policy, programs, and services for each. The program model calls for the formation and training of school/community teams. These fifteen member teams include superintendents, principals, guidance counselors, school board members, teachers, school nurses, students, parents, law enforcement officers, clergy, town government officials, media representatives, and alcohol/drug treatment personnel. This broad-based group representing key community interests is the best source of knowledge about local issues. At week-long team development institutes and three-day follow-up conferences, team members learn about the disease of chemical dependency; how alcohol/drug abuse impacts families, schools, and communities; how to work together as a team; and how to implement comprehensive prevention and education programs and services in their schools and communities. Each local team goes through a generic planning process which helps to identify "where its schools and communities are" in relation to dealing with alcohol/drug issues. The division then provides continuous leadership and direction through ongoing education, consultation, and material resource assistance to help the team move through its action plan toward "where it wants to be." This systematic approach allows local control over program efforts and is a prime motivator for teams to comprehensively deal with their school and community alcohol and other drug problems. A Program Review and Comment Committee comprised of educational and community leaders provides advice and guidance on the division's program direction.

In-Service Education: The division conducts two-day in-service workshops on alcohol/drug use, abuse and dependency and on the elements of a comprehensive school program for all employees of school systems that have contracted with the division for team training. It also provides opportunities for advanced training for key professional groups within the school system.

Curriculum Development: The division provides consultation and training for primary prevention curriculum programs and resource materials for use in elementary and secondary schools.

Technical Assistance: Technical assistance in implementing alcohol and other drug education programs is available to all school personnel in Maine. With the passage of P & S 1985, c. 134, field offices were established in Presque Isle and Machias. The consultants based in those offices provide direct on-site assistance to schools in Aroostook, Washington, Hancock, Northern Penobscot, and Northern Piscataquis Counties. Most of the assistance provided by the division is requested by individuals or groups associated with the team development program. The division provides technical assistance to school/community teams in team development, school board and community awareness presentations, alcohol/drug policy development, support group development, peer helper program development, student awareness presentations, curriculum implementation, and selection and utilization of print and audiovisual resources.

Resource Services: The division's resource services are available to all school systems and community groups in Maine. The audio-visual library contains the largest collection in New England. Over 700 videocassettes and films are available for use without charge to schools, hospitals, treatment facilities, law enforcement agencies, churches, businesses, civil groups, and

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community organizations who use them in their prevention, education, and treatment programs. The library circulates approximately 665 films per month. The division maintains an inventory of pamphlets and books available for loan and/or distribution to schools state-wide. These materials and related consultation on their appropriate use are provided to complement prevention and education programs in elementary, junior high, senior high, and post-secondary schools.

Special Projects: The division sponsors state-wide prevention activities. Project Holiday aims to reduce the incidence of operating under the influence during the Christmas and New Year holidays. Project Graduation aims to prevent alcohol and other drug related highway fatalities during commencement season through the promotion of chemical-free graduation activities. This project became a national model in 1983 and was the subject of a national convention in 1984. It received the Secretary's Award for Excellence as a Community Health Program and a Community Health Promotion Award from the Department of Health and Human Services. Chemical-free commencement activities are planned by students, parents, and school personnel in nearly every high school in Maine each year. In 1989, for the second consecutive year, there were no alcohol-related teenage highway fatalities during the commencement season.

Special Initiatives: The division's new initiatives in the past year have focused on elementary/middle level prevention needs and at risk children in grades kindergarten through twelve. In both cases developmental work has been underway to identify and pilot models for ensuring that younger children have comprehensive prevention and intervention programs, and for providing schools with a process for identifying, assessing, and appropriately referring students who need services to deal with behavioral issues that may be related to alcohol/drug use. Additionally, the sports alcohol/drug prevention initiative continued this past year with workshops, consultations, and development of a booklet that has been selected for national distribution.

Interdepartmental Cooperation: The division works jointly with staff members from the Departments of Corrections, Human Services, and Mental Health and Mental Retardation in planning and assessing alcohol and other drug abuse prevention, education, and treatment services in Maine. Public Law 1981, Chapter 454, known as the Alcoholism Prevention, Education, Treatment, and Research Fund enacted by the 110th Maine Legislature, has greatly enhanced the division's capability to serve the schools of Maine in their prevention, education, and awareness efforts. The Bureau of Safety in the Department of Public Safety provides partial funding for the division's Alcohol, Other Drugs, and Highway Safety Program and cooperates with the division in promoting or sponsoring special projects related to highway safety.

Federal Initiatives: The division is administering the Drug Free Schools and Communities Act of 1986 for Maine. This includes formula grants for school administrative units to use toward comprehensive program implementation, and the Governor's discretionary funds for grants funding community prevention programs and programs for high risk youth. Under the federal Drug Free Schools Recognition Program, four schools in Maine were selected for state-wide recognition of excellence in their prevention programs: Madison High School, Massabesic Junior High School, Skowhegan Area Middle School and Windham Junior High School. Also, this year the division completed a three-pronged research/assessment effort with a grant from the U.S.D.E. The project included a state-wide random sample survey of students in grades 5-12 on alcohol/drug use and related issues, a state-wide mail survey of administrators, and a status assessment of the school/community team model conducted by Boston University's Alcohol and Drug Institute.

Traditionally, alcohol and other drug issues have been dichotomized by federal and state agencies. The focus has been separated by targeting adults who use alcohol versus dealing with other drugs by targeting teens through the schools. The division helps local teams recognize the reality that adults, as well as teens, use alcohol and other drugs. Local programs must address these combined issues and problems through the school and community to have a positive impact.

The division recognizes that the abuse of alcohol and other drugs creates a barrier which inhibits academic and social achievement in schools. Students and employees who are using, abusing, or dependent upon alcohol and other drugs cannot function normally and achieve their full potential. Additionally, home environment influences the capacity to learn, to teach, and to provide school leadership. There is a definite negative impact on all individuals who come from homes where there are alcohol or other drug abuse problems, particularly school-age children. As a school and community establishes strategies for dealing with alcohol and other drug abuse issues, a forum is created whereby the respective responsibilities of students, teachers, administrators, and parents can be discussed and mutually agreed upon. In that process, the legitimate role of non-school, social service and other community agencies can be negotiated and liaison agreements developed. As schools learn how to better manage problems associated

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with alcohol and other drug related issues, the potential for excellence in schools increases proportionately.

The philosophy and direction for helping Maine schools deal with alcohol and other drug issues has been set and must be maintained. The Division of Alcohol and Drug Education Services provides a model of continuity and consistency for the schools and communities of Maine. The division has trained 108 school/community teams representing 75% of the state's school systems. The school/community approach utilized by the division has resulted in the development of liaisons and working relationships between schools and families, treatment facilities, law enforcement agencies, social service agencies, and other community businesses and organizations. The division provides ongoing state-wide leadership, coordination, training, consultation, and program resource services. This ensures that schools and communities have the support to successfully accomplish their short- and long-term goals in prevention and education programs.

Division of Special Education is responsible for the implementation and administration of Title 20-A, MRSA, Part 4, Subpart 1, "Special Education" and assistance with Special Education provisions of the School Finance Act. It is also responsible for the administration of federal funds for exceptional children under the Education for All Handicapped Children Act of 1975, as amended, and P.L. 89-313, Title I, ESEA, Education of the Handicapped. The Department has general supervisory responsibility for the educational programming of all exceptional students residing within the state.

Federal Programs: In FY 88 ninety-six individual and forty-one consolidated local entitlement applications submitted by school administrative units were approved for a total expenditure of \$6,829,228 of the P.L. 94-142 State Grant Award. 30% of these funds went to special education teachers salaries. Discretionary grants were awarded to school administrative units in the amount of \$1,590,764.14. Priorities for the discretionary grants were recommended by the Maine Advisory Panel on the Education of Exceptional Children.

Twenty-eight thousand one hundred and ninety-four exceptional students were provided Special Education and Related Services in 1987-88. This represents 13.3% of the total estimated 5-17 school-age population in Maine.

The majority of students (10,483) served were identified as learning disabled. This represents 37.2% of all exceptional students served, or 5% of Maine's 5-17 school-aged population. Four thousand two hundred and fifty-eight students were identified as having behavioral needs. This represents 2.0% of Maine's 5-17 school-aged population.

Of special education students, 51% (14,310) received special education and related services and regular classroom instruction. Twenty-nine percent (8,263) received resource room instruction. Thirteen percent received separate class instruction while approximately 2% received their instruction in residential programs.

The related services most frequently provided to special education students in 1987-1988 were speech and language services (24.5%). Psychological services made up 14.3% of the related services provided. Other related services, such as counseling services, occupational therapy, and social worker services followed in that order.

Of the special education students between the ages of 16 and 21 in the public school system in 1987-1988, three thousand five hundred and ninety-four, or 63.55%, are still receiving special education services. Seven hundred and thirty-four graduated with diplomas, while 412 exceptional students dropped out of school. Forty-two percent (176) were behavior disordered and 35% (146) were learning disabled. Sixteen and seventeen year olds made up the majority of those students who dropped out.

Data reported on anticipated services needed by special education students between the ages of 16 and 21 in 1987-88 indicates that the most needed services for this age group were first, vocational training and job placement (17.01%), second, case management and counseling (16.81%), and third, mental health services (12.10%).

CSPD (Comprehensive System for Personnel Development)

Structure: Maine's Comprehensive System of Personnel Development was restructured over the summer of 1987, to include as a major leadership group, a Department of Educational and Cultural Services/Higher Education Committee composed of members of the Division of Special Education and all teacher education colleges and universities in the state. This group met four times throughout the year, and is in the process of defining a mission statement and goals. The new plan also calls for the development of regional Comprehensive Systems of Personnel Development. One was piloted in western Maine in 1989 with a western CSPD Advisory Team formed

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in the spring to provide leadership. They held a strategic planning retreat in June to begin to develop a mission statement and priority regional goals. In addition, the internal CSPD group (composed of members from the Division of Special Education) updated their five-year plan in June. This will be widely disseminated in September. Some highlights of the 1988-1989 plan are described below.

I. *Maine's Support Network for Special Education Teachers*: This project was designed to promote the continued professional development of special education teachers. It was awarded the 1988 ACRES National Exemplary Project Award in Inservice Education. Its accomplishments for 1988-1989 included the following:

- A) Regional teacher networks in six regions of the state, (western, southern, central, Washington, northern Aroostook, and southern Aroostook) continued to operate and expand. A new network was formed in Hancock county.
- B) Three teacher support sessions were held throughout the year in each region. 95% of Maine's school districts were represented with 40% to 95% of the teachers in each region participating. Participation doubled or tripled this third year in all regions.
- C) A "midwinter retreat," open to teachers from all the networks, was held in January to provide follow-up training to the summer academies and to promote statewide networking. 325 teachers and directors attended.
- D) Regional Teacher Academies on priority training needs were held in August 1988. The training content responded to the following regionally identified needs:

Western	Assessment
Southern	— Whole language
Central	Math for Special Needs Kids
	Social and Thinking Skills
Aroostook	— Assessment
	Whole Language
	Math
	Skillstreaming
Washington	— Behavior Management
	Assessment
	Stress Management

- E) Regional Special Education Teacher Academies have been planned for August, 1989, on regionally identified needs.

II. *Mainstreaming*: The Mainstreaming Project was developed to train special education teachers to teach an exceptionality course to regular educators and is meeting a huge need. Response is overwhelming. A teaching guide for the course was developed and printed and a journal article on the Project is also underway.

III. *Staff Development*: Training and assistance regarding successful staff development practices and the development of local staff development systems has been provided to school, SEA and university staff within and out of Maine.

Three day staff development retreats to educate staff about research and practice regarding successful staff development were held for:

- A. Nineteen consultants from the Department of Educational and Cultural Services' Divisions of Special Education, Curriculum and Certification, Placement and Teacher Education and the University of Maine Professional Development Centers in December and February.
- B. The Division of Curriculum (24 staff) in June.
- C. 24 school staff from 11 districts in western Maine in March and May.

Assistance was also provided to the Department of Educational and Cultural Services' staff development team.

Meetings were held with staff from the Divisions of Curriculum, Special Education, and Certification, Placement and Teacher Education to discuss the integration of requirements for professional development.

Building Systems for Professional Growth—An Action Guide was written and is in the process of being co-published by the Department of Educational and Cultural Services and the Northeast Educational Lab.

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Interdepartmental Activities: The Division continues its active participation in and support of Maine's ten year history of interagency collaboration. The legislatively established goals for the Interdepartmental Council include the continued development of a statewide system of coordinated services, evaluation of the allocation of resources to insure the availability of quality services, and the continuation of the development of a comprehensive approach to the initiation and revision of policies affecting services to children and their families. Major accomplishments included the Interdepartmental Council's participation in the development of a children's budget for 1990-1991 and the initiation of the policy statement adopted in May of 1988, which clarified the organizational structure and work plans for each policy committee, subcommittee and work group.

The Division was supportive of the Interdepartmental Council's Children's Residential Treatment Center Committee and worked with other department representatives on increasing access to third party funds for children in need of treatment. The process for establishing rates was well received by representatives of the residential treatment centers in Maine.

Governor McKernan designated the Department to be the responsible entity for the preparation of an application for federal assistance to be available under P.L. 100-407. A planning group coordinated a needs assessment utilizing the University of Maine's Instructional Television system and coordinated the identification of resources to be used in increasing access to technology and technology-related assistance for disabled citizens.

The Division of Special Education continues to work with the Bureau of Mental Retardation to monitor the implementation of the Joint Regulations between the Division of Special Education and the Bureau of Mental Retardation, Department of Mental Health and Mental Retardation. Meetings were held early in the year to review the joint regulations for needed amendments to correspond with changes in regulations and statutes for the two Departments. These amendments will be completed next year. Copies of the existing regulations were distributed to new special education directors as requested throughout the year. Regular telephone contact was maintained throughout the year between the individuals assigned monitoring responsibility, in order to resolve problems or issues which arose during the course of the year.

An Agreement between the Departments of Educational and Cultural Services and Corrections was completed this year and signed by the respective Commissioners on June 28, 1989. This agreement was the result of two years of work by a committee representing both Departments and the Maine Association of Directors of Services to Exceptional Children. The Agreement describes a framework for communication, information sharing and joint planning to improve the delivery of regular and special education services to clients of the juvenile justice system. A three year grant has been given to a local education agency to assist the two departments in working with correctional personnel and school personnel to implement this agreement.

Interagency Coordination: The Division continues to be involved with the Bureau of Adult and Secondary Vocational Education. The two agencies jointly continued in-service training for special educators and vocational educators. Two representatives from special education are assigned to assist in conducting reviews of the vocational centers and regions under the Methods of Administration Regulations as well as be members of the Methods of Administration Team which reviews state and federal regulations. The Division, with the State Cooperative Team, has revised the Cooperative Agreement. The Division continues to participate with the Bureau of Adult and Secondary Vocational Education to look at issues, assessments and certification of evaluators and vocational/special education personnel.

The Bureau of Rehabilitation in the Department of Human Services and the Division of Special Education continue to cooperate and have jointly funded staff development activities.

The Division of Special Education continues to provide 50% of the support for the Facilitator of the Cooperative Agreement. The cooperative agreement team continues to meet on a regular basis for the purpose of facilitating cooperation and increased utilization of vocational education and rehabilitation services for the handicapped.

The Division and the Bureau of Adult and Secondary Vocational Education jointly planned and funded the Conference on Students at Risk at the secondary school level. The Division cooperates with the Department of Labor, Department of Mental Health and Mental Retardation, the Department of Human Services, and the University systems as well as private providers in examining and planning staff development.

The Division worked cooperatively with the Maine Occupational and Career Training Center (MOICC) of the Department of Labor in funding and designing the three-day career education workshop.

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The Division, with the Bureau of Adult and Secondary Vocational Education, works cooperatively and assists in funding the activities of the Interdepartmental Committee on Transition through its membership and financial support.

The Division works cooperatively with the University of Maine, Orono, in funding a staff development program for training of adapted physical education specialists to work in the public schools to provide adapted physical education services to those handicapped students who need this curriculum area.

The Division, in cooperation with the Bureau of Adult and Secondary Vocational Education, the Bureau of Rehabilitation and other representative agencies, developed, through the services of the Human Services Development Institute of the University of Southern Maine, a publication entitled *A Guide to Transition: Policy Procedures*. The Division, in cooperation with the Bureau of Rehabilitation, Bureau of Adult and Secondary Vocational Education, as part of the Cooperative Agreement Team, developed and jointly published two publications: 1) *A Cooperative Effort Between Special Education, Vocational Education, Vocational Rehabilitation, Eye Care Services—Program Explanations*; and 2) *Transition and Young Persons with Disabilities: A Bibliography*.

The Division developed a task force on Teacher Education which includes both public and private institutions of higher education.

The Division, in cooperation with the University of Maine System, the University of Maine and the public schools, funded and provided leadership to the Maine Task Force on Adapted Physical Education through publication of a newsletter, sponsorship of workshops and the Task Force activities.

Program Review and Technical Assistance: During the 1988-89 school year, division staff responsible for Program Review revised and field tested procedures for monitoring compliance of Federal and State special education laws and regulations. The revisions resulted from a Federal monitoring report and major revisions in Maine's special education regulations.

The revised monitoring procedures were field tested in six school units. The units participating in the field testing consisted of three school administrative districts, two school unions and one school department.

The revised process continues to use a two-part monitoring packet which is completed by staff of the school unit and returned to the division. A parent opinionnaire is also sent to a random sampling of the unit's parents who have children receiving special education services. The returned data are desk audited along with the two-part monitoring packet, certification records and other data available in the Department. Based upon the review of this data, a Letter of Concerns is sent to the superintendent of the unit being monitored. A similar process is being developed for state-operated special education services and special purpose private schools.

A site visit of at least two days is then conducted by a Program Review Team consisting of a member of the division's monitoring staff and at least one professional from a school unit or university training program. During the site visit, a meeting is held with administrators to discuss issues raised in the Letter of Concerns. Other components of the site visit include the auditing of student records, interviews with staff and an examination of facilities to determine whether the school provides accessible services for or discriminates in any way against exceptional students. Finally, an oral presentation highlighting the Review Team's finding is presented by the Team. The division team leader then prepares a Letter of Findings which is sent to the superintendent or school director. After the administration has had an opportunity to study the Letter of Findings, an appointment is made by the division staff member to meet and develop a Corrective Action Plan which includes specific corrective actions, persons responsible and completion dates. Progress toward completion of the action plan is monitored in part through the use of a computer data base, and upon expiration of the plan, the division staff member coordinating the monitoring process conducts a site visit to assure that all required corrective actions have been satisfactorily completed.

The Program Review staff have provided and arranged for a broad range of technical assistance activities. A major activity focused on the writing of educational plans. Staff provided over thirty such workshops around the state. Other program review staff workshops addressed student record confidentiality and access and the requirements of section 504 which is administered through the Office of Civil Rights (OCR). In addition staff provided a two-hour interactive television presentation on program review monitoring activities.

A major technical assistance activity of the last year was the development of the Special Education Model Forms. A task force of three professionals from the field worked for a year

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with the Program Review staff researching and writing. The final product is a complete set of formats covering every aspect of written documentation required by Federal and State special education laws and regulations. Each format is accompanied by a narrative discussing the format and indicating the criteria necessary for its completion. The three members of the task force joined the Program Review staff in a two-and-a-half hour interactive television presentation on the Model Special Education Forms.

Technology in Special Education: The Division of Special Education applied for and was chosen as a site for the National Assistance Project in Special Education Technology (NAPSET) during the 84-85 year. NAPSET provided planning assistance to a State Planning Team comprised of special education directors (2), special education teachers (2), a regular classroom teacher, a computer coordinator, a school board member, a vocational rehabilitation representative, a Department of Educational and Cultural Services micro computer consultant and a special education information specialist. The Planning Team developed and disseminated a special education technology planning guide for use by local school districts within Maine.

The Division of Special Education has organized and implemented a network between regional special education directors' groups in Maine via SpecialNet, a nationwide telecommunications network. Thirteen regional groups, four individual school districts, three universities and four other agencies/organizations (including the Division of Special Education, Bangor Mental Health Institute, Sweetser and the Maine Association of Directors of Services for Exceptional Children) are participating in this network using computer and modems. The Division has provided some financial support, plus training and technical assistance. The division has also created and maintained a bulletin board of Maine's legislative information on this network which includes weekly hearing schedules, a weekly update of bills introduced in the legislature and periodic status reports.

In addition a Special Educators' Forum has been maintained by the Division on another telecommunication network (ME-LINK) based in Maine. Teachers in the field can request information and/or receive information on various topic areas within Special Education via ME-LINK or SpecialNet.

Preschool: The passage of P.L. 99-457 in 1986 has influenced Maine's early intervention system significantly. These major amendments to P.L. 94-142 affecting the delivery of services to both the 0-2 (Part H) and 3-5 (Section 619) populations have resulted in the need for the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC) to increase their work pace and bring Maine into compliance with the mandates of service as contained in the federal law by School Year 1991-92.

Major components of this activity include:

1. Revision and submission of major legislative amendments to Maine's early intervention statute reflecting both the federal law as well as bringing the statute to current practice and terminology.
2. Completing the field review process of the 3-5 *Interdepartmental Standards* through program reviews and the development of Plans for Improvement with the public and private agencies and programs reviewed; conducting a thorough study of the comparison between the 0-2 *Principles and Criteria* and the *Standards*, coming to consensus regarding the methods and approach to obtain enhancement of standards to include the entire 0-5 population.
3. Provision of technical assistance to programs and services for families and young children, ages 0-5, who are handicapped or at risk for developmental delay in synchrony with both the *Standards* as well as in compliance with the basic program components as contained in P.L. 99-457.
4. Conduct an update of the **Provider Resource Directory and Data Files** in order to comply with federal data requirements regarding the availability of personnel and services for the target population.
5. Maintain and enhance the **Child Data System** throughout the State of Maine for all families and children, ages 0-5, enrolled in the interdepartmental service delivery system in order to comply with federal data reporting requirements, the development of resource priorities within and throughout the State of Maine, and to provide a local management tool for each of the sixteen Coordination Sites in the provision of mandated services and forms of assistance through coordination to these clients.
6. Work through a series of planning activities necessary to identify the specific policies related to the implementation of the federal law for the State of Maine. Activities have

EDUCATIONAL AND CULTURAL SERVICES

been initiated, for example, that provide a Philosophy Framework for the Interdepartmental Coordination System in Maine, the identification of necessary services for the target population, establishment of eligibility criteria for services under P.L. 99-457, and related initiatives that also include financing of the service delivery system, transition efforts for families and children to the public school system, and interagency agreements.

Recognized nationally as a leader in the field of interdepartmental coordination for early intervention, the State of Maine has maximized the use of federal and state funds through a variety of resources for the provision of necessary coordination and services for families and young children. The exemplary partnership between the Coordination Sites and public schools throughout the System clearly identifies the value of the shared responsibilities in the provision of these services, and has been successful in encouraging public school as partners rather than as those solely or exclusively responsible for this population.

The ICCPHC will continue to provide strong leadership and management for the early intervention system in Maine, now identified statewide as **CHILD DEVELOPMENT SERVICES**. The strong interagency leadership is replicated at each of the sixteen local sites through the Local Coordinating Committees, and meets the various federal and state obligations for maximization of resources and coordination of programs and services under interagency and interdepartmental requirements.

In addition to complying with the new federal initiatives, Maine's twelve year coordination history for the target population has been documented nationally to assist in the provision of services to a higher percentage of young children than any other state in the country. The Maine System also has demonstrated the provision of quality and expanded services for families and young children, ages 0-5; and will continue to maintain this level of quality and program enhancement as they implement P.L. 99-457.

Gifted and Talented Programs: The 112th Legislature passed legislation that required all school administrative units to establish educational programs for gifted and talented children, Kindergarten-12, in academics and the arts by 1991-1992. Recognizing the significant scope of this effort, the law provided for the planned phase-in of this program over five years. During the 1988-1989 school year, the second year of the phase-in process, a variety of state-wide and local initiatives were carried out to support the intent of the legislation and to develop the capacity of local school units to meet the requirements of the mandate in a timely and effective way.

Each school administrative unit, guided by procedures developed by the Department, was charged to conduct a needs assessment and to establish a plan for the implementation of comprehensive gifted and talented programs 1991-1992. Extensive technical assistance was provided by the Office of Gifted and Talented to school units statewide, particularly in the areas of program planning, implementation, refinement and expansion. 98% of the school administrative units in the state have completed this process. The needs assessments and plans submitted to the Department were reviewed and have served as the bases upon which the Department planned State-level activities and official programs to support and assist local units in their efforts in gifted and talented education. Annually, up-dates of the gifted and talented program plan data will be conducted in conjunction with the School Improvement Plan process required by the Education Reform Act of 1984.

The State consultants for Gifted and Talented Education, in collaboration with the Division of Curriculum and the University of Maine, University of Southern Maine, University of Maine at Farmington faculty and the Maine Educators of the Gifted and Talented, carried out a wide range of training activities for educators statewide including university coursework, conferences, workshops and institutes. The Department of Educational and Cultural Services offered a multi-phase training program to teachers and administrators responsible for educational programs at the secondary level, 5-8. Through this effort, teams representing middle schools statewide participated in the exploration of the critical issues surrounding the development and implementation of effective programs for gifted and talented students. The training, designed for teams wishing to initiate, maintain, or extend programs, was offered during the spring of 1989. Over 50 educators participated in this two-day Sequenced Team Training Program. The Department also offered a series of seminars on Administration and Management of Gifted and Talented programs at each state university campus through the Regional Curriculum Network. More than 200 educators representing 80 school units participated in this professional development opportunity.

The eleventh annual Summer Training Institute in Education of the Gifted and Talented

was held at Bowdoin College. Included were introductory programs for elementary/secondary educators and advanced programs for teachers who have had experience with gifted education. Over 120 teachers and administrators attended this program which is committed to providing a pragmatic approach to the development of skills and the study of information in gifted and talented education. Sessions are planned in such areas as identification, curriculum modifications, and program planning to meet the needs of the gifted. Through a workshop format, participants are provided opportunities to interact with other individuals involved in educational programs for the gifted and talented and to take an in-depth look at programming options at various grade levels and in specific content areas. Presentations by national experts and workshops led by key educators from Maine provide updated information on best practices in this area of education.

The 1988-1989 school year showed continued growth in interest and implementation of gifted and talented education throughout the state as educators became more aware of the legislation which builds the costs of these programs into the School Finance Act under Special Education. Presently, 120 school districts have implemented programs in their schools with 5 regional programs incorporating 20 school units.

This year, \$30,000 was available for State Competitive Grants. Funds were targeted for proposals addressing statewide priorities including efforts to develop primary level student assessment procedures, primary level program models and teacher training programs for educators of gifted and talented students in grades Kindergarten-4.

The Maine Summer Humanities Program was held for the 10th year. Fifty-eight high school juniors were selected from a field of about 200 candidates through a written application process. This State leadership activity is an intensive, academic program designed to immerse students in the disciplines and intellectual approaches of the humanities. Students major in one of six rigorous and challenging seminars taught by outstanding college and university faculty chosen from Maine and around the country. The courses include history, linguistics, philosophy, literature, and art history and appreciation. Students read extensively, and write and discuss in their chosen disciplines. While there are no tests or grades given, the program is designed to be a substantial and invigorating academic experience. In addition to concentrating in the study of one discipline, students meet with visiting scholars, artists, writers, public policy makers and others to become familiar with the methods, content and viewpoints of their fields. Students are also exposed to a wide range of cultural and academic experiences by attending lectures, concerts, films, and plays.

A parallel program for artistically gifted and talented high school sophomores and juniors was also offered. The Maine Summer Arts Program was held for the 6th time this year. Fifty-four students from around the state, chosen through statewide auditions, participated in a two-week, intensive study of the arts. Classes were taught by Maine artists in two-dimensional and three-dimensional art, sculpture, dance, theater, and creative writing. Each student majored in one discipline and had opportunities to investigate each of the other fields. These programs provided gifted and talented students a unique opportunity to study and learn in a unique and challenging setting. They also served as a demonstration model for educators at the secondary level.

Division of Educational Assessment. The Division of Educational Assessment was created by the Educational Reform Act of 1984 to conduct an annual assessment of student achievement in Maine Schools. The Maine Educational Assessment (MEA) program has completed its fourth year of assessing all students in grades 4, 8, and 11 in the subjects of reading, writing, mathematics, science, social studies, and humanities. A unique feature of the MEA is its assessment of writing which requires students to spend approximately one hour developing an essay. The 15,000-plus essays are then scored analytically by Maine teachers.

The MEA assessment design involves both common achievement testing for individuals in reading, writing, and mathematics, and sampling across a broad range of knowledge and skills in all six subject areas listed above. Results from the common section of the assessment are reported directly to parents. Students who score above the 95th percentile receive a certificate recognizing their outstanding achievement. School and district summary reports describe overall student performance and include a detailed analysis of that information in relation to student and community characteristics.

The Division is composed of 5 professional staff and 2 support staff. In addition to administering the assessment, the assessment staff provides technical assistance to school districts in the utilization of results. Given the large scale nature of the assessment program, the Divi-

EDUCATIONAL AND CULTURAL SERVICES

sion contracts for assessment services in test development, administration scoring, and reporting.

Division of Compensatory Education (Chapter 1 of Title I of the Elementary and Secondary Education Amendments of 1988). The division operates approximately 200 local school administrative unit basic grant projects statewide (totaling more than \$23 million). The division has responsibility for approval, program compliance, performance, and evaluation of Chapter I ESEA activities as set forth in Public Law 100-297 and its amendments. The division further administers more than 80 project operations of the State Migrant Education Program. This program serves children of parents who must continually move to seek temporary or seasonal employment in agriculture, fishing, or wood harvesting. The division assists other state agencies in provision of free public education to children in institutions for the neglected or delinquent, or those in adult correctional centers. All services available through Chapter 1 funding must be designed to supplement existing school programs in the basic skill area of reading, language arts and mathematics.

Division services include: issuance of legal opinions and interpretations of Federal Laws and regulations for state and local school administrative units operating Chapter 1 ESEA Projects; investigation of specific allegations of misuse of Chapter 1 ESEA funds under appropriate statutes, and enforcement of compliance with applicable Federal and State rules, regulations, and guidelines; technical assistance through annual program review visitations to more than 80 percent of the 280 contracts in local school administrative units each year; development and coordination of inservice training for Chapter 1 ESEA administrators, teachers, paraprofessionals, and parents on an annual basis at several statewide sites to up-grade and strengthen programs in the major basic skill areas of reading, language arts, and math; close liaison with other federal, state, local and private agencies and organizations to make local units aware of nationally validated programs that can be implemented locally to increase the effectiveness of remedial reading and mathematics projects; responsibility for the compilation, analysis and preparation of statewide evaluation in the basic competency skills of reading and math, and provision of evaluation workshops and individual visitations through a close working cooperative effort with the Northeast Regional Technical Assistance Center located in Hampton, New Hampshire.

Division of Certification, Teacher Education and Placement. A major responsibility of the Division of Certification is to license educational personnel to be employed in Maine's schools. Applications for the initial teacher, educational specialist, and administrator certificates are reviewed and issued to applicants who have met requirements established by the State Board of Education under Chapter 502, effective July 1, 1988. Individuals may also receive guidance and assistance in planning various routes to obtain necessary requirements for certification. In addition, the Division approves local support systems plans on a 5 year cycle and provides technical assistance to local units regarding the renewal of educational credentials. The Division is directly responsible for assisting administrators with the needs assessment and action planning procedures for certification renewal where an optional regional administrator support system is unavailable.

The Division also serves as advisor to the Commissioner and State Board concerning the preparation of educational personnel at approved teacher training institutions both in Maine and nationwide.

The Placement Office conducts a nation-wide recruitment program, maintains a placement service which provides job vacancy information to certified candidates and assists superintendents in their search for qualified educators.

The Division also reviews allegations of misconduct which may result in denial, revocation or suspension of a certificate.

LICENSES, PERMITS, ETC.:

All educational personnel working in Maine's schools, K-12, are required to hold one or more of the following certificates:

- 1 year conditional
- 2 year provisional
- 5 year professional

PUBLICATIONS:

Credentials and Review Standards and Procedures for the Certification of Educational Personnel and Approval of Auxiliary School Personnel — no fee

EDUCATIONAL AND CULTURAL SERVICES

Certification — Questions and Answers — no fee
 Chemical Dependency Prevention and Education Audiovisual Catalog—no fee
 Guidelines for Setting up Support Groups in the School—no fee
 Guidelines for Planning and Conducting Student Awareness Programs—no fee
 Alcohol, Other Drugs and Highway Safety Curriculum Materials Report—no fee
 Project Graduation Reports—no fee
 Maine Education Assessment: State Summary Report — Published Annually
 Professional Development Activities as Routes to Recertification — no fee

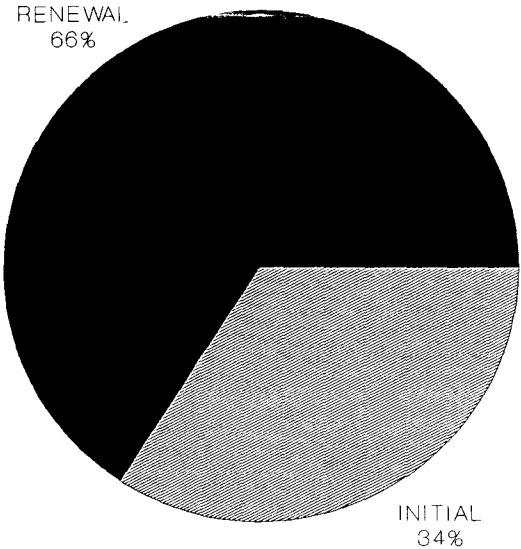
The following publications are offered by the Division of Curriculum at no cost:

Chapter 030
 Chapter 114
 Chapter 115-A
 Chapter 115 Part I; Part II; Part A
 Chapter 118-A
 Chapter 119
 Professional Development: A Guide to Local Support Systems
 Support System Newsletter (Paper and Video)
 Questions and Answers about the New Certification Law Brochure
 Maine Teacher Qualifying Examination Program Brochure
 Substitute Teacher Task Force Report
 Maine Emphasis (the magazine of the Division of Curriculum)
 A Framework for Curriculum Design: People, Process and Product
 Innovative Educational Projects: Case Studies Booklet
 Language and Cultural Minorities Resource Catalogue
 Home School Equivalent Instruction Guidelines
 Building a Successful School Volunteer Program
 Migrant Education Coloring Book (free)
 Chapter 1 Brochure (free)
 Migrant Education Brochure (free)
 Planning Guide for High School Diploma Fine Arts Requirement
 “New Beginnings: A Guide to Screening”
 “The Big Book for Educators—Developmentally Appropriate Practice: A Guide to Change”
 (\$3.00)
 “Building Blocks—Continuing Early Childhood Education Grants Programs”
 “Writing With the Newspaper: Ideas for Teachers”
 “Atlantic Neighbor Maritimes/Maine”

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

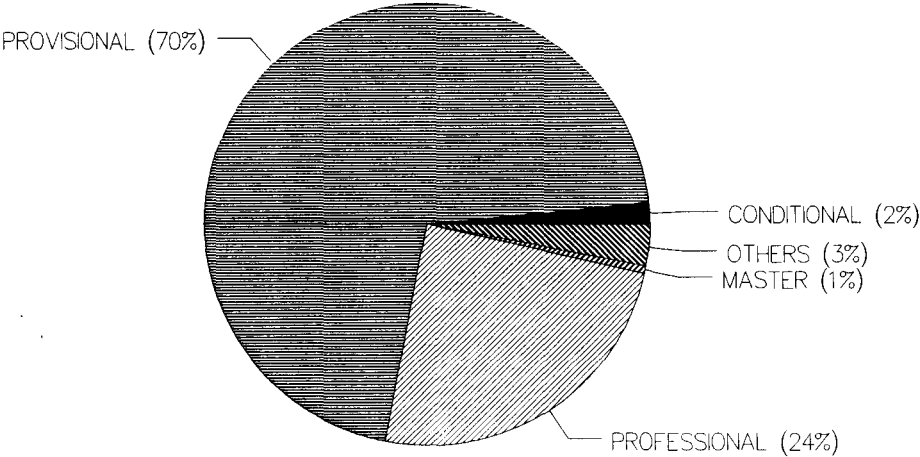
BUREAU OF INSTRUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,005,351	1,429,135	482,426		1,093,790	
Health Benefits	212,291		93,951			83,609
Retirement	568,225	269,778	91,018			207,429
Other Fringe Benefits	25,147	12,660	4,470			8,017
Computer Services—State	1,248		1,168			80
Other Contractual Service	3,144,469	1,703,943	554,502		886,024	
Rents	122,692	12,002	26,153			84,537
Commodities	175,721		51,107			60,953
Grants—Subsidies—Pensions	35,532,741	2,496,101	129,698		32,906,942	
Equipment	153,808	41,457	17,262			95,089
Interest—Debt Retirement	143	57	31			55
Transfers to Other Funds	134,032		46,588			87,444
TOTAL EXPENDITURES	43,075,868	6,111,359	1,450,540		35,513,969	

TEACHER CERTIFICATES ISSUED BETWEEN
JULY 1, 1988 AND JUNE 30, 1989



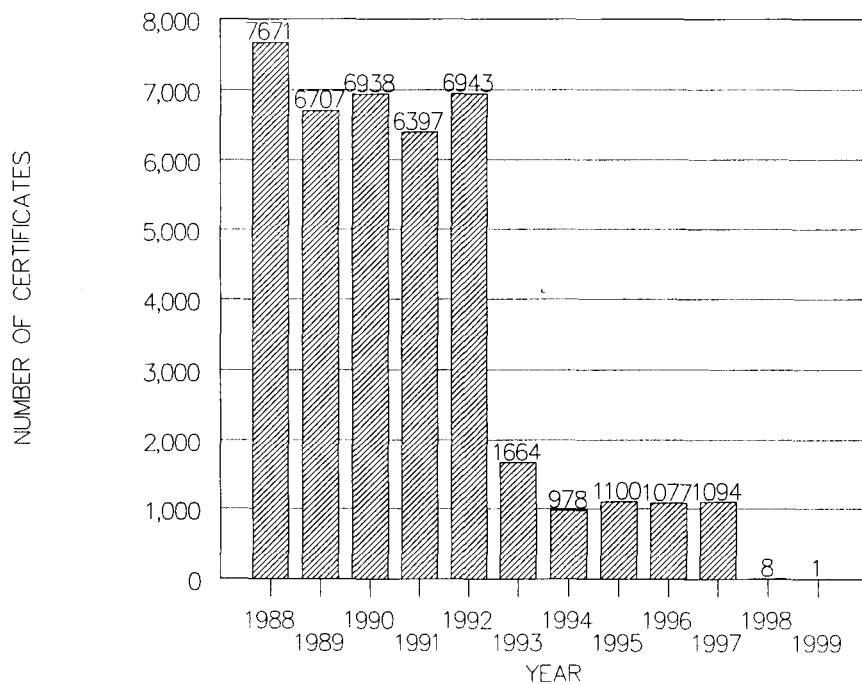
TOTAL 15,185

TYPES OF CERTIFICATES

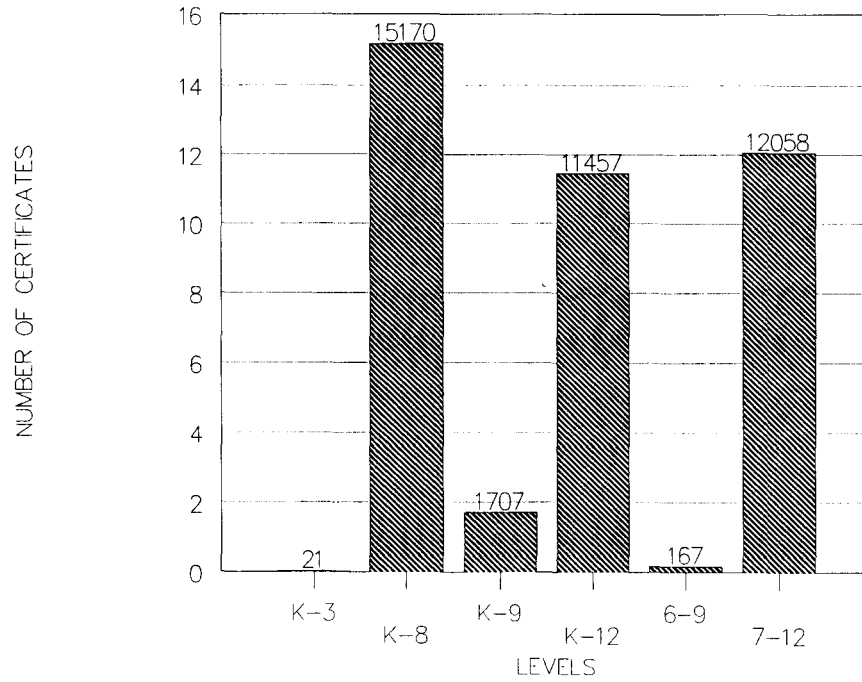


TOTAL 40,580

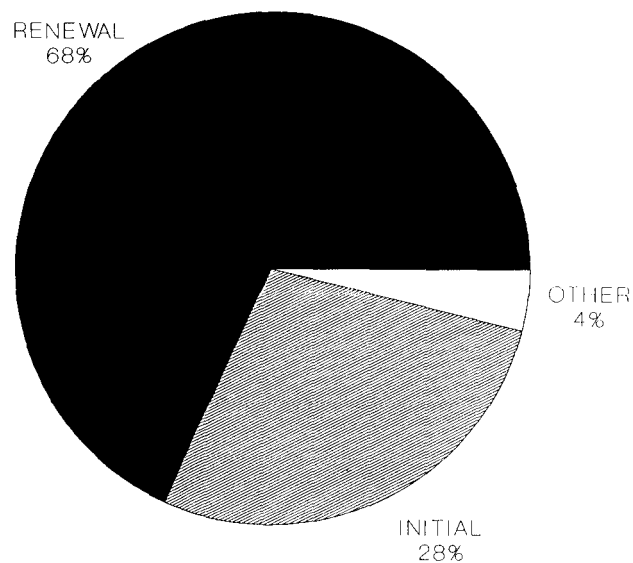
CERTIFICATES BY DATE OF EXPIRATION



NUMBER OF CERTIFICATES BY LEVEL



TEACHER CERTIFICATES VALID AS OF JULY 1, 1989



TOTAL 40,890

EDUCATIONAL AND CULTURAL SERVICES

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN

Incoming WATS: 1-800-452-8793; 1-800-452-3561; 1-800-762-7106

Central Office: Cultural Bldg., Augusta; *Floor:* 1, 2 & 3

Telephone: 289-5600

Mail Address: Statehouse Station #64, Augusta, Maine 04333

Established: 1837

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 075; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 64

Legislative Count: 65

Organizational Units:

Reference and Information Division

Library Development Services Division

PURPOSE: The broad goal is consistent with the Library Services and Construction Act and the major functions of the Maine State Library Bureau. This broad goal was developed jointly by the Maine State Library staff, the Maine Library Commission/Library Services and Construction Act Advisory Council, the Maine Library Association, the Maine Educational Media Association and the Maine Library Trustees Association.

This broad goal is as follows: the development and coordination of services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

ORGANIZATION: The Maine State Library is a bureau within the Department of Educational and Cultural Services.

During FY 89 the Maine State Library included the two major divisions of Reference and Information and Library Development.

PROGRAM: The program of the Maine State Library Bureau is reported by several components:

Reference and Information. This is a public service activity which maintains a non-fiction collection of over 400,000 library items encompassing a wide variety of subject material to meet the needs of individuals, school, and public libraries and state agencies. This service is provided in person, by telephone, WATS and by mail. Special resources and services include a substantial genealogical collection, the Maine Author Collection, newspaper clipping files, the Governor Baxter papers, the Avery Collection of lumbering photographs, and federal and state documents. On an annual basis, this service circulates over 150,000 books, processes 50,000 in-house reference questions and mails over 13,000 books to school and public libraries. Technical Assistance and Library Information for Maine (TALIMAIN) links Maine with over 300 national and international computer-based data files on a wide variety of subjects. This division also includes Collection Services, which orders and prepares approximately 10,000 new items a year for circulation and is responsible for maintenance and preservation of the collection. Most materials are processed through computerized cataloging systems which produce catalog cards and offers access to holdings of many other libraries. Collection Services also provides over 50,000 sets of catalog cards for approximately 100 public libraries throughout Maine.

Library Development Division. This division provides leadership in the development and coordination of public libraries, school library media centers, regional library districts and area reference and resource centers to meet the library and information needs of the people of the State. Major activities include:

Maine Regional Library Systems. The Maine Regional Library System encourages all types of libraries—public, school, academic and special—to better serve their communities through cooperative efforts among themselves and the Maine State Library. Specific activities include the following: direct state aid to local public libraries; the support of area reference and resource centers which share their resources with nearly 300 libraries throughout Maine, back-up reference help, direct free access to major resource libraries and consultant services to library district councils and individual libraries. Maine libraries complete over 45,000 interlibrary loan transactions annually. This is one of the highest per capita rates in the country.

Handicapped Services. As one of 56 regional libraries in the Library of Congress National Library Service for the Blind and Physically Handicapped, the Maine State Library provides,

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either directly or through its five sub-regional libraries, recorded books and periodicals and equipment on which to play them to visually handicapped people. Over 140,000 talking books are circulated each year to nearly 3,000 registered borrowers. Other services to the handicapped included the circulation of 36,000 large print items and a reference service relating to all handicaps.

Institutional Library Services. The Maine State Library maintains a consultant service for Maine's nine correctional, mental health and special educational institutions to assist them in developing their library programs and to encourage and facilitate their cooperation with each other as well as with other libraries. The State Library further assists by awarding Federal grants based on, and designed to augment, the institutions' budgeted library programs.

Books-by-Mail Services. Books-By-Mail is a service provided for the approximately 220,000 Maine residents who live in small communities which do not have local libraries. This service is available to adults, juveniles, the housebound, handicapped and working people who may request books from their homes. Selections are made from annotated catalogs which are mailed to individual borrowers. Over 65,000 Books-by-Mail items are mailed annually to over 13,000 rural Maine residents.

Film Services. The Film Services section provides 16mm films to community groups, nursing homes and other institutions through their local public library. Film reference and consultant services are provided for the utilization of film and film programming throughout Maine. In cooperation with the New Hampshire and Vermont state libraries, 1,500 films are available for loan. These films circulate over 13,000 times a year and reach an audience of over 200,000.

Instructional Television. Television programs are acquired through this program and are broadcast over the Maine Public Broadcasting Network and WCBB for use in schools. In addition, schedules and teacher guides are supplied for the schools for each of the scheduled program series. In addition to the broadcast service, more than 21,000 Educational Video Services (EVS) programs are taped annually and distributed to more than 200 school systems and other agencies. Technical and consulting services on the purchase and utilization of television equipment are also available on request.

School Library/Media Services. Federal funds are distributed on a per capita basis to all public schools for the purchase of library and instructional materials and equipment. Workshops, technical services, and consulting services are made available on the utilization and development of libraries and media centers for all schools in Maine. This includes the review of new school library construction.

Information Exchange/Media Services. This service accesses state and national educational computer data bases for solving problems in classroom instruction, program development, proposal writing and other education topics.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the bureau of the Budget's PLA-BAC system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,330,264	1,293,589			36,675	
Health Benefits	115,509	111,188			4,321	
Retirement	253,279	246,351			6,928	
Other Fringe Benefits	7,912	7,799			113	
Computer Services—Comm	75,598	75,598				
Computer Services—State	8,879	8,879				
Other Contractual Service	717,158	659,130	15,901		42,127	
Rents	10,870	9,861	—9		1,018	
Commodities	236,242	206,594	14,169		15,479	
Grants—Subsidies—Pensions	852,703	545,682			307,021	
Equipment	81,588	42,228			39,360	
Interest—Debt Retirement	7	2			5	
Transfers to Other Funds	346,680		1,495		345,185	
TOTAL EXPENDITURES	4,036,689	3,206,901	31,556		798,232	

MAINE LIBRARY COMMISSION

MICHAEL CYR, CHAIRMAN
J. GARY NICHOLS, Secretary

Central Office: Cultural Bldg., Augusta

Mail Address: Statehouse Station #64, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 082; Citation: 27 M.R.S.A., Sect. 111

Average Count—All Positions: 0

Incoming WATS: 1-800-452-8784

Telephone: 289-5600

Legislative Count: 0

PURPOSE: The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service; the apportionment of state aid to libraries; the designation of library districts and their boundaries; the designation of area reference and resource centers; and the designation of research centers. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

ORGANIZATION: The Maine Library Commission, an important feature of the legislation creating the Maine Regional Library System, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large of whom one is a representative of the disadvantaged. The directors of the area reference and resource centers are ex-officio members.

PROGRAM: The Maine Library Commission held 7 meetings during FY 89. Areas of special interest included the following: state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries.

Other activities of note included the review and recommendations regarding the allocation of state and federal funds.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$3,020 and are, by administrative decision, included with those of the Maine State Library Bureau.

MANAGEMENT INFORMATION DIVISION

JAMES E. WATKINS, JR., DIRECTOR

Central Office: Education Bldg., Augusta

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 071M; Citation: 20A M.R.S.A., Sect. 202

Legislative Count: 15

PURPOSE: This Division administers the School Finance Act and controls distribution of state subsidies for all school administrative units. Local school accounting and reporting systems are coordinated to provide the basis for State support of local education and accountability of the program.

The program of data processing support includes collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most depart-

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mental programs (Teacher Certification, Nutrition, Scholarships, Special Education, Vocational Education, Local Staff Information, etc.) and Legislative, local, and public needs.

Services of the Division are extended to consultative and leadership functions relative to management information for local educational agencies and State agencies.

ORGANIZATION: The Division functions organizationally in two sections: School Finance and Accounting and Data Management.

PROGRAM: The Division's annual production goals were met with completion of all programs. In school finance, the actual distribution of 1988-89 school subsidies was processed and analyses and management information were prepared and distributed for the 1989-90 subsidy program and legislative actions.

The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year was prepared in accordance with the School Finance Act of 1985, which became effective on July 1, 1985.

In addition block grants to municipalities were distributed for assistance in implementing the new certification regulations.

The data processing section's major tasks for the fiscal year were planning for (1) acquisition of a new mini computer, and (2) creation of a strategic data plan.

PUBLICATIONS:

1. Maine Educational Directory
2. Maine Educational Staff
3. Maine Educational Facts
4. Maine School Statistics
5. Public Full-Time Staff Average Salaries
6. April First Census, Students Educated at Public Expense
7. Resident Per Pupil Operating Costs
8. School Finance Act of 1985
9. Elementary & Secondary Tuition Rates
10. State of Maine Accounting Handbook for Local School Systems

The publications listed above are distributed at no cost to recipients.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANAGEMENT INFORMATION DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	393,060	393,060				
Health Benefits	29,662	29,662				
Retirement	76,091	76,091				
Other Fringe Benefits	2,258	2,258				
Computer Services—State	114,419	114,419				
Other Contractual Service	123,550	123,029			521	
Rents	13,620	13,620				
Commodities	—4,027	—4,027				
Grants—Subsidies—Pensions	433,154,052	430,115,359	280,968			2,757,725
Equipment	10,654	10,654				
Transfers to Other Funds	3,184	3,184				
TOTAL EXPENDITURES	433,916,523	430,877,309	280,968		521	2,757,725

ADVISORY COMMITTEE ON MEDICAL EDUCATION

FRED A. DOUGLAS, DIRECTOR, HIGHER EDUCATION SERVICES

Central Office: One Weston Court, Augusta;

Telephone: 289-2183

Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: May 1978

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 093; Citation: 20A M.R.S.A., Sect. 11807

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Advisory Committee on Medical Education advises the Commissioner of Educational and Cultural Services in the development of a plan for medical education in disciplines not available in the State of Maine. This plan is to include the development of a coordinated mechanism for the administration of the program, the projected number of student seats needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total amount expended for the purchase of the seats at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

ORGANIZATION: The Advisory Committee on Medical Education consists of 15 members who shall be recommended by the Commissioner to the Joint Standing Committee on Education for its final approval. Members shall be appointed for a 2 year term. In the case of any vacancies or resignations, the Commissioner recommends names to the Joint Standing Committee on Education to fill the vacancies until the expiration of their terms. Membership of the Advisory Committee includes representatives from those health care agencies and associations, public and private, whose activities are relevant to the objectives of the plan, as determined by the Commissioner of Educational and Cultural Services.

PROGRAM: The Advisory Committee on Medical Education is authorized to make recommendations to the Commissioner relative to implementation of the Post Graduate Health Professions Program. Issues under examination focus on access to post graduate medical, dental, optometric, and veterinary doctoral programs in out-of-state institutions; budget recommendations; legislative policy; student indebtedness; and Program impact on the Maine health system in providing access to health care to the people of Maine.

PUBLICATIONS: Status Report — Advisory Committee on Medical Education 1988-89.

FINANCES, FISCAL YEAR 1989: The Advisory Committee on Medical Education has no appropriated funds and, therefore, had no expenditures for FY 89.

STATE MUSEUM BUREAU

PAUL E. RIVARD, DIRECTOR

STEVEN MILLER, Assistant Director

Central Office: Cultural Bldg., Augusta

Telephone: 289-2301

Mail Address: Statehouse Sta. #83, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 073; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 28

Legislative Count: 31

Organizational Units:

Administration Division

Research and Collections Division

Design and Preparation Division

PURPOSE: The State Museum is charged in its Declaration of Policy “. . . to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State . . .”

The State Museum (Bureau) is responsible for providing a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level.

ORGANIZATION: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

In 1972, as a result of the general reorganization of State Government, the Museum became the State Museum (Bureau) of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the independent, policy-setting Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: During FY 89 the Maine State Museum continued its program of exhibition development in the Cultural Building. A reorganization of the Museum entrance and lobby area was completed with the opening of a new sales shop, completion of a mural gallery, and finish of the lobby and reception areas. The staff adjusted its public services somewhat to cope with increased visitation and also the construction of the entrance “canopy” being built at the front of the Cultural Building.

Work continued on schedule for the construction of the major “12,000 Years in Maine” prehistory exhibition. Spanning two exhibit levels, this installation will be completed in 1991 and it will feature some 3,000 specimens and artifacts from the collections of archeology and ethnography. During this past year, asbestos was removed from the area, and the structural framework of the exhibit area completed. Exhibit plans were completed for the whole installation and the project occupied the bulk of the energies of the construction staff for the whole year.

Remodeling continued on the Museum’s new storage facility with the completion of all spaces to better suit the Museum’s needs. The archeology laboratory was moved to this facility, together with over 1,000,000 specimens. Shelving was dismantled in the Cultural building and moved to the new facility where most of the stored collections will now be located.

EDUCATIONAL AND CULTURAL SERVICES

The museum staff has been active in research and writing and numerous articles have been published by the professional staff. Articles about the Maine State Museum have appeared in professional journals, while research papers have been accepted for publication by prestigious journals and publishing houses or University presses.

Collections: As usual, the Museum acquired over 1,000 new artifacts for the collections during FY89. These included donations, bequests and purchases which ranged from paintings destined for display in the Blaine House to rare native-American objects from Maine. A number of steam engines, boats, and decorative arts were acquired as the Museum's collections continue to grow in size and significance. As an outgrowth of this enlarging collection resource, the Museum has seen an increase in loan requests that has required the development of some special loan policies and procedures to cope with an unprecedented request for services by other institutions.

Significant effort has been devoted to inventorying and cataloging collections on computer. More than 7,000 objects were photographed for the collections records in the first six months of the fiscal year alone. Each object in the collection has been examined and inventoried as part of this continuing effort. Each object now has its own computer entry for the first time in the Museum's history, and the museum is using its new experience in this effort to assist other institutions as a part of its new "outreach" effort.

Conservation: The museum's conservation staff has continued to be engaged in the movement of collection objects to the new storage facility. This has involved the examination of thousands of objects and the preparation of condition reports on them. Planning for the major "12,000 Years in Maine" exhibition continues to occupy the conservation staff's time to a considerable extent. Each of the more than 3,000 specimens and artifacts in this exhibition will receive conservation review and attention. Many objects will be cleaned and/or conserved by this staff prior to exhibition. The conservation staff is also advising on the construction of exhibit cases and the development of adequate climate controls. They are planning the techniques for mounting the objects in this installation.

Education: The Museum continued to provide school and visitors services to the people of Maine in FY89 and the number of people served continues to increase. School visitation continued to grow and this increase is partly reflected in the overall increase in visitation experienced by the Museum during the year. In calendar year 1988, the Maine State Museum established a new record of attendance to any Maine museum with over 130,000 visits. Visitation is increasing at the annual rate of about 10%. During the first six months of 1989, this record-breaking pace continued despite the handicaps presented by on-going construction at the entrance to the building. The Museum has printed its first brochure advertising the Museum and is beginning the distribution of these through the State tourist information stations.

LICENSES, PERMITS, ETC.:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land which is listed on the National Register of Historic Places shall submit a written application for a permit to the Maine Historic Preservation Commission, the Maine State Museum and to the agency controlling the property. (27 MRSA §371-378 inclusive).

PUBLICATIONS:

- Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS
GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL
ECONOMY
Facsimile reprint of 1829 edition with biographical introduction. Text
only.
469 pp. ISBN 0-913764-00-0 cloth binding 14.00
- Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE
Facsimile reprint of 1795 edition with biographical introduction and
Osgood Carleton map. 421 pp. ISBN 0-913761-01-9 cloth binding 14.00
- Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS
An authoritative, biographical study of Maine gunsmiths, illus. 209 pp.
ISBN 0-913764-04-3 cloth binding 22.00
- Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE
The Maine Catalog, HABS, illustrated. 254 pp.
ISBN 0-913764-05-1 perfect bound 8.95

EDUCATIONAL AND CULTURAL SERVICES

Churchill, Edwin A.: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp. ISBN 0-913764-08-6	perfect bound	2.95
Branin, M. Lelyn: THE EARLY POTTERS AND POTTERIES OF MAINE, Illus. 262 pp. ISBN 0-913764-12-4	cloth binding	22.00
Willoughby, C.C.: INDIAN ANTIQUITIES OF THE KENNEBEC VALLEY Ed. by Arthur E. Spiess. Illus. 160 pp.	cloth binding	22.00
Churchill, Edwin A.: SIMPLE FORMS AND VIVID COLORS — Maine Painted Furniture 1800-1850. Illustrated in color. 120 pp. ISBN 0-913764-15-9	hard cover	25.95
ISBN 0-91376416-7	perfect bound	17.95
Rivard, Paul E.: LION 1987. Illus. 64 pp.		1.50

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE MUSEUM BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	753,630	740,978	12,652			
Health Benefits	61,467	59,531	1,936			
Retirement	146,159	143,769	2,390			
Other Fringe Benefits	4,699	4,471	228			
Other Contractual Service	260,807	247,909	12,898			
Rents	1,372	1,121	251			
Commodities	207,205	152,847	54,358			
Grants—Subsidies—Pensions	11,800	5,000	6,800			
Equipment	3,765	3,218	547			
Interest—Debt Retirement	22	15	7			
TOTAL EXPENDITURES	1,450,926	1,358,859	92,067			

MAINE STATE MUSEUM COMMISSION

RICHARD N. BERRY, CHAIRMAN

Central Office: Cultural Bldg., Augusta; *Floor:* 3

Telephone: 289-2301

Mail Address: Statehouse Sta. #83, Augusta, Maine 04333

Established: 1965

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 085; Citation: 27 M.R.S.A., Sect. 82

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine State Museum Commission was established to formulate policies and exercise general supervision over the State Museum; to make recommendations to the Legislature, as necessary, to improve the functions of the Museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

ORGANIZATION: The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/liason, fine arts, publications, and programs/exhibits.

EDUCATIONAL AND CULTURAL SERVICES

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: The Maine State Museum Commission held meetings during FY 88.

All gifts, bequests, and other donations offered the Maine State Museum and recommended by the Museum's professional staff were formally and legally accepted on behalf of the State. The Commission also reviewed and approved purchases of artifacts for the Museum's permanent collections. Staff recommendations for deaccessioning of items not pertinent to the collections of the Museum were considered and upon approval were disposed of in a manner consistent with the Museum's policy.

The Commission reviewed and approved the budget and programs submitted by the Museum Director. Priority was established on obtaining full climate control for the Museum's new exhibit area on the lower level.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the State Museum Bureau.

OFFICE OF PERSONNEL

ALAN YORK, Personnel Manager

Central Office: Education Bldg., Augusta
Mail Address: Statehouse Sta. #23, Augusta

Telephone: 289-4483

Established: 1969

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 071P; Citation: 20A M.R.S.A., Sect. 202

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The purpose of this office is to provide a complete range of personnel services for all areas in the Department of Educational and Cultural Services.

ORGANIZATION: This office has two positions: the Personnel Manager and a Clerk Typist III.

PROGRAM: The MDECS Office of Personnel continued to provide a wide range of personnel related services to the Department's employees. With a decentralized system of personnel management (one or more employees at each of seven locations is responsible for coordinating personnel activities) the communication of personnel information, forms, procedures, etc., becomes a primary responsibility. Also, labor relations activities (contract negotiations, handling of informal and formal employee grievances, interpretation of five different State-Union contracts) require continuous attention. The decisions which can have significant consequences to individual employees and their work life are continuously assessed, explained and implemented with the assistance of the MDECS Office of Personnel.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

BUREAU OF SCHOOL MANAGEMENT

DR. DAVID W. BROWN, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta
Mail Address: Statehouse Sta. #23, Augusta

Telephone: 289-5902

Established: 1974

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 071S; Citation: 20A M.R.S.A., Sect. 202
Legislative Count: 48

PURPOSE: The purpose of the Bureau is: 1) To administer the Bureau consistent with policies and procedures established by the Commissioner, the State Board of Education and statute. 2) To help provide Maine children with school facilities conducive to learning. 3) To help provide for the health, safety and welfare of children riding Maine school buses in the most efficient manner. 4) To help provide nutrition education and to provide for the basic nutritional needs of Maine children participating in the school lunch program. 5) To provide for the education of children in Maine's Unorganized Territory. 6) To provide administrative activities for a variety of student financial aid and licensing programs relating to higher education in Maine. 7) To maintain and enhance the quality of education and training provided to veterans and eligible dependents.

ORGANIZATION: This Bureau was administratively created by the Commissioner in 1974 as part of a reorganization prompted by the Maine Management and Cost Survey.

The Bureau consists of six divisions to include: School Operations, School Nutrition and Food Distribution, Transportation/Driver Education, School Facilities, Higher Education, and Military and Veterans Education.

PROGRAM:

Division of Higher Education Services. The Division provides many and varied services to and for the public, private, and proprietary post-secondary educational institutions in the State of Maine.

The Division carries out procedures established to respond to requests from postsecondary institutions seeking legislative authorization to confer a new degree and approval from the State Board of Education from institutions seeking to offer an additional degree. The Division also processes requests from out-of-state institutions which seek to offer academic credit courses or programs in Maine with final approval granted or denied by the State Board of Education. Application forms and copies of procedures, rules and regulations are provided through the Division.

The Division administers the Postgraduate Health Professions Program which is designed to assist Maine resident students in gaining access to selected health professions schools. Qualified Maine students are able to obtain a specified number of seats/spaces at the University of Vermont College of Medicine; the Tufts University Schools of Medicine, Dentistry, and Veterinary Medicine; the University of Pennsylvania School of Veterinary Medicine; the New York State College of Veterinary Medicine at Cornell; and the New England College of Optometry.

The Maine Student Incentive Scholarship Program (MSISP) is administered by the Division. This is a direct grant program of financial aid made available to Maine residents who attend post-secondary school in eligible schools in Maine and New England. It is based on financial need as determined by a statutory formula including the cost of attendance at the school and the student's available financial resources. Applications for program participation must be made by May 1 by completing and filing a Financial Aid Form. The funds available to eligible applicants come from both state and federal sources.

A major function of the Division concerns the operation of the Stafford Loan Program, the PLUS Program, and the Supplemental Loan for Students Program. Although much of the direct administration is provided by the United Student Aid Fund through a contract with the State of Maine, much direct activity with local lenders is conducted through the Division. Policies, rules, and regulations are developed for approval action by the State Board of Education. Lender workshops are conducted by Division staff and assistance is provided student borrowers and

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parents. Current information concerning revisions in Federal laws and other items of interest are provided to lenders via a newsletter distributed quarterly.

The division administers certain federal assistance programs for Maine postsecondary institutions. Currently the only program for which funds are available is Title II—Education for Economic Security Act through which funds are provided for approved projects from postsecondary institutions to improve instruction in mathematics and science in Maine elementary and secondary schools.

All academic records of students' attendance at postsecondary schools which are now closed are maintained by the Division. These records are preserved for historic purposes, as well as being made available to an individual student upon request. A student desiring a copy of his transcript must submit a request and a small processing fee. Copies of the original transcript are made, embossed with Department of Educational and Cultural Services seal, and sent to the student or to a school as requested.

State statutes require that any proprietary school conducting trade, industrial, occupational, vocational, business, or technical courses which operates or solicits in Maine shall be licensed. Correspondence schools which solicit or sell in Maine any correspondence course shall be licensed under a certificate of approval for such operation. These statutory responsibilities are carried out by the Division.

Individuals who have had either National Defense or National Direct Student Loans may have all or part of the loans forgiven by teaching in a school which has a high concentration of low income families. The identification of eligible schools and the providing of information about how to obtain the cancellation is a function of the Division.

The Division also administers the Paul Douglas Teacher Scholarship Program through which federal funds are made available as a loan to selected individuals planning on preparation for a career in teaching.

The Robert C. Byrd Honor Scholarship Program is administered by Division staff. This is federal money made available to an eligible high school senior for the first year of college. The amount is \$1500. There are many applicants but limited funds make the awards highly competitive.

State funds are made available to eligible osteopathic medical students as loans to assist in meeting the cost of their professional preparation program. These monies are provided through the Maine Osteopathic Loan Fund which was created by state statute and its administration is a function of this Division.

The licensing of cosmetology and barber schools is a function of the Division as a result of statutory changes. Schools apply for a license; an evaluation team makes an on-site visit to determine the school's compliance with established rules; and if compliance is found, a license is issued. Licenses are valid for one year and annual follow-up is done concerning requests for renewal.

The Congressional Teacher Scholarship Program is a federal program providing financial aid to high academic achieving Maine students who plan to enter the teaching profession and this is administered by the Division. Another federal program administered by the Division is the Robert C. Byrd Honors Scholarship Program through which funds are provided to eligible graduating high school seniors to help defray costs of their first year of postsecondary study.

Division of School Operations. The Division of School Operations is responsible for the education of all children residing in the Unorganized Territories of Maine. This includes the administration of seven elementary schools (Blaine School in Rockwood, Brookton Elementary, Connor Consolidated, Edmunds Consolidated, Kingman Elementary, Patrick Therriault School in Sinclair, and the Benedicta School) with an aggregate enrollment of nearly 325. Additionally, 1,150 students in K-12 are tuitioned and transported to local school systems. E.U.T. schools now have a full-time coordinator of special services, part-time secretarial services, physical education, music and art teachers. A new school is to be built in Rockwood with completion slated for December, 1989. The Division employs a staff of 67, including principals, teachers, teacher-aides, cooks, janitors and bus drivers. Twenty-five buses are owned by the Division, and private conveyors are also employed to transport students in the most remote areas.

Division of School Nutrition and Food Distribution. Division of School Nutrition and Food Distribution Programs administers, supervises, provides funding and distributes commodity food to food service programs in public and private schools, residential child care, institutions, summer recreational sites, summer camps, child care programs, elderly feeding programs and public and private institutions, and administers the National School Lunch Program, School Breakfast

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Program, School Milk Program, Summer Food Service Program and Nutrition Education and Training Program.

During the 1989 fiscal year, the Division reimbursed \$13,495,443.00 in Federal and State funds to schools and other sponsors for serving nutritious meals to children. Meals subsidized in whole or in part during the year were:

18,020,359 school lunches;

1,493,142 school breakfasts; and

21,236,335 half pints of milk were served.

The Division, through private transportation networks, distributed 7,028,338 pounds of United States Department of Agriculture commodity foods valued at \$4,428,026.32 for feeding Maine citizens.

Working with an advisory council of school administrators, the Division provided 75% of the funding for the purchase of food service equipment to improve or upgrade public school food service programs with \$118,477 of State matching funds.

The Division's Nutrition Education and Training Program is targeted to educators and food service personnel. Funding is used to provide adult education courses throughout the State, on-site workshops, regional training sessions four times a year and state training programs at the University of Maine at Orono in June and August. Maine is a minimum grant state receiving a \$50,000 federal training grant for Nutrition Education and Training.

The Division reviews plans and equipment specifications for construction of or renovation to school feeding facilities.

The Division staff members assist local feeding programs to improve service, meet Federal and State standards, implement financial systems and to determine compliance with established rules and regulations.

Division of School Facilities. This division is the approving agency for all major school construction in Maine. In addition, it is responsible for the school leasing program, the energy retrofitting program in schools and the Maine School Building Authority.

During the 1989 fiscal year, there were 25 school construction projects approved at a total estimated cost of \$76,131,763. School leases numbered 354 at a total cost of \$3,805,059.

Division of Military and Veterans Education: During Fiscal Year 1989, the State Approving Agency for military and veterans education and training programs continued to work with officials of schools and job training establishments to maintain and enhance the quality of education and training provided to military personnel, veterans and their eligible dependents.

The Division conducted a wide range of program approval and supervisory activities with approximately 88 institutions of higher learning, schools that offer non-college degree programs and off-campus branches of these institutions. In addition, the Division was involved in approval and supervisory activities with approximately 15 training establishments which offer one or more on-the-job training programs. There were approximately 1,300 veterans and eligible dependents participating monthly in education and training programs throughout the fiscal year. They brought approximately \$4,000,000 into Maine through the receipt of Veterans Administration Educational Benefits.

The staff of the Division have been very active in related national and state activities. The Director of the Division serves in a number of official positions in the National Association of State Approving Agencies. He also is a member of a national level Commission to Assess Veterans Education Policy and serves as chair of the recently formed Advisory Council on Education of the Military in Maine. Additionally, Division staff have been very active in the enhancement of voluntary education programs for Maine's active duty, National Guard and Reserve personnel.

Division of Transportation, Driver Education and Safety. The Division provides Driver Education program approvals and assistance to secondary schools. Approved programs were offered by 69 schools which issued completion certificates to 4,361 students. This does not include summer courses as the school year is not complete.

One hundred thirty-nine (139) school bus purchase approvals were issued and the expenditure of \$5.0 million in school bus purchases and bus note payments were certified for the fiscal year.

Division of Transportation, Driver Education and Safety. The Division provides Driver Education program approvals and assistance to secondary schools. Approved programs were offered by 80 schools which issued completion certificates to 3,833 students. This does not include summer courses as the school year is not complete.

EDUCATIONAL AND CULTURAL SERVICES

One hundred forty-eight (148) school bus purchase approvals were issued and the expenditure of \$5.0 million in school bus purchases and bus note payments was certified for the fiscal year. One hundred ninety-one (191) buses were approved for purchase under the 1987 \$5 million Bus Bond.

LICENSES, PERMITS, ETC.:

Division of Transportation, Driver Education and Safety:
 Restricted Instruction Permit
 Driver Education Course Completion Certificate

PUBLICATIONS:

Maine Nutrition Education Needs Assessment (From state-wide assessment) 1979-1980 Technical Report. (Free — receive copy from State Depositories)

Resource Guide of Nutrition Education Annotated Bibliography (Free—receive copy from State Depositories)

Breakfast Brochure (Advertising Brochure)
 School Nutrition Action Program (Advertising Brochure)
 State of Maine Pupil Transportation Laws — Free
 State of Maine Uniform Bus Standards—Free
 Secondary School Driver Education Programs—Free

We have a small collection of school bus safety films. There is no charge for use of these films, but return postage must be provided by the borrower.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SCHOOL MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,400,179	1,767,320	232,897		399,962	
Health Benefits	215,476	160,304	19,822		35,350	
Retirement	444,883	329,379	43,915		71,589	
Other Fringe Benefits	18,323	13,986	1,165		3,172	
Computer Services—State	1,880	1,645			235	
Other Contractual Service	4,564,057	3,642,731	479,012		442,314	
Rents	39,462	20,917	12,248		6,297	
Commodities	117,060	105,958	4,276		6,826	
Grants—Subsidies—Pensions	28,737,242	3,637,372	2,327,618		17,388,475	5,383,777
Purchases of Land	14,500	14,500				
Buildings and Improvement	138,737	124,669				14,068
Equipment	173,824	166,390			7,434	
Interest—Debt Retirement	43	42	1			
Transfers to Other Funds	225,410	160,000	25,255		40,155	
TOTAL EXPENDITURES	37,091,076	10,145,213	3,146,209		18,401,809	5,397,845

EMPLOYMENT REHABILITATION

EMPLOYMENT REHABILITATION ADVISORY BOARD

ROGER BARR, CHAIRMAN

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

Telephone: 289-3751

Mail Address: State House Station 27, Augusta, Maine 04333-0027

Established: 1986

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 92; Unit: 492; Citation: 39 M.R.S.A., Sect. 89

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise the Chairman of the Workers' Compensation Commission and the Administrator of the Office of Employment Rehabilitation regarding the purposes of the rehabilitation statute.

ORGANIZATION: Nine members, appointed by the Governor, representing employees, employers, and the public. Meetings are held monthly in various locations around the state. Administrative and clerical support provided by Office of Employment Rehabilitation.

PROGRAM:

The Rehabilitation Advisory Board has met monthly since its creation to discuss the rules and procedures of the rehabilitation system, to educate and obtain feedback from the public, and to give advice and counsel to the Administrator and the Chairman of the Commission.

FINANCES, FISCAL YEAR 1989: The expenditures for this unit are, by administrative decision, included with those of Office of Employment Rehabilitation.

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

COCO HIRSTEL, CHAIRMAN

RONALD F. HANSON, Executive Secretary

Central Office: 32 Winthrop St., Augusta

Mail Address: 32 Winthrop St., Augusta, Maine 04330

Telephone: 289-3260

289-3094 (TTY)

Established: 1969

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 334; *Citation:* 26 M.R.S.A., Sect. 799

Average Count—All Positions: $\frac{3}{4}$

Legislative Count: 0

PURPOSE: The Committee conducts an on-going program to promote employment of disabled persons. In carrying-out this function the Committee works with employers, public and private agencies, the community and consumers to identify needs and resources that affect employment opportunities for disabled citizens. The Committee is also charged with the provision of technical assistance as it relates to architectural barrier removal and to be advocates for people with disabilities on issues which interfere with equal opportunity for employment.

ORGANIZATION: The Maine Committee provides a state program in cooperation with the President's Committee on Employment of People With Disabilities, which was established by an Act of Congress in 1947.

The Maine Committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. This legislation was amended by the 111th Legislature based on recommendations of the Audit and Program Review Committee. The Committee is composed of 18 members appointed by the Governor to 3 year terms.

PROGRAM:

The Committee is charged with the responsibility of informing the public on the laws and regulations relating to architectural barriers. To that end, voluminous materials are mailed to various individuals/organizations on issues such as laws on accessibility, application for motor vehicle plates/placards for the handicapped driver/occupant, laws both federal and state.

The Committee reviews legislative proposals affecting the rights of people with handicaps, offers testimony, and introduces legislation to enhance the quality of life of Maine's citizens with disabilities.

In addition, the Committee provides technical assistance to employers on job site modifications. And, through the slide/tape presentation on the Job Accommodation Network (JAN) employers are informed of how they can access national computerized assistance for job site modification.

The Committee provides employer awareness training to any employer interested in learning about the benefits of hiring the disabled while dispelling the myths and stereotypes around disability.

To accomplish the many goals of the Committee, monthly and semimonthly meetings were held along with various meetings of sub-committees. The Committee also spearheaded the Blaine House Tea to honor and commemorate the kickoff of National Employment of the Handicapped Month. Keynoting this meeting was Jay Rochlin from P.C.E.H.

Thousands of materials (parking ticket reminders, Maine Law on Barrier Removal) were distributed.

GOALS FY '89:

(1) To develop a legislative package of new and revised laws which will increase the opportunities and the rights of the handicapped.

(2) To conduct a workshop for employers in the Spring of 1990 which will provide education to employers on how easy it is to hire the handicapped.

EMPLOYMENT OF THE HANDICAPPED

- (3) To increase employment opportunities by using print and electronic media.
- (4) To conduct handicapped awareness training for Maine's 100 largest employers.

LICENSES, PERMITS, ETC.:

International Symbol of Access

PUBLICATIONS: The only publications that the Governor's Committee publish are:

- 1. Parking Reminders
- 2. Maine Laws on Accessibility

The following are available at no charge:

- 1. Job Accommodation Network (JAN)
- 2. Maine's Laws on Architectural Accessibility (This is being revised.)
- 3. Employer Guide: Simple Steps to Job Accommodation

These publications are available free from the President's Committee on Employment of the Handicapped or through Maine's Governor Committee upon request.

FINANCES, FISCAL YEAR 1989: The expenditures for this unit amounted to \$4,631.20 in FY 89 and are, by administrative decision, included with those of the Bureau of Rehabilitation.

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

CAROLYN M. MANSON, Office of Energy Resources

Central Office: Stevens School Complex, Hallowell Annex, Winthrop Street, Hallowell, Maine
Telephone: 289-6020

Mail Address: Statehouse Station #53, Augusta, Maine 04333

Established: September 14, 1979

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 90; Unit: 347; Citation: 10 M.R.S.A., Sect. 1414

PURPOSE: The Advisory Council oversees the development and implementation of the Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all standards and amendments thereto adopted by the Director of the Office of Energy Resources pursuant to that chapter.

ORGANIZATION: Current members are: A. Neil Finlayson, Professional Engineer; Winton F. Scott, Jr., Professional Architect; Sheldon S. White, Jr., Non-Residential Building Contractor; Ken McAfee, Banking Industry Representative; J. Richard Martin, Industry Representative; Robert L. Buck, Elected Official; Donald Grant, Building Inspector; Jay LeGore, Residential Building Contractor; William Burney, Elected Official; and George Cyr, Commercial Community Representative.

PROGRAM: The Advisory Council was active throughout FY 1989 despite the fact that the OER Director adopted no new standards. All current standards are contained in statute and are different from previous standards. Since the Office is obliged to interpret and further define the new standards, the Advisory Council met four times to assist in developing rules. Meetings were held on 7/19/88, 10/25/88, 5/16/89, and 6/27/89. All Advisory Council meetings were held in the OER's conference room.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEAN C. MARRIOTT, COMMISSIONER

ELIZABETH ARMSTRONG, Deputy Commissioner

Telephone: 289-2811

Central Office: AMHI, Ray Building

Incoming WATS line: 1-800-452-1942

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096; *Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: Not provided

Legislative Count: 148.0

Organizational Units:

Board of Environmental Protection	Bureau of Oil and Hazardous Materials Control
Bureau of Air Quality Control	Bureau of Water Quality Control
Bureau of Land Quality Control	Bureau of Solid Waste Management
	Bureau of Administration

PURPOSE: The Department of Environmental Protection is charged by statute with the protection and improvement of the quality of our natural environment and the resources which constitute it, and the enhancement of the public's opportunity to enjoy the environment by directing growth and development which preserves for all time an ecologically sound and aesthetically pleasing environment. The Department will advocate programs and regulatory decisions that contribute to the achievement of this mission.

In pursuing this mission, it is the policy of the Department to treat its employees and the public with courtesy, respect and consideration and to be fair and honest in its dealings, and to be mindful of the special qualities that make Maine a unique place to live and work.

The Department, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the police powers of the state to prevent the pollution of the natural environment. It recommends to the Legislature measures for elimination of environmental pollution; grants licenses, and initiates enforcement actions. Its staff negotiates agreements with federal, state and municipal agencies, administers laws relating to the environment and exercises whatever other duties that may be delegated by the Board.

ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollution and to prevent pollution of waters used for recreational purposes in the state. In 1951, it was renamed the Water Improvement Commission. The Commission was renamed the Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution. That title was shortened to Environmental Improvement Commission in 1969.

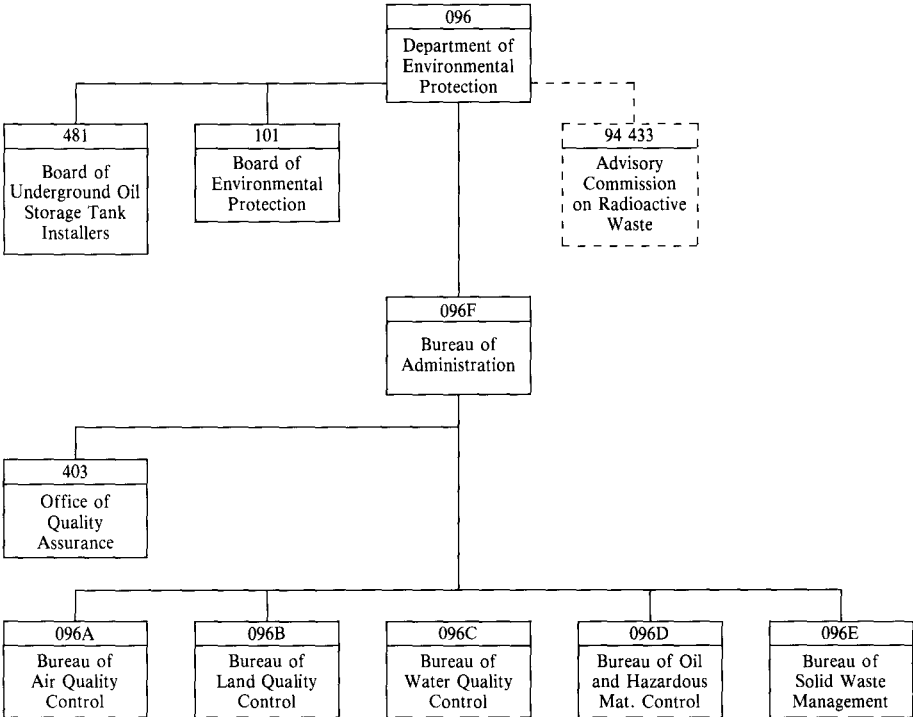
On July 1, 1972, the Commission became the Board of Environmental Protection (BEP) and a new Department of Environmental Protection (DEP) was created, consisting of the Bureaus of Air Quality Control, Land Quality Control and Water Quality Control. A Bureau of Oil and Hazardous Waste Control was added in 1980, and a Bureau of Solid Waste Management was added in 1988.

The Board consists of ten members appointed by the Governor, for terms of four years. The Board, the Commissioner, the Deputy Commissioner and the Office of the Commissioner form the Executive Branch of the Department. The Board presides over public hearings and makes findings of fact and orders on projects which are not delegated to the Commissioner, reviews staff recommendations and licensing decisions, serves as an appeals body for environmental decisions and promulgates rules and policies interpreting the statutes administered by the Department.

The Commissioner is the Chief Executive Officer for the Department and also serves as a liaison between the Board and the staff. The Deputy Commissioner is the Chief Operating Officer for the Department and is responsible for coordination of the day-to-day operations of the Department's line bureaus and the regional offices.

ENVIRONMENTAL PROTECTION

ORGANIZATIONAL CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06



Approved by the Bureau of the Budget

ENVIRONMENTAL PROTECTION

ORGANIZATIONAL CHART FOR FY 89 DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,881,281	3,639,408	2,069,004		2,172,869	
Health Benefits	597,497	259,059	160,267		178,171	
Retirement	1,488,202	683,388	392,880		411,934	
Other Fringe Benefits	60,396	24,282	16,846		19,268	
Computer Services—State	46,488	15,486	27,568		3,434	
Other Contractual Service	4,209,740	996,506	1,528,518		411,299	1,273,417
Rents	218,704	98,305	106,570		13,410	419
Commodities	374,600	78,201	267,337		28,799	263
Grants—Subsidies—Pensions	8,706,230	14,754	244,823		165,851	8,280,802
Buildings and Improvement	666,140	665	665,475			
Equipment	816,426	130,534	538,771		147,121	
Interest—Debt Retirement	1,580	256	1,308		16	
Transfers to Other Funds	314,627		184,530		130,097	
TOTAL EXPENDITURES	25,381,911	5,940,844	6,203,897		3,682,269	9,554,901

ENVIRONMENTAL PROTECTION

The Commissioner and Deputy Commissioner represent the Department before the Governor, the State Legislature, special and public interest groups, and the media and also at special meetings and workshops which pertain to the Department's function. They are also responsible for administrative decisions not delegated to staff.

The newly formed Office of the Commissioner was created to provide assistance to the Commissioner and Deputy Commissioner in carrying out their day-to-day responsibilities. The office is divided into three sections: a Legislative Unit, a Public Affairs Unit, and a Policies and Procedures Unit. The Legislative Unit coordinates the drafting of departmental legislation and testimony and acts as a liaison between the Department and the Governor's Office and the Legislature. The Public Affairs Unit coordinates public hearings and workshops, provides news releases and environmental material for the media, provides speakers and audio-visual programs, publishes a Department newsletter and edits and distributes pamphlets and brochures. This unit also operates and maintains a technical source library. The Policies and Procedure's Unit does bureau policy implementation, tracking and management. The Office as a group is also responsible for coordinating inter- and intra-departmental issues and special projects as needed by the Commissioner and the Deputy Commissioner.

PROGRAM: The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus. Support services are provided to the Department by the Bureau of Administration in the areas of the Budget and Finance, Human Resources, Computer Services and Laboratory Services.

The Division of Budget and Finance provides centralized financial management for the Department. It is responsible for coordinating grant development and tracking, developing the Department's budget, performing financial analysis and reporting to the program bureaus, and provides for the acquisition of supplies, equipment and special services.

The Division of Human Resources is responsible for overall management of the Department's personnel program, including payroll functions, personnel data management, administration of an employee performance evaluation program, employee information, position classification reviews, recruitment activities, and a comprehensive employee training program.

The Division of Computer Services is divided into two units: data entry/computer operations, and systems and programming. Together, these units provide centralized data/word processing support for the whole Department.

The Division of Laboratory Services is the primary source of chemistry expertise for the Department. Division staff are involved with developing standards for ambient and point sources, design and execution of experiments, permit and contract review and general consultation to all divisions and programs where needed. The laboratory is fully instrumental and performs a full spectrum of analyses to meet the needs of the Department.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection is the legal authority of the Department and, as such, is ultimately responsible for issuing all permits and licenses.

PUBLICATIONS:

EnvironNEWS, monthly bulletin containing reports on current environmental issues.

DEP Issue Profiles, which cover a variety of timely topics, including the Lake Phosphorus Control Program, Ground-Level Ozone, and the Overboard Discharge Law.

DEP FactSheet: Land Bureau Pre-application Meeting. (Further Fact Sheets will be developed soon)

DEP Information Sheets

All are free.

FINANCES, FISCAL YEAR 1989: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ENVIRONMENTAL PROTECTION

DEPARTMENT OF ENVIRONMENTAL PROTECTION (Chief Administrative Unit)	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	692,889	48,450	644,439			
Health Benefits	55,503	3,060	52,443			
Retirement	130,886	9,152	121,734			
Other Fringe Benefits	5,962	185	5,777			
Computer Services—State	1,754		1,754			
Other Contractual Service	294,750	13,932	280,818			
Rents	68,347		68,347			
Commodities	22,732		22,732			
Grants—Subsidies—Pensions	610		610			
Buildings and Improvement	375,883		375,883			
Equipment	138,047		138,047			
Transfers to Other Funds	43,946		43,946			
TOTAL EXPENDITURES	1,831,309	74,779	1,756,530			

BUREAU OF ADMINISTRATION

SANDRA TATE, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-2691

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: April 28, 1988

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 096F; Citation: 38 M.R.S.A., Sect. 342

Average Count—All Positions:

Legislative Count: 20

PURPOSE: The purpose of the Bureau of Administration is to provide support services to the Department. Areas of support services include: Laboratory, Computers, Budget & Finance, Human Resources, Space Management and Planning, Administration Support for rulemaking, and Quality Assurance.

ORGANIZATION: Up until April 1988, the support services were administratively connected to the Deputy Commissioner and Laboratory support was located in the Bureau of Water Quality Control. In April 1988, all support services were combined under the Bureau of Administration. The Administration Bureau is comprised of 6 units or divisions: Human Resource Division, Office of Budget and Finance, Computer Services, Laboratory Services, Clerical Unit, and Office of Quality Assurance.

PROGRAM:

Office of Quality Assurance. This office is responsible for assuring that environmental data created by the Department is of known quality. Its primary responsibilities include administering and implementing the Quality Assurance Program Plan. In addition, it serves as the Department's liaison with EPA and provides technical support for the six program bureaus.

Computer Services Division. This division consists of 5 units: data entry/computer operations, systems development, EPA based systems, systems software, and micro computer support, providing centralized word/data processing support for the department. The data entry/computer operations unit provides: data entry, work processing, response to user request for assistance, computer hardware preventative maintenance, and batch job processing. The systems development unit provides: project management control, systems analysis, design and implementation, documentation, and training support. This unit is also utilized by senior management for special projects. The EPA support unit provides: coordination/long range planning for EPA based systems, problem resolution/tracking, and training for all EPA based systems such as

ENVIRONMENTAL PROTECTION

AIRS, PCS, STORET, BIO-STORET, GICS and RCRIS. The micro computer support unit provides: coordination/long range planning, research and development, application development, maintenance, network administration, and training support for all users of micro computers. The systems software unit provides: operating system support/maintenance, research and development, communications planning/support, hardware maintenance, and disaster recovery planning for all systems resident on the departments mini computer and the State's mainframe computers.

Division of Budget and Finance. This division is comprised of two units—Budgets and Finance. The Budget Unit is responsible for grant development, tracking and reporting along with financial and management reporting. The Financial Unit provides centralized accounting, fiscal and purchasing services and is responsible for managing, controlling and reporting fiscal activities of the department in accordance with statutory and regulatory requirements and generally accepted accounting principles. Both units work closely together on all activities involving department budgetary and fiscal operations.

Laboratory Services Division. The division is the primary source of chemical and bacteriological data for the program bureaus of the Department. It is a full-service laboratory with the capability to meet most all the analytical needs of the Department. The inorganic analytical section is capable in trace metal and ultra-low-level nutrient analysis as well as ordinary wastewater analysis. The organic section is well equipped to determine "priority pollutants" in all matrices as well as fuel oil and gasoline hydrocarbons. Furthermore, the section is developing a unique specialty in the identification of trace contaminants in tissue. Staff from both sections are also available for consulting with all program bureaus.

Support Services Unit. This unit is responsible for clerical support to the Bureau of Administration and the Office of the Commissioner. These services consist of general clerical practices. The unit also acts as the contact with the Secretary of State and Attorney General's Office in regard to rulemaking. The unit is also responsible for the 800 line, maintaining the access list to Ray Building, departmental ID cards, regulations, newsclips and LD distribution.

Human Resource Unit. This unit is responsible for employee benefit administration, labor relations, staff development and training, and provides a wide range of services to departmental Bureaus, including, creation of positions, recruiting, and filling of vacancies. In addition, it serves as the agency reservoir for knowledge concerning all federal laws, state laws, rules and regulations which govern and control employment practices and activities.

PUBLICATIONS:

Rulemaking Update Service: includes complete set of current rules and a year's update of new rules as adopted by the Department; cost is \$50 per year.

Complete set of Current Rules: \$30 per set.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,319,454	591,124	466,339		261,991	
Health Benefits	106,371	37,621	42,258		26,492	
Retirement	239,278	101,506	88,382		49,390	
Other Fringe Benefits	9,460	4,259	3,386		1,815	
Computer Services—State	10,303	5,787	4,516			
Other Contractual Service	211,216	142,478	58,204		10,534	
Rents	19,332	8,194	10,731		407	
Commodities	56,054	16,686	38,340		1,028	
Grants—Subsidies—Pensions	7,110	6,454	86		570	
Buildings and Improvement	665	665				
Equipment	66,714	31,884	33,735		1,095	
Interest—Debt Retirement	244	238	6			
Transfers to Other Funds	42,727		27,681		15,046	
TOTAL EXPENDITURES	2,088,928	946,896	773,664		368,368	

BUREAU OF AIR QUALITY CONTROL

DENNIS KESCHL, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-2437

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 096A; Citation: 38 M.R.S.A., Sect. 581

Average Count—All Positions: 38

Legislative Count: 15

PURPOSE: The Air Quality Control Bureau exists to carry out state air pollution law and the Federal Clean Air Act Amendments of 1977.

ORGANIZATION: Three divisions compose the Air Quality Control Bureau: the Division of Field Services, the Division of Technical Services, and the Division of Licensing and Enforcement.

PROGRAM:

Field Services. The quality of Maine's air is judged by the amounts of "criteria" air pollutants present. The criteria pollutants are: total suspended particulate matter, sulfur dioxide, carbon monoxide, nitrogen dioxide, hydrocarbons, ozone and lead.

Listed below are the numbers of permanent monitoring network sites operated by the Bureau.

Permanent Statewide Network Sites:

	Number of Sites
17 Total Suspended Particulate	
4 Sulfur Dioxide (continuous)	
0 Oxides of Nitrogen (continuous)	
10 Ozone (continuous)	
5 Lead	
0 Carbon Monoxide (continuous)	
0 Hydrocarbon (continuous)	
7 Fine particulates	

Industrial Statewide Monitoring Sites:

	Number of Sites
31 Total Suspended Particulate	
14 Sulfur Dioxide (continuous)	
11 Fine Particulate	
1 Ozone	
2 Lead	

In addition to data collected by the Bureau, many industries are required to operate private ambient air monitoring programs and submit data to the Bureau. The Bureau supports these programs by conducting independent audits and performance checks to provide a high degree of quality assurance on all air quality data being generated within the state.

The data collected from these sites, including an analysis of trends and summary of violations of ambient air quality standards, are published in an annual report of air quality in Maine and are available from the Bureau of Air Quality Control.

In addition, the Bureau of Air Quality and others are actively involved in collecting acid precipitation/acid deposition data from: Bridgton, Greenville, Caribou, and Acadia National Park. The Bureau has also expanded its attention to the particulate constituents on all "violation" filters including particle size distribution. Also due to Maine's monitored high TSP levels, we have greatly expanded our fine particulate monitoring network to determine whether the size of these particulate are of public health concern. Several new CO-generation facilities are now operating that are doing compliance monitoring for lead, chromium and heavy metals.

With respect to ozone, the Bureau now forecasts for local media whenever levels are expected to exceed the unhealthful level on the Pollutant Standard Index (PSI) scale.

Licensing. Besides issuing renewal licenses, amendments and transfers, the Bureau has continued to operate the New Source Review Program, implementing provisions of the Federal

ENVIRONMENTAL PROTECTION

Prevention of Significant Deterioration Program (PSD) for new major emitting sources. Applicants are not required to obtain a federal PSD permit since Maine's licensing program has been approved as the State Implementation Plan (SIP) by EPA. In conjunction with the licensing activities, sales, use and property tax certifications for pollution control equipment/devices are done by the Bureau.

During 1988 the divisions:

- a. received 182 applications for new sources or modifications, amendments and renewals;
- b. approved 203 new/modified source licenses, amendments and renewals;
- c. conducted 165 compliance inspections;
- d. coordinated and observed 20 stack tests;
- e. issued 6 notices of violation
- f. made 3 referrals to the Attorney General;
- g. sent 3 letters of warning;

Technical Services. The Division of Technical Services is responsible for:

1. Program development including the State Implementation Plan for Air Quality Department air regulations and statutes to improve and protect the quality fo Maine air.
2. Data management of ambient air quality data and emission inventory for emission sources.
3. Quality assurance of air quality data.
4. Meteorological support including long range pollution transport modeling, for example, ozone and acid rain, and modeling review for air emission source licensing; and
5. Advanced laboratory support including development of new analytical methods and sampling procedures.

The major issues which the Bureau has in front of it include the development of a program to control emissions of air toxics (hazardous air pollutants for which there are no air quality standards), the revision of its regulations governing the licensing of sources of air pollution, and the evaluation and recommendation of remedial action needed to control emissions causing the smog (ozone) problem in Maine. Smog control options include control of gasoline volatility, bulk gasoline storage and transfer of gasoline throughout the State, maintenance of leak tight gasoline transport vehicles, and the reduction of gasoline vapors resulting from the transfer of gasoline to service stations.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection technically issues all licenses and permits for the Department.

PUBLICATIONS:

- 1) Bureau of Air Quality Control Annual Report — Free
- 2) Bureau of Air Quality Control Annual Air Quality Data Report — Free
- 3) Hazardous Air Pollutants in Maine: Emissions Inventory and Ranking System — Free
- 4) Acid Rain in Maine — Free
- 5) The Air Around Us — Free
- 6) Disposal by Incineration

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ENVIRONMENTAL PROTECTION

BUREAU OF AIR QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	775,121	421,975			353,146	
Health Benefits	56,989	27,272			29,717	
Retirement	150,393	83,692			66,701	
Other Fringe Benefits	5,574	2,163			3,411	
Computer Services—State	7,688	5,213			2,475	
Other Contractual Service	193,007	52,166			140,841	
Rents	40,692	33,362			7,330	
Commodities	22,658	8,246			14,412	
Grants—Subsidies—Pensions	171				171	
Equipment	103,186	30,124			73,062	
Interest—Debt Retirement	19	3			16	
Transfers to Other Funds	24,332				24,332	
TOTAL EXPENDITURES	1,379,830	664,216			715,614	

BOARD OF ENVIRONMENTAL PROTECTION

E. CHRISTOPHER LIVESAY, CHAIRMAN

Central Office: AMHI-Ray Building, Augusta

Telephone: 289-7653

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 101; *Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: 10

Legislative Count: 0

PURPOSE: It is the duty of the Board, exercising the police power of the state, to control, abate and prevent the pollution of the air, waters, coastal flats and prevent diminution of the highest and best use of the natural environment of the State.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the Governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the Legislature. Members serve for a term of 4 years. The Governor appoints one member to serve as chairman.

Members receive \$55 per day for each meeting or hearing attended. They also receive reimbursement for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board.

Meeting times and places are determined by the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. Four members are a quorum for a rule-making hearing and two members are a quorum for an adjudicatory hearing.

PROGRAM: The Board holds regular meetings on the second and fourth Wednesdays of each month. These meetings are open to the public. In addition, the Board holds public hearings on proposed rules and individual applications. Board members receive material on all pending matters in advance of the regular meetings and are mailed copies of all transcripts of testimony at public hearings.

ENVIRONMENTAL PROTECTION

LICENSES, PERMITS, ETC.

Licenses:

- Air Emission
- Oil Terminal Facility
- Hazardous Waste Treatment Facility
- Hazardous Waste Storage Facility
- Hazardous Waste Transporter
- Vessels at Anchorage
- Waste Oil Storage Facility
- Waste Oil Dealer
- Waste Oil Transporter
- Hazardous Waste Disposal Facility
- Septage Sites
- Solid Waste Facility
- Waste Water Discharge
- Experimental Discharge

Permits:

- Log Storage
- Mining/Rehabilitation of Land
- Site Location of Development
- Small Hydro
- Sludge Utilization
- Natural Resources Protection

Certifications:

- Underground Oil Storage Tank Installer
- Underground Hazardous Substance Storage Tank Installer
- Asbestos Abatement Contractor, Design Consultant & Worker
- Asbestos Evaluation Specialist
- Asbestos Project Supervisor
- Water Quality
- National Pollutant Discharge Elimination System Permit
- Waste Water Treatment Facility Operator
- Certification of Persons Servicing and Repairing Sanitary Waste Treatment Facilities
- FAME (Finance Authority of Maine)
- Water Pollution and Water Pollution Control Facilities
- Tax Exemption for Pollution Control Facilities

Other:

- Shoreland Zoning Variances
- Establishment of Mixing Zones
- Approval of Sanitary Districts
- Approval of Watershed Districts
- Uncontrolled Hazardous Substances Sites Designation
- Approval of Solid Waste Districts
- Dam Registration
- Underground Storage Tank Registration
- Water Level Hearings
- Federal Consistency Determination
- Process Third Party Damage Claims

FINANCES, FISCAL YEAR 1989: 38 MRSA, Section 361 provides that expenditures of this unit shall be borne by Department of Environmental Protection and are, therefore, included in its financial display.

BUREAU OF LAND QUALITY CONTROL**DEBRAH RICHARD, DIRECTOR***Central Office:* AMHI, Ray Bldg.,*Telephone:* 289-2111*Mail Address:* Statehouse Sta. #17, Augusta, Maine 04333*Established:* July 1, 1972*Sunset Review Required by:* June 30, 1996*Reference:* Policy Area: 05; Umbrella: 06; Unit: 096B; Citation: 38 M.R.S.A., Sect. 1301*Average Count—All Positions:* 60*Legislative Count:* 41

PURPOSE: The Bureau of Land Quality Control is responsible for administering nine environmental laws designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Natural Resources Protection Act; Maine Dam Inspection, Registration, and Abandonment Act; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission).

The Land Bureau receives some funding under the Coastal Zone Management Act in return for state-level enforcement and administration of the core laws. The Bureau is also responsible for the completion of Federal Consistency reviews.

ORGANIZATION: There are three divisions in this bureau, the Division of Site Location, the Division of Enforcement and Field Services, and the Division of Natural Resources. In addition a Policy and Procedures Unit and Secretarial Services Unit exist which provide management support to the entire Bureau.

PROGRAM:

Licensing and Review: Licensing and review in the Site Location and Natural Resources Divisions prepare recommendations to the Board of Environmental Protection for permit applications pertaining to the Site Location of Development Act; the Natural Resources Protection Act; and Statement of Consistency with Maine's Coastal Zone Plan.

The following number of orders were processed in 1988:

Hydro	33
Site Location	419
Coastal Wetlands	294
Sand Dunes	124
Great Ponds	179
Freshwater Wetlands	18
Stream Alteration	213
Water Quality Certifications	24
Consistency Actions	0
Delegation of Authority to Qualified Communities	2
Dams Registration	4

TOTAL 1,308

The Bureau initiated several procedures and policies to expedite the processing time for application review. In addition to licensing and review of applications, the staff of the Site Division and Natural Resources Division participated in several rulemaking efforts in 1988. The most significant regulations to be developed were the Traffic Regulations and Noise Regulations. Also developed in 1988 was a Permit-by-Rule process to eliminate the permitting process for minor impact projects. The Bureau also regionalized its licensing and review staff, adding five staff to the South Portland Regional Office and one licensing staff to the Bangor Regional Office.

Enforcement and Field Services: Staff from the Division of Enforcement and Field Services is located in the four regional offices in Augusta, South Portland, Bangor, and Presque Isle. The division is responsible for complaint resolution, compliance inspections, and enforcement actions. As Land Bureau representatives in the field they also assist the licensing staff in disseminating information about the application procedures and explaining the laws and regulations administered by the Land Bureau.

ENVIRONMENTAL PROTECTION

Last year the Enforcement staff responded to 1,870 citizens complaints (an increase of 40% over the last three year period). The Division accomplished complaint resolutions through a variety of means ranging from voluntary compliance, referral to other appropriate State agencies or municipalities, formal enforcement actions such as Administrative Consent Agreements and Enforcement Orders, Court Actions under Rule 80K, or referral to the Office of the Attorney General. In addition, the Division responded to 354 requests for written Advisory Opinions, sought by potential applicants asking for clarification of the language of the laws and regulations.

Other Services: In addition to Licensing and Review and Enforcement, the Bureau staff is engaged on a daily basis in providing technical assistance to individuals and municipalities on issues related to bureau administered laws and regulations. The Bureau in the Augusta office handles in excess of 250 calls per day for general information. The Bureau participated with the Department in the production of several fact sheets and issue profiles outlining various aspects of the laws and regulations administered, including an issue profile on Great Ponds, Permit-by-Rule, the Shoreland Zoning Act, and the Pre-application process.

The Shoreland Zoning Unit is responsible for the oversight in administration of the Shoreland Zoning Program. The unit has completed the drafting of the new Model Shoreland Zoning Ordinance.

LICENSES, PERMITS, ETC.:

Site Location of Development permits
Natural Resources Protection Act permits

PUBLICATIONS:

The following publications are available from the Bureau free of charge: (they are also available from the Division of Public Assistance as described under the Departmental heading).

Site Location of Development (August 1986)
Protecting Your Coastal Wetlands (September 1983)
Protecting Your Lake (January 1987)
A Guide to Land Use Laws Administered by DEP (January 1982)
Bureau of Land Quality Control (July 1983)
Alteration of Rivers, Streams & Brooks Act
Guidelines For Municipal Shoreland Zoning Ordinance
Hydropower Development Regulations
Maine Dam Inspection Registration & Abandonment Act

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LAND QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,037,306	880,864	12,582		143,860	
Health Benefits	78,562	64,935	2,091		11,536	
Retirement	193,995	164,459	2,377		27,159	
Other Fringe Benefits	9,391	7,443	225		1,723	
Computer Services—State	2,333	2,333				
Other Contractual Service	212,484	212,399	85			
Rents	5,462	5,462				
Commodities	11,743	11,653	90			
Equipment	18,127	18,127				
Interest—Debt Retirement	12	12				
Transfers to Other Funds	8,546		767		7,779	
TOTAL EXPENDITURES	1,577,961	1,367,687	18,217		192,057	

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL

ALAN M. PRYSUNKA, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-2651

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: October, 1980

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 096D; Citation: 38 M.R.S.A., Sect. 541

Average Count—All Positions: 85

Legislative Count: 17.5

PURPOSE: This Bureau administers the State's oil and hazardous materials control programs, which include the following areas of responsibility:

1. Emergency response for oil and hazardous materials spills;
2. Regulation of all underground oil storage facilities;
3. Licensing and inspection of hazardous waste and waste oil facilities and transporters;
4. Licensing and inspection of oil terminals;
5. Investigation and clean-up of all uncontrolled hazardous substances sites;
6. Enforcement of all oil and hazardous materials control laws;
7. Management of the Maine Coastal and Inland Surface Oil Clean-Up Fund, the Ground

Water Oil Clean-Up Fund, the Hazardous Waste Fund and the Uncontrolled Hazardous Waste Site and Underground Oil Tank Bonds, and processing third party damage claims for oil contamination problems.

In addition, this Bureau provides staff support to the Advisory Commission on Radioactive Waste and the Board of Underground Storage Tank Installers.

ORGANIZATION: In 1980 the Bureau was created by combining the Bureau of Water Quality Control's Division of Oil Conveyance Services and the Bureau of Land Quality Control's Hazardous Waste Unit.

The Bureau consists of the Division of Response Services, the Division of Licensing and Enforcement, and the Division of Remedial Planning and Technical Services. The Response Services Division has offices in Augusta, Bangor, Portland and Presque Isle and the Licensing and Enforcement and Remedial Planning and Technical Services are located in Augusta.

PROGRAM: Activity within the Bureau's Oil & Hazardous Waste/Material programs increased significantly during the past year. Among the more noteworthy accomplishments:

A. Division of Licensing & Enforcement

1. Continued oversight of the state's hazardous waste facility licensing, consolidating federal and state licensing requirements, resulted in the following enforcement actions: 1,057 letters of violation were issued, 13 negotiated enforcement agreements were finalized and 1 administrative order was issued by the Commissioner which designated sites as uncontrolled hazardous substance sites. In addition, several cases are currently pending final resolution.
2. The following activities were performed this year:

Preliminary Assessment Site Verified	7
Site Inspection (includes remedial investigations and feasibility studies and expanded site inspections)	10
Remedial actions/Removal actions	7
Operation & Maintenance	3
3. The Bureau is coordinating the clean-up of the State's eight Superfund sites with the federal government. Including the remedial Superfund sites, the state has been involved with 67 sites this past year. In addition, 27 preliminary assessments were performed by a contractor under DEP oversight.
4. Ground water monitoring programs are being continued at several facilities where hazardous waste contamination problems were previously found. Actions aimed at reducing such contaminations are currently in progress.

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5. The Bureau processed more than 7,500 hazardous waste manifest shipping forms during the past year.
6. One hundred and forty-two (142) hazardous waste and waste oil transporters were licensed during the past year and Bureau staff continue to maintain a close working relationship with State Police counterparts to assure compliance with State Law and rules by those who transport hazardous waste in Maine.
7. Resolved 8 third party damage claims, approved 5 Hazardous Waste Treatment Licenses and approved 17 closure plans of hazardous waste facilities..

Following is a list of key activities in Licensing and Enforcement during the past year:

A. Licensing & Enforcement:

1. Oil terminals licensed	16
a. Shoreside Terminals	16
b. Vessels	0
2. Hazardous Waste Facility Inspections	27
3. Hazardous Waste Complaint Investigations	55
4. Hazardous Waste Facilities Approved:	
a. Treatment	5
b. Closure Plans	17
c. Storage facilities	0
5. Hazardous Waste and Waste Oil Transporter Licenses	142
6. EPA I.D. Numbers	
a. Permanent	68
b. Temporary	3,030
7. Underground Tanks registered	1340
8. Underground Oil Storage Facility Inspections	60
9. Underground Oil Storage Facility Waiver Requests	70
10. Damage claims received	31
11. Clean Up Orders Issued By Consent	2
12. Administrative Clean Up Orders	1
13. Damage Claims Processed for Settlement or Referral	5

B. Response Services

1. Hazardous Materials Spills or Investigations	267
2. Oil Spills or Investigations	1498
3. Number of wells contaminated by petroleum	65
4. Oil Terminal Inspections	16
5. Number of barrels of oil transferred by licensees	78,463,311

C. Remedial Planning & Technical Services

1. Replacement public water supplies initiated	5
2. Leaking underground oil tank ground water clean-up projects	2
3. Hazardous waste cleanup assistance	26

B. Division of Response Services

1. Responded to 1081 surface and groundwater oil spills
2. Performed 417 oil spill investigations
3. Responded to 142 hazardous waste spills
4. Performed 125 hazardous materials investigations
5. Performed 328 inspections of underground tank abandonments
6. Performed 198 leaking underground oil tank investigations

C. Division of Remedial Planning & Technical Services

1. Technical support to all Bureau programs.
2. Technical staff support to Maine Radioactive Waste Advisory Commission and Maine Board of Underground Oil Storage Tank Installers.
3. Development of regulatory programs for underground oil & chemical storage tanks and low-level radioactive waste facilities.
4. Review of hazardous waste facility license applications for technical adequacy.
5. Engineering and geological support to groundwater clean up projects at uncontrolled hazardous waste sites.
6. Responsible for long term ground water remediation and for providing replacement drinking water at major leaking underground oil tank sites.

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7. Technical assistance and training of underground oil tank installers.
8. Compliance inspections of groundwater monitoring programs at licensed hazardous waste sites and newly installed underground storage tanks.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection is the legal authority for the Department and, as such, issues all licenses and permits. Those licenses and permits issued by the Board that are associated with the Bureau of Oil & Hazardous Materials Control are as follows:

1. Oil Terminal Facility License;
2. Hazardous Waste Facility License;
3. Hazardous Waste License By Rule for On-Site/Off-Site Reuse;
4. Hazardous Waste Transporter License;
5. Registration of Underground Oil Storage Tanks;
6. (Oil) Vessel at Anchorage
7. Waste Oil Transporter License
8. Waste Oil Facility License
9. EPA Identification Numbers

PUBLICATIONS:

Annual Hazardous Waste Activity Report for 1988
 Casco Bay Coastal Resources Inventory — \$20.00/set
 Vol. 1 — Marine Resources
 Vol. 2 — Marine Wildlife/Marine Flora
 Copies of Bureau regulations are available, including hazardous waste management and hazardous matter rules. — free
 Siting, Design and Cost of Shallow Land Burial Facilities in Northern New England — free
 Conceptual Design of an Engineered Disposal Facility for Low-Level Radioactive Waste — free
 Threats to Groundwater in Maine — free
 MORP booklet, a guide to waste oil collection centers — free
 Annual Hazardous Waste Activities Report For 1986
 Understanding Maine's Standards For Generators of Hazardous Waste—March 1987
 Abandonment and Removal of Underground Oil Storage Facilities — free

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,833,498	456,474	945,644		431,380	
Health Benefits	132,521	34,767	63,475		34,279	
Retirement	349,588	86,052	180,387		83,149	
Other Fringe Benefits	15,057	3,083	7,458		4,516	
Computer Services—State	21,298		21,298			
Other Contractual Service	2,668,285	65,484	1,188,375		146,861	1,267,565
Rents	28,268		27,492		357	419
Commodities	214,476	2,658	206,175		5,620	23
Grants—Subsidies—Pensions	235,715		232,715			3,000
Buildings and Improvement	289,592		289,592			
Equipment	409,711	3,750	366,989		38,972	
Interest—Debt Retirement	1,302		1,302			
Transfers to Other Funds	139,404		112,136		27,268	
TOTAL EXPENDITURES	6,338,715	652,268	3,643,038		772,402	1,271,007

BUREAU OF SOLID WASTE MANAGEMENT

PAULA M. CLARK, DIRECTOR

Central Office: Village Square, Gardiner

Telephone: 582-8740

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: April 28, 1988

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 096E; Citation: 38 M.R.S.A., Sect. 342

Average Count—All Positions: 0

Legislative Count: 23

PURPOSE: The Bureau of Solid Waste Management is responsible for administering all programs related to the disposal, storage and handling of non-hazardous solid wastes, spreading/utilization of residuals, asbestos management/disposal and septage disposal.

ORGANIZATION: The Bureau of Solid Waste Management is headed by a director, is supported by a clerical unit, and is organized into 3 program divisions: Licensing & Enforcement, Technical Services and Municipal & Operational Services.

PROGRAM:

Division of Licensing & Enforcement: This division is responsible for licensing and enforcement activities related to solid waste facilities (including landfills, incinerators, transfer stations, storage and processing facilities and recycling facilities), septage disposal facilities and sludge/residuals land application sites. The division is currently developing comprehensive regulations pertaining to composting facilities and to the transportation of non-hazardous wastes. Citizen complaint response and compliance inspections are also the responsibility of division staff in the Presque Isle, Bangor and S. Portland regional offices as well as in the main Gardiner office.

Division of Municipal & Operational Services: This division administers the landfill remediation and closure program which provides technical and financial assistance to municipalities for landfill remediation and closure activities. \$13 million is currently available through 1987 and 1988 bond issues to fund the program. Municipalities are receiving assistance through Departmental development of remediation/closure plans for specific sites and through the receipt of direct financial assistance to implement the plans. The division is also responsible for administration of the asbestos abatement program which includes a certification program for all asbestos abatement workers. Municipal septage management is overseen by the division.

Division of Technical Services: This division is responsible for the provision of technical support for all bureau activities in the fields of engineering, geology and chemistry. Staff conduct technical reviews of applications and enforcement cases, provide technical recommendations, conduct inspections and sampling programs.

The bureau has, during 1988-89, completed a substantial amount of work toward full implementation of provisions of 1987 PL Chapter 517. Efforts included the completion of a statewide disposal capacity needs analysis and a detailed report to the Legislature on the disposal and management of tires, white goods and demolition debris. The bureau also completed an extensive rulemaking proceeding which resulted in the adoption of comprehensive new solid waste management regulations for the State of Maine.

LICENSES, PERMITS, ETC.

All licenses and permits related to:

- Solid waste disposal/storage/processing facilities
- Septage spreading sites
- Land Application of Sludge and Other Residuals
- Asbestos Abatement Certifications

PUBLICATIONS:

- Solid Waste Law (PL 1987 Chapter 517)
- Maine Solid Waste Management Regulations (May 1989)

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- Septage Management Regulations
- Rules for the Land Application of Sludge and Residuals
- Asbestos Abatement Rules
- Maine Disposal Capacity Needs Analysis
- Report: Tires, White Goods and Demolition Debris

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOLID WASTE MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	487,859	468,165			19,694	
Health Benefits	37,740	35,518			2,222	
Retirement	93,827	90,107			3,720	
Other Fringe Benefits	2,568	2,318			250	
Other Contractual Service	115,452	109,536			64	5,852
Rents	42,669	42,669				
Commodities	21,441	21,201				240
Grants—Subsidies—Pensions	1,793,456					1,793,456
Equipment	20,466	20,466				
Transfers to Other Funds	880				880	
TOTAL EXPENDITURES	2,616,358	789,980			26,830	1,799,548

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

J. EUGENE BOIVIN, CHAIRMAN

Central Office: Augusta

Telephone: 289-2651

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: June 28, 1985

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 481; Citation: 32 M.R.S.A., Sect. 10003

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Board of Underground Storage Tank Installers was established to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons, to assure the availability of underground storage tank installations of high quality to persons in need of these services.

ORGANIZATION: The Board of Underground Storage Tank Installers was established under the authority of PL 1985, Chapter 496, Section 2, and amended by 1987 P.L. Chapter 402, Section 172; 1987 P.L. Chapter 410, Section 1; and 1989 P.L., Chapter 312.

PROGRAM: The Board of Underground Storage Tank Installers has continued to implement its certification procedures. Two written examinations were held in October of 1988 and March of 1989.

A total of 33 on-site examinations were held from July 1, 1988 to June 30, 1989, with 16 installations completed satisfactorily and 7 failing. (Six on-sites are currently pending, while three were cancelled by applicants and one rescheduled.) A total of 257 installers have been certified. The Board, in conjunction with the Maine Oil Dealers Association, held recertifica-

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tion workshops March 21 and 22, 1989, in Bangor and Portland. Complaints against five installers and two applicants were investigated and acted upon.

LICENSES, PERMITS, ETC.

- Underground Oil Storage Tank Installer Certificate (until June 15, 1989)
- Underground Oil Storage Tank Examiner Certificate (DEP employees only)
- Underground Oil Storage Tank Inspector Certificate (DEP employees only)
- Underground Hazardous Substance Storage Tank Certificate (pending rulemaking)
- Underground Hazardous Substance Tank Examiner Certificate (pending rulemaking)
- Underground Hazardous Substance Tank Inspector Certificate (pending rulemaking)
- Underground Oil Storage Tank Installer Certificate—Class I (after June 15, 1989, pending rulemaking)
- Underground Oil Storage Tank Installer Certificate—Class II (after June 15, 1989, pending rulemaking)
- Underground Oil Storage Tank Installer Certificate—Class III (after June 15, 1989, pending rulemaking)
- Underground Gasoline Tank Remover Certificate (after June 15, 1989, pending rulemaking)

PUBLICATIONS:

- Underground Oil Storage Tank Installer Study Guide — \$35
- Summary and Assessment of Maine's Underground Storage Tank Installer Certification Program (1989)—Free

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Environmental Protection.

BUREAU OF WATER QUALITY CONTROL

STEPHEN W. GROVES, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-3901

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096C; *Citation:* 38 M.R.S.A., Sect. 361A

Average Count—All Positions: 91

Legislative Count: 29.5

PURPOSE: The Bureau of Water Quality Control is responsible for reviewing the quality of Maine's waterways and reporting their best uses and recommended classifications to the Legislature. Once legal standards have been established, the Bureau must ensure that the classifications are attained and maintained. Many of the activities of the Bureau are mandated on an annual basis by federal laws and are funded through the Federal Water Pollution Control Act. Federal funds for the past fiscal year have included approximately \$1.75 million of program grant funds to aid the Bureau in carrying out its responsibilities under both state and federal laws. State funding levels for the water pollution control program must remain constant or increase in order for the department to remain eligible for federal program and wastewater treatment plant planning and construction management grants. The Bureau is in the process of reviewing the classifications of all the State's waters and is holding statewide public hearings. After review of the staff's recommendations, the Board of Environmental Protection will recommend revised classifications to the 114th Legislature.

ORGANIZATION: The Bureau of Water Quality Control has four divisions with regional offices in Portland, Presque Isle and Bangor.

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PROGRAM:

Division of Licensing and Enforcement. The Division regulates the discharge of pollutants to surface or ground waters of the state as authorized under the Protection and Improvement of Waters Law with a combination of licensing, certification and enforcement activities. The following is a summary of division activities during FY 89:

State Licenses Issued (renewals and new)	
Municipal	13
Industrial	11
Commercial	12
Residential	98
Dredging	0
Aquatic Pesticides	0
Experimental	1
License Applications Denied	0
Certification of U.S. EPA NPDES Permits	20
Certification of Sales and Use Tax Exemption Approved	35
Certification of Sales and Use Tax Exemption Denied	0
Certification of Property Tax Exemption Approved	31
Certification of Property Tax Exemption Denied	0
Administrative Enforcement Agreements Issued	8
Referrals to Attorney General's Office	6
Cases Processed Under Rule 80(k) of the District Court Civil Rules of Procedure	1

Division of Operation and Maintenance is responsible for inspecting municipal, industrial, commercial and residential treatment plants. Other ongoing responsibilities include the review of O & M Manuals, wastewater treatment plant plans and specifications, and the addition of new sources of pollutants to public owned treatment works. The investigation of citizen complaints, computerized tracking of treatment facility discharge and licensing information, Maine's Underground Injection Control Program, and the administration of the operator certification program are also performed by the Division.

The O & M Division continued its staff proficiency program. The Division conducted technical assistance and site specific training under a federal training grant aimed at plants having non-compliance and operational problems. Each plant receiving this assistance either returned to compliance or substantially improved. The assistance procedures developed in this program are being incorporated into routine work programs.

Inspections of wastewater treatment plants:	
Municipal	311
Industrial	150
Residential	910
Commercial	112
Citizen Environmental Complaints	220
Training Sessions	18
Technical Assistance Projects (New)	17
Technical Assistance Projects (Cont'd)	8
Pretreatment Inspections	8

Division of Municipal Services: The primary function of the division is to administer a construction grants program that funds planning, design and construction projects for municipal wastewater treatment facilities. The program utilizes both federal and state grants. The source of federal funds is the U.S. Environmental Protection Agency (EPA) and the source of state funds is a bond issue administered by DEP. Projects are funded by 55% EPA funds, 25% D.E.P. and a local share of 20%. The program includes preliminary planning to identify the problems and offer alternative solutions; the preparation of construction plans and specifications for the option selected from the planning process; and the actual construction of the wastewater treatment facility. State grants only of up to 90% are also available for projects which can be constructed for \$100,000 or less.

Since the program's inception, over \$600 million of water pollution abatement facilities have been built in the State of Maine. There are more than 115 municipal treatment facilities in operation. The program is authorized in the future by the Clean Water Act Amendments of 1987. The grant program will be replaced by State revolving loan funds. The transition years

ENVIRONMENTAL PROTECTION

are FY 89 and FY 90. Federal funding support comes to an end in FY 94.

The FY 89 program included projects in Patten, Warren, Norridgewock, Kennebunkport and Vinalhaven. New small community projects funded in FY 89 were Allagash, Blaine, Canaan, Cranberry Isles, Hollis, Smyrna Mills, New Sweden, New Vineyard, Orland, Smyrna, Stockholm, Winn, Woodland and Woolwich.

Division of Environmental Evaluation and Lake Studies. The Division provides technical support to other Water Bureau divisions and other Bureaus in the DEP. Expertise in the Division includes biology/ecology, geology, engineering, hydrology, and water chemistry. Special services include biologic and toxicologic lab analysis, specialized computer modeling of wastewater impacts and complete ambient monitoring and investigative capabilities.

The responsibilities of this Division are varied and listed as follows:

1. Administer the State's Great Pond (Research) Program — Title 38, M.R.S.A., Section 386-390.
2. Direct the State's Lake Restoration and Protection Program — Title 38, M.R.S.A., Section 390-A.
3. Provide technical assistance to municipalities for review of impacts from development on lakes and other lake protection issues.
4. Direct and coordinate a lake monitoring program for statewide volunteers under Title 38, M.R.S.A., Section 424.
5. Educate the public on the value and sensitivity of Maine's lakes.
6. Provide biological and geological expertise to all DEP bureaus and the Board as required.
7. Provide a monitoring network using biological and chemical techniques to assess the State's waters.
8. Conduct special river and stream waste assimilation studies to determine if water quality is being maintained.
9. Provide review of wastewater discharge licenses for BOD impacts, toxic effects, or other concerns.
10. Assist in development and implementation of state groundwater strategy.
11. Monitor and prepare water quality data collected from groundwater aquifer mapping and sand-salt storage.
12. Provide an assessment of the impact of acid rain on the State's water resources.
13. Development of a monitoring program for marine waters.
14. Meet and coordinate with US-EPA staff on the Clean Water Act and the various sections of the federal statute that affects Maine water quality standards.

The Division has been divided into five sections each with a leader. Responsibilities are delegated to the section leader through the division director.

1. The Lakes section coordinates a monitoring program which uses voluntary monitors on approximately 300 lakes. The Division trains, teaches, and advises monitors regarding the data collected. The program helps the DEP classify lakes by trophic state and provides data for evaluation of the effects of developments proposed under the site location law. A new technical assistance unit uses this data in recently developed procedures to assist towns in making decisions about appropriate land use in lake watersheds. The lakes program continues to receive high interest and support.

Lake restoration work continues at Three Mile Pond and Long/Cross Lakes and will start this year on China Lake which has recently received federal funding. Future lake work will be performed as EPA Section 314 funding becomes available. A state fund is also available which will assist on lakes projects and will be a source of funds for the near future. The DEP is shifting its efforts to a lake protection program which is least costly in the long run. The key elements of this effort are the technical assistant unit and an expanded public education program.

2. The Environmental Evaluation section reviews applications for projects that may discharge wastes or have other impacts on receiving waters, such as alteration of flows by hydropower projects. Computer water quality models are utilized by the division's engineers to estimate a river or stream's assimilative capacity. The models are calibrated/verified by field data. The recent acquisition of The WASP4 Model which has the capability of three dimensional and unsteady state simulation has enhanced stream modeling.

The Division's Instream Biological Monitoring Program is now fully computerized. The microcomputer database contains aquatic macroinvertebrate community (insects, clams, snails, etc.) information and local sampling site information (habitat, temperature, land use, etc.) from about 160 river and stream stations across the State. This database forms the basis of the Bureau's

ENVIRONMENTAL PROTECTION

developing biological criteria regulations. US-EPA has favorably recognized the innovative approach Maine has taken by inviting the staff's participation in the development of a national biological criteria policy document. The biological monitoring approach is innovative because it promotes a shift in the regulatory perspective from the pollutant source (i.e. physical/chemical characterization of pollutants) to the aquatic life resource (i.e. evaluation of the actual condition of the aquatic community that is subjected to pollution). This feature provides the Water Bureau with a means of evaluating the overall success of its water quality management efforts, in terms of the health of the States aquatic communities.

The section also administers Maine's Dioxin Monitoring Program, collecting sludge and fish below 12 suspected facilities for dioxin analysis, and Maine's Bioaccumulation Program which monitors other contaminants in fish in Maine waters. The section conducts effluent toxicity testing of various waste discharges.

3. The Marine Section has developed the Marine Monitoring Program which is actually a joint effort between the DEP and the Department of Marine Resources. Its primary emphasis is to monitor and evaluate Maine's near shore marine waters for chemical pollution and to use the monitoring information gained to make policy recommendations to the Department and Legislature. During its initial phase, the program reviewed existing data on pollution along Maine's coast and developed a monitoring strategy to be conducted over the next several years.

4. The Division's hydrogeology section helps direct and coordinate the State's groundwater resource evaluation and protection strategy. Providing groundwater-related technical expertise to citizens, municipalities, regional planning commissions, and other State agencies continues to be one of the section's primary responsibilities. Current program priorities include: coordinating development of "best management practices" (BMPs) for all potential groundwater pollution sources; educating the public on issues of the State Comprehensive Planning Program; and expanding the State's groundwater quality database. The hydrogeology section continues to cooperate with the State Bureau of Geology and the U.S. Geological Survey to delineate and evaluate the State's sand and gravel bedrock aquifer resources.

5. The Nonpoint Source (NPS) Pollution Control Section is responsible for coordinating the assessment and management of the states NPS water quality problems. The Section was created under CWA 205(j)(5) funds. No direct state funding is currently available to the NPS Section. In addition to producing NPS Assessment and Management documents in 1989, Best Management Practices (BMP's) for all land uses in Maine (Agriculture, Silviculture, Development, etc.) will be developed over the next 12-18 months.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection technically issues all licenses and permits of the Department.

Certifications:

- IRS certification for five year amortization
- IRS certification for tax exempt bonding
- FAME certification for loan applicants compliance with environmental laws
- National Pollutant Discharge Elimination System Permit Certification
- Personal Property Tax exemption
- Sales & Use Tax exemption

PUBLICATIONS:

Publications produced in 1988/89

- Agenda for Action
- Maine's Marine Environment—A Plan for Protection
- The Nomination of Casco Bay to the National Estuary Program
- Little Androscoggin WLA
- Lower Kennebec WLA
- St. John River WLA
- West Branch Penobscot WLA
- Clean Water: Our Precious Resource (free)
- Wastewater Treatment Grants

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ENVIRONMENTAL PROTECTION

BUREAU OF WATER QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,735,154	772,356			962,798	
Health Benefits	129,811	55,886			73,925	
Retirement	330,235	148,420			181,815	
Other Fringe Benefits	12,384	4,831			7,553	
Computer Services—State	3,112	2,153			959	
Other Contractual Service	514,546	400,511	1,036		112,999	
Rents	13,934	8,618			5,316	
Commodities	25,496	17,757			7,739	
Grants—Subsidies—Pensions	6,669,168	8,300	11,412		165,110	6,484,346
Equipment	60,175	26,183			33,992	
Interest—Debt Retirement	3	3				
Transfers to Other Funds	54,792				54,792	
TOTAL EXPENDITURES	9,548,810	1,445,018	12,448		1,606,998	6,484,346

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

ARTHUR L. LERMAN, CHAIRMAN

MARILYN E. CANAVAN, Assistant to the Commission

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

Telephone: 289-4178

Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Established: 1976

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 94; Unit: 270; Citation: 1 M.R.S.A., Sect. 1002

Average Count—All Positions: 1.5

Legislative Count: 1

PURPOSE: The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts or the appearance of misconduct by Legislators.

The general duties of the Commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

ORGANIZATION: The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by Chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by Chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices and the new Commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous Legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commission may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine. The Secretary of State presently serves as the secretariat of the Commission.

PROGRAM: During FY 1989, the Commission investigated and made advisory recommendations to the appropriate body of apparent violations of the ethical standards set by the Legislature; and administered and investigated violations of the requirements for campaign reports and campaign financing.

The Commission met as required by 21-A M.R.S.A. Section 1002 to review campaign finance

ETHICS AND ELECTION PRACTICES

reports required of all state and county candidates, all political committees supporting such candidates and all political action committees involved in state and county political campaigns. These reviews involved:

1. Reports from candidates and committees involved in the 1988 primary and general elections.
2. Reports from political action committees which supported or opposed political candidates or ballot questions in 1988.
3. Reports filed by candidates involved in the special election held in House of Representatives District 133.
4. Sets of quarterly post-election reports itemizing the disposition of campaign surpluses or deficits reported by candidates and committees in summary reports for elections held in 1984, 1986, and 1988.

The Commission reviewed the filings of 118 candidates and 14 political action committees and determined that 70 candidate reports and 8 political action committee reports were filed late. In accordance with 21-A M.R.S.A. Section 1020(4), and 21-A M.R.S.A. Section 1062(4), the Commission submitted to the Secretary of State the names of candidates and committees that filed late campaign finance reports.

Other matters considered by the Commission included two complaints alleging violation of the registration provisions set forth in 21-A Section 1053, and one complaint alleging violation of the law concerning publication or distribution of political statements set forth in 21-A M.R.S.A. Section 1014. In each case, the Commission requested remedial action and obtained compliance from the individuals involved.

The Commission held a hearing to investigate alleged breaches of the statutory standards of legislative ethics set forth generally in 1 M.R.S.A. Section 1014, and rendered an advisory opinion and recommendations, copies of which were transmitted to the Clerk of the House of Representatives and the presiding officer of the legislative body involved. In addition, the Commission met to consider a legislator's request for an advisory opinion concerning a possible conflict of interest. The Commission rendered an opinion, copies of which were transmitted to the Clerk of the House of Representatives and the presiding officer of the legislative body involved.

The Commission also administered 1 M.R.S.A. Section 1016 which requires Legislators to disclose sources of income.

As part of its continuous review of the campaign financing laws, the Commission proposed and supported passage of L.D. 1649, the intent of which is to clarify and strengthen the law. The objectives of the Commission for FY 1990 include development and distribution of literature and presentation of seminars relating to the campaign finance and ethics laws.

The Commission met a total of 8 times during FY 1989.

PUBLICATIONS:

The Commission publishes copies of the Campaign Finance Law as it pertains to candidate elections (21-A M.R.S.A., Chapter 13, subchapter II) and political action committees (21-A M.R.S.A., Chapter 13, subchapter IV).

The Commission also publishes reporting schedules for candidates, their authorized committees, and political action committees.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	29,793	29,793				
Health Benefits	2,071	2,071				
Retirement	5,610	5,610				
Other Fringe Benefits	154	154				
Other Contractual Service	8,300	8,300				
Commodities	1,611	1,611				
Equipment	1,705	1,705				
Interest—Debt Retirement	3	3				
TOTAL EXPENDITURES	49,247	49,247				

EXECUTIVE DEPARTMENT

(OFFICE OF) GOVERNOR

JOHN R. McKERNAN, JR., GOVERNOR

Central Office: Statehouse, Augusta; *Floor:* 2

Telephone: 289-3531

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: Circa 1820

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102; *Citation:* 2 M.R.S.A., Sect. 1

Average Count—All Positions: 26

Legislative Count: 26

PURPOSE: The Governor serves to direct the affairs of the state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, all forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

PROGRAM: In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

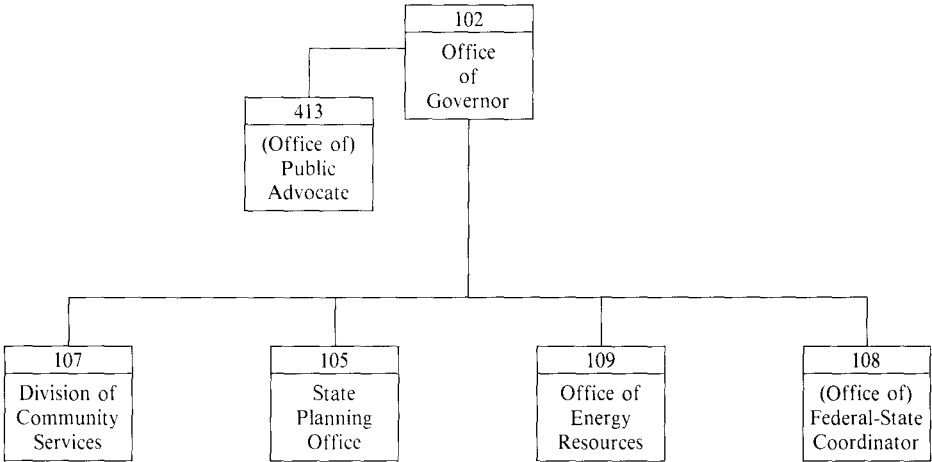
Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

FINANCES, FISCAL YEAR 1989: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXECUTIVE DEPARTMENT

ORGANIZATIONAL CHART
EXECUTIVE DEPARTMENT
UMB 07



Approved by the Bureau of the Budget

EXECUTIVE DEPARTMENT

CONSOLIDATED FINANCIAL CHART FOR FY 89 EXECUTIVE DEPARTMENT

	TOTAL					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,565,740	2,549,416	158,697		857,627	
Health Benefits	241,183	159,863	11,443		69,877	
Retirement	608,970	425,239	30,031		153,700	
Other Fringe Benefits	39,119	28,700	1,950		8,469	
Computer Services—Comm	1,534	1,148			386	
Computer Services—State	90,174	89,736	438			
Other Contractual Service	1,829,114	1,024,430	222,664		580,720	1,300
Rents	29,828	25,179	2,846		1,803	
Commodities	111,605	77,605	10,102		23,898	
Grants—Subsidies—Pensions	34,122,904	4,140,365	5,837,337		24,145,202	
Purchases of Land	2,100,000				50,000	2,050,000
Equipment	174,665	23,574	23,601		127,490	
Interest—Debt Retirement	84	11	43		30	
Transfers to Other Funds	141,863		25,938		115,925	
TOTAL EXPENDITURES	43,056,783	8,545,266	6,325,090		26,135,127	2,051,300

	TOTAL					
(OFFICE OF) GOVERNOR (Chief Administrative Unit)	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	737,617	737,617				
Health Benefits	39,719	39,719				
Retirement	94,162	94,162				
Other Fringe Benefits	10,484	10,484				
Computer Services—State	73,477	73,477				
Other Contractual Service	122,500	122,500				
Rents	—124	—124				
Commodities	32,164	32,164				
Grants—Subsidies—Pensions	201,875	201,875				
Equipment	2,254	2,254				
Interest — Debt Retirement	9	9				
TOTAL EXPENDITURES	1,314,137	1,314,137				

EXECUTIVE DEPARTMENT

MAINE BUSINESS ADVISORY COUNCIL

LYNN WACHTEL

Commissioner, Department of Economic & Community Development

Central Office: 193 State Street, Augusta

Telephone: 289-2656

Mail Address: Statehouse Sta. #59, Augusta, ME 04333

Established: October 18, 1984

Reference: Policy Area: 00; Umbrella: 07; Unit: 102C; Citation: Exec. Order 4, FY 85

PURPOSE: The Maine Business Advisory Council advises and assists the Governor in the formulation of business policy. The Council also encourages communication and understanding between Maine business and government.

ORGANIZATION:

The Council is comprised of between 20-25 members, appointed by the Governor.

Members of the Council either owned or participated in the management of a business in Maine.

PROGRAM: The Council's membership reflected the diversity of the state's business sector and included different size businesses, different business sectors, and different geographical areas.

Members served at the pleasure of the Governor for a term of two years, except for initial appointees, half of whom served for three years.

Staff assistance for the Council was provided by the Department of Economic and Community Development.

Executive Order #5 of FY 87/88, effective September 24, 1987.

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF CHILD WELFARE SERVICES OMBUDSMAN

JANE SHEEHAN, Chief Executive

Central Office: Stevens School, Flagg-Dummer Bldg., Hallowell

Telephone: 289-3771

Mail Address: Statehouse Sta. #73, Augusta, ME 04333-0073

Established: 1989

Reference: Policy Area: 00; Umbrella: 07; Unit: 417; Citation: 22 M.R.S.A., Section 5001

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Office of Child Welfare Services Ombudsman was established to represent the best interests of individuals involved in the State's child welfare system as a class and to investigate and resolve complaints against State Government Agencies that may be infringing on the rights of individuals involved in the State's child welfare system.

ORGANIZATION: The office of Child Welfare Services Ombudsman was enacted by 1987 Public Law Chapter 511, § A, 4, effective July 1, 1987. The Office, which is autonomous from any other state agency, was funded by the Legislature in January, 1989 and established within the Executive Department.

EXECUTIVE DEPARTMENT

PROGRAM: The Child Welfare Services Ombudsman provides ombudsman services to individual citizens in matters relating to child welfare services provided by state government. The ombudsman advises, consults and assists the Executive and Legislative branches, especially the Governor, on activities of State Government related to child welfare; reviews and evaluates state and federal policies and programs relating to child welfare services for the purpose of determining the value and impact on individuals involved in the State's welfare system; conducts research, gathers facts and evaluates child welfare services procedures and policies; consults with and advises state agencies on operational and management issues; serves as a coordinator of communication and cooperation for all components of the State's child welfare system; makes referrals for services, when appropriate, and informs the public of the current status of the State's child welfare system.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHILD WELFARE SERVICES OMBUDSMAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,367	10,367				
Health Benefits	617	617				
Retirement	1,958	1,958				
Other Fringe Benefits	184	184				
Other Contractual Service	1,301	1,301				
Commodities	108	108				
Equipment	378	378				
TOTAL EXPENDITURES	14,913	14,913				

DIVISION OF COMMUNITY SERVICES

NICOLA C. KOBRITZ, DIRECTOR

MARGARET R. MARSHALL, Deputy Director

Citizen's Assistance 1-800-452-4617

Central Office: Stevens School, Flagg-Dummer Bldg., Hallowell *Telephone:* 289-3771
Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: 1964

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 00; Umbrella: 07; Unit: 107; Citation: 5 MRSA, Section 3511 et seq.

Average Count—All Positions: 40

Legislative Count: 18

PURPOSE: The Division of Community Services has been designated to carry out the responsibilities of State Government in the system of community services and community action agencies delineated by the Maine Community Services Act (5 MRSA, Section 3511 et seq.). The purpose of the system is to assure an effective focusing of local, state and federal resources upon the goal of enabling disadvantaged citizens and their families to attain the skills, knowledge, motivation and opportunities needed to become self-sufficient. The Division is specifically responsible for the planning and financing of community services and community action agencies and the administration of the energy assistance, weatherization and repair, surplus commodity foods, community services block grant programs and other antipoverty programs. The Division is responsible for monitoring the poverty level of Maine citizens, making recommendations to the Governor and the Legislature on the ways and means to combat and reduce poverty, overseeing the community action agencies, providing technical assistance to community action agencies and other groups serving the interests of low-income people in Maine, and advising the Governor, the Legislature and local officials on the impact of state and local policies on poverty.

EXECUTIVE DEPARTMENT

ORGANIZATION: The Division of Economic Opportunity was established in 1964 by Executive Order as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate changes in federal requirements and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. Effective September 19, 1975, the Division was renamed Division of Community Services. On July 1, 1983, the Division was officially designated by the Legislature as the state agency responsible for carrying out the purposes of the Maine Community Services Act. In November 1988, the Division reorganized its structure to more effectively carry out its purpose.

PROGRAM: In addition to providing technical assistance to all grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or weatherization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1989 include the following:

Community Services Block Grant. The Office of Community Services in the Department of Health and Human Services provides grants to the State of Maine through the Community Services Block Grant Program. The Division was authorized by the Governor and the Legislature to accept CSBG funds and administer funds on behalf of the State of Maine. These funds are made available to Maine's 11 Community Action Agencies to provide administrative and program support for activities addressing the needs of low-income people in the areas they serve. The Division received a block grant award of \$1,738,824 in FY 1989.

Home Energy Assistance Program. As the State administering agency for the 1988-89 Home Energy Assistance Program (HEAP), the Division received a grant of \$18,562,024 from the U.S. Department of Health and Human Services. The primary purpose of this program is to provide a financial benefit to low-income households to assist them in paying a portion of their winter heating bills. Through the 11 Community Action Agencies and seven towns which administered the program at the local level, HEAP provided 51,500 households with an average benefit of approximately \$290 to help meet their energy needs.

A portion of the HEAP funds were earmarked for the Energy Crisis Intervention Program (ECIP) to assist families with emergency energy needs. In addition, a portion of the HEAP grant was set aside for the Low-Income Weatherization Assistance Program and the Central Heating Improvement Program (CHIP).

Low-Income Weatherization. This program provides weatherization and energy conservation services to eligible low-income households. Priority is given to those low-income households which include a member who is either 1) elderly, 2) disabled and susceptible to hypothermia, or 3) under two years of age. Services are delivered through Community Action Agencies and two Vocational-Technical Institutes under the oversight of the Division of Community Services. Methods and materials used to weatherize a home include capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking, weatherstripping and chimney repair.

The Division expended a total of \$7,171,382 from three funding sources: the U.S. Department of Energy and Health and Human Services, and the State Legislature. A total of 5,034 household units were weatherized or repaired between July 1, 1988 and June 30, 1989.

The Central Heating Improvement Program provides funds to maintain, upgrade or replace the primary heat source in the homes of eligible low-income residents. CHIP expenditures were \$2,233,633 in FY 89, and 1,607 household units were assisted.

Citizens' Assistance Line. This toll-free WATS line is available to Maine citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during and following the heating season and require advocacy on behalf of citizens in the form of negotiating with town officials, fuel dealers and utilities.

The office also responds to information requests and serves as a clearinghouse for a number of services offered by other state, federal and local agencies. Approximately 15,000 citizens were served last year.

EXECUTIVE DEPARTMENT

Office of Ombudsman. The Office of Ombudsman, created by Executive Order #6, FY 75-76, receives and investigates complaints against State agencies and State employees.

The office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State Government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely, (2) to protect the officers and employees of the State Government from unwarranted or unjustified criticisms or complaints.

The Office of Ombudsman is an independent, objective intermediary between the people and State Government and strives to reduce errors, injustices, or excesses by administrators through the use of criticism, persuasion and publicity.

Temporary Emergency Food Assistance Program. Under the Temporary Emergency Food Assistance Program, Community Action Agencies have distributed surplus food commodities from the U.S. Department of Agriculture to low-income people since 1981. While food surpluses have dwindled, Congress has continued the program by appropriating funds to purchase commodities. Two distributions were held in FY 1989, serving approximately 59,000 households each time. Commodities in 1989 included butter, cornmeal, flour, powdered eggs, canned beans, canned pork, peanut butter, honey and raisins.

The Division received a grant from USDA in the amount of \$214,909 to cover program costs through September 30, 1989. State funding of \$134,000 was provided to cover state distribution costs.

Commodities for Homeless. Under the Hunger Prevention Act, the Division of Community Services was designated in FY 89 to receive certain food commodities from the USDA and distribute them to soup kitchens, shelters and food banks, with priority given to those serving homeless persons.

Head Start. Head Start is a comprehensive, child development program focusing on parent involvement, health, nutrition, education, mental health, and social services. There are nearly 2,400 children and families receiving Head Start services in Maine, 724 with State funding. A minimum of 10% of these children have an identified handicapping condition. The State appropriated \$2,072,293 for Head Start in FY 1989.

Head Start services in the State of Maine are provided through 10 Community Action Agencies and 3 single purpose Child Development Agencies, geographically distributed to serve the entire state.

Emergency Community Services Homeless Grant Program. The Division received \$101,988 from the U.S. Department of Health and Human Services under the Stewart B. McKinney Homeless Assistance Act through September 1989. These funds were subgranted to Community Action Agencies for homeless assistance programs.

PUBLICATIONS:

Community Action Annual Report October 1, 1988-September 30, 1989
Community Services Newsletter, Spring 1989

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	895,612	302,582			593,030	
Health Benefits	74,997	23,669			51,328	
Retirement	151,086	47,368			103,718	
Other Fringe Benefits	9,801	3,425			6,376	
Computer Services—Comm	350				350	
Other Contractual Service	623,169	154,811	84,522		383,836	
Rents	2,965	346	1,867		752	
Commodities	20,296	4,961	1,146		14,189	
Grants—Subsidies—Pensions	31,872,260	3,404,604	4,871,629		23,596,027	
Equipment	70,932				70,932	
Interest—Debt Retirement	30				30	
Transfers to Other Funds	62,589		3,278		59,311	
TOTAL EXPENDITURES	33,784,087	3,941,766	4,962,442		24,879,879	

EXECUTIVE DEPARTMENT

OFFICE OF ENERGY RESOURCES

HARVEY E. DeVANE, DIRECTOR

Central Office: Stevens School Complex, Hallowell Annex, Winthrop Street, Hallowell
Telephone: 289-6000

Mail Address: Statehouse Station #53, Augusta, Maine 04333

Established: April 29, 1974 *Sunset Termination Scheduled to Start by:* June 30, 1995
(see note at end)

Reference: Policy Area: 00; Umbrella: 07; Unit: 109; Citation: 5 M.R.S.A., Sect. 5003

Average Count—All Positions: 27

Legislative Count: 14

PURPOSE: The Office of Energy Resources' (OER) mandate is to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that plan; to coordinate all State energy programs; to manage or oversee all federal energy conservation programs not specifically exempted; to conduct the Emergency Fuel Allocation Program; to encourage conservation of energy and the development of Maine's indigenous energy resources and to provide information on energy matters to the citizens of Maine.

ORGANIZATION: The Office of Energy Resources was first established in 1973 by the 106th Legislature as a temporary office under the Executive Department. After less than 1 year of operation, the Office was terminated. Early in 1974 the Office was re-established on a permanent basis to carry out the purposes stated above. When re-established, the Office assumed the responsibilities and staff of the Fuel Allocation and Conservation Office, formerly within the Bureau of Civil Emergency Preparedness.

In addition to State-initiated programs, the Office of Energy Resources administers energy programs under the federal Energy Policy and Conservation Act and the National Energy Extension Service and Conservation Act.

PROGRAM: The Office of Energy Resources provides energy policy analysis and recommendations to the Governor and Legislature and receives and administers federal funds for energy conservation and resource development in Maine. The Office also acts as the Governor's oversight agency in the management of oil overcharge funds received by the State and provides information to the public on energy developments, conservation techniques, and OER services available to consumers and businesses. In addition, it promotes energy education.

During Fiscal Year (FY) 1989, the OER designed and conducted several oil conservation programs with a total of \$1.3 million in Exxon funds and \$1.7 million in Stripper Well funds received through oil overcharge court settlements. The Office provided oversight to several programs conducted by other public agencies using \$13.53 million in oil overcharge funds.

The Office worked with the Public Advocate, the Maine Public Utilities Commission, utility companies, and others to design new electricity conservation programs and to monitor existing ones.

The OER represented Maine on several intergovernmental energy policy organizations including: the Coalition of Northeastern Governors (CONEG), the New England Governors' Conference (NEG), the National Association of State Energy Officials (NASEO), the New England Energy Directors (NEED), and the Northeast International Committee on Energy (NICE). The OER also served as Maine's representative on NEG's Power Planning Committee and its Natural Gas Task Force, as well as CONEG's Northeast Regional Biomass Program. The Office informed Maine's Congressional delegation and other appropriate national leaders of the impact on Maine of national energy policies, legislation, and developments.

The programs and activities of the Office of Energy Resources were conducted through four divisions: namely its Administrative and Support Services Division, Policy and Planning Division, Energy Standards Division, and Energy Education and Assistance Division.

Energy Data Surveys: The OER conducted two surveys of residential heating fuel use (with emphasis on firewood), monthly fuel wood price surveys, biweekly price surveys for home heating oil, as well as three propane price surveys. Additionally, the OER conducted its first survey of Maine's commercial and industrial energy use, for the years 1987 and 1988. The OER main-

EXECUTIVE DEPARTMENT

tains data bases on petroleum stocks and natural gas supplies. The Office also tracks electricity production and use.

Electricity Supply and Demand Planning: The OER maintained its program of long-range planning for electricity supply and analysis of future demand. The Office worked with other New England States to improve regional forecasting of electricity demand and supplies in response to the December 1986 New England Governors' Conference Power Planning Committee report which called for changes in regional electricity planning by utilities and by governments. In the spring of 1989, the OER updated for the New England Governors' Conference, a list of Maine's 199 non-utility electricity generation facilities, including 62 which were only proposed or planned and four which have ceased operation. Non-utility generators now operating represent 30% of Maine's total electric capacity (1025 MW), and produce 37% of the electricity generated in Maine (5.7 billion kWh).

The OER commented to the Federal Energy Regulatory Commission (FERC) on hydro-electric license renewals. The OER completed a study of how many cost-effective capacity upgrades are possible at 28 sites. Possible upgrades could add as much as .25 billion kWh of capacity beyond utility projections if avoided costs rise to 15 cents/kWh.

During the year, the OER presented testimony to the Maine Public Utilities Commission (PUC) on current and future natural gas use in Maine as part of the hearings on the proposed purchase by the Central Maine Power Company of 1,000 MW of Hydro-Quebec power. The Public Utilities Commission rejected the proposed purchase.

Electricity Rate Design: Subsequent to OER testimony advocating time-of-use rates and a PUC decision of January 1987, many large commercial or industrial customers in Maine signed up for new time-of-use electric rates. Time-of-use rates were designed to reduce peak power consumption and to postpone the need for more power plants, while charging customers the true costs of serving them with electricity at particular hours and on particular days. These rates will save Maine electricity users many millions of dollars.

Commercial and Industrial Conservation: A commercial and industrial energy conservation program was developed by the OER in early 1986. It was implemented by the Central Maine Power Company and Bangor Hydro-Electric Company after negotiations with the OER, the Public Advocate, and the Public Utilities Commission. The program provides businesses with substantial cash rebates when they replace old lights or motors with energy efficient products.

Similar negotiations led to Public Utilities Commission (PUC) approval in July 1987 of Central Maine Power's RFP and Power Partners programs. In February 1988, large customers proposed 36 MW of conservation and load management. Contracts have been signed with several customers, for a total power savings of over 14 MW.

After consulting with the Central Maine Power Company in the development of the company's first residential lighting efficiency program, the OER participated in the testing of several compact fluorescent light bulbs.

The OER also worked with the State's three major utilities to monitor utility conservation programs, including weatherization, water heater wraps, and water heating cycling.

Residential Conservation Service Program: The OER, through the federal Residential Conservation Service (RCS) Program, continued to monitor the residential conservation program activities of Maine's two largest electric utilities, the Central Maine Power Company and the Bangor Hydro-Electric Company. As of March 31, 1989, 50,764 energy audits had been completed over the life of this program, resulting in a total estimated savings of 571,095 Btu. The 1,622 RCS audits conducted during the 1988-89 reporting period resulted in an estimated savings of 18,248 Btu. The Office also certifies energy auditors, solar energy installers, and weatherization installers as part of its administration of the RCS Program. The certification program, which has been conducted by the OER since 1980, offers certification examination to energy auditors and installers throughout the State. Successful completion of the examinations is required to qualify for inclusion on the OER's Certified Auditors and Installers Register.

Energy Emergency Management Program: The OER is charged with the responsibility of planning for energy supply emergencies. The Energy Emergency Management Program principally addresses petroleum supply and storage, since Maine is dependent on petroleum products to meet approximately 60% of its energy needs. This requires the gathering and analyzing of petroleum supply and price data, and the periodic revising of the State Energy Emergency Response Plan. This plan establishes the procedure to be taken by the Governor in response to any actual or impending critical shortages of energy resources. The plan relies upon voluntary compliance through recommended conservation measures, but also includes regulations

EXECUTIVE DEPARTMENT

which can be implemented by the Governor in the event that voluntary actions prove to be insufficient to resolve a serious shortage.

The OER is now developing a section on fuel wood for Maine's Energy Emergency Response Plan. Wood is second only to oil in its use as a space heating fuel in Maine. This will be the first time in the nation that an analysis of wood is included in a state's energy emergency plan.

The OER coordinated Maine's emergency energy conservation plan with those of the other New England states and the Eastern Canadian Provinces.

The Office analyzes petroleum supplies, recent consumption trends, and in-state petroleum product inventory levels to determine if supplies will meet demand. Computer programs analyze the Energy Information Administration (EIA) form 782 and the OER Biweekly Stock and Inventory Reports. The OER independently conducts a biweekly price survey of home heating oil dealers.

Conservation Demonstration Programs: The 112th Legislature funded six conservation demonstration programs. (1) Weatherization Rebate—\$525,000; (2) Furnace Modernization Rebate—\$525,000; (3) Furnace Service Rebate—\$350,000; (4) High Efficiency Lighting Rebate—\$350,000; (5) Small Business Weatherization and Furnace Modernization Rebate—\$500,000; and (6) Weatherize Homes in Maine—\$1,000,000.

These programs were to be conducted over a three year period or until funds were expended. The residential programs offer homeowners, landlords, or renters up to \$200 as a rebate for purchases of specific weatherization, furnace modernizations, or high efficiency lighting materials. Small businesses and non-profit organizations may receive up to \$500 as rebates on similar materials.

The Office operated three of its six programs during FY 1989. Approximately 500 homeowners and small business owners received rebates under these three programs and another 4,500 homeowners participated in the Weatherize Homes in Maine program (WHIME). The WHIME program provided participants with energy conservation education and free conservation materials worth \$75 per participant. Legislation enabling these programs expired on June 30, 1989. All Rebate Programs were closed, as of this date. Three were renewed for the coming biennium. They are the Furnace Service Program, the High Efficiency Lighting Program, and the WHIME program.

Institutional Conservation Program (ICP): The ICP, a federal matching program administered since 1980 by the OER, awards grants throughout the state to schools and hospitals for energy conservation projects. In the most recently completed annual grant cycle, the OER approved the funding of 17 grants, totalling more than \$300,000. Funding for these grants came from a federal ICP allocation to Maine and a State oil overcharge allocation. Currently, the OER is accepting applications for the next ICP grant cycle which is scheduled for completion in early 1990.

Legislation: Appliance Standards—Since January 1, 1988, Maine law has required that most major appliances sold in Maine meet minimum energy efficiency standards. Appliances covered include: refrigerators, refrigerator-freezers, freezers, water heaters, and furnaces and boilers. The OER is responsible for administering the law and has been working with appliance distributors and retailers in seeking compliance. A statewide survey of vendor compliance was completed in FY 1989. The survey reported a compliance level of 97% to 99%.

Fluorescent Lighting and Ballast Standards—The 113th Legislature enacted minimum energy efficiency standards for new fluorescent lamp ballasts. These standards will take effect on January 1, 1990. The OER is responsible for administration and enforcement. The Office is actively advising all lighting wholesalers and retailers and all licensed master electricians.

Adult-Care Boarding Home Weatherization Program—The 113th Legislature allocated \$800,000 to assist Maine's eligible boarding homes with energy conservation measures. Up to \$500 per public pay, low-income client may be granted to each institution for improvements. It is estimated that most of Maine's 194 boarding homes housing approximately 2,000 low-income citizens will be assisted by this program.

Mandatory Energy Standards. In 1988, the 113th Legislature enacted mandatory minimum energy efficiency building standards for residential, commercial, and institutional buildings. ASHRAE 90 Standards (American Society of Heating, Refrigerating, and Air-Conditioning Engineers) were required for commercial and institutional buildings. Prescriptive insulation standards were applied to residential construction, with exceptions for owner-built and owner-contracted single-family houses and log homes. Enactment of these new mandatory energy building standards made the previously adopted mandatory energy standards for publicly-funded

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buildings and the voluntary building standards unnecessary. The 114th Legislature accordingly repealed the standards for publicly-funded buildings and the voluntary standards and consolidated elements of both in an amended Energy Efficiency Building Standards Act. Additionally, multi-family buildings of three or more units will be required, as of January 1, 1990, to comply with ASHRAE 90's non-envelope standards, as well as the aforementioned prescriptive standards. The OER has administrative and enforcement responsibilities for this law.

Natural Gas and Coal: Maine's supply of natural gas has always been limited by the relatively small capacity of the natural gas pipeline entering the State from the south. Maine's only natural gas distributor, Northern Utilities, Inc. began using Portland-Montreal petroleum pipeline to import Canadian natural gas into Maine and New England. Deliveries through this pipeline began in early 1988 and reached full volume late in 1988, substantially expanding Maine's natural gas supply. FERC action on the Northeast "Open Season" proposals promises to add more gas to Maine's supplies, via Massachusetts, as early as 1992.

Solar Energy: Over the past year, solar energy, used in conjunction with energy-efficient building techniques, was one of the most popular subjects among Maine residents asking OER for advice or information. The Office sponsored several tours of solar homes and many workshops explaining how to take advantage of solar energy.

Hydropower: The Office reviewed all hydro-electric licensing applications and commented on them to the Department of Environmental Protection, the Land Use Regulation Commission, and the Federal Energy Regulatory Commission.

Wood: OER continued to actively encourage the safe use of wood and other forms of biomass for energy. The Office worked with the Departments of Conservation and Environmental Protection, and through the Council of Northeast Governors' (CONEG) Regional Biomass Project, on wood energy issues. These included supply availability, wood chip harvests, and the impact of increased harvesting on forest quality. OER continued to encourage the use of residential woodstoves, supplying information on how to use them effectively.

Other Renewable Energy Resources: OER was consulted on energy projects using peat, solid waste, and wind.

The Energy Extension Service (EES): Five Energy Extension Service (EES) agents gave direct assistance to individuals across the State. The agents operate out of regional offices in Presque Isle, Bangor, Augusta, Lewiston, and Portland. During FY 1989, these outreach workers conducted seminars for builders and provided technical assistance on home energy conservation, woodstove safety, and energy standards in buildings. EES agents also conducted presentations on energy issues to community groups, adult education classes, clubs, and schools at all levels—from elementary to college. They assisted small businesses, promoted and conducted home energy audits and conservation programs, led tours of homes which utilize solar energy, demonstrated energy-saving products and technologies at fairs and conventions, and assisted community weatherization efforts. The Energy Extension Service developed and conducted over 200 workshops, conferences, and seminars for homeowners, builders, and real estate licensees during FY 1989.

Additionally, a sixth EES agent acts as staff to the Maine Energy Education Project (MEEP), an innovative public/private partnership working to promote energy education in Maine schools. In 1989, the MEEP School Project Award winning Katahdin High School was selected by the National Energy Education Development Project as the National Energy Education Day Project of the Year.

The Energy Van: OER's mobile display was visited by thousands of people last year. The Energy Van, which contains displays of energy conservation equipment and technologies, visited schools, fairs, festivals, and shopping centers to bring energy information to people throughout the State.

Information Activities: Information activities centered on services to the public. OER's central office answered thousands of requests for information on topics as varied as the use of solar energy, non-utility electric generation, wood burning, building or retrofitting a home to be energy-efficient, fuel prices, and weatherization techniques. In addition to answering questions by telephone and in person, OER distributed over 60,000 energy publications. These were prepared or revised by OER, and contain the latest available information. The Office produced and distributed a quarterly newsletter, the "Maine Energy News," to 8,000 subscribers with known energy interests.

Through the media, the OER attempted to inform the general public of major developments, issues, and trends in energy. Through an agreement with the Maine Association of Broadcasters,

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six public service announcements for radio and television were produced and scheduled for broadcasting throughout the year. Press releases were issued regularly.

LICENSES, PERMITS, ETC.:

Energy Auditor Certification

PUBLICATIONS:

State of Maine Energy Resources Plan (\$3.00)

Insulation Facts

Energy Conservation Building Standards: Manual of Accepted Practices (\$3.00)

Energy Conservation Building Standards: Narrative (\$5.00)

Hydropower Site Evaluation

Electricity from the Sun

Maine Woodburning Guide

Winners II: Affordable Energy Efficient Solar House Design

Energysave: Energy Saving, Cost-Effective Construction.

NOTE: After December 31, 1989, the Office of Energy Resources will no longer exist. Chapter 501 P.L. of 1989, approved June 30, 1989, abolished the Office. Its energy planning and policy functions will be transferred to the State Planning Office and its energy conservation and efficiency programs to the Department of Economic and Community Development.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ENERGY RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	575,698	383,973	111,180		80,545	
Health Benefits	34,160	21,852	8,505		3,803	
Retirement	108,106	72,474	20,417		15,215	
Other Fringe Benefits	6,316	3,947	1,440		929	
Computer Services—State	4,366	3,928	438			
Other Contractual Service	291,753	110,530	95,192		86,031	
Rents	16,943	15,422	979		542	
Commodities	23,572	14,185	8,054		1,333	
Grants—Subsidies—Pensions	991,442	4,400	965,708		21,334	
Equipment	38,461	1,413	21,800		15,248	
Interest—Debt Retirement	43		43			
Transfers To Other Funds	38,618		19,008		19,610	
TOTAL EXPENDITURES	2,129,478	632,124	1,252,764		244,590	

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

MICHAEL L. RAIR, CHAIRMAN

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Telephone: 289-3531

Established: 1987

Sunset Review: Not Required

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102J; *Citation:* Exec. Order 9 FY 86/87

Average Count—All Positions: 0

Legislative Count: 0

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PURPOSE: As established by Executive Order 9 FY 86/87 on January 16, 1987, the Governor's Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than once every two months.

ORGANIZATIONS: The Governor's Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The members of the Board are appointed by the Governor to serve at his pleasure.

PROGRAM: The Governor's Board on Executive Clemency reviews requests for pardons and commutations in order to determine a petitioner's eligibility for a hearing. After each hearing, the Board meets in executive session to discuss each petition and make recommendations to the Governor.

Information on Executive Clemency and petition forms are available from the Pardon Clerk, Office of the Secretary of State, Statehouse Station #101, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the (Office of) the Governor.

(OFFICE OF) FEDERAL-STATE COORDINATOR

Central Office: Statehouse, Augusta; *Floor:* 2

Telephone: 289-3531

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: 1965

Sunset Review: Not Required

Reference: Policy Area: 00; Umbrella: 07; Unit: 108; Citation: 1965 P & SL Chap. 262

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

ORGANIZATION: The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

PROGRAM: As an aide to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources and energy, and may function as a legal advisor. He also serves as liaison with the State of Maine Office in Washington and the Congressional Delegation. The Office handles relations with the New England Governors' Conference, the Coalition of Northeastern Governors, the National Governors' Conference and other national organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	89,758	89,758				
Health Benefits	5,395	5,395				
Retirement	7,542	7,542				
Other Fringe Benefits	1,209	1,209				
Other Contractual Service	11,949	11,949				
Commodities	242	242				
TOTAL EXPENDITURES	116,095	116,095				

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD H. SILKMAN, CHAIRMAN

JAMES R. BERNARD, DIRECTOR

Central Office: State Planning Office, Augusta

Telephone: 289-3261

Mail Address: Statehouse Sta. 38, Augusta, Maine 04333

Established: March 19, 1976

Sunset Review: Not Required

Reference: Policy Area: 00; Umbrella: 07; Unit: 102H; Citation: FY 81 Exec. Order 9

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order, which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

ORGANIZATION: The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been amended by Executive Order No. 9 FY 80/81.

The Council's membership consists of: the Director of the State Planning Office, who is the chair, the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Human Services, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Commissioner of the Department of Economic and Community Development, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; and the Chairman of the Regional Planning Commissions Directors' Association.

PROGRAM:

HIGHLIGHTS OF 1988-89 ACTIVITIES

Maine's water resources, their effective protection and management, were the focus of continued scrutiny by the Land and Water Resources Council during 1988-89.

The Council's Ground Water Standing Committee finalized the first Maine Groundwater Management Strategy, a process begun in 1985. The Strategy addresses all facets of ground-

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water management including the interagency coordination to make the programs work. The Standing Committee will oversee the implementation of the Strategy and produce biennial updates in accordance with federal law.

The Council continued to assist in coordination and policy development regarding the State's involvement in federal hydropower proceedings; commented on federal legislation affecting hydropower relicensings; and, through the Water Flow Advisory Committee and the Council Director, with assistance from agency staff, worked with the U.S. Army Corps of Engineers on flood control studies of the Kennebec, Androscoggin, Saco, and Penobscot Rivers.

A current account of pending and recently completed hydropower licensing/relicensing activities in the State of Maine was completed in 1989 to provide a context for better understanding the federal and state process.

The following sections describe, in greater detail, the Council's activities during 1988-89 in its three major fields of endeavor: policy formulation, resource management system development, and high priority problem response. The last section describes the creation and organization of the Council.

I. POLICY FORMULATION

Management of the State's ground water resources continued to be a major focus of the Council's policy formulation activities in 1988-89.

Ground water supplies the drinking water for more than half of Maine's people and is the primary and usually the only source available to the State's rural residents. The Maine Geological Survey estimates that about ten percent of Maine's ground water may already be contaminated in some degree. Leaking underground storage tanks, buried wastes, pesticides, road salt, and other contaminants threaten to degrade more of the resource. In some areas, especially along the coast, increased usage, combined with natural phenomena like saltwater intrusion, have given rise to ownership conflicts over local ground water supplies. Since the late 1970s, Maine has made tremendous strides in identifying and responding to ground water pollution problems, eliminating threats to public health from ground water contamination, and gaining a better understanding of the character of the State's vital ground water resources.

The Ground Water Standing Committee. The Standing Committee first met in June 1985 and has six subcommittees that focus on selected tasks: Resource Use, Resource Protection, Ground Water Classification, Health Risk Assessment, Interagency Coordination, and Ground Water Education. Representatives from various industrial and trade associations and public advocacy groups with ground water interests serve on these subcommittees as well as state agency representatives.

A State Ground Water Coordinator staffs the Standing Committee, advises the subcommittees, and coordinates the overall implementation of State ground water policy and policy development efforts. Critical to the accomplishment of various recommendations has been hiring of four new professional staff, in addition to the State Groundwater Coordinator: a senior geologist at the Department of Environmental Protection, a hydrologist at the Department of Human Services, and two geologists at the Maine Geological Survey. These personnel enable the State to better accomplish its ground water protection goals.

In 1987-88, the State Groundwater Coordinator, in cooperation with other state agencies, designed a planning process for local ground water protection. In 1988-89, the Policy Subcommittee, the Classification Subcommittee and the Standing Committee completed the Maine Groundwater Management Strategy and a draft Wellhead Protection Strategy.

The Maine Groundwater Management Strategy addresses ten areas of groundwater management, as suggested by the National Groundwater Policy Forum and the U.S. EPA: 1) program coordination; 2) research; 3) classification; 4) data management; 5) contamination controls; 6) compliance evaluation and enforcement; 7) technical assistance; 8) emergency response; 9) education; and 10) public involvement. The appropriate members of the Council concur with the Strategy as the groundwater program of the state. The six groundwater agencies in Maine will implement the Strategy through appropriate administrative and legislative means.

II. RESOURCE MANAGEMENT SYSTEM DEVELOPMENT

Water Flow Advisory Committee. In November 1983, the Council's special Water Flow Management Committee reported a series of findings and recommendations to improve the State's existing flood prediction, response, and prevention programs and policies.

As a result of the Water Flow Management Committee's recommendations, the U.S. and Maine Geological Surveys have formed a permanent Water Flow Advisory Committee. This Committee, consisting of representatives from State and federal agencies and major dam operators

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throughout Maine, meets semi-annually to exchange information on precipitation, snow pack, and seasonal storage levels, to discuss flooding potentials; to issue a seasonal flood advisory; and to plan for measures to abate excess flows.

The Committee also recommended an in-depth analysis of the Kennebec River watershed as a prototype for similar studies of other rivers.

The first phase of this program began in the Fall of 1984. In conjunction with other federal and State agencies and with critical data supplied by dam operators, the Army Corps of Engineers prepared a hydrologic analysis of major flood events on the Kennebec. The Water Flow Management Committee reviewed and commented on this report and provided guidance to the Corps on the second phase of the report that was completed in the Fall of 1987.

After the 100-year flood of April 1987, the U.S. Army Corps of Engineers received funding for four flood control studies on the Kennebec, Androscoggin, Saco, and Penobscot Rivers. State oversight was provided by the Committee.

Data Management Committee. The Data Management Committee was established by the Council to address what all member agencies agree is a critical problem in natural resources policy implementation and coordination: the gathering, organizing, and dissemination of data necessary to guide policy and decision making. The Committee applied for and was awarded funding from the Coastal Program to develop a natural resources data management system. After determining that a comprehensive system was not within the allotted funds, the Committee worked with the Interagency Coordination Subcommittee of the Ground Water Standing Committee to develop an RFP for a pilot project on ground water data management. A contractor was selected and work on Phase I of the project — an inventory of existing systems and assessment of user needs — was completed by January 1987. Phase II of the project — developing a proposal for a new statewide system — was completed in January 1988. A ground-water data index was implemented in 1988-89 to serve as a source of current information on availability, location, and format of groundwater data in the State. The index serves as a "road map" to groundwater data, but does not store data.

A Geographic Information System Subcommittee was formed in January 1988 to discuss state needs for a GIS. After passage of \$407,000 in funding for such a system in April 1988 as part of growth management legislation, the Subcommittee recommended successfully to the full Council that a pilot project be undertaken using groundwater data.

III. HIGH PRIORITY PROBLEM RESPONSE

FERC Coordination Procedure. In March 1982, Governor Joseph E. Brennan, by Executive Order, directed the Council to establish a process for coordinating state agency comments to the Federal Energy Regulatory Commission (FERC), on its notices of preliminary permits and licenses for hydropower projects. The Council established a Standing Committee to administer this procedure and to assure effective communication among the affected agencies.

Enactment of the Maine Waterway Development and Conservation Act in June 1983 resulted in the consolidation of State hydropower permitting authority under the DEP and LURC. Because of the potential for conflict between the State hydropower permitting decision and the FERC licensing action, the importance of the Council's coordination procedure expanded to assure a consistent assertion of a single State position before FERC.

The FERC Coordinating Committee has recently been charged by the Council with coordinating and developing State policy on the pending federal relicensings of many of the State's major hydropower facilities. This promises to be a major undertaking over the next few years. The Committee produced a volume of state agency hydropower policy statements in 1988.

Hydropower Policy. In October 1982, the Office of Energy Resources (OER) submitted the *State of Maine Comprehensive Hydropower Plan* to the Federal Energy Regulatory Commission (FERC). Section 10(a) of the Federal Power Act requires FERC to make its decisions in accordance with accepted comprehensive river resource plans. Maine received FERC acceptance of its plan as a guide for federal hydropower licensing decisions in 1987.

A report providing basic information on hydropower potential at sites in Maine without existing dams was completed in 1989. No prior analysis of the raw hydropower potential based on topographic hydrologic conditions had been undertaken.

Cumulative Impact Project. The design of this project was based upon the assumption that the cumulative impacts of development will be substantial and detrimental to the Maine landscape and that the state needs to find ways to better guide growth so as to avoid adverse effects. It was divided into two parts. The first was the provision of detailed resource and land use trend information and technical assistance to a nine-town area in southern Maine.

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The second part of the project was directed at drawing conclusions from this nine-town "microcosm" (as well as from other SPO research) that are applicable statewide. The projects recommendations addressed regulatory, planning, financial incentives and disincentives, conservation and funding opportunities to improve state and local capacity to manage land use in the organized portion of Maine.

Some of the *interagency coordination* issues that were addressed include:

- To what degree should state agencies abide by state policies and local land use management strategies (assuming thoughtful ones are developed) and how do we achieve conformance? (i.e., DOT road construction/access permits; DECD tourism promotion; SPO community development funding; DEP permitting decisions).
- What data should be available to localities and agencies for land planning and conservation, and in what form is it most useful? What role should a geographic information system play?
- How can public and private land conservation efforts be more effectively coordinated and funded?
- What kind of technical assistance should state agencies provide to regional agencies and towns in land use planning?

A study summary was published in December 1987 and served in part as a policy foundation for growth management legislation.

Implementation of Coastal Legislation. An implementation strategy was developed for recently enacted coastal legislation. Activities included:

1. Implementation of Policies:

The legislation contained nine coastal management policies and required State and local actions to be consistent with them. These policies will affect State/local permitting, funding, and planning activities. A progress report was sent to the Legislature in January 1989.

2. Implementation of Coastal Heritage Areas:

These areas will be identified corresponding with the physiographic regions of the coast. In 1987-88, the first region (Kittery to Cape Elizabeth) was considered. The second region (Cape Elizabeth to St. George) was assessed in FY 1988-89. A Coastal Program grant funded the natural resource policy division staff of SPO to conduct an assessment of the most scenic areas of the coast between Kittery and St. George.

The Maine Historic Preservation Commission provided the locations of historical and archeological sites for these regions; the Endangered and Nongame Program provided locations of important marine and inland wildlife habitat; and SPO added data on Critical Areas. Criteria was applied that have been developed and used to determine preliminary boundaries next winter. A strategy will be developed to secure protection of these areas and implement a similar sequence for the remainder of Maine's coastline.

3. Implementation of Water-dependent Use Provisions:

In 1988, SPO completed a survey and mapping of water-dependent use locations in Maine. SPO and DECD issued a report on how to apply this information in the town planning process in March 1989.

4. Local Implementation:

The legislation included many provisions (both enabling and specific requirements) that are directed at the municipal level. DECD prepared a handbook in 1988 that describes these changes and ways that municipalities can use them. Of special note are provisions related to public access to the shoreline and hazard area management.

Visual Assessment. In addition to identifying heritage areas, SPO conducted a visual assessment of the Route 1 corridor that can be used to back up State and local land use policies. A methodology for coastal scenic landscape assessment was completed in 1987.

Wetlands Subcommittee. As a joint project of the Bureau of Parks and Recreation, the State Planning Office and the Council, a Wetland Subcommittee was formed in February 1988 to oversee work on Maine Wetlands Conservation Priority Plan. Required by the federal Emergency Wetlands Resources Act of 1986, the priority plan was completed by June 1988.

IV. PURPOSE AND ORGANIZATION OF THE COUNCIL

The Land and Water Resources Council was created by Executive Order of Governor James B. Longley in March of 1976. In May of 1979, Governor Joseph E. Brennan issued a new Executive Order re-establishing the Council under his Administration. The new Executive Order

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maintained the same basic direction for the Council and added the Office of Energy Resources to the Council's membership.

PUBLICATIONS:

Policy Recommendations for Reducing Coastal Storm Damages
A Management Strategy for Maine's Ground Water Resources
Recommended Improvements in Computerized Management of Natural Resources Information
Recommendations of the Ground Water Protection Commission
Assessment of Ground Water Quantity in Maine
Interim Report of the Hydropower Study Subcommittee
The Maine Rivers Policy, 1983-85: A Progress Report to the Governor and Legislature
Maine State Agency Hydropower Policy Statements
Maine Wetlands Conservation Priority Plan
The Planning Process for Local Groundwater Protection
Maine Groundwater Data Management Study Phase II: Evaluation of Groundwater Data Management Systems
Land Use and Cumulative Impacts of Development: A Study Summary
A Proposed Method for Coastal Scenic Landscape Assessment
Maine Groundwater Management Strategy—June 1989
Implementation of Maine's Coastal Policies 1986-1988—January 1989
Feasibility Study of Maine's Small Hydropower Potential—January 1989
Maine Hydropower and Relicensing Status Report—January 1989
Protecting Prime Sites for Water Dependent Uses—March 1989
State Groundwater Data Management System—Phase I Study—January 1987

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the State Planning Office.

GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

CHERYL LEEMAN, CHAIRMAN
DANA CONNORS, Liaison

Central Office: Statehouse, Augusta; *Floor:* 2

Telephone: 289-3531

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: 1979

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 07; Unit: 102S; Citation: Exec. Order 11 FY 79

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Governor's Municipal Advisory Council ensures a partnership between the chief executive and local governments, enhancing prospects for achieving mutually-held objectives and providing a forum for discussion and resolution of potential conflicts. The Council's duty is to advise the Governor on matters which it feels have substantial impact on the future development of municipalities and the quality of life of their residents. The Council's purpose is to improve mutual understanding and to forge a foundation for more creative and practical solutions to the problems confronting municipalities.

ORGANIZATION: The Council consists of thirteen members, all of whom are municipal officials representative of all areas of the State. Included in the Council membership are the President of the Maine Municipal Association, and representatives from the Maine Conference of Mayors, Maine Town and City Management Association, Maine Town and City Clerks' Association,

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Maine Association of Regional Councils, and Maine Association of Assessing Officers. Six other members are appointed for two year terms by the Governor. The Executive Director of the Maine Municipal Association serves as ex-officio. The council is required to meet at least four times a year.

PROGRAM: The Governor's Municipal Advisory Council meets with the Governor every two to three months to discuss critical municipal concerns regarding such things as the Governor's legislative program, highway funding, the level of state-local funding, and the status of various programs of local concern.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

STATE PLANNING OFFICE

RICHARD H. SILKMAN, DIRECTOR

Central Office: 184 State Street, Augusta

Telephone: 289-3261

Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: 1968

Sunset Review Scheduled to Start by: June 30, 1991

Reference: Policy Area: 00; Umbrella: 07; Unit: 105; Citation: 5 M.R.S.A., Sect. 3303

Average Count—All Positions: 47

Legislative Count: 24

Organizational Units:

Natural Resource Policy Division
Economics Division

Policy Coordinator and
Management Division

PURPOSE: The State Planning Office was established to strengthen planning and management capability at all levels of government by identifying current problems and opportunities, providing guidance for economic, social and physical development of the State, providing a framework for intergovernmental planning, and reviewing and coordinating federal, State, regional and local planning activities.

The primary responsibilities of the State Planning Office are to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to coordinate the preparation and revision of development and conservation goals for the State; to conduct continuing analysis and assessment of the economy and natural resources of Maine in order to assist the Governor, the Legislature and the various state departments in formulating economic and natural resource management goals, and programs and policies to achieve such goals; to undertake planning programs that cut across responsibilities of line agencies, e.g. Critical Areas Program, Coastal Planning, Water Resources Planning; to participate in inter- and intra-state planning; to provide assistance to public and citizens groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of State Government; to represent the State on the New England Governors' Conference; and to administer the statewide intergovernmental review clearinghouse.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; additional economic planning and analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975, coordination of state responses to the Federal Energy Regulatory Commission

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hydropower relicensing process in 1987, and administration of the Land for Maine's Future land acquisition program in 1987. Other organizational activities assigned by Executive Order or designation by the Governor are the Land and Water Resources Council, Maine-Canadian trade analysis, federal activities impact coordination, and Coastal Energy Impact Program administration.

In 1989, the Office of Energy Resources was abolished and its energy planning responsibilities were transferred to the State Planning Office.

PROGRAM: The mission of the State Planning Office is threefold: 1. *short term issue analysis*: to meet in a timely fashion the requests of the Governor, executive agencies, and the Legislature for information, economic analysis, and policy recommendations on issues of immediate concern; 2. *long range policy analysis*: to conduct in-depth studies on issues of long range significance for the socio-economic and natural resource development of the State and to formulate policy recommendations for state decision makers; and 3. *program coordination*: to maintain current information on development plans and on state and federal development assistance programs, to formulate state positions on the best use of these programs and to coordinate federal, state, and local development efforts. The Office also administers the Maine Coastal Program under the Federal Coastal Zone Management Program, the Maine Critical Areas Program and the Land for Maine's Future Fund.

Policy Coordination and Management Division. The Policy Coordination and Management Division directs the development and coordination of major policy initiatives as requested by the Office Director or Governor, coordinates planning and policy implementation among the state agencies, and provides general management services to the Office. The Deputy Director serves as the division director.

The Division is responsible for staffing the Land and Water Resources Council including the development of a groundwater strategy and coordination of the hydropower permitting process. Principal policy work during the past year focused on developing the Governor's solid waste legislative initiative. Management functions include legislative affairs, budget, accounting and personnel.

Economics Division. The Economics Division provides both policy analysis and a variety of economic information services for use by the Governor, Legislature, other agencies, and the public. The State Economist serves as Director of the Division and oversees a staff of economists, sociologists, and computer specialists.

The Division's principal policy work during the 1988 fiscal year was focused on major revisions in the Maine tax system, including the income tax and property tax, the negotiation of a free trade agreement between the United States and Canada and its efforts on Maine, and the proposed purchase of electricity from Quebec.

The Division regularly publishes an *Economic Report* on the condition of the Maine economy and the *Retail Sales Quarterly* containing detailed information on retail sales throughout the state. The Division publishes a *Year End Review and Outlook of the Maine Economy* that summarizes the previous year's economic trends. The Division maintains and develops economic models for short and long range forecasting (out to 2015), and is a member of the New England Economic Project, a cooperative of economists from throughout the region. The Division is also working with the Department of Economics at the University of Maine to develop the capacity for forecast economic activity at the sub-state level.

Intergovernmental Review: During 1988, numerous projects were submitted to the State Planning Office for Intergovernmental Review, a review process established by a 1984 Executive Order, which replaces the A-95 Review process that had been in effect prior to that time. Projects reviewed included grant applications from State and non-State applicants, federally required State plans, and direct federal development projects including Environmental Impact Statements and Notices of U.S. Government Surplus Property. Information on these projects was submitted to the State and regional agencies and others for their review by means of a bi-weekly bulletin.

The *Natural Resources Division* performs natural resource policy analysis and coordinates natural resources policy planning within State government. The Division is headed by a director and consists of a multi-disciplinary staff focusing on diverse issue areas. Basic program areas are: coastal management, marine policy, critical areas, land acquisition and policy development and analysis of the State's natural resources.

Natural resources policy analysis includes examination and study of specific issues as directed

EXECUTIVE DEPARTMENT

by the Governor or Legislature and as requested by other agencies. During the fiscal year major policy research topics included wetlands, nonpoint source pollution, groundwater, lake management, water supply, and aquaculture.

Coastal Program: The Coastal Program consists of projects and activities designed to achieve a balance between the conservation of coastal resources and their wise utilization for the economic benefit of Maine people. For the past six years, Maine has received an annual grant of about \$1.4 million from the U.S. Department of Commerce's Office of Ocean and Coastal Resources Management. The State Planning Office provides a focal point for coastal issues and coordinates the coastal activities of the State, Regional Planning Commissions, and local governments.

The Coastal Program provided funds to several State agencies during FY 88 to address various public policy issues of Statewide significance. For example, the Program provided funds to the Maine Department of Environmental Protection (DEP) to support seven staff positions. This additional support enabled the DEP to assist developers to apply for permits more efficiently and assure greater compliance with the State's environmental laws. Examples of other issues addressed through special projects include an assessment of the cumulative impacts of development in Maine and the development of public assistance announcements to raise public awareness concerning growth in the State. The Coastal Program also coordinates annual Coastweek events including a successful voluntary beach cleanup program.

In addition, Coastal Program funding supports the review by State agencies of federal projects and other projects requiring federal permits for consistency with Maine's Coastal program and resource management laws. Maine's extensive research and analysis of the proposals to explore for oil and gas on Georges Bank resulted in the addition of needed restrictions on the drilling procedures. These restrictions help to protect the New England Coast from damaging spills and safeguard the invaluable fisheries of the region. Maine also joined the federal government in requiring a detailed program to monitor the effects of these drilling activities. Through their review of the Corps of Engineers' plans for dredging of the Kennebec River, State agencies identified a less damaging alternative which saved taxpayers over \$200,000.

A large portion of Maine's Coastal Program funds are granted to coastal communities to conduct coastal resource management projects. The local grants portion of the Coastal Program complements State efforts to address significant public policy issues, improve the implementation of State laws and programs, and foster economic development. Communities use these small grants to support projects related to local land use issues (e.g. shoreland protection and land use ordinances), economic development (e.g. ports, harbors, waterfronts and fish piers), recreation and access (e.g. park developments and parking facility planning), and marine resources management (e.g. shellfish management surveys and clam warden programs). These grants enable towns to resolve conflicts and capitalize on opportunities to make the best use of their coastal resources. This results in better management of and improved protection for these irreplaceable resources as well as additional quality jobs for Maine people. Coastal funds for local waterfront acquisition and improvements were available to coastal communities for the first time in 1986.

In addition to local grants, the Coastal Program provides financial support for essential technical information and planning services provided by the SPO and Regional Planning Commissions to local governments. This effort is aimed primarily at decision-makers on the local level who are charged with the local land use regulation responsibilities.

Under auspices of the Coastal Program and with federal funding support, in FY 88 the SPO launched a Gulf of Maine Initiative comprised of four parts: development of a Gulf of Maine Agreement on environmental matters among the Gulf of Maine states and provinces; organization of a Governors and Premiers Gulf of Maine conference; production of a Gulf of Maine Environmental trends and conditions report; and development of a multilateral Gulf of Maine environmental monitoring program. Natural Resources Policy Division staff served to facilitate this work through a Gulf of Maine Working Group composed of representatives from Maine, New Hampshire, Massachusetts, New Brunswick and Nova Scotia.

PUBLICATIONS:

The following is a partial listing of State Planning Office publications, many of which are available from the State Data Center.

State of Maine Economic Report—bi-monthly

Natural Resources in Maine's Economy—1986

The Geology of Maine's Coastline—1983 (\$5.00)

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A Development Plan for Maine's Aquaculture Industry (\$3.00)
 River Stretches Receiving Additional Protection Under the 1983 Rivers Act—1983
 The Maine Economy: A Forecast to 1995
 A Preliminary Analysis of the Proposed Purchase of Electricity from Hydro Quebec
 Public Access to the Maine Coast—August 1986
 The Penobscot Bay Conservation Plan—March 1987
 Maine Retail Sales Quarterly Report
 Town Land Area
 Standard Geographic Code for Minor Civil Divisions — 1982
 1980 Final Census Count—Maine
 Maine Coast Estuarine Sanctuary
 Guide to Federal Consistency
 The Economic Dimensions of Tourism in Maine—1983
 Farmland Conversion in Nineteen Maine Communities—1982
 Poverty in Maine, 1970-80 — March 1985
 State Policies and Programs Regarding Maine's Drinking Water — 1982
 Coastal Choices: Deciding Our Future — 1988
 Coastlinks: A Resource Guide to Maine's Marine-Related Organizations — 1988
 Land Use and Cumulative Impacts of Development: A Study Summary — December 1987
 An Interim Handbook on Coastal Policies, Laws and Activities — February 1988
 Final Report on the Proposed Purchase of Power from Hydro-Quebec
 The U.S.-Canada Free Trade Agreement: Its Effects on Maine
 Report of Governor John R. McKernan, Jr.'s Tax Policy Study Commission
 Maine Coastal Program: The First Decade and Beyond
 State Nuclear Safety Report—March 1989
 Implementation of Maine's Coastal Policies 1986-1988—January 1989
 Charting Our Course—June 1989
 A Dredge Management Study for Maine—Reprinted March 1989

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	921,677	690,108	47,517		184,052	
Health Benefits	65,040	47,356	2,938		14,746	
Retirement	188,054	143,673	9,614		34,767	
Other Fringe Benefits	7,366	5,692	510		1,164	
Computer Services—Comm.	1,184	1,148			36	
Computer Services—State	12,331	12,331				
Other Contractual Service	263,030	149,341	2,836		110,853	
Rents	3,442	2,933			509	
Commodities	30,371	21,285	710		8,376	
Grants—Subsidies—Pensions	563,347	35,506			527,841	
Purchases of Land	50,000				50,000	
Equipment	61,981	18,870	1,801		41,310	
Interest—Debt Retirement	2	2				
Transfers to Other Funds	40,349		3,345		37,004	
TOTAL EXPENDITURES	2,208,174	1,128,245	69,271		1,010,658	

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LAND FOR MAINE'S FUTURE BOARD

RICHARD H. SILKMAN, CHAIRMAN
JAMES R. BERNARD, COORDINATOR

Central Office: State Planning Office, Augusta
Mail Address: Statehouse Sta. 38, Augusta, Maine 04333

Telephone: 289-3261

Established: November, 1987

Reference: Policy Area: 00; Umbrella: 07; Unit: 113; Citation: 5 M.R.S.A., Chapter 6202

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Land for Maine's Future Board is to administer a \$35 million bond fund to acquire land of state significance representing Maine's heritage of recreational and conservation use.

ORGANIZATION: The Board was created by referendum in November 1987 to acquire land over a four-year period. The Board overseeing the fund consists of eleven members (5 MRSA Chapter 353 §6204), six of whom are private citizens and five of whom are state agency commissioners. State agency membership consists of the Director of the State Planning Office, the Commissioner of the Department of Agriculture, Food & Rural Resources, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Conservation, and the Commissioner of the Department of Inland Fisheries & Wildlife.

PROGRAM: The Board has been meeting monthly since February 1988 and has a monthly newsletter *Gaining Ground*. The Board was charged to complete, by June 1988, an assessment of the State's public land acquisition needs. The needs assessment was composed of five parts: public participation/outreach; a review of data bases significant to acquisition; an assessment of communications from Maine citizens to the Board; creation of a map of state public lands; and a summary of existing acquisition programs.

Nine workshops were held around the state in April and May 1988 to better determine the interests and needs of the public. A questionnaire for workshop participants was developed and the results entered into a data base.

The Board also created the first set of maps of state and federal conservation ownership in March 1989.

By September 1988, the Board successfully met the legislative mandate of developing a land acquisition strategy and guidelines.

All land acquired is to be of State significance and contain:

- recreation lands;
- prime physical features of the Maine landscape;
- areas of special scenic beauty;
- farmland or open space;
- undeveloped shoreline;
- wetlands;
- fragile mountain areas;
- habitat for plant or animal species or natural communities considered rare, threatened or endangered; or
- lands providing public access to recreation opportunities on the lands listed above.

A scoring system has been devised to enable LMFB to decide the priority for acquisition among proposals. The scoring system assigns points according to the relative values of five criteria: the naturalness of the land; the accessibility of the land; proximity of other state lands; land category-significance and need; and multiple values.

Based on the needs assessment process, the priorities of the LMFB for FY 1988-89 focused on water access lands and lands supporting vital ecological or conservation functions and values. Coequal with the lands above are recreational lands, especially those lands offering hunting and fishing opportunities or trail corridors.

In December 1988, the Board voted to obligate \$2.5 million of the acquisition fund toward the \$2.4 million purchase of 1500 acres in the Kennebunk Plains, a sand plain grassland bordered

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by pitch-pine-scrub oak woodland containing habitat for rare and endangered species. Matching funds and in-kind contributions were received from Coastal Blueberry Service, Maine Department of Inland Fisheries and Wildlife, the Kennebunk-Kennebunkport-Wells Water District, Ramanascho Land Trust, and the Kennebunk Conservation Commission.

In March 1989, the Board acquired 497 wooded acres and over 7000 feet of coastal water frontage on the western shore of the Damariscotta River in Newcastle for \$2.35 million. The Board voted \$2.05 million with the remainder in matching funds from the Damariscotta River Association and the Maine Coastal Program. The Bureau of Public Lands holds title and manages the property.

In August 1989, the Board obligated \$525,000 toward the \$560,000 purchase of Shackford Head in Eastport, a headland offering spectacular views of Cobscook Bay and having two and one half miles of undeveloped shoreline. Matching funds were received from the Maine Coastal Program.

PUBLICATIONS:

Land for Maine's Future Fund Strategy & Guidelines for Acquisition—September 1988, revised July 1989.

Land for Maine's Future Fund Proposal Workbook—September 1988, revised May 1989.

Maine Land in State and Federal Conservation Ownership—A Guide to the Maps—May 1989.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LAND FOR MAINE'S FUTURE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,300					1,300
Purchases of Land	2,050,000					2,050,000
TOTAL EXPENDITURES	2,051,300					2,051,300

(OFFICE OF) PUBLIC ADVOCATE

STEPHEN G. WARD, PUBLIC ADVOCATE
WILLIAM C. BLACK, GENERAL COUNSEL

Central Office: State Office Bldg., Augusta; *Floor:* 7, Room 705 *Telephone:* 289-2445
Mail Address: Statehouse Sta. #112, Augusta, Maine 04333

Established: June 19, 1981

Reference: Policy Area: 00; Umbrella: 07; Unit: 413; Citation: 35-A M.R.S.A. §1701

Average Count—All Positions: 7

Legislative Count: 8

ACTIVITIES AND OBJECTIVES: The fundamental goals and objectives of the Public Advocate are to represent the interests of the consuming public in utility-related proceedings before the Public Utilities Commission, federal agencies and the relevant courts, and to represent the public in matters relating to workers' compensation insurance rate proceedings before the Superintendent of Insurance and the courts.

The major cases in which the office has been involved in the last twelve months have included a lengthy proceeding before the Public Utilities Commission which resulted in the rejection of Central Maine Power Company's request for approval of a 300 to 600 MW contract with Hydro-Quebec, a multi-party settlement of a New England Telephone rate case resulting in an \$8 million decrease in toll costs within Maine, a re-design of Maine Public Service Com-

EXECUTIVE DEPARTMENT

pany's rates in order to ensure that the various customer classes paid the same share of company-wide costs and, at the Bureau of Insurance, resolution of a workers' compensation case with a 25% increase, as opposed to the 42% increase requested in January. Finally, we have been active before the Utilities, Energy and Natural Resources and other Committees of the Legislature in presenting our perspective on ratepayer interests.

SIGNIFICANT ACCOMPLISHMENTS: Our major accomplishment has been to provide consistent, professional representation for consumer interests before the Public Utilities Commission and the Bureau of Insurance through the efforts of a small, but very experienced, staff. In the twelve months ending June 30, 1989 our specific achievements include:

1. *New England Telephone Case.* In a major case undertaken in June 1988 and concluded with a negotiated settlement in May 1989, we argued successfully for substantial reductions in NET's charges for intrastate toll calls, for an increase in the discount available to low-income customers for telephone service and for greater involvement by Maine's business customers in NET's planning for new business services. The multi-party settlement that concluded this case, with PUC approval granted in May, was endorsed by a broad range of consumer interests ranging from major Maine employers to low-income and elderly advocates. The final settlement provides that NET will seek no increase in rates for at least two years. It also requires that NET establish both business and residence customer panels that will enable it to be more responsive to the developing telecommunications needs of each of the customer classes.
2. *Hydro-Quebec Case.* Despite our emphatic support for approval of CMP's proposed 300 MW contract with Hydro-Quebec, the PUC in January rejected this advice, in which we were joined by the Industrial Energy Consumer Group, Madison Paper and the association of publicly-owned electric utilities. In our brief, filed at the PUC in October, we contended that a small Hydro-Quebec purchase could be expected to be less expensive than other system purchases, would not eliminate opportunities for cost-effective cogeneration and conservation resources and would be environmentally superior to other equally-sized alternatives. With the PUC's rejection of the 300 MW contract, and of our subsequent Request for Reconsideration, the prospects for a major power contract with Hydro-Quebec were substantially diminished.
3. *Natural Gas Imports from Canada.* In May, the U.S. Court of Appeals for the District of Columbia Circuit upheld an import permit granted for the delivery of natural gas from Montreal to Portland over the Portland Pipeline. We had participated in this appellate proceeding, as we had in the administrative proceedings granting the import permit, as a strong supporter of new natural gas supplies for Maine. We also intervened at the Federal Energy Regulatory Commission in support of a second Canadian gas import proposal over an as-yet-unbuilt-pipeline proposed to bring natural gas through Vermont, into Massachusetts and to Maine's natural gas pipeline system.
4. *Extended Area Service Investigation.* In 1988 the Public Utilities Commission started an investigation of various telephone service options that will allow customers—particularly those in local areas—to expand the areas to which they have local calling. After some discovery and many negotiating sessions, the Public Advocate, the PUC Staff, New England Telephone, and several of Maine's independent telephone companies signed a stipulation in March 1989 under which NET and the independents will offer for a twelve-month trial period five different EAS options to 10 or 12 different Maine communities. After collecting data on the costs of the programs and the revenues generated, the Public Advocate, Staff and the telephone companies will select for general availability those EAS options which appear to be popular enough to cover their costs.
5. *Electric Utility Avoided Costs.* We were active participants in two PUC proceedings seeking to establish the rates to be paid to cogenerators on CMP and BHE's systems. We supported efforts to move both utilities' avoided costs up to levels which could ensure a competitive market for cogeneration proposals, as well as conservation project developers in two-thirds of the state. These efforts strengthened the prospect that six wood-fired cogeneration units will be built in Aroostook County to be linked to CMP's system by the construction of the first tie-line in Maine from the northern quarter of the state to the rest of New England.
6. *Maine Public Service Rate Design.* In January the PUC accepted a multi-party settlement in which we actively participated for the redesign of electric rates in Maine Public Service's territory. The settlement ensured that all customer classes will bear an equal

EXECUTIVE DEPARTMENT

share of MPS's system costs while moving the largest industrial customers on to time-of-use rates. As with prior CMP and BHE rate design cases, the goal of efficient energy use will be better served when customers are charged for power based on the time period of use.

7. *Workers' Compensation Proceedings at the Bureau of Insurance.* In a rate increase filing, decided in March 1989, we presented the testimony of two witnesses and argued for a lower level of workers' compensation increase, at 0%, than that requested by NCCI on behalf of insurers at 44%. The final decision incorporated many of the recommendations of our witnesses and granted a 22% increase for the voluntary market, somewhat more for the residual market.
8. *Low-Level Radioactive Waste.* As the Governor's liaison to both the Advisory Commission on Radioactive Waste and Maine's Low-Level Radioactive Waste Authority, the Public Advocate participated in state and regional discussions concerning the safest and most cost-effective methods for disposing of low-level waste generated in Maine, in conformance with federal law. In this capacity, the Public Advocate testified before the Texas Legislature in September on a possible Maine/Texas Low-Level Waste Compact and in May discussed short-term contract arrangements with the Rocky Mountain Company Board in Denver.
9. *Telephone Service for Isle au Haut.* During the fall of 1986, a group of Isle au Haut residents contacted the PUC about obtaining telephone service for the island's residents. In February 1987, after the islanders filed a 10-person complaint against New England Telephone, the PUC opened an investigation of the matter. The Public Advocate intervened and over the course of the next fifteen months negotiated with NET and three of Maine's independent telephone companies about providing telephone service to the island. Two companies indicated that they were willing to construct the necessary facilities if the town obtained grant funds. Finally a third company agreed to build a system on the island. It obtained a certificate of public convenience of necessity from the PUC after beating back a late application filed by an out-of-state entrepreneur. The telephone equipment was moved to the islands, microwave towers were built, and, by Christmas 1988, telephone service was available to the northern portion of the island. The Public Advocate continues to assist with efforts to extend telephone service to the whole island.
10. *Telecommunications Competition Rule.* In November the PUC adopted a regulatory framework to permit telecommunications competition within Maine. We were active participants in this 3-year process, and were successful in arguing, among other things, for adoption of contribution (i.e., toll-based) access charges and against state-wide rate deaveraging. The competition docket spawned two new proceedings involving cost allocation, and we intend to participate fully in these cases to prevent assignment of unwarranted costs to residential customers.

PUBLICATIONS:

"Guidelines for Consumer Participation in Public Hearings Held by the Maine Public Utilities Commission"—free

Public Advocate Docket List—free

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) PUBLIC ADVOCATE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	218,473	218,473				
Health Benefits	14,302	14,302				
Retirement	41,333	41,333				
Other Fringe Benefits	1,786	1,786				
Other Contractual Service	127,581	87,467	40,114			
Rents	177	177				
Commodities	3,008	2,816	192			
Equipment	659	659				
Transfers to Other Funds	307		307			
TOTAL EXPENDITURES	407,626	367,013	40,613			

EXECUTIVE DEPARTMENT

MAINE SCIENCE AND TECHNOLOGY COMMISSION

PATRICIA TANSKI, EXECUTIVE DIRECTOR

DAVID COIT, CHAIRMAN

Central Office: Augusta

Telephone: 289-3703

Mail Address: Statehouse Station #147, Augusta, Maine 04333

Established: July 1988

Reference: Policy Area: 00; Umbrella: 07; Unit: 112; Citation: 5 MRSA Sect. 13122

Legislative Count: 4

PURPOSE: The Maine Science and Technology Commission is a partnership between business, labor, education and government. The goal of the partnership is to secure a prosperous and rewarding future for Maine citizens by: improving the competitive performance of Maine industry through innovation and process development; addressing the human implications of science and technology development; and building on Maine's strengths and opportunities.

ORGANIZATION: The Commission consists of 21 members appointed by the Governor. Membership includes leaders from business and industry, labor, and higher education. State government is represented by the Director of the State Planning Office and by Commissioners of the Department of Labor and the Department of Economic and Community Development.

PROGRAM: The Commission's major programs and activities are summarized below:

- *Centers for Innovation:* These joint efforts between Maine industry, academic/research institutions, and state government are designed to help key industries use technology for greater competitiveness through a wide array of programs. Centers have been created in three areas: aquaculture; metals and electronics manufacturing; and biomedical technology. Developmental grants (which could lead to centers) have been awarded in two areas: food processing and wood products. Together, these initiatives will leverage almost \$1 million this year from Maine industry and institutions.
- *Maine Research and Productivity Center:* Located at the University of Maine at Presque Isle, this center provides, as one of its services, access to the New Brunswick Research and Productivity Council for firms throughout the state in a broad range of industries. The center also administers a grant program that helps smaller Maine firms conduct technical assessments or developmental research.
- *Research Excellence Partnership:* This consortium of research institutions has joined together to improve competitive research in Maine through equipment sharing, networking, and technical assistance. The Partnership also serves as the science advisor to the Commission and helps coordinate Maine's involvement with the National Science Foundation's EPSCoR program.
- *Small Business Innovation Research Grant Network:* The Commission provides Maine firms with regular information and technical assistance in competing for these federal research grants.
- *Technology leadership, analysis, and information:* The Commission participates in various state, regional, and national initiatives that involve science and technology, conducts occasional studies on relevant issues, and serves as a clearinghouse for selected articles and reports.
- *Education initiatives:* The Commission co-sponsors the State Science Fair, special recognition awards for outstanding science and math teachers, an annual teachers conference for Problem Solving in Science and Math, and facility tours for students throughout the state.

PUBLICATIONS:

- Enhancing the Small Business Innovation Research (SBIR) Program in Maine—1988
- Research and Development Activity in Maine: A Second Look—1988

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- Technology Development, Transfer, and Application Priorities for Maine Wood Products Industries—1989
- Economic Trends and Technology Issues in the Maine Food Processing Section—1989
- Maine Science and Technology Report, a bimonthly newsletter

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SCIENCE AND TECHNOLOGY COMMISSION	TOTAL FOR		Special			
	ALL	General	Revenue	Highway	Federal	Misc.
	FUNDS	Fund	Funds	Fund	Funds	Funds
EXPENDITURES						
Salaries and Wages	116,538	116,538				
Health Benefits	6,953	6,953				
Retirement	16,729	16,729				
Other Fringe Benefits	1,973	1,973				
Other Contractual Service	386,531	386,531				
Rents	6,425	6,425				
Commodities	1,844	1,844				
Grants—Subsidies—Pensions	493,980	493,980				
TOTAL EXPENDITURES	1,030,973	1,030,973				

MAINE COUNCIL ON VOCATIONAL EDUCATION

NEIL PIPER, CHAIR

CHRISTINE SZIGETI-JOHNSON, Executive Director

Central Office: 40 Water St., Unit #1, Hallowell, ME 04347

Telephone: 622-4709

Mail Address: 40 Water St., Unit #1, Hallowell, ME 04347

Established: 1969

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102D; *Citation:* 1985 Exec. Order 07

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine Council on Vocational Education implements all duties required by P.L. 98-524 which includes the following: (1) meet with the State Board of Education and the VTI Board of Trustees or their representatives to advise on the development of the state plan; (2) advise the State Board of Education, the VTI Board of Trustees and make reports to the Governor, the business community and the general public concerning policies which strengthen vocational education and foster private sector initiatives to modernize vocational education programs; (3) analyze and report on the distribution of spending for vocational education as well as on the availability of vocational education activities and services within the state and assess the distribution of financial assistance under the Act, particularly the distribution between secondary and postsecondary programs; (4) consult with the State Board of Education and the VTI Board of Trustees on evaluation criteria for vocational education programs in the state; (5) emphasize and assess the participation of local employers and labor unions in the provision of vocational education at the local levels; (6) assess equal access to vocational programs and report to the State Board of Education; (7) evaluate and make recommendations to the governor, the State Board of Education, the VTI Board of Trustees, the Maine Job Training and Coordinating Council, and the Secretaries of Education and Labor regarding the Job Training Partnership Act, with particular attention to the adequacy and effectiveness of the coordination between JTPA and vocational education.

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ORGANIZATION: The members of the Maine Council on Vocational Education are appointed by the Governor. P.L. 98-524 mandates thirteen members, seven from the private sector. The staff consists of the executive director and the associate executive director.

PROGRAM: During FY '89 the Maine Council on Vocational Education (MCVE) conducted a survey for its Biennial Report on the Job Training Partnership and Vocational Education programs. Its recommendations for changes at the local, state and national level are included in the report.

MCVE held public meetings and monitored federal and state legislation as well as other organizations involved with or studying vocational education.

PUBLICATIONS:

1989 Vocational Education and JTPA—Partners in Opportunity (full report or Executive Summary)

1988 Annual Report

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive financial data relative to this unit.

FINANCE

DEPARTMENT OF FINANCE

JEAN E. MATTIMORE, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 3

Telephone: 289-3446

Mail Address: Statehouse Station #78, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114; *Citation:* 5 M.R.S.A., Sect. 281

Average Count—All Positions: 708

Legislative Count: 629

Organizational Units:

Administrative Services Division

Bureau of Taxation

Bureau of the Budget

Board of Emergency Municipal Finance

Bureau of Accounts and Control

State Claims Commission

Bureau of Alcoholic Beverages

State Liquor Commission

Bureau of Lottery

State Lottery Commission

Advisory Council on Deferred Compensation Plans

PURPOSE: The Department of Finance is the principal fiscal agency of Maine State Government.

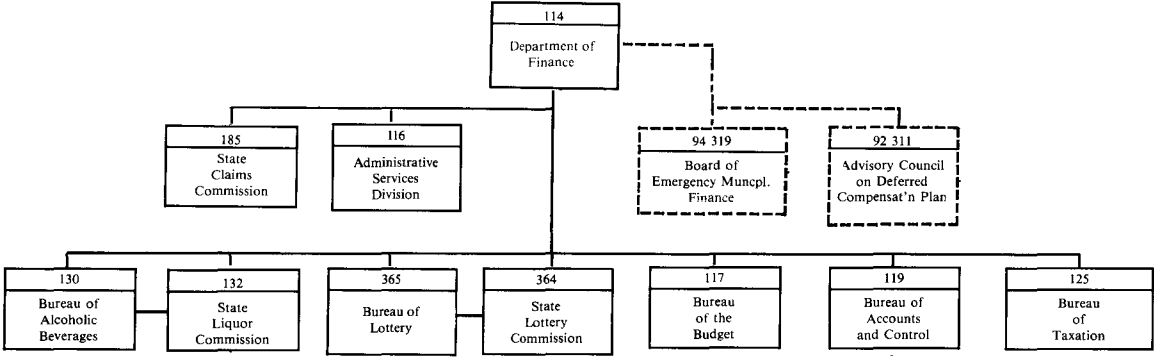
ORGANIZATION: An organizational chart is provided in this report.

PROGRAM: The program of the Department is implemented through its component units.

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1989: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

**ORGANIZATIONAL CHART
DEPARTMENT OF FINANCE
UMB 08**



Approved by the Bureau of the Budget

FINANCE

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF FINANCE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,593,467	7,284,554		54,011		5,254,902
Health Benefits	1,181,023	632,719		2,011		546,293
Retirement	2,367,613	1,386,232		3,258		978,123
Other Fringe Benefits	91,926	54,825		392		36,709
Computer Services—Comm	25,875	25,875				
Computer Services—State	1,798,154	1,565,391				232,763
Other Contractual Service	7,092,392	4,923,141		21,820		2,147,431
Rents	1,139,633	73,268				1,066,365
Commodities	470,006	90,838		1,583		377,585
Grants—Subsidies—Pensions	56,528,104	53,094,787	3,271,206	12,954		149,157
Equipment	308,790	308,325		465		
Interest—Debt Retirement	851	78		2		771
Transfers to Other Funds	1,067,457	722,200		2,834		342,423
TOTAL EXPENDITURES	84,665,291	70,162,233	3,271,206	99,330		11,132,522

DEPARTMENT OF FINANCE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	123,710	123,710				
Health Benefits	4,865	4,865				
Retirement	6,021	6,021				
Other Fringe Benefits	1,631	1,631				
Computer Services—State	923	923				
Other Contractual Service	35,880	35,880				
Commodities	1,070	1,070				
Grants—Subsidies—Pensions	1,125,000	1,125,000				
Equipment	331	331				
Transfers to Other Funds	722,200	722,200				
TOTAL EXPENDITURES	2,021,631	2,021,631				

FINANCE

BUREAU OF ACCOUNTS AND CONTROL

DAVID A. BOURNE, STATE CONTROLLER

Central Office: State Office Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #14, Augusta, Maine 04333

Telephone: 289-3781

Established: 1931

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 119; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 60

Legislative Count: 56.5

PURPOSE: The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

ORGANIZATION: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance. The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance subject to the approval of the Governor.

PROGRAM: The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

PUBLICATIONS:

State of Maine Financial Report (free).

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,214,764	1,214,764				
Health Benefits	107,908	107,908				
Retirement	227,246	227,246				
Other Fringe Benefits	9,635	9,635				
Computer Services—State	672,791	672,791				
Other Contractual Service	2,710,616	2,710,616				
Rents	46,768	46,768				
Commodities	35,917	35,917				
Grants—Subsidies—Pensions	23,075	23,075				
Equipment	173,867	173,867				
Interest—Debt Retirement	18	18				
TOTAL EXPENDITURES	5,222,605	5,222,605				

DIVISION OF ADMINISTRATIVE SERVICES

GEORGE H. VILES, DIRECTOR

EDWARD KARASS, DIRECTOR OF FINANCE

JANET PIERCE, PERSONNEL OFFICER

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

Telephone: 289-4500

Mail Address: Statehouse Sta. #132, Augusta, Maine 04333

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 18; Unit: 110; Citation: 5 M.R.S.A., Sect. 1876

Average Count—All Positions: 16

Legislative Count: 16

PURPOSE: The Administrative Services Division was established to provide consolidated administrative, financial and personnel management services for the Department of Finance. The division is authorized to provide administrative and financial management support and services to all bureaus of the Department of Finance. The bureaus within the Department that receive this support are Accounts and Control, Alcoholic Beverages, Bureau of the Budget, Lottery, Taxation, and State Claims Board.

ORGANIZATION: The Administrative Services Division was established by statute on July 1, 1977. The Division is responsible to the Commissioner of Finance.

PROGRAM: The technical assistance and support provided bureaus within the Department of Finance include accounting, auditing and budgetary functions, and departmental personnel functions.

PUBLICATIONS:

Affirmative Action Plan—(Free)

Department Employee Information Booklet—(Free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	356,063	356,063				
Health Benefits	31,226	31,226				
Retirement	73,932	73,932				
Other Fringe Benefits	2,394	2,394				
Computer Services—State	22,658	22,658				
Other Contractual Service	30,026	30,026				
Commodities	3,671	3,671				
Equipment	4,448	4,448				
TOTAL EXPENDITURES	524,418	524,418				

BUREAU OF ALCOHOLIC BEVERAGES

GUY A. MARCOTTE, DIRECTOR

Central Office: 10 Water St., Hallowell; *Floor:* 1

Mail Address: Statehouse Sta. #8, Augusta, Maine 04333

Telephone: 289-3721

FAX: 207-289-4049

Established: 1933

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 130; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 259

Legislative Count: 260

PURPOSE: The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor, with the advice and consent of the Council, for terms of three years; the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

PROGRAM: The Bureau of Alcoholic Beverages has continued to convert its network of stores to self-service types, and existing stores have been re-located to better serve the consumers in five (5) areas of the State. As a result of recently enacted legislation, the Bureau plans to have an additional discount liquor store on the south-bound lane in Kittery operational by July of 1990.

State of the Art Computerized cash registers were purchased and placed on-line October 9, 1986.

Our credit card program has been expanded to accept American Express and in-store merchandising programs have been stepped up in order to stabilize sales that have been on a decline nationwide.

LICENSES, PERMITS, ETC.:

License:

Class I. Spirituous, Vinous and Malt Beverages

Class II. Spirituous Only

Class III. Vinous Only

Class IV. Malt Beverages Only

Class VI. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages

Permit:

Certificate of Approval for Wine, Beer

Alcohol

Catering

FINANCE

PUBLICATIONS: Rules and regulations supplementing the new law are available.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,419,167					4,419,167
Health Benefits	473,962					473,962
Retirement	831,053					831,053
Other Fringe Benefits	29,937					29,937
Computer Services—State	232,763					232,763
Other Contractual Service	1,092,857					1,092,857
Rents	947,284					947,284
Commodities	315,220					315,220
Grants—Subsidies—Pensions	121,975					121,975
Interest—Debt Retirement	568					568
Transfers to Other Funds	309,715					309,715
TOTAL EXPENDITURES	8,774,501					8,774,501

BUREAU OF THE BUDGET

G. WILLIAM BUKER, STATE BUDGET OFFICER
JOHN R. NICHOLAS, DEP. STATE BUDGET OFFICER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2881
Mail Address: Statehouse Sta. #58, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; Umbrella: 08; Unit: 117; Citation: 5 M.R.S.A., Sect. 283

Average Count—All Positions: 12 *Legislative Count:* 13

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance, for carrying out State budget laws.

ORGANIZATION: The Bureau of the Budget is a departmental division, headed by a State Budget Officer appointed by the Commissioner.

PROGRAM:

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government, and corporations and associations desiring to receive State funds under provisions of law, prepare and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium.

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Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, adjusting them as deemed necessary. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature.

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium; 2) detailed budget estimates, both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

Work Program. After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor.

State Cost Allocation Program. The Bureau of the Budget represents the State of Maine in preparing a Consolidated Cost Allocation Plan and in negotiating the allocation of dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency. The Bureau also establishes for each legislatively created unit of government an indirect cost rate designed to recover the non-general fund share of central service costs which benefits each agency.

Maine State Government Annual Report. As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget designs the format, gathers the data from State agencies, edits, assembles and produces the Maine State Government Annual Report in accordance with statutory mandate.

PUBLICATIONS:

State Budget Document

Maine State Government Annual Report. Available from the Department of Administration, Bureau of Purchases, Central Printing Division, Statehouse Station #9, Augusta.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	311,868	311,868				
Health Benefits	19,934	19,934				
Retirement	71,590	71,590				
Other Fringe Benefits	1,581	1,581				
Computer Services—State	54,062	54,062				
Other Contractual Service	33,606	33,606				
Commodities	2,079	2,079				
Equipment	315	315				
Interest—Debt Retirement	3	3				
TOTAL EXPENDITURES	495,038	495,038				

STATE CLAIMS COMMISSION

PETER K. BALDACCI, CHAIRMAN

RONALD M. ROY, Chief Counsel & Clerk

Central Office: State Office Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #49, Augusta, Maine 04333

Telephone: 289-4032

Established: 1961

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 08; Unit: 185; Citation: 23 M.R.S.A., Sect. 152

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The State Claims Commission was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Commission are to conduct hearings relative to real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and by the Maine Turnpike Authority, and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove of certain claims against the State or any of its agents, which are not submitted under specific statutory provisions, and which do not exceed the sum of \$2,000.00 for each claim.

ORGANIZATION: Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under the Act Affecting the Organization of the Department of Business Regulation, effective September 23, 1983, the Board was placed under the supervision and direct control of the Commissioner of Finance and Administration.

The Land Damage Board whose name was statutorily changed to the State Claims Board and most recently to the State Claims Commission consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Commission is appointed for each hearing or series of hearings within the County where the land is situated. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Commission.

PROGRAM: The State Claims Commission scheduled 149 cases for hearings during FY 89. There were 20 land damage cases which were settled prior to hearings. There were 95 cases heard before the Commission, 93 of the cases were land damage cases and 2 state claims, and there were 34 cases that were continued. There were also 98 additional land damage cases that were received but settled and, therefore, hearings were not required.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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STATE CLAIMS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	54,011			54,011		
Health Benefits	2,011			2,011		
Retirement	3,258			3,258		
Other Fringe Benefits	392			392		
Other Contractual Service	21,820			21,820		
Commodities	1,583			1,583		
Grants—Subsidies—Pensions	12,954			12,954		
Equipment	465			465		
Interest—Debt Retirement	2			2		
Transfers to Other Funds	2,834			2,834		
TOTAL EXPENDITURES	99,330			99,330		

STATE LIQUOR COMMISSION

JAMES GIBBONS, CHAIRMAN
EDWIN W. BOWDEN, COMMISSIONER
EARLE L. INGALLS, COMMISSIONER
CHARLES H. MILAN, III, COMMISSIONER
MARY ANNE SMITH, COMMISSIONER

Central Office: 10 Water St., Hallowell; *Floor:* 1

Mail Address: Statehouse Sta. #8, Augusta, Maine 04333

Established: 1934

Reference: Policy Area: 00; Umbrella: 08; Unit: 132; Citation: 28 M.R.S.A., Sect. 51

Average Count—All Positions: 5

Telephone: 289-3721

FAX: 207-289-4049

Sunset Review Required by: June 30, 1990

Legislative Count: 0

PURPOSE: The Commission has the following powers and duties: general supervision of manufacturing, importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor; which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jurisdiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, for laboratories in schools, colleges, and state institutions, to hospitals for medical use therein, to licensed pharmacists for use in compounding prescriptions, and to any physicians, surgeons, osteopaths, chiropractors, optometrists, dentists or veterinarians for medicinal use only; authority to buy and have in their possession wine and spirits for sale to the public. Such purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933 consisting of three members appointed by the Governor, with the advice and consent

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of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

PROGRAM: The State Liquor Commission authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commission also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

LICENSES, PERMITS, ETC.: See those listed with the Bureau of Alcoholic Beverages.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Alcoholic Beverages.

STATE LOTTERY COMMISSION

WILLIAM L. VARNEY, CHAIRMAN

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6700

Mail Address: Statehouse Sta. #30, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 364; *Citation:* 8 M.R.S.A., Sect. 373

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes; to make recommendations and set policy for State lotteries; to approve or reject reports of the State Lottery Director; and to transact other business that may be properly brought before it.

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the State Lottery Director. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

PROGRAM:

(See Bureau of Lottery Annual Report).

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LICENSES, PERMITS, ETC.

(See Bureau of Lottery Annual Report).

PUBLICATIONS: (See Bureau of Lottery Annual Report).

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$4,180 in FY 89 and are, by administrative decision, included with those of Bureau of Lottery.

BUREAU OF LOTTERY

WALLACE G. SOULE, JR., DIRECTOR

PAMELA COUTTS, Deputy Director of Finance

CHARLES A. STEWART, III, Deputy Director of Sales

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6700

Mail Address: Statehouse Sta. #30, Augusta, Maine 04333

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 365; *Citation:* 8 M.R.S.A., Sect. 372

Average Count—All Positions: 43

Legislative Count: 43.5

PURPOSE: The Director is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

ORGANIZATION: 1987 P.L. #505 provides that the Director shall be appointed by the Commissioner of Finance and shall serve at the pleasure of the Commissioner of Finance. The Director acts as both chief administrative officer of the Bureau of Lottery and executive secretary of the Commission.

PROGRAM: The Maine State Lottery had its most successful year ever in Fiscal Year 1988-1989. The lottery's contribution to the State Treasury was \$30,407,318.61; an 11½% increase over FY 1987-1988 total of \$27,266,281.51.

In addition to the money turned over to the State, more than \$56,000,000 in prize money was paid to Maine winners and was disbursed to ticket agents. Maine had 12 Megabucks winners in FY 88-89.

Early in 1989, research was conducted for the Tri-State Commission to provide information about the effectiveness of our advertising and about player buying habits.

Total sales increased to a record high of over \$96,300,000, up 17% over the previous fiscal year. One factor contributing to the increased sales was the addition of approximately 50 on-line terminals to 900.

Since its inception in 1974, the Maine State Lottery has contributed more than \$112,000,000 to the State's General Fund benefiting all the people of Maine.

LICENSES, PERMITS, ETC.

Lottery sales agent; licensing

1. Factors. A license as an agent to sell lottery tickets may be issued by the Director to any qualified person. Before issuing such license, the Director shall consider such factors as:

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- A. The financial responsibility and security of the person and his business or activity;
- B. The accessibility of his place of business or activity to the public;
- C. The sufficiency of existing licensees to serve the public convenience; and
- D. The volume of expected sales.

PUBLICATIONS:

- 1. *Annual Report* (Fiscal Year 1988-1989)—available to general public free of charge until supplies are depleted.
- 2. *Ticket Talk Newsletters*—bi-monthly newsletters sent to ticket agents. Free to public until supplies are depleted.
- 3. Information Kit which includes general information and historical background on Maine State Lottery. Available free of charge until supplies are depleted.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LOTTERY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	835,735					835,735
Health Benefits	72,331					72,331
Retirement	147,070					147,070
Other Fringe Benefits	6,772					6,772
Other Contractual Service	1,054,574					1,054,574
Rents	119,081					119,081
Commodities	62,365					62,365
Grants—Subsidies—Pensions	27,182					27,182
Interest—Debt Retirement	203					203
Transfers to Other Funds	32,708					32,708
TOTAL EXPENDITURES	2,358,021					2,358,021

BUREAU OF TAXATION

JOHN D. LAFAVER, STATE TAX ASSESSOR

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076

Mail Address: Statehouse Sta. #24, Augusta, Maine 04333

Established: April 2, 1931

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 125; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 234

Legislative Count: 235

Organizational Units:

State Tax Division

Audit Division

Enforcement Division

Operations Division

Research Division

Appellate Division

PURPOSE: The Bureau of Taxation was established to collect revenues necessary to support Maine state government through the assessment of taxes as required by law, and to improve the administration of tax laws in Maine at both state and local levels. The Bureau, through the State Tax Assessor, is empowered to assess and collect the following state taxes: Sales and Use Taxes, Individual and Corporate Income Taxes, Motor Fuel Taxes, Estate Taxes, Business Taxes, Cigarette and Tobacco Taxes, Special Industry Taxes, and Property Taxes in the

Unorganized Territory. In addition, the Bureau administers the Household Property Tax and Rent Refund Program, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Management Fund Tax, administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low Cost Drug Program.

ORGANIZATION: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance, under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of the Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax and Rent Refund Act of 1971 was assumed by the Bureau in 1972. Also in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Finance appoints the State Tax Assessor, subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished.

The Bureau is composed of 6 operating divisions, some of which contain several sections.

PROGRAM:

State Tax Division. This division is involved with all the taxes and tax benefit programs administered by the Bureau, except those relating to property taxes. Major functions include designing and distributing tax forms, processing tax returns filed by taxpayers, initiating refunds and tax notices, and providing tax information to taxpayers and others.

Income and Estate Tax Section. This section has responsibility for the income tax and succession tax systems. It also administers the property tax circuit breaker program and certifies eligibility for low cost drug cards. Annual processing volume includes 568,000 tax returns, 78,000 withholding and estimated tax payment accounts, and 50,000 taxpayer benefit applications.

Sales and Use Tax Section. This section manages the accounts of 50,000 registered sellers which includes an average turnover of over 500 each month. It monitors the payment of required tax by individuals on out-of-state purchases and casual sales of motor vehicles, special mobile equipment, aircraft, and boats. The sales tax exemption/refund program for machinery and equipment purchases by commercial fishermen and farmers is also administered.

Excise Tax Section: This section administers 20 taxes concerning motor fuels, tobacco, businesses and special industries, as well as 13 related refund programs. In the course of a year, it processes 54,000 tax returns and 12,000 refund claims.

Operations Division. The functions of the division involve administration of the property tax laws, tax collection in the Unorganized Territory, handling mail from taxpayers, data entry of tax return information, and computerization of tax systems.

Property Tax Section. This section has responsibility for determination of the State Valuation, supervising local assessors, assessment and collection of taxes in the Unorganized Territory, auditing the reimbursement claims of municipalities under the provisions of the Tree Growth Tax law and the veterans' exemption statutes, and providing assistance to municipal assessors in connection with assessment problems. It also administers several other state taxes relating to property. The annual Assessor's School conducted August 7-12, 1988 was attended by 225 registrants.

Business Services Section: This section provides mail processing, data entry services, revenue accounting, control of office supplies and equipment, and maintains the central tax records facility. Seasonal and intermittent employees are used to assist with peak workloads. Second shift operations are also important in providing efficient service during the individual income tax filing season.

Computer Services Section: This section designs, maintains and operates the Bureau's automated systems. It participates in research concerning plans for data processing contract work and provides specialized statistical analysis concerning computerized data bases. The acquisition and overall coordination of computer hardware is also handled by this section.

The mainframe computer facilities at the Bureau of Data Processing are used for both on-line and batch work. The primary systems currently reside on the Honeywell mainframe where they have been since the Honeywell computer was installed. There are several other systems, notably the collections system, which are on the IBM mainframe. Most of the 90 terminals and personal computers (PCs) connected to mainframe computers have access to both the Honeywell and IBM mainframe.

It is intended that all of the on-line and batch systems be converted to the IBM mainframe during the next several years. This is desirable from the standpoint of compatibility with outside data sources, a larger selection of package software and for the availability of more state-of-the-art development tools. A study has been initiated to examine our complete computer system, including both hardware and software, and to make recommendations as to priority, method, and scheduling of the conversion.

Enforcement Division. This division was established in 1986 to consolidate the state tax enforcement and compliance efforts. In addition to generating additional revenue, enforcement activities maintain the public's confidence in the State's tax programs. The division consists of two sections: one section concentrates on delinquent accounts while the other section pursues taxpayers who do not report additional state tax liability due to federal audit of personal income tax returns and those who fail to file state returns.

Collection efforts on the 50,000 unpaid state tax liability accounts consume the bulk of available resources. Routine collection procedures are exhausted before employment of the more stringent actions permitted by statute. Debtors are contacted by telephone and by mail at regular intervals over an extended period to effect satisfaction of the obligation. Those unable to pay a lump sum are encouraged to pay according to an agreed upon installment schedule.

Extenuating taxpayer circumstances are given every consideration. Finally, the judicious application of forceful measures is used for those debtors who continue to disregard the debt. To protect the State's interest in the tax debts, civil collection action can be taken in Maine courts, liens can be placed on tangible property, assets can be levied, or a taxpayer's authority to do business in Maine can be revoked.

The division also assists the Office of Attorney General in criminal prosecution cases. Field investigation is conducted for the cases selected for prosecution, and investigators provide testimony in court on technical tax matters. In fiscal 1989 the investigations produced \$270,000 of tax revenue and resulted in 39 convictions concerning individual income tax or use tax on purchases of motor vehicles.

Audit Division. The division conducts examinations of tax returns filed by taxpayers with the Bureau of Taxation and assesses any additional tax necessary to effect compliance with the provisions of the State tax laws. The audits are performed at the taxpayer's place of business. Division staff also visit at business locations for the purpose of either educating taxpayers as to tax law or assisting in the collection of overdue tax liabilities. Operations are supervised from the central office located in the State Office Building and from the field offices in Augusta, Bangor and Falmouth. About one-half of the tax auditors are headquartered at the field offices, while the remainder are based in other locations throughout the State.

The staff are trained to audit all the major revenue-producing tax systems; during the time an auditor is examining the tax return assigned to him/her, he/she will also review all other types of tax filings required of that taxpayer during the period under audit. Examinations of the returns of taxpayers whose principal place of business is outside Maine are conducted by one or more members of a special team.

The division completed 1,375 taxpayer audits during fiscal 1989 which resulted in additional tax assessments of \$18,483,526.

Research Division. The division provides technical support for the administration of the state taxes which are the responsibility of the Bureau of Taxation. It conducts studies of state taxes and administrative procedures. Statistical analyses of tax revenues are maintained, and revenue estimates are prepared for current tax systems and for proposed changes in tax rates and tax bases. Materials are developed for the conduct of tax administration procedures and the training of personnel. Technical information is furnished to government officials, taxpayers and others concerning the application of Maine tax law.

FINANCE

Some project reports are produced at regular intervals. After the adjournment of a legislative session, a digest is written of the statutes which have an impact on the responsibilities of the Bureau. A financial report is compiled of Bureau revenues for each fiscal year. Estimates of expected revenues by month are prepared annually for the Bureau of the Budget, and for each biennium a projection of yearly revenues and a report on the tax expenditure items reflected in Maine law is prepared. Annual updates of current tax laws are assembled for inclusion in publications such as the Legislature's Compendium of State Fiscal Information, Moody's Municipal and Government Manual, and the Government of the District of Columbia's nationwide comparison of tax rates and tax burdens.

The division has responsibility for the maintenance of a computer file of historical tax revenue data. Reports are generated quarterly, after programming any changes in the revenue detail accounts and updating the master historical dataset. The reports are used in estimating both future revenues and fiscal impacts of proposed law changes.

Appellate Division. The division was established February 1, 1988. It serves the State Tax Assessor with respect to his statutory responsibilities and authority to take final agency action on all taxpayer petitions for reconsideration of assessments, denials of claims for refund, petitions for abatement, denials and revocations of exemption certificates and licenses issued by the Bureau of Taxation. The division conducts informal conferences requested on reconsideration petitions; determines the timeliness of petitions; and drafts decisions of the State Tax Assessor, including decisions to cancel any tax which has been levied illegally and to abate—subject to approval of the Governor—all or any part of any tax assessed by the State Tax Assessor, if justice requires. The division functions to promote uniformity and consistency in administration of the tax laws in accordance with constitutional requirements, statutes, regulations, court decisions, Attorney General's opinions and administrative practices. The Appellate Division operates independently from all other divisions in the Bureau and is directly responsible to and subject only to direction of the State Tax Assessor.

Over the past 12 months, there have been an average of 4 informal conferences per month and an average of 28 decision letters per month. Two cases have been referred for criminal investigation.

Summary of Net Revenue (preliminary data)

Fiscal 1989

Thousands of dollars

Individual income tax	\$ 593,304
Corporate income tax	96,333
Sales and use taxes	517,068
Motor fuel taxes	120,093
Business taxes	74,110
Tobacco taxes	41,219
Succession taxes	10,255
Real estate transfer tax	12,611
Property taxes	9,772
Special industry taxes	1,866
TOTAL	\$1,476,631

LICENSES, PERMITS, ETC.:

Sales Tax Sellers Certificate

Tobacco Tax:

Cigarette License (annual)—distributors, wholesale dealers, nonresident distributors

Tobacco Products Distributors License (annual)

Gasoline Tax:

Distributors Certificate

Exporters Certificate

Importers Certificate

Special Fuel Tax:

Suppliers Certificate

Users License

Blueberry Processors & Shippers License (annual)

FINANCE

Potato Shippers Certificate
 Sardine Packers Certificate
 Mahogany Quahog Dealers Certificate
 Certified Maine Assessor Certificate
 Certified Assessment Technician Certificate

PUBLICATIONS:

Except where noted, the following publications are available free of charge:
 Rules adopted by the Bureau
 Income tax forms and instructions
 Sales tax instruction bulletins
 Property tax bulletins
 Municipal Valuation Return Statistical Summary (property taxes-annual)
 Bureau Revenue Report (annual)
 Pamphlets of various tax statutes
 State of Maine Assessment Manual (pub. 1978)—\$7.50

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TAXATION	FOR ALL FUNDS	TOTAL General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,278,149	5,278,149				
Health Benefits	468,786	468,786				
Retirement	1,007,443	1,007,443				
Other Fringe Benefits	39,584	39,584				
Computer Services—Comm	25,875	25,875				
Computer Services—State	814,957	814,957				
Other Contractual Service	2,113,013	2,113,013				
Rents	26,500	26,500				
Commodities	48,101	48,101				
Grants—Subsidies—Pensions	55,217,918	51,946,712	3,271,206			
Equipment	129,364	129,364				
Interest—Debt Retirement	57	57				
TOTAL EXPENDITURES	65,169,747	61,898,541	3,271,206			

FINANCE AUTHORITY OF MAINE

J. GREGORY FREEMAN, CHAIRMAN

TIMOTHY P. AGNEW, CHIEF EXECUTIVE OFFICER

Central Office: 83 Western Ave., Augusta

Mail Address: P.O. Box 949, Augusta, Maine 04330

Established: 1983

Reference: Policy Area: 01; Umbrella: 94; Unit: 457; Citation: 10 M.R.S.A., Sect. 964

Average Count—All Positions: 20

Telephone: 623-3263

FAX: 623-0095

Sunset Review Required by: June 30, 1990

Legislative Count: 0

PURPOSE: The Finance Authority of Maine, an independent State agency, was created by an Act of the Maine State Legislature in 1983 to assist business development and create new employment opportunities throughout Maine. In part, the Authority accomplishes this by working cooperatively with the State's lending, financial, economic development and business community to develop and implement new financial services for Maine's business community.

The Authority has a wide array of existing programs, ranging from traditional loan insurance for both small and larger Maine businesses, to project grants for research and technological innovation. FAME also administers two unique new financing programs which will help Maine businesses access long-term, fixed-rate financing.

In addition, the Authority continues to develop new financial services which are aimed at helping Maine business start up, expand or compete more effectively in an increasingly competitive world and national marketplace.

If you would like more information about the Finance Authority of Maine and its programs, please call or write the Authority.

ORGANIZATION: The Finance Authority of Maine (FAME) was created during the First Regular Session of the 111th Legislature. FAME incorporates three former state loan agencies and adds a new dimension to the State's financial assistance programs, that of natural resource financing. The Authority is also responsible for developing new financial programs and services to better meet the needs of business, both large and small, throughout the State. The three former agencies folded into FAME are the Maine Guarantee Authority, the Maine Small Business Loan Authority and the Maine Veterans' Small Business Loan Authority.

FAME currently receives limited appropriations for business and natural resource development. FAME derives most of its operating funds from mortgage insurance fees, service and application fees charged in connection with the issuance of taxable and tax-exempt bonds, as well as insurance premiums and fees generated from other financial assistance offered by the Authority.

The Finance Authority of Maine is overseen by a thirteen member Board of Directors. The Board has the following makeup;

- two veterans from the Maine Veterans Small Business Loan Board
- two members from the Natural Resources Financing & Marketing Board
- one Certified Public Accountant
- one commercial lender
- one attorney
- three members-at-large

—three state members to include the Commissioner of the Department of Economic and Community Development, a natural resource commissioner and the State Treasurer.

Members are appointed by the Governor and are subject to review by the joint standing committee of the Legislature having jurisdiction over Economic Development and subject to confirmation by the Legislature. Each member-at-large serves for a term of four years. A Chief Executive Officer is appointed by the Governor, subject to confirmation by the Legislature, to supervise and direct the administrative and technical activities of the Authority.

As organized, FAME consists of two broad divisions—Business Development and Natural Resources. These divisions are supported by an Office of General Counsel, Marketing and Communications, Finance and Administration and Lending.

FINANCE AUTHORITY

PROGRAM:

BUSINESS DEVELOPMENT DIVISION. This division maintains several programs which are utilized individually or in combination with other financing mechanisms to assist in business development. Programs overseen by this division include:

Commercial Loan Insurance Program. The Commercial Loan Insurance Program is designed to promote economic development by providing business borrowers, who exhibit a reasonable ability to repay a loan, access to capital that would otherwise be denied by a lender due to an unacceptable level of credit risk.

Through this program, FAME will insure up to 90% (not to exceed \$7,000,000 for most projects or \$2,500,000 for recreational projects) of a commercial loan. Loan proceeds may be used for purchase of, and improvements to, real estate, fishing vessels and machinery and equipment. Loan insurance may not be used to insure construction loans, housing projects, or for refinancing existing debt as a primary purpose. There are also certain limitations on loan insurance for projects with greater than 25% retail or 35% office space.

The program works in cooperation with local lending institutions and bond underwriters.* Lenders originate loans, provide construction or interim acquisition financing without loan insurance, maintain at a minimum 10% of the loan uninsured and service the entire loan.

*(FAME insured loan bond issues are typically rated AA1 by Moody's and AA by Standard and Poor.)

Eligibility Criteria

- The borrower must demonstrate loan repayment ability.
- The business must be located in the State.
- Collateral must be sufficient to meet loan to value standards of the Authority.
- The project must demonstrate public benefit; for example, job creation, increase in municipal tax base, etc.

Small Business Loan Insurance Program. Similar to FAME's Commercial Loan Insurance Program, the Small Business Program is designed to specifically help those small businesses that cannot obtain conventional financing. FAME insurance provides additional security to financial institutions while encouraging greater lending activity to Maine's small businesses. Under this program, FAME can insure up to 85% of a loan to maximum loan insurance exposure of \$500,000. If the borrower is an eligible Maine veteran, FAME's maximum exposure increases to \$600,000.

Most prudent business activities (lines of credit included) are eligible. To participate in the Small Business Loan Insurance Program, a business must employ 20 or fewer employees or have gross annual sales of less than \$2.5 million.

Taxable and Tax-Exempt Bond Programs. In an effort to assist more Maine businesses, FAME has implemented two unique credit enhancement programs. These programs work to help Maine business attract long-term, fixed-rate financing. These credit enhancement programs are two of the first of their kind in the nation. They provide Maine business with financing formerly available to only "Fortune 500 Companies." These programs include:

SMART-E Bond Program. The SMART-E Bond Program is a tax-exempt, fixed asset financing program for manufacturing facilities. Assets that can be financed with loan proceeds include land and depreciable assets.

FAME will finance up to 90% of a loan by grouping it with other similar loans and selling tax-exempt bonds to finance the loans. To attract favorable interest rates, each loan in the group will be insured by FAME or a combination of FAME and a letter of credit; or by other comparable insurance.

The program benefits borrowers by providing a low, fixed interest rate on 90% of a loan for up to 15-20 years. Variable rates may also be available in the future depending on demand. The interest rates are lower than conventional commercial credit because interest paid to the buyers of the bonds is tax exempt. This savings is passed along to borrowers.

The program works in cooperation with local lending institutions and bond underwriters who must originate loans, provide construction or interim acquisition financing, and agree to maintain, at minimum, 10% of a loan uninsured and service the entire loan for the life of the loan. Lenders may also be required to provide a letter of credit insuring payment on a portion of the loan. Borrowers will maintain their normal banking relationship making monthly payments to their lenders.

Applicants for this program must demonstrate a strong likelihood that they will be able to repay the loan. The maximum size loan under this program is \$7,000,000.

FINANCE AUTHORITY

SMART Bond Program. This program is similar to the Authority's SMART-E Bond Program. It is available (with some exceptions) to those businesses who are not eligible for tax exempt financing. The process begins when a lending institution provides a Maine based business with a loan commitment for acquisition of real estate, equipment, or other fixed assets. After a review of the loan application, FAME will commit to insure up to 90% of the loan, and will also agree to purchase the insured portion of the loan upon completion of construction or upon acquisition of the machinery or equipment.

FAME then groups the purchased portion of the loan with other loans to form a pool of insured loans which is then sold to private investors.

Because of the high credit rating associated with FAME's loan insurance, the bond becomes a marketable security which will sell at favorable fixed rates. Subject to market conditions, these bonds are generally sold at 1.25% over comparable term treasury bonds. However, since the lending institution is required to retain, at a minimum, 10% of the loan, the borrower will actually pay a "blended rate" based on the combination of the portion of the loan held by the lender and the portion sold through FAME. The rate and term on the portion of the loan retained by the lender is negotiated between the borrower and the lender.

Throughout the process, the borrower will continue to work with the lender. The lender will continue servicing the entire loan and, in addition, maintain a direct relationship with the borrower.

Applicants for this program must demonstrate a strong likelihood that they will be able to repay the loan. The maximum size loan under this program is \$7,000,000.

Industrial Development Bond Program. The Tax Reform Act of 1986 has significantly changed the State's Industrial Development Bond Program. These changes include certain limitations on the State's tax-exempt bond ceiling and the types of projects which may be financed. The SMART and SMART-E Bond Programs mentioned earlier have, in large part, replaced the old Industrial Revenue Bond Program for Maine businesses.

Municipal Securities Approval Program. Maine municipalities are empowered, with the approval of FAME, to issue tax-exempt revenue bonds to finance any private project authorized under the United State's Internal Revenue Code, Section 103, (now limited to manufacturing facilities and exempt projects such as solid waste disposal projects). Proceeds from the sale of municipal revenue bonds may be used for land, buildings, machinery and equipment, financing and interest charges, engineering, legal services, surveys, cost estimates and studies.

The advantage of this type of financing lies in the relatively low borrowing rates it affords. The specific rate is determined by a number of factors, including the bond markets, the credit worthiness of the bond beneficiary and the size of the bond issue.

Maine Job Start Program. The Maine Job Start Program is a revolving loan program designed to provide the eligible small business person with the necessary capital to start, strengthen or expand a business operation. It is a direct loan program targeted at those businesses which cannot obtain financing (even with loan insurance) through conventional lending sources.

The maximum available loan is \$10,000. The term of each loan will depend on applicant need, the business plan and the useful life of collateral. The interest rate on Job Start Loans is 2% below the prime interest rate, fixed at the date FAME issues its loan commitment.

In order to qualify for a Job Start loan, the applicant must reside or have principal place of business in Androscoggin, Aroostook, Hancock, Oxford or Washington counties. In addition, the applicant must have an annual gross household income at or below 80% of the federal median income.

Investment Banking Service. For borrowers seeking large amounts for major projects, FAME can assist in suggesting and pursuing financing alternatives. Through contacts with underwriters, international banks, and buyers of taxable and tax-exempt bonds, FAME can help ensure that businesses can borrow on the best available terms.

The Finance Authority of Maine seeks applications for this program periodically throughout the year.

Pine Tree Partnership Grant Program. The Pine Tree Partnership Grant Program is designed to help foster innovation and development of new technological products. Under this program, Maine's small businesses can apply for matching grants of up to \$5,000. These grants must be matched with other sources of income. They are intended to help small businesses perform research as well as to develop and introduce advanced technology and services into the marketplace.

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The Finance Authority of Maine seeks applications for this program periodically throughout the year.

Occupational Safety Loan Fund Program. The Finance Authority of Maine in cooperation with the Maine Department of Labor, administers the Occupational Safety Loan Fund Program.

This program provides targeted direct loans to Maine businesses seeking to make workplace safety improvements. Under this program, a business may borrow up to \$50,000 for a period of up to 10 years. The interest rate paid by the borrower is 3% fixed.

To be eligible, the business must be located in the State of Maine; proceeds from the loan must be used to purchase, improve, install or erect equipment which reduces workplace hazards or promotes the health and safety of employees. Borrowers must exhibit a reasonable ability to repay the loan from the cash flow of the business.

Underground Oil Storage Facility Program. FAME's underground oil storage facility replacement program provides 100% loan insurance to lenders, or, in certain limited instances, direct loans to borrowers who are unable to obtain conventional financing for the removal, replacement and disposal of underground marketing and distribution tanks for oil, petroleum products or petroleum by-products.

In order to qualify for this program a borrower must be an owner of an underground oil storage facility and may be either an individual or business engaged in the marketing or distribution of oil, petroleum or petroleum by-products to persons or entities other than the owner.

Loan proceeds must be used for the removal, replacement and/or disposal of marketing or distribution tanks for oil, petroleum products or petroleum by-products. Removal of existing tanks and installation of new systems must be completed in accordance with State regulations.

A mortgage or security interest and other collateral is required on a case-by-case basis. Personal guarantees will be required where applicable. The Authority may require environmental liability insurance.

Overboard Discharge Replacement. FAME's Overboard Discharge Replacement Program provides 100% loan insurance to lenders for the removal, rehabilitation or replacement of certain waste water disposal systems which result in discharges into fresh or salt water ("overboard discharges").

The borrower must be the owner of a waste water disposal system utilized by a business which produces overboard discharges.

The borrower must not be able to obtain loan funds without loan insurance.

Loan proceeds must be used for removal, rehabilitation or replacement of a privately owned waste water disposal system utilized by a business. The system must currently result in an overboard discharge.

The maximum insured loan under this program is \$1,000,000. The interest rate and term are negotiated between the borrower and lender. The loan term may not exceed 10 years.

Maine Opportunity Job Grants Program. This program, administered in cooperation with the Department of Economic and Community Development, enables a business located in a Job Opportunity Zone to receive a direct grant of up to \$1,250 for the creation of each new full-time quality job.

For an employee to qualify, a person must have been a resident of Maine for at least 30 days prior to designation of the Job Opportunity Zone in which the business is located, and may not be a shareholder, partner, or person with an ownership interest in the business, or an immediate relative of any of the foregoing, with certain exceptions.

Grants of up to \$1,250 are available for each new hire in a "quality job." A quality job is defined as one which provides an employment opportunity of at least 30 hours per week for at least 48 weeks per year, pays a wage at least equal to those determined by the Authority's program rule and may offer fringe benefits.

An eligible business is one which demonstrates financial viability, provides a new employment opportunity as defined above and is located in one of the following Job Opportunity Zones:

Urban Zone: Presque Isle, Caribou, Easton, Fort Fairfield, Limestone, Mapleton, Mars Hill, and Washburn.

Rural Zone: Quoddy Region, Calais, Baileyville, Eastport, Lubec, Princeton, and Machias.

Sudden and Severe Dislocation: Medway, East Millinocket, and Millinocket.

Emerging Opportunity: Waldo County.

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NATURAL RESOURCE DIVISION. Recognizing the significance of agriculture, fishing, forestry and other natural resources based enterprises, the Maine Legislature established both a separate Board of Directors and a separate division within FAME to work with Natural Resources based enterprises. This board and division work to insure that affordable capital and other types of financial assistance are readily available to natural resources based business.

In assisting these enterprises, FAME may use any and all of the financial tools and services listed earlier under Business Development. Additionally, FAME seeks to develop new programs and services designed to meet the unique needs of businesses working in this important sector of the State's economy.

The Potato Marketing Improvement Fund. The Potato Marketing Improvement Fund (PMIF) provides direct loans to potato growers and packers to construct modern storages, packing lines and sprout inhibitor facilities as part of the industry's plan to improve the quality and marketing of Maine potatoes. This fund provides long-term, fixed-rate loans at attractive, below market interest rates to help finance construction or improvements to storage and packing facilities. As a participating loan program, it is restricted to financing between 45% and 55% of the costs of eligible construction and improvements. Other lenders or the applicant must finance the remaining funding needs. Funds cannot be used for working capital, refinancing, or non-project related equipment, and PMIF funds may only be used for permanent financing after a project is completed.

Linked Investment Program for Agriculture. In cooperation with the State Treasurer's Office, the State of Maine invests up to \$4,000,000 of State funds in financial institutions at reduced interest rates. The financial institutions use those funds to provide operating loans to Maine farmers at comparably reduced rates of interest. The loans are approved and made by lenders according to their own policies; the State Treasurer makes compensating investments to the lenders to provide the interest rate savings to farmers on the underlying loans. The Finance Authority of Maine assists the State Treasurer in administering this program.

Linked Investment Program for Commercial Enterprises. The Maine Legislature has also authorized the State Treasurer to invest an additional \$4,000,000 of State funds in financial institutions at reduced interest rates for other commercial enterprises. The financial institutions will use those funds to provide loans to certain commercial businesses at comparably reduced rates of interest. The loans will be approved and made by lenders according to their own policies; the State Treasurer will make compensating investments to the lenders to provide the interest rate savings to businesses on the underlying loans. The Finance Authority of Maine assists the State Treasurer in administering this program.

The purpose of the program is to assist targeted Maine businesses in obtaining loans at lower interest rates while encouraging greater private commercial lending. Those targeted businesses include manufacturers or businesses at least 70% of whose sales or services or products are sold out-of-state.

Export Financing Services. FAME's financial services can help Maine businesses begin or expand their export marketing efforts. Working Capital Insurance from FAME provides additional security to bankers while encouraging greater lending activity for international business. Export Credit Umbrella Insurance, provided by the Export-Import Bank of the United States (Eximbank) and administered by FAME, reduces international credit risk, allows an exporter to offer credit terms to foreign buyers in a competitive market, and offers the opportunity to obtain current cash flow against foreign receivables. With these insurance programs, either FAME or Eximbank becomes responsible for up to 100% of a loan made by a financial institution to the exporter.

Maine Seed Capital Tax Credit Program. In order to encourage equity investments in young business ventures, FAME may authorize State income tax credits to investors in an amount equal to 30% of the cash equity they provide to eligible Maine businesses.

ELIGIBLE BUSINESSES MUST:

- Be for profit and organized as a corporation, partnership, or joint venture.
- Have annual sales in the last 12 month period for which financial statements are available of no more than \$200,000.
- Sell, or project to sell, more than 60% of their goods or services outside of the State.
- Be the full-time professional activity of at least one of the principal owners, each of whom is an individual.
- Not be primarily distribution, construction, transportation, financial services, insurance, or real estate businesses.

FINANCE AUTHORITY

ELIGIBLE INVESTORS MUST:

- Own less than 50% of the business for which application for a tax credit is being made. However, investors may participate in the operation of the business.
- Not be a principal owner or an immediate relative of a principal owner.

ELIGIBLE INVESTMENT MUST:

- Be in cash and used for fixed assets, research and development, or working capital, and not for repayment of equity investment.
- Be at risk in the business, which means the investment is unsecured and unguaranteed and remains in the business for at least 5 years with no interest or dividends paid to the investor during that period.
- Be made only after application for the tax credit.

TAX CREDITS:

- Are available to investors who provide between \$10,000 and \$50,000 per business. There is no limit on the number of businesses in which an investor can invest and for which he receives tax credits.
- Are available for aggregate investments of between \$25,000 and \$250,000 per business.
- Will be authorized in an amount of up to 30% of eligible investments. The credits may be taken over a minimum of 2 years and a maximum of 15 years, and may begin in the year of the investment.

Maine Capital Network. The purpose of the Maine Capital Network (MCN) is to match potential investors with Maine businesses. MCN maintains a confidential data base of investors and business investment opportunities, and matches them based on stated interests and requirements.

Investors complete applications highlighting the type and level of investments that they would like to make, and businesses complete comparable applications regarding the type and level of financing required. FAME then matches by computer the interests of both parties based on the information submitted on the questionnaires. When a match is made the potential investor receives a copy of the business questionnaire. Should additional information be requested, FAME sends a summary business plan which the business has prepared. If the investor wishes to pursue the opportunity, FAME provides the respective names to each party, and FAME's involvement ends, with the exception of a periodic questionnaire to determine if introductions resulted in investments.

MCN investors are required to certify that they are accredited investors as defined in Rule 501 of Regulation D of the Security and Exchange Commission or that they have such knowledge and experience in financial and business matters that they are capable of evaluating the merits and risks of prospective investments, as specified in Rule 506 of Regulation D.

FAME provides only an information service for investors and businesses. FAME does not review the accuracy of information provided to it, advise either party on the prudence of a proposed investment or participate in the negotiations of investment terms.

An application fee of \$200 is charged to investors and a fee of \$100 to businesses for a one year subscription period to cover administrative expenses. Participants may renew subscription indefinitely subject to a renewal fee. FAME receives no other fees, commissions, or remuneration.

Small Business and Veterans' Fund Portfolio (As of 6/30/89)

Total Bank Financing Approved in FY 1989	\$12,499,132
Total Guarantees Approved in FY 1989	\$ 7,293,750
Number of Loans Approved in FY 1989	106
Total Bank Principal Balance as of 6/30/89	\$23,371,286
Total Guaranteed Balance & Commitment as of 6/30/89	\$14,533,864
Total Number of Loans Outstanding as of 6/30/89	245

Commercial Insurance Fund and Moral Obligation Fund Portfolio (As of 6/30/89)

Total Bank Financing Approved in FY 1989	\$18,685,000
Total Guarantees Approved in FY 1989	\$11,134,000
Number of Loans and Bonds Approved in FY 1989	16

FINANCE AUTHORITY

Total Bank Principal Balance	
as of 6/30/89	\$69,496,376
Total Guarantee and Commitments Balance	
as of 6/30/89	\$52,925,252
Total Number of Loans and Bonds Outstanding	
as of 6/30/89	56
Targeted Lending: Maine Job Start Portfolio Program (As of 6/30/89)	
Total Number of Loans Approved	17
Total Number of Loan Dollars Approved	\$ 128,000
Outstanding Guaranteed Balance	
Small Business and Veterans' Small Business	
Total Guaranteed Balance as of June 30, 1989	\$14,335,304
Commercial Loan Insurance and Moral Obligation	
Loan and Bond Commitments as of June 30, 1989	\$52,925,252
SUBTOTAL	\$67,260,556
State Obligation Bonds Applied to Guarantee Capacity	\$ 563,076
Total Outstanding Guaranteed Balance	\$67,823,632
Insurance Amount Available For New Projects	\$73,676,368
TOTAL CAPACITY	\$141,500,000

PUBLICATIONS:

1988 Annual Report of the Finance Authority of Maine
 1987 Annual Report of the Finance Authority of Maine
 1986 Annual Report of the Finance Authority of Maine
 1985 Annual Report of the Finance Authority of Maine
 1984 Annual Report of the Finance Authority of Maine
 1987 Patterns of Growth in Maine Businesses by Size of Employment
 1986 A Strategy for Investing in the Natural Resources Industries of Maine
 1986 The Natural Resource Industries of Maine—An Assessment and Statistical Portrait
 1986 New Directions in State Financial Assistance to Business
 1986 A Survey of Business Finance in Maine
FAME FORECAST (Newsletter published quarterly)
 FAME Program Brochures

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, please call or write the Finance Authority of Maine for a copy of their audited annual financial statements ending June 30, 1989.

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

RICHARD E. MULLAVEY, EXECUTIVE SECRETARY

JOHN H. CASHWELL, CHAIRMAN, MAINE COMMISSIONERS

Central Office: AMHI—Harlow Building

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1949

Sunset Review: Not Established

Reference: Policy Area: 05; Umbrella: 98; Unit: 327; Citation: 1949 P&SL, Chap. 75

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION: The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation; the third member is a citizen appointed by the Governor for a term of three years.

PROGRAM: Activities of the Northeastern Interstate Forest Fire Protection Commission during FY 89 included the annual Commission meeting at Fredericton, New Brunswick and a training session on the Wildland/Urban Interface in Rutland, Vermont.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Forestry.

ADVISORY COMMITTEE FOR THE TRAINING OF FIREFIGHTERS

STEVE HASSON, STATE FIRE ADMINISTRATOR

Central Office: Howe Hall, SMVTI

Mail Address: Fort Road, So. Portland, Maine 04106

Established: 1959

Reference: Policy Area: 02; Umbrella: 92; Unit: 326; Citation: 20A M.R.S.A., Sect. 9002

Average Count—All Positions: 0

Telephone: 799-7303

Sunset Review: Not Established

Legislative Count: 0

PURPOSE: The Advisory Committee provides the Maine Vocational-Technical Institute System and Southern Maine Vocational-Technical Institute recommendations for the Firefighter's Training Program in carrying out the administration of section 9001.

ORGANIZATION: The committee consists of 17 members appointed by the Executive Director as follows: one municipal chief, one call chief and one volunteer chief recommended by the Maine Fire Chief's Association, Inc.; one municipal firefighter, one call firefighter and one volunteer firefighter recommended by the Maine Federation of Firefighters, Inc.; two members recommended by the Maine Municipal Association, Inc., including one city or town manager and one selectman; one member of an industrial or institutional fire brigade recommended by the Maine Safety Council; one representative from the field of insurance recommended by the Maine Insurance Association, Inc.; two members recommended by the Maine Council of Firefighters, Inc.; one member from the general public; two members from S.M.V.T.I.'s Fire Science Craft Committee and two members from E.M.V.T.I.'s Fire Science Craft Committee.

PROGRAM: The Advisory Committee met 3 times during FY 89. Committee helped draft legislation and advised the staff of MVTIS and SMVTI Fire Training and Education on a broad range of fire service issues.

Fire Service Training: The Maine Fire Training and Education Program (MFT&E) employs a staff of 3 full-time administrators, 3 full-time secretaries, 3 half-time coordinators, 6 part-time field supervisors, 103 part-time instructors and other part-time personnel as needed for various courses MFT&E offer. During FY 1988-89, training courses were taught in every county of the state. There were 2,280 hours of Local Field Delivery instruction provided to 1,450 firefighters in hands-on firefighting skills and related knowledge, yielding 19,283 student completion hours. In addition, 7 Firefighter Academies, co-sponsored by local Adult Education Programs, provided 555 hours of instruction to 173 firefighters for a total of 14,114 student completion hours. Sixteen Associate Degree courses were given across the state for 720 hours of instruction for a total of 19,485 student completion hours plus 10 fire officer courses, 360 hours of instruction and 6,330 completion hours. Fire Attack School and National Fire Academy courses in the state provided 648 hours of instruction and 15,213 student completion hours. Hazardous Materials Training provided to local communities have trained 7,431 students for a total of 30,288 student completion hours. Industrial Education to local industry was 518 hours of instruction for total student completion hours of 10,176. End testing for local communities in certification was 576 instruction hours. To date, using the regional approach, we have trained 315 certified instructors in five and a half years. Total student completion hours for FY 89 is 116,239.

MFT&E also administers the public education program, "Learn Not to Burn" to teachers and students throughout the state. There are over 50,000 children that have had the program and most of the supplies and audio visual materials are provided free from the Pine Tree Burn Foundation.

MFT&E provides technical assistance to local communities on a limited basis, dealing with fire service related problems. The State Fire Administrator is able to be in daily contact with each of the Deputy Administrators in his/her region and has better supervision in the entire state.

FIREFIGHTERS

PUBLICATIONS:

1. Fire Ground Hydraulics (Basic)—Free
2. Fire Ground Hydraulics (Advanced)—Free
3. Maine's Fire Chiefs Directory—\$5.00
4. Maine Fire Education and Training Catalog—Free
5. Self-Contained Breathing Apparatus: Guide to Survival — 1985 — \$2.00
6. Ground Ladder Student Manual — 1984 — \$2.00
7. Rural Hitch manual — 1984 — \$2.00
8. Pumper Acceptance/Service Testing — 1985 — \$2.00
9. Emergency Response Driving — 1985 — \$2.00
10. Tanker Operation — \$2.00
11. Sprinklers: The Fire Dept. Connection — \$2.00
12. Fire Instructor I — \$20.00
13. Fire Fighter I and II Curriculum — \$20.00
14. Fire Fighter I and II Model Lesson Plan — \$5.00
15. Driver/Operator Curriculum — \$20.00
16. Fire Fighter I Student Manual — \$15.00
17. Fire Fighter II Student Manual — \$15.00
18. Fire Command—Student Manual — \$10.00

FINANCES, FISCAL YEAR 1989: 20-A MRSA Sect. 9002, provides that expenditures of this unit shall be borne by the Maine Vocational-Technical Institutes—Board of Trustees and are, therefore, included in its financial display.

FOREST FIRE ADVISORY COUNCIL

CLIFFORD SWENSEN, CHAIRMAN

Mail Address: c/o Maine Forest Service, Division of Forest Fire Control, Statehouse Sta. #22, Augusta, Maine 04333

Established: 1984

Reference: Policy Area: 05; Umbrella: 92; Unit: 456; Citation: 12 M.R.S.A., Sect. 9621

PURPOSE: The council reviews the annual reports of the Forest Fire Control Division, the annual accounts of the forest fire control program and the proposed budget for forest fire control. It began reviewing the financing, organization, administration, and delivery of state forest fire control services, including local capabilities for forest fire control, alternative methods of forest fire prevention and suppression, and identifying the most modern, cost effective and efficient method for providing forest fire control services within the State, utilizing and coordinating local resources, to protect the state's important forest resource. It made recommendations to the department and the Legislature regarding changes in these areas.

ORGANIZATION: The Governor appointed a 9-member council to advise the Department of Conservation on all matters pertaining to the forest fire control program. The council consists of one representative each from the Forest Fire Control Division of the Department of Conservation and the Maine State Fire Chief's Association; one member is a municipal official; four members represent the commercial forest industry, of which 2 represent landowners in the organized portions of the State, and 2 represent landowners in the unorganized portion of the State; one member represents a forest related tourist industry; and one represents a noncommercial private owner of acreage which is subject to the tax assessed under Title 36, Chapter 366.

PROGRAM: In 1988, the terms of most Advisory Council members expired early in the year. For this reason, 1988 was a building year for the Council and 7 new members were appointed by the Governor. Towards the end of the year, the Council held a meeting to elect officers and to establish a course of action. Cliff Swenson from Seven Islands Land Co., one of the two returning members on the Council, was re-elected as Chairman. The Advisory Council met twice to be updated on changes and to provide constructive input.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

RICHARD MURPHY, CHAIRMAN

ROBERT O. LENNA, Executive Director

Central Office: 286 Water Street, Augusta, ME

Telephone: 622-1958

Mail Address: P.O. Box 2268, Augusta, ME 04338

Established: 1971

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 03; Umbrella: 94; Unit: 336; Citation: 22 M.R.S.A., Sect. 2054

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: To assist private, non-profit hospitals, non-profit nursing homes and private, non-profit institutions for higher education within the State of Maine in both short and long term tax-exempt financing of the construction and equipping of health-care and educational facilities, the refinancing of existing indebtedness and student loans by providing access to the municipal (tax-exempt) bond market.

ORGANIZATION: The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Educational and Cultural Services and Treasurer of State who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: Bonds, notes or any other obligations of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing home or institution for higher education or may take a mortgage on the project. Each hospital, nursing home or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals, nursing homes and institutions for higher education using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is based on a schedule as follows: (calculated on amount borrowed)

1st \$1,000,000	—	\$1,500
Next \$10,000,000	—	\$1 per \$1,000
Next \$10,000,000	—	75¢ per \$1,000
Thereafter	—	50¢ per \$1,000

A fee of 1/10 of 1% of original amount of bond issue is charged annually.

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HISTORICAL SOCIETY

ELIZABETH J. MILLER, DIRECTOR

Central Office: 485 Congress St., Portland
Mail Address: 485 Congress St., Portland, Maine 04101

Telephone: 774-1822

Established: 1822

Note: Sunset Review conducted by Audit and Program Review Committee in 1986-87; L.D. 1406 authorized continuation of appropriation.

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 176; *Citation:* 1822 P&SL Chap. 118

Average Count—All Positions: 12

Legislative Count: 0

PURPOSE: Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It devotes its resources to the discovery, identification, collection, preservation and interpretation of materials which document the history of Maine and its people.

ORGANIZATION: Just two years after Maine achieved statehood, the Legislature passed a bill incorporating the Maine Historical Society in 1822 to collect and preserve the history of the new State. Governor Albion K. Parris presided over the first meeting in the first Statehouse in Portland.

During its first 100 years, the Society maintained a close relationship with Bowdoin College, housing Society collections at the College until 1881 and conducting its Annual Meetings at commencement time until the early 20th century.

Through the energetic efforts of civic leader, philanthropist, and scholar James Phinney Baxter, the Society moved its collections and many of its programs to Portland in 1881. Baxter provided space in the new Portland Public Library built in 1889.

In 1901 the Society opened the Wadsworth-Longfellow House, left to the Society through the bequest of Anne Longfellow Pierce. The House, childhood home of famed poet Henry Wadsworth Longfellow, was Maine's first historic site museum. On February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters and library at 485 Congress Street, adjacent to the Wadsworth-Longfellow house.

Today, the Society's organization stretches throughout Maine. Its Editorial Office for the *Quarterly* and special publications is at the University of Maine at Orono. The Society's Trustees and membership are active in historical groups around the State. Staff members participate in a wide range of collaborative efforts in the State and New England region, including the Maine League of Historical Societies and Museums, the Maine Library Association, Maine Historical Records Advisory Board, the New England Archivists, Committee for a New England Bibliography, Portland's Four-Sites Association, and the New England Studies Program, University of Southern Maine.

PROGRAM: The MHS collections, educational activities, and publications support the study and teaching of state and community history.

Library. The MHS collections, educational activities, and publications support the study and teaching of state and community history.

COLLECTIONS. Library. The Library includes approximately 65,000 books, pamphlets, newspapers, scrapbooks and clipping files on all aspects of Maine's social, cultural, political, and economic development. During FY 1989, the Society added more than 600 volumes of books, pamphlets, newspapers, and microfilm to the Library, 75% of which were acquired by donation.

The Society continued a special conservation initiative for its extensive Map Collection, which included a first-time inventory and cataloging of each map and atlas and transfer to new archival-quality folders and storage cabinets.

Manuscripts and Special Collections. In addition to the library of published materials, the Society maintains the State's foremost collection of manuscripts and special materials. The collection of approximately 2 million items spans the 16th to 20th centuries and includes the personal papers of many of Maine's civic and business leaders, early proprietary and town records,

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diaries and journals, account books and related business records, and genealogical research collections. Also included are manuscript maps and surveys, architectural and engineering drawings, photographs and photographic materials, prints, and broadsides.

Key acquisitions in FY-1989 included papers of J.B. Brown & Sons Company; the Nathaniel Wells Papers, ca. 1723-1868; A.H. Benoit & Company advertising scrapbooks, 1916-1987; items relating to Lemuel Moody and the Portland Observatory; Hiram Willard Papers, 1925-34; Spinney Family (Kittery) Papers, 1840-1890; Waldoboro Customs House Letterbook, 1803-16; and Androscoggin & Kennebec Railroad Papers, 1854-61.

With the support of a grant from the Maine State Library Commission, the Society undertook a conservation project of approximately 175 architectural drawings from the George M. Coombs Collection, which had been water damaged and fungus-infested prior to acquisition by the Historical Society.

Museum Collections. In addition to its fine research Library and Manuscripts Collection, the Society has an extensive collection of art and artifacts, including more than 200 Maine paintings, as well as furniture, glassware, silver and pewter, samplers, costumes and other textiles, military and naval artifacts, and ethnographic materials.

During FY-1989, the Society completed an inventory and survey of its sampler collection, assessing the collection for historical significance and conservation needs. The Society purchased a goblet presented to temperance reform leader Neal Dow in 1856.

During FY-1989, approximately 3700 individuals consulted the collections in person for projects such as genealogical research, media and news features, community histories and town celebrations, historic preservation and building restoration, and land conservation. Approximately 600 mail inquiries were researched and answered by staff and volunteers; the staff also responded to approximately 900 telephone research inquiries.

Wadsworth-Longfellow House. The landmark Wadsworth-Longfellow House, open to the public since 1901, provides a focal point for the Society's educational programs. Built in 1785-86 by Revolutionary War General Peleg Wadsworth, the childhood home of poet Henry Wadsworth Longfellow is used to teach Portland history and 19th century American cultural history. More than 10,000 visitors toured the historic Maine home during the regular summer season (June 1 thru mid-October) and special Christmas open house. The latter event, "Home for the Holidays," presented the evolution of winter holidays in 19th century New England and featured displays of Thanksgiving, Christmas and New Year's Day customs. Approximately 1200 schoolchildren visited the House free-of-charge during special tours in October, December, April, May, and June. The Society continued its participation in the consortium of four Portland historic sites. In addition, the Society participated in the Chamber of Commerce "Resident Tourist Day" in May.

Safety concerns forced the Society to close the third floor to public access; to adjust for the rooms not seen by the public, exhibitions examining women's life and the Longfellow children's adult lives were installed on the second floor. These were funded by grants from the Daveis Benevolent Fund and the Elizabeth Wadsworth Chapter, D.A.R.

During FY-1989 the Society undertook an historic structures survey of the Wadsworth-Longfellow House, completed by Adams & Roy, Inc. and supported by grants from the Maine Historic Preservation Commission and the Elizabeth Wadsworth Chapter, Daughters of the American Revolution. The survey evaluated the history and architectural evolution of the structure, identified building stabilization needs, and recommended a late 19th century focus for restoration and educational activities.

Exhibitions. Expansion of Reading Room facilities forced the Society to eliminate its temporary exhibition space in the Library Building. The Society participated, nonetheless, in several exhibitions elsewhere through its loan program. These included Dyer Library—York Institute (Saco), Maine State Museum, Fifth Maine Regiment Association (Peak's Island), the Daughters of the American Revolution Museum (Washington, D.C.), Tate House (Portland), Penobscot Marine Museum (Searsport), and Robert Abbe Museum (Bar Harbor). Of particular note was the Society's participation in "The Land of Norumbega: Maine in the Age of Exploration and Settlement" exhibition, organized by the Maine Humanities Council and on view during FY-1989 at the Portland Museum of Art and the Hudson Museum, University of Maine (Orono).

Other Educational Programs. Lectures, workshops, tours, and special events during FY-1989 broadened educational activities and technical support efforts.

"The Bubble on the International Border: A Historical Perspective of Maine-Canada Relations" was presented by Victor A. Konrad, Director, Center for Canadian-American Studies, University of Maine at the annual Eleanor Sprague Memorial Lecture in November.

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The annual lecture series examined ethnic communities in Maine as part of the "Down East Melting Pot: Immigrant Groups in Maine." Presentations were made on the contributions and experiences of Blacks, Acadians, Irish, and Italians in Maine. The series was supported with grants from Society members, the Maine Charity Foundation, and Maine Humanities Council.

The Society's 167th Annual Meeting was held in Bar Harbor in June; activities included tours of the Jesup Memorial Library, Bar Harbor Historical Society, St. Saviour's Church, and the Abbe Museum.

During January through March, the Society sponsored the reading and discussion program, "The Land of Norumbega," organized by the Maine State Library.

The Society sponsored several workshops offering technical training in archival care. In conjunction with the New England Archivists, four workshops were held in Portland and Augusta during FY-1989. In conjunction with the New England Museum Association, the Society hosted a workshop in Portland on establishing archives in libraries.

During FY-1989, the Society assisted the Maine League of Historical Societies and Museums in organizing four workshops on long-range planning, fundraising and development. These were held in Kennebunk, Augusta, Owl's Head, and Orono.

Finances and Fund-Raising. Operating expenses have continued to expand annually as programs have been upgraded and expanded. The Society's own fiscal year runs from October 1 through September 30. During the most recently completed fiscal year (October 1, 1987-September 30, 1988), expenses exceeded income by approximately \$19,000, expenses totalling \$405,379. Income is derived from a variety of sources: membership dues and donations, endowment income, admissions, foundation support, special events, state appropriation, and publication and museum shop sales. The chief sources of operating income are the endowment income, membership dues, and the Annual Giving Fund. The latter draws upon the support of individuals and businesses throughout the State of Maine.

Master Plan Implementation. In September the Board of Trustees approved a five-year Master Plan that identified nine key goals:

- Goal #1: MHS will focus the scope of its collections and collecting activities.
- Goal #2: MHS will gain physical and informational control over its collections, making them a model of preservation and proper management.
- Goal #3: MHS will solve its space problems in the short term through leasing arrangements, and in the long run through a combination of selective and controlled deaccessioning in accord with Goal #1 and development of improved facilities.
- Goal #4: MHS will collect more aggressively in selected areas to enable us to develop the State's best house museum and maintain the number one research facility on Maine history.
- Goal #5: MHS personnel will continue to develop professional attitudes and expertise, especially in the areas of Maine history, new interpretations of American history, and in technical skills.
- Goal #6: MHS will expand its programming, utilizing its collections to offer publications and services to a much more diverse audience throughout Maine.
- Goal #7: MHS will pursue more collaborative ventures with other cultural organizations to enhance its services, collections management and programs.
- Goal #8: MHS will create a long range development strategy which will coordinate the growth of its financial and human resources in conjunction with its master plan.
- Goal #9: MHS will refine its system of governance to improve the flow of responsibility and communication within the organization at all levels.

As initial steps in accomplishing these goals, the membership adopted new by-laws, while the Board of Trustees revised its committee structure, clarified purposes of committees, reallocated staff responsibilities for the Museum Collection and Wadsworth-Longfellow House, and identified major collections processing projects and new salary ranges to be accomplished in the next two to three years.

PUBLICATIONS:

During FY-1989, the Society completed two new publishing projects: *Maine in the Early Republic: From Revolution to Statehood*, edited by Charles Clark and Jame Leamon, published by University Press of New England, funded in part with a major grant from the National

HISTORICAL SOCIETY

Endowment for the Humanities. (\$29.95)

The second project, *Maine in the Age of Discovery*, includes a reprint of Christopher Levett's Voyage to New England, 1623-1624, an introductory essay to Levett's account by Roger Howell, Jr., and a guide to sources by Emerson Baker, supported in part by a grant from the Maine Humanities Council. (\$14.00)

The *Maine Historical Society Quarterly* published articles by professional and amateur historians. Jamie H. Eves, a Ph.D. candidate at the University of Connecticut, received the James Phinney Baxter Award for his Winter 1987 article "'The Poor People Had Suddenly Become Rich:' A Boom in Maine Wheat, 1793-1815." Other notable articles include: "The 'Plumed Knight' at Home: An Intimate Sketch of James G. Blaine" (Summer 1988), "The Transformation of Farming in Maine, 1940-1985," and "'Ice and Granite:' The New England Character" (Fall 1988).

Previous Maine Historical Society publications which are still in print include:

New Men, New Issues: The Formation of the Republican Party in Maine by Richard Wescott, \$15.50.

Canals and Inland Waterways of Maine, by Hayden L.V. Anderson, \$10.00.

The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643, Robert E. Moody, ed., \$10.00.

The Maine Bicentennial Atlas (\$6.00) and various bibliographical guides (\$4.00).

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
MAINE HISTORICAL SOCIETY						
EXPENDITURES						
Grants—Subsidies—Pensions	29,786	29,786				
TOTAL EXPENDITURES	29,786	29,786				

DISPLACED HOMEMAKERS ADVISORY COUNCIL

NERIA DOUGLASS and JEAN MAINS-MORRIS, CO-CHAIRS

Central Office: 20 Union Street, Augusta

Telephone: 289-3431

Mail Address: 20 Union Street, Augusta, Maine 04330

Established: October 1977

Sunset Review: Not Established

Reference: Policy Area: 04; Umbrella: 92; Unit: 390; Citation: 26 M.R.S.A., Sect. 1604

Average Count—All Positions: 0

Legislative Count: 0

ORGANIZATION: The Displaced Homemakers Program operates through a contractual agreement with the Maine Department of Labor in conjunction with the University of Maine System. For further information, please contact:

Displaced Homemakers Program
University of Maine at Augusta
Stoddard House
Augusta, ME 04330
622-7131, ext. 337
1-800-442-2092, ext. 337
Gilda E. Nardone, Director

PROGRAM: In FY 89, the Maine Displaced Homemakers Program continued to offer a full range of pre-training/pre-employment services through a statewide toll-free information and referral resource line, 9 Regional Resource Centers, and an additional 12 rural outreach locations around the state.

Program initiatives included expanding public information activities, including a segment on ABC World News and celebration of the Program's 10th Anniversary; strengthening workforce literacy and self employment training; revising and improving the Program's Career/Life Planning Curriculum; and implementing a computerized Management Information System. Over 1,000 individuals were served by the Program through intake assessment, information and referral, training courses and workshops, support groups, placement assistance, and follow up services.

The Program continued to work collaboratively with a wide range of human service, education and training, employment, economic development, and advocacy organizations on a community, state, regional, and national level. Staff provided services to ASPIRE participants in rural counties; participated on the local RETI team, coordinating services for workers dislocated from Emple Knitting Mill in Brewer; hosted a New England Conference on Integrating Literacy with Job Training; developed a project to bridge services between the Family Violence and Displaced Homemakers Programs; provided technical assistance to the FAME Job Start Venture Development Project; and participated on the Targeted Service Committee of the Maine Human Resource Development Council and the Steering Committee of Katahdin Region Job Opportunity Zone. Director Gilda Nardone was awarded one of four Maine Commission for Women Progress Awards for significant contributions to the advancement of mid-life and older women in Maine.

PUBLICATIONS:

The Program's "New Ventures" Entrepreneurship Training is included in the Corporation for Enterprise Development's recent publication, *Working Guide to Women's Self Employment*. Single copies of "Venturing Forth: A Guide for Women Considering Starting a Small Business" is available free of charge.

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

Displaced Homemakers Program University of Maine at Augusta

Personal Services	\$288,929
All Other	76,060
Total	\$364,989

HOUSING AUTHORITY

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

FENWICK FOWLER, PRESIDENT
DIANA HUOT, VICE-PRESIDENT

Central Office: 295 Water Street, Augusta
Mail Address: P.O. Box 2669, Augusta, Maine 04338-2669
Established: 1969
Reference: Policy Area: 03; Umbrella: 99; Unit: 345; Citation: 30 M.R.S.A., Sect. 4602
Average Count—All Positions: 0

Incoming WATS: 1-800-452-4668
Telephone: 626-4600
Sunset Review Required by: June 30, 1998
Legislative Count: 0

PURPOSE: To advise the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

ORGANIZATION: The Advisory Board to the Maine State Housing Authority is comprised of 21 persons appointed by the Governor for a term of four years representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

PROGRAM: The Board meets quarterly. The Board was very active in the formulation of the Housing Opportunities for Maine (HOME) Program. It is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming fiscal year.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

HOUSING AUTHORITY

MAINE STATE HOUSING AUTHORITY

ELIZABETH H. MITCHELL

Central Office: 295 Water Street, Augusta

Mail Address: P.O. Box 2669, Augusta, Maine 04338-2669

Established: 1969

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 346; *Citation:* 30 M.R.S.A., Sect. 4601A

Average Count—All Positions: 65

Legislative Count: 0

Organizational Units:

Office of the Director

Finance

General Counsel

Management

Home Ownership

Development

PURPOSE: The Maine State Housing Authority was established to assist Maine residents in securing housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

ORGANIZATION: The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by the Governor and confirmed by the Legislature. The 7th commissioner is the State Treasurer.

PROGRAM: As the Maine State Housing Authority entered FY 89, it continued its position as one of the state's largest financial institutions. By year-end 1988, the Authority had assets of \$893,357,337, and fund balances of \$84,265,612.

The Authority has been a participating agency in HUD's Section 8 program since its inception in late 1974, and in calendar year 1988 received from the Federal Government \$38,041,862 in Section 8 rent supplement funds. The subsidies, received from HUD, are applied among newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards. The funds are restricted in the use to making up the difference between HUD-established fair market rents and 30% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the Section 8 program must come from private sources or housing finance agencies such as the Authority. At the end of 1988, the Authority had 7,400 such units occupied in approximately 200 apartment complexes. The new construction, substantial rehabilitation portion of the Section 8 program has been ended by the Federal government. During 1984 the Authority started the Rental Loan Program which has provided financing for 900 apartment units in new or substantially rehabilitated buildings. The Authority also operates an important single family loan program, providing low interest rate loans to low and moderate income families. The program has helped 17,000 families buy a home, including more than 11,000 buying their first homes since 1982.

The Authority has also implemented the Housing Opportunities for Maine (HOME) Program. This program combines dedicated receipts from a portion of the real estate transfer tax

HOUSING AUTHORITY

which is used only for program, not administrative, funding with the Authority's tax-exempt bonding capacity to generate funds for single family mortgage purchase or improvement loans, multi-family mortgage purchase or improvement loans, homeless shelters, and a variety of other housing programs for low and moderate income Maine people. The program in 1987-1988 used a total of \$16.8 million in funds, and generated \$324 million in low-interest rate housing loans to help nearly 8,000 Maine households.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commission and staff plan to continue their efforts, making use of both existing programs and new programs as they become available to "promote a concerted effort to upgrade housing conditions and standards within this State."

PUBLICATIONS: Maine Housing Authority Annual Reports (1973-1988 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Bonds—1972 Series A, through 1988 D, thirty-six total issues).

"Maine Housing News"

Homebuyers Handbook

Maine Rental Housing Guide

Housing Programs for Maine People

Affordable Housing—A Handbook for Maine Citizens and Towns

Various program brochures

For availability, contact the Authority.

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, see the Maine State Housing Authority Annual Report which contains the Authority's audited statement based on the calendar year.

MAINE HUMAN RIGHTS COMMISSION

JAMES H. MUNDY, CHAIRPERSON
PATRICIA E. RYAN, Executive Director

Central Office: Hallowell Annex

Telephone: 289-2326

Mail Address: Statehouse Sta. #51, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 94; Unit: 348; Citation: 5 M.R.S.A., Sect. 4561

Average Count—All Positions: 14

Legislative Count: 11.0

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine; to keep in review all practices and their causes infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and to prevent discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and in employment, discrimination on account of age; and in housing, discrimination on account of source of income and familial status; and in the extension of credit, on account of age, race, color, sex, marital status, ancestry, religion or national origin; and in education, discrimination because of sex, physical or mental handicap. The Maine Human Rights Act also prohibits discrimination because of filing a claim or asserting a right under the Worker's Compensation Act or retaliation under the Whistleblower's Act.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, create advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATION: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor, for terms of five years. The Governor designates the chairperson of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

PROGRAM:

Discrimination Complaints. During fiscal year 88-89, 683 new complaints were filed with the Maine Human Rights Commission. In addition, 252 complaints were carried over from the previous fiscal year. During fiscal year '89, the Commission closed 525 cases, leaving a total of 410 cases active at year end.

Of the 525 cases closed by the Commission, 207 resulted in pre-determination settlements; 123 were administratively dismissed; and 195 resulted in Commission determinations. Of these determinations, 34 were reasonable grounds findings and 161 were no reasonable grounds findings. Due to efforts to resolve cases prior to a finding, complainants received over \$519,202.85 in dollar benefits.

Affirmative Action. The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses, both public and private. The Commission continued to review Affirmative Action plans during fiscal year '88 for employers in Maine.

Litigation. The Commission is represented in the courts of the State of Maine by the Commission Counsel. The Department of the Attorney General may, at the request of the Commission, represent the Commission in selected cases.

HUMAN RIGHTS

Nine cases were referred for litigation and three were filed in Superior Court during fiscal year 88-89. Three cases in litigation was closed during the 88-89 fiscal year as a result of settlement. There are presently eleven cases in litigation.

Public Education and Information. The Commission continues to speak to groups upon request in an effort to educate people about the provisions and remedies under the Maine Human Rights Act. During the last fiscal year, Commission staff made over fifty (50) presentations. The majority of those were to employers' groups and civic organizations.

Interagency Cooperation. The Commission continues to work with such federal agencies as the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, and the Office of Federal Contracts & Compliance in order to assure that the human rights of all citizens receive fullest protection of the law. The Commission has contracts and worksharing agreements with the Equal Employment Opportunity Commission; Department of Housing and Urban Development; Department of Education, Office of Civil Rights; and the U.S. Department of Labor, Bureau of Apprenticeship Training. In addition, the Commission has worked closely and cooperatively with the State's affirmative action officer, and affirmative action officers throughout State government, Commissioners of major departments of State government, as well as the Maine Chamber of Commerce & Industry, Maine Association of Handicapped Persons, the Maine Commission for Women, ALPHA-1, and the Governor's Committee on Employment of the Handicapped.

PUBLICATIONS:

- Procedural Regulations
- Employment Regulations & Poster
- Pre-Employment Inquiry Brochure
- Fact-Finding Conference Brochure
- Fair Housing Brochure & Poster
- Pregnancy Brochure
- Sexual Harassment Brochure
- Equal Educational Opportunity Regulations/Procedural Rules
- Public Accommodation Regulations Relating to Handicap Discrimination in Public Conveniences

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	381,505	260,553			120,952	
Health Benefits	30,598	19,910			10,688	
Retirement	76,920	52,927			23,993	
Other Fringe Benefits	1,896	1,291			605	
Computer Services—State	—413	—413				
Other Contractual Service	70,095	54,509			15,586	
Rents	1,424	1,329			95	
Commodities	8,270	6,801			1,469	
Equipment	5,133	199			4,934	
Transfers to Other Funds	9,545				9,545	
TOTAL EXPENDITURES	584,973	397,106			187,867	

DEPARTMENT OF HUMAN SERVICES

ROLLIN IVES, COMMISSIONER

Central Office: Human Services Bldg., Augusta
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Telephone: 289-2736

Established: 1975

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 1,831

Legislative Count: 1404

Organizational Units:

Bureau of Health
Bureau of Rehabilitation
Bureau of Income Maintenance
Bureau of Social Services
Bureau of Maine's Elderly
Bureau of Medical Services

Office of Management and Budget
Office of Public and Legislative Affairs
Office of Attorney General (DHS)
Office of Alcoholism and Drug
Abuse Prevention
Office of Administrative Hearings
Office of Vital Statistics
Office of Emergency Medical Services
Alcohol and Drug Abuse Planning
Committee
Office of Dental Health

PURPOSE: To protect and preserve the health and welfare of Maine citizens. This is accomplished by administering programs and providing services established by Federal and State laws. The Department directs a wide-ranging system of programs in social and rehabilitation services, income maintenance, public health and medical services in order to accomplish its mission.

ORGANIZATION: The Department of Health and Welfare originated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department originated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commissioners of the Department of Public Welfare.

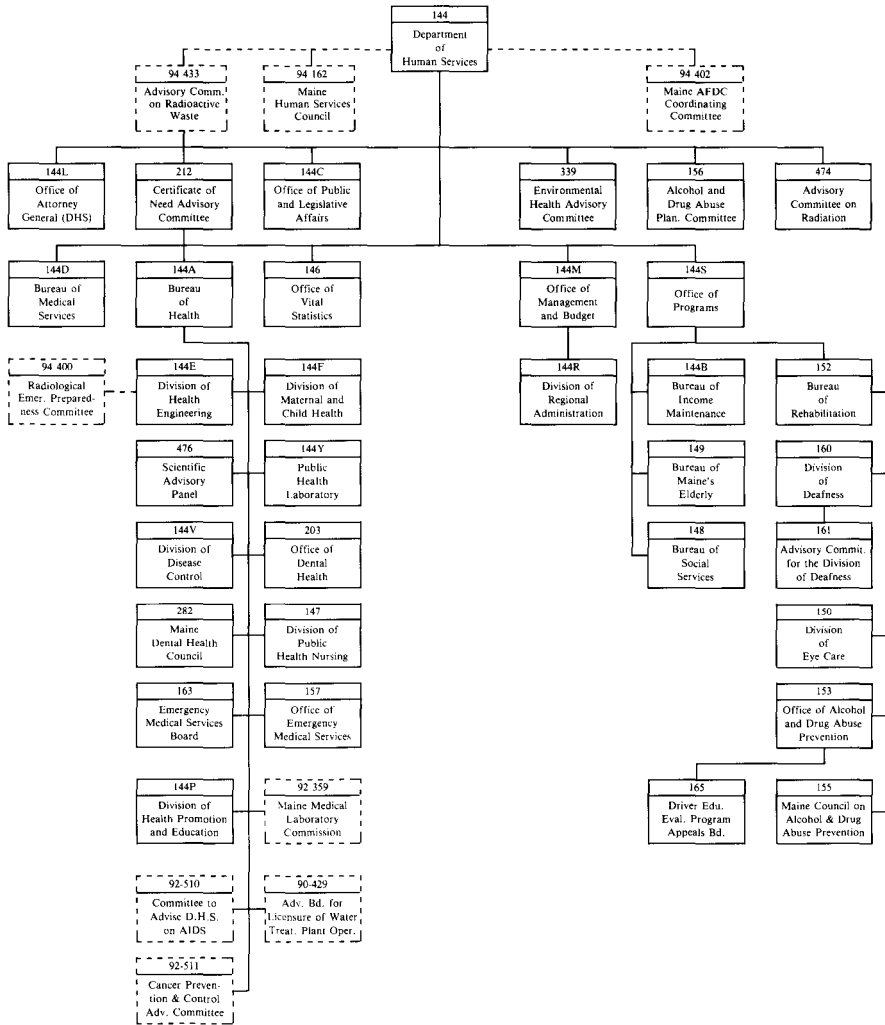
In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Office of Administration was formed. Among other organizational changes, the Division of Research and Vital Records, successor to the original Registrar of Vital Statistics dating back to 1891, has been moved to the Bureau of Medical Services. In 1939, the Bureau of Institutional Services was separated from the Department to become the Department of Institutional Service, forerunner of the Department of Mental Health and Mental Retardation and Department of Corrections.

Since 1931 there have been gradual changes in the Department's structure, including a name change to Department of Human Services in 1975. There are now two Deputy Commissioner level offices, six bureaus, as well as five regional offices, each having at least two field offices. In addition, the Commissioner has assigned to his office an Office of Attorney General, an Office of Public and Legislative Affairs, and an Office of Alcoholism and Drug Abuse Prevention.

One Deputy Commissioner is in charge of the Bureaus of Health, Rehabilitation, Social Services, Income Maintenance, Medical Services, and Maine's Elderly. The other Deputy Commissioner is responsible for the Department's overall administration, including the Staff Education and Training Unit, the Division of Regional Administration, the Division of Personnel, Divi-

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ORGANIZATIONAL CHART DEPARTMENT OF HUMAN SERVICES UMB 10



Approved by the Bureau of the Budget

HUMAN SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	55,415,503	29,195,963	1,947,539		24,272,001	
Health Benefits	4,579,027	2,335,552	171,091		2,072,384	
Retirement	10,480,156	5,512,023	374,174		4,593,959	
Other Fringe Benefits	411,354	187,661	15,583		208,110	
Computer Services—Comm	332		332			
Computer Services—State	4,107,850	1,677,378	81,777		2,348,695	
Other Contractual Service	19,284,257	10,758,070	852,340		7,673,847	
Rents	4,076,648	2,124,491	51,269		1,900,888	
Commodities	1,218,005	652,270	67,439		498,296	
Grants—Subsidies—Pensions	563,669,489	191,810,840	31,511,746		340,346,903	
Buildings and Improvement	28,491		24,591		3,900	
Equipment	422,787	78,320	226,434		118,033	
Interest—Debt Retirement	6,248	3,724	777		1,747	
Transfers to Other Funds	729,957	—1	57,357		672,601	
TOTAL EXPENDITURES	664,430,104	244,336,291	35,382,449		384,711,364	

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sion of Audits, Division of Data Processing, and the Employee Assistance Program.

Title 22 M.R.S.A. §1 establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject to review by the Joint Standing Committee on Human Resources and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility to protect and preserve the health and welfare of Maine citizens through planning, authorization, administration and audit of programs established by law and/or administrative fiat and assigned to the Department by the Maine Legislature, the Governor and other various federal agencies with which the Department has contracts for services.

Office of Public and Legislative Affairs: The function of the Office of Public and Legislative Affairs is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of a department-wide newsletter, as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the Department; and to maintain audio-visual equipment inventories for department-wide use.

Office of the Attorney General (DHS): The primary function of the Office of (the) Attorney General is to provide legal services to the Department and represent the Department in all court proceedings. The attorneys assigned to the Department are under the supervision of the Office of the State's Attorney General. The functions of legal services also include writing legal opinions; representing the Department in child custody and adult guardianship actions; representing the Department in administrative hearings dealing with the enforcement of departmental licensing standards; representing the Department in support actions; drafting departmental legislation and approving to form all contracts, leases and other documents.

Office of Alcoholism and Drug Abuse Prevention: The primary function of this office is to develop and implement strategies to prevent alcohol and drug abuse in the State of Maine.

Office of Administrative Hearings: This office conducts all hearings of appeals of Departmental decisions or actions. It renders binding decisions on behalf of the Commissioner except for certain cases where its findings are advisory to the Commissioner.

Office of Vital Statistics: This office maintains the State's vital records system and prepares various statistical summaries of demographic, health, or social service information.

Office of Emergency Medical Services: This office is responsible for statewide planning and coordination of emergency medical services and for the licensing of emergency medical technicians and services.

Alcohol and Drug Abuse Planning Committee: The committee is responsible for coordinating the substance abuse activities of the Department of Human Services, the Department of Educational and Cultural Services, the Department of Mental Health and Mental Retardation and the Department of Corrections.

PUBLICATIONS:

Newsquarter, a quarterly report.

FINANCES, FISCAL YEAR 1989: The following financial displays were generated from the Department's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF HUMAN SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants, Subsidies—Pensions	246,140	246,140				
TOTAL EXPENDITURES	246,140	246,140				

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE

JOHN ATWOOD, COMMISSIONER OF DPS, CHAIRMAN
RON SPECKMANN, Acting Planning Director

Central Office: DHS, State House Station #11
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Telephone: 289-2595

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 03; Umbrella: 10; Unit: 156; Citation: 22 M.R.S.A., Sect. 7131
Legislative Count: 4

PURPOSE: The Alcohol and Drug Abuse Planning Committee (ADPC) was established by the 111th Maine Legislature to improve the scope and quality of planning for alcohol and drug abuse services, to balance the interests of different client groups and departmental programs, and to establish a source of firm leadership and coordinated decision-making.

ORGANIZATION: The Alcohol and Drug Abuse Planning Committee (ADPC) is comprised of the Commissioners of the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation. The Commissioner of Public Safety was added as a member by the 113th Legislature and is currently the Chairman of the ADPC. The ADPC is staffed by a director and small planning staff who are responsible for the planning, monitoring, evaluation, and coordination of Maine's alcohol and drug abuse service system. The staff (3) of the management information system for substance abuse is also located in this office.

PROGRAM: P.L. 1983, c. 464, "AN ACT to Provide for the Development of a Centralized Coordinated Planning and Evaluation Process for State Alcohol and Drug Abuse Activities," created the Alcohol and Drug Abuse Planning Committee and established the following mandated responsibilities:

1. **Coordination** of all alcohol and drug abuse prevention, education, treatment, and research activities in the State; and liaison among the branches of State Government and their agencies.
2. **Supervision** of the planning of alcohol and drug abuse services by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation; and preparation and submission of the following documents to the Legislature:
 - A. An annual report containing an evaluation of the past year's progress toward obtaining established goals and objectives and recommended allocations from the Prevention, Education, Treatment and Research Fund for the coming fiscal year.
 - B. A biennial comprehensive State alcohol and drug abuse service plan.
 - C. By January 15, 1987, and every fourth year thereafter, an assessment of the costs related to alcohol and drug abuse in the State and an analysis of the service needs.
3. **Establishment** of uniform data standards to be used by all alcohol and drug abuse programs receiving State funds and the collection/analysis of the information collected.
4. **Development** of recommendations to the branches of State Government regarding alcohol and drug abuse activities, policies, and priorities.
5. **Review** of all proposed legislation, activities, plans, policies, and administrative functions of other State agencies relating to alcohol and drug abuse.

The ADPC completed the following Alcoholism Prevention, Education, Treatment and Research Fund reports/documents in FY 89.

1. Licensed Substance Abuse Counselors and Clients Concerning the Child Care Needs of Children of Clients Receiving Substance Abuse Treatment/Counseling (4/89)
2. FY '88 Progress Report (12 months 7/1/87-6/30/88) (1/89)
3. An Overview of the Results of The Advisory Committee Recommendations, A National Survey and Other Activities Concerning The Feasibility of a Statewide OUI First Offender Model Program and a Detention/Rehabilitation Center for the Chronic OUI Offender (1/89).

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4. A Management Information System for Maine's Alcohol and Drug Abuse Treatment System (Revised 12/88).
5. Follow-up on the Number of 2nd/3rd OUI Offenders Who Are in Maine County Jails and on Probation/Parole (12/88).
6. The Second Blaine House Conference on Alcohol and Other Drug Abuse Prevention, Education, Treatment and Law Enforcement (11/88).
7. Regional Assessment of Maine's Alcohol and Drug Abuse Prevention, Education, Treatment, Law Enforcement/Corrections and Dual Diagnosis Needs and Priorities (8/88 and 9/88).

The Framework for Identifying and Recording Direct Service Needs/Priorities Document (7/84) designed to provide the basis for the planning and evaluation requirements of the ADPC continues to be the basic ADPC planning document. The focus of this document is upon the use of common system terminology (e.g., service/program characteristics and client populations) and methods for recording projected/actual outcomes (e.g., target population(s), number of clients to be served and costs).

The Framework was used by local groups (service providers, consumers, and interested citizens) to identify and prioritize regional service needs. The Framework design served as the basis of the format used for the FY 88 Progress Report, and other documents listed above. Thus, the basis of the mandated biennial planning cycle (including periodic needs assessment, statements of service goals, allocation plans, and performance measure) has been designed and implemented.

P.L. 1983, c. 464, also expanded the membership and role of the Maine Council on Alcohol and Drug Abuse Prevention and Treatment. Working with the ADPC, the Council during the past fiscal year focused its efforts in six primary areas (1) networking, (2) higher education, (3) legal consequences, (4) adolescents, (5) impaired professionals, and (6) nicotine addiction. The Council also monitored and reviewed draft legislation and provided review and comment on documents and reports prepared by the ADPC.

PUBLICATIONS: (all free)

1. A Framework for Identifying and Recording Direct Service Needs/Priorities in Maine's Alcohol Prevention and Treatment System for FY 86 and FY 87 (7/30/84)
2. Drug Abuse in Maine (4/87)
3. A Survey of Private Sector Management and Labor Concerning the Impact of Workplace Alcohol and Illegal Drug Use/Abuse Upon Work Performance and the Value of Related Workplace Referral and Treatment Programs (11/86)
4. The First Blaine House Conference on Alcohol and Other Drug Abuse Prevention, Education, Treatment and Law Enforcement (11/87).
5. "Be It Resolved: To Win Maine's War Against Drugs"—Maine Town Meeting Report (10/87).
6. The Second Blaine House Conference on Alcohol and Other Drug Abuse Prevention, Education, Treatment and Law Enforcement (11/88).
7. Regional Assessment of Maine's Alcohol and Drug Abuse Prevention, Education, Treatment, Law Enforcement/Corrections and Dual Diagnosis Needs and Priorities (8/88 and 9/88).
8. FY '88 Progress Report (12 months 7/1/87-6/30/88) (1/89).
9. An Overview of the Results of The Advisory Committee Recommendations, A National Survey and Other Activities Concerning The Feasibility of a Statewide OUI First Offender Model Program and a Detention/Rehabilitation Center for the Chronic OUI Offender (1/89).
10. A Management Information System for Maine's Alcohol and Drug Abuse Treatment System (Revised 12/88).

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	140,788	29,377	67,369		44,042	
Health Benefits	12,164	2,054	6,199		3,911	
Retirement	28,649	5,563	14,780		8,306	
Other Fringe Benefits	1,627	459	884		284	
Computer Services—Comm	332		332			
Computer Services—State	52,529	945	51,579		5	
Other Contractual Service	79,687	9,393	64,248		6,046	
Rents	12,757	1,874	10,883			
Commodities	2,829	690	2,139			
Equipment	1,373		1,373			
Interest—Debt Retirement	4	4				
Transfers to Other Funds	2,139		1,578		561	
TOTAL EXPENDITURES	334,878	50,359	221,364		63,155	

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

ANNE KINTER, CHAIRPERSON

Central Office: 9 Green Street, Augusta

Telephone: 289-2595

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 155; Citation: 22 M.R.S.A., Sect. 7107

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

ORGANIZATION: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. Legislation (P.L. 1983, c. 464) was enacted during Fiscal Year 1984, which expanded and strengthened the role of the Council by: (1) including representatives of community agencies served by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation, and (2) reinforcing the responsibility of the Council in the planning process through its direct access to the Governor and the newly established Alcohol and Drug Abuse Planning Committee (ADPC).

The Council is comprised of 25 members selected from the fields of corrections, education, health, law, law enforcement, manpower, medicine, mental health, mental retardation, science, social sciences, and related areas. Membership includes representatives of nongovernment organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse, and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 6 members are persons affected by or recovered from alcoholism, chronic intoxication, drug abuse, or drug dependence. At least 4 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies or members of the regional alcohol and drug abuse councils located

HUMAN SERVICES

throughout the State. One of the private citizen members shall be the President of the National Council on Alcoholism in this State. Membership also includes at least 2 representatives from each of the following fields: public education, mental health and mental retardation, corrections and criminal justice, and social sciences. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

In June 1989, the Governor signed P.L. 1989 Chapter 330 (effective in the Fall, 1989), which will expand the Council to 30 members, specifically including the Executive Directors (or their designees) of the Regional Councils on alcohol and drug abuse located throughout the State.

PROGRAM: During the past fiscal year, the Council continued its focus on specific areas: networking, higher education, legal consequences, adolescents, impaired professionals and nicotine addiction. The pending addition of five seats allocated to the five Regional Councils will increase the membership to 30 and also will increase the exposure to the regional volunteer input. The Networking Committee has produced a draft plan of the implications of the Regional Councils' relationship. The Higher Education Committee, acting on its survey done in '88, is working on issues for college substance abuse counselors credentials. The Legal Consequences Committee has been concerned with OUI's and drugs other than alcohol and the chronic OUI offender. The Adolescent Committee has designed and circulated a survey on existing barriers to successful maintenance of sobriety post-treatment as they appear to professionals in the fields of education, criminal justice, treatment, Department of Human Services and others. The Impaired Professionals Committee has been negotiating a workshop with Maine Medical Center. The Nicotine Addiction Committee has surveyed the availability of treatment for smokers and has planned a workshop for substance abuse counselors on nicotine addiction. The Council reviewed and prioritized the issues raised in the regional planning hearings sponsored by the Alcohol and Drug Abuse Planning Committee (ADPC) in August and September '88 and met with each of the five departments involved. The Council also reported to the Audit and Program Review Committee its progress and recommendations as requested. The Council also studied and made recommendations on selected legislative issues and documents and reports prepared by the ADPC.

FINANCES, FISCAL YEAR 1989: 22 MRSA, Sect. 7107, provides that expenditures of this unit shall be borne by the Alcohol and Drug Abuse Planning Committee and are, therefore, included in its financial display.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

NEILL E. MINER, DIRECTOR

Central Office: 32 Winthrop St., Augusta

Telephone: 289-2781

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 153; Citation: 22 M.R.S.A., Sect. 7104

Average Count—All Positions: 35

Legislative Count: 35

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the organizational unit of the Department of Human Services designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and under Section 1912 of Title XIX of the Public Health Services Act, and is responsible for design, implementation and improvement of all Department of Human

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Services' alcohol and drug abuse services. The Office also administers the Driver Education Evaluation Programs and the Maine Alcohol and Drug Abuse Clearinghouse.

ORGANIZATION: The Office of Alcoholism and Drug Abuse Prevention was created by P.L. 1973, c. 566 to assume the responsibilities of the former Maine Commission on Drug Abuse, and the Department of Human Services Division of Alcoholism Services. P.L. 1983, c. 464 has amended the statute and created significant reorganization of the Office. The Office is no longer a part of the Bureau of Rehabilitation; it is currently under the Deputy Commissioner for Programs.

PROGRAM: The Office of Alcoholism and Drug Abuse Prevention is responsible for planning, coordinating, monitoring, and improving the Department's alcohol and drug abuse service system.

The Office serves as the Department's primary liaison with other Departments, the Legislature, citizens' groups, and service providers on issues pertaining to substance abuse; it determines the allocation of the Department's human and fiscal resources for substance abuse services; it develops and monitors the implementation of the Department's annual substance abuse plans. The Office analyzes and develops policy for the Department pertaining to substance abuse; it conducts and contracts for applied research studies; it develops funding initiatives to develop new, expanded, and improved services within the system. It is responsible for licensing and certifying treatment facilities and Driver Education Evaluation Programs private practitioners; it contracts for a variety of training programs.

A list of substance abuse operations and the responsible unit of the Department are provided as a reference:

- Interdepartmental Coordination—Alcohol and Drug Abuse Planning Committee
- Maine State Employee Assistance Program—Office of Management and Budget
- Community Service Contracts—Division of Purchased and Support Services
- Maine Council on Alcohol and Drug Abuse Prevention and Treatment—Alcohol and Drug Abuse Planning Committee

The Office expanded substance abuse treatment services in several areas this year, including extended care in the Augusta/Waterville area, AIDS street education services in Portland, extended shelter services in Bangor, and inpatient services in Lubec. Contracts with substance abuse agencies in all 16 counties were developed to provide evaluations on a sliding fee scale to Driver Education Evaluation Programs' clients. The Office has also been active in substance abuse prevention activities this year. Some new programs/projects are: the purchase of street education services for persons at risk of contracting AIDS in Portland, participation in the planning of a statewide Red Ribbon campaign, and the development of six PSAs (Public Service Announcements) in conjunction with WCSH-TV.

Training has been expanded in two areas: a workshop for clergy and others affiliated with churches throughout Maine and a training program on AIDS for substance abuse counselors. The Office is upgrading the licensing regulations with the help of a public advisory committee. Purchased service agencies funded by OADAP admitted over 10,100 clients. In addition, OADAP direct services, including prevention, training, and DEEP, were provided to approximately 13,450 people.

LICENSES, PERMITS, ETC.

- License
 - Substance Abuse treatment facilities
- Certificate of Approval
 - Outpatient Substance Abuse treatment facilities
- Driver Education Evaluation Program Private Practitioner

PUBLICATIONS:

1. *Maine State Alcohol and Other Drug Abuse Primary Prevention Recommendations, Final Report*; Interdepartmental Prevention Work Group; 1984; available free upon request.
2. *Alcohol and Drug Abuse Services in the State of Maine*; current service directory available free upon request.
3. A Report on: An Act to Reform the Statutes Relating to Driving Under the Influence

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of Intoxicating Liquor or Drugs; annual reports for 1983, 1984, 1985, 1986, 1987, 1988; available free upon request.

4. Annual applications, utilization reports, and independent audit reports on the substance abuse portion of the Federal Alcohol, Drug Abuse, and Mental Health Block Grant are available for review at the Office upon request.

5. A Model AIDS Policy for Substance Abuse Agencies.

6. Regulations for Licensing/Certifying of Substance Abuse Treatment Facilities in the State of Maine.

7. Policies for the Development of New and Expanded Substance Abuse Services in the State of Maine.

8. *Report of the Policy Review Committee on Residential Alcoholism Rehabilitation and Related Treatment*; available free upon request.

9. *Alcohol Advertising in the Media: A Position*; available free upon request.

10. *Annual Training Catalogue*.

11. *"A Position Paper on Urine Monitoring."*

Note: The Maine Alcohol and Drug Abuse Clearinghouse is the Department's public information office for substance abuse and may be contacted directly for numerous additional publications.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	776,705	414,654			362,051	
Health Benefits	68,933	38,963			29,970	
Retirement	146,555	78,165			68,390	
Other Fringe Benefits	5,694	2,742			2,952	
Computer Services—State	12,710	14,448			—1,738	
Other Contractual Service	673,074	419,077	28,262		225,735	
Rents	85,770	72,823	4,689		8,258	
Commodities	26,843	11,518	1,915		13,410	
Grants—Subsidies—Pensions	6,922,488	2,185,868	3,043,124		1,693,496	
Equipment	18,388	3,784	13,143		1,461	
Interest—Debt Retirement	5	5				
Transfers to Other Funds	5,545		—334		5,879	
TOTAL EXPENDITURES	8,742,710	3,242,047	3,090,799		2,409,864	

OFFICE OF THE ATTORNEY GENERAL, HUMAN SERVICES DIVISION

LEIGH INGALLS SAUFLEY, DEPUTY ATTORNEY GENERAL

Central Office: Human Services Bldg., Augusta

Telephone: 289-2226

Mail Address: 221 State Street, Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144L; Citation: 22 M.R.S.A., Sect. 2

Average Count—All Positions: 36

Legislative Count: 13

PROGRAM: This Office provides legal assistance and representation for the Department of Human Services and its various Bureaus and Divisions.

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ORGANIZATION: The Division Chief, whose title is Deputy Attorney General, reports directly to the Attorney General. The 25 Assistant Attorney General positions report to the Division Chief. The Unit is roughly broken up into 3 informal divisions: 1) Social Services; 2) Benefit Programs; 3) Medical & Health Services.

PROGRAM: The Attorney General's Office has represented the Department in a vast number of cases in the courts throughout the past year. Those cases include child welfare litigation, adult protection proceedings, support enforcement proceedings, public benefit program litigation, certificate of need actions, Maine Health Care Finance Commission proceedings, licensing actions, administrative hearings, federal grant proceedings, tort claim litigation, and appeals in each of these areas.

In the appellate arena, the office has successfully presented briefs and argument resulting in the upholding of a significant number of important child welfare decisions, public benefit program decisions, support enforcement decisions, and health law decisions.

The office also provided advice and representation in the Department's legislative, rule-making, and policy-making activities, as well as the general day-to-day activities of the Department.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE ATTORNEY GENERAL, HUMAN SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	687,206	354,902			332,304	
Health Benefits	44,614	23,125			21,489	
Retirement	143,360	78,477			64,883	
Other Fringe Benefits	5,663	3,151			2,512	
Computer Services—State	8,300	8,300				
Other Contractual Service	96,291	91,434			4,857	
Rents	22,279	22,279				
Commodities	19,673	19,498			175	
Grants—Subsidies—Pensions	1,607	901			706	
Equipment	6,505	3,014			3,491	
Transfers to Other Funds	5,083				5,083	
TOTAL EXPENDITURES	1,040,581	605,081			435,500	

CERTIFICATE OF NEED ADVISORY COMMITTEE

JAMES CLOUTIER, CHAIRMAN

Central Office: 151 Capitol St., Augusta

Telephone: 289-2716

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: January 1, 1983

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 212; Citation: 22 M.R.S.A. §307(2-A)

Average Count—All Positions: 0

Legislative Count: 0

Included in Office of Health Planning and Development Totals.

PURPOSE: The Certificate of Need (CON) Advisory Committee was established by the cited statute for the purpose of participating with the Department of Human Services in the public hearing process available at the request of persons directly affected by the review of proposed new health services being conducted by the Office of Health Planning and Development, Bureau of Health.

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The Committee evaluates written reports and oral testimony concerning proposals undergoing CON review, from Department staff, applicants and interested or affected persons, questioning participants in the process. Following a public hearing on the matter, the Committee discusses the information obtained, prepares and votes upon a recommendation to be forwarded to the Commissioner of Human Services, concerning whether or not the Commissioner should grant a Certificate of Need permitting implementation of the proposed new health service and/or capital expenditure.

ORGANIZATION: The Committee consists of ten members, nine of whom are appointed by the Governor as representatives of health care provider groups (four members—Hospitals, Nursing Homes, Third-Party Payers, Physicians) and public consumers of health care (five members). The nine appointees will serve four-year terms.

The Commissioner of the Department of Human Services has appointed an Associate Deputy Commissioner to serve as his ex-officio, non-voting designee.

PROGRAM:

ACTIVITY

During the period July 1988 through June 30, 1989, the Committee conducted two public hearings. One concerned the Portland Nursing Home Analysis Area which consisted of two nursing homes in competitive review. The Committee concurred with the Department's recommendation of approval for the Sandy River Group. The second public hearing concerned Maine Mobile MRI to offer magnetic resonance imaging services. The committee concurred with the Department's recommendation of approval.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF DEAFNESS

NORMAN R. PERRIN, DIRECTOR

Central Office: 32 Winthrop St., Augusta

Telephone: 289-3484

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 9-19-85

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 160; *Citation:* 22 M.R.S.A., 3071

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The Division of Deafness was established to provide a program of services to deaf citizens of Maine including information and referral; advocacy; statewide registry; promoting of accessibility; plan for coordination; study of the needs of people who are deaf and hearing impaired, to recommend legislation to change or improve services; and to provide rehabilitative services to deaf and hearing impaired children from birth to age 20. Other programs include Telecommunications Devices (TDD's), Legal Interpreting, Identification Cards, Hearing-Ear-Dog registration and Maine-Lines for the Deaf Newsletter.

ORGANIZATION: The Division of Deafness was established administratively on November 1, 1982 and was known as the Office of Deafness. The Division received its present name in September 1984 when the Bureau was reorganized. In 1985, Governor Joseph E. Brennan signed Public Law Chapter 160 (22 MRSA c. 714) establishing the Division as a statutory unit of the Bureau of Rehabilitation.

The advisory committee of the Division continues to give a strong voice for consumers much as it did in the mid 1970's when it was known as the Ad-Hoc Committee on Deafness to the Bureau.

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PROGRAM: The Division of Deafness has the following focus:

Statewide Registry: The Division maintains, coordinates, and updates a voluntary statewide registry of deaf and severely hearing impaired persons in order to assess their needs for services. Presently, there are 3,141 persons on the registry who are deaf or severely hearing impaired. More than 300 new names are added every year.

Vocational Rehabilitation: The purpose of Vocational Rehabilitation is to assist eligible deaf and hearing impaired clients toward employability and independence. The vocational rehabilitation program served 369 deaf and hearing impaired clients during this reporting period.

Five rehabilitation specialists (RCD's) provide counseling and case management statewide.

Telecommunications Devices for Deaf (TDD): The Division administers two programs providing Telecommunications Devices for the Deaf (TDD) under Maine Statutes (35 MRSA, Section 2361).

The cost sharing program allows the Bureau to provide up to 50% of the cost of a TDD to any organization or municipality paying the remaining funds for TDD's for hearing impaired and speech impaired. This law was enacted in 1980 with appropriations in 1981.

A subsequent enactment in 1983 provided funding for TDD's on a lease basis at no charge to the hearing impaired or speech impaired persons. An audiologist or physician must verify proof of disability. In addition, financial need must be shown.

During the period of time 1982 thru 1988, the Division provided a total of 551 TDD's to individuals.

Interpreting in Legal Proceedings: Enactment of laws in 1978 and 79 respectively, the latter being amendments, entitles a deaf or hearing impaired person in a legal proceeding to have an interpreter. Under statute 5 MRSA, Section 48, the interpreter is reimbursed by the Bureau of Rehabilitation.

Approximately 530 hours of interpreting were provided during this reporting year.

Information Networking: The Division maintains a toll-free number in order to provide a channel for hearing impaired and their families to receive information relating to the disability. The Division cooperates with other advocacy, referral, and vocal relay agencies in providing appropriate direction to requests.

Approximately 700 calls a month are logged in for information, advocacy, referral, and other related needs.

Hearing Impaired Children's Program: The Division of Deafness provides rehabilitative and restoration services for children ages 0-20 who have a sensorineural or permanent non-correctable hearing loss. Services provided are diagnostic evaluations by audiologists and physicians, auditory and speech-language therapy, counseling, sign language and/or cued speech training, hearing aids, and loan of auditory trainers.

Our five rehabilitation counselors for the deaf provide case management for the children's program statewide.

Approximately 312 children are being served during this reporting period.

The legislative mandate and appropriations for this program were approved by Governor Joseph E. Brennan on July 1, 1985 (PL Chapter 501). In April 1986, PL Chapter 761, was signed providing for a position of consultant within the Division of Deafness for the Hearing Impaired Children's Program.

LICENSES, PERMITS, ETC.: The Division provides identification cards for deaf citizens in cooperation with the Secretary of State and Division of Motor Vehicles. These ID cards assist deaf in emergency, legal, or other situations.

Also, the Division certifies hearing ear dogs that are professionally trained as alert dogs for deaf persons. The Division provides an identification card which allows the owner and hearing ear dog access to public places in Maine.

PUBLICATIONS:

1. Report of Hearing Impaired Children
2. Report of Committee on Community Center Research
3. Report on Registry of Deaf
4. Annual Report of Persons Served in the VR Program
5. Report on Dissemination of Telecom Equipment
6. Directory of Sign Language Classes in Maine
7. Directory of Organizations Serving Maine (deaf)

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8. Maine-Lines for the Deaf
9. TDD Directory
10. Other miscellaneous program brochures upon request
11. Report of the Statewide Needs Assessment of the Deaf Community in Maine

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

ADVISORY COMMITTEE FOR THE DIVISION OF DEAFNESS

WILLIAM NYE, CHAIRMAN

Central Office: 32 Winthrop St., Augusta

Telephone: 289-3484

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 9-19-85

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 161; *Citation:* 22 M.R.S.A., 3074

PURPOSE: The Advisory Committee, Division of Deafness, advises the Director of the Bureau of Rehabilitation and the Director of the Division of Deafness on the development and coordination of services to people who are deaf and hearing impaired. The Committee evaluates the progress toward goals and recommendations and advises the Division on implementation plans.

ORGANIZATION: The Committee has 23 members and 3 non-voting member-at-large positions. One-third of the members are deaf or hearing impaired persons. The Committee meets quarterly on the second Thursday of January, April, June and October. Meetings are held in Augusta. The chairperson is elected by the Committee and serves a 2-year term.

PROGRAM: The Committee's activities this past year were focused on community service centers for the deaf, needs assessment, telecommunications devices for the deaf (TDD), legislative, Maine-Lines newsletter, hearing impaired children, substance abuse, elderly, interpreting issues with three public hearings, updates on the state telecommunication access plans for state departments and agencies, and TV/media access.

At the annual meeting in October, the Clifton R. Rodgers memorial award for outstanding service to the deaf community was presented to Susalee Follansbee of the University of Maine at Orono.

Members attended public hearings of the Legislature on bills relating to deafness.

PUBLICATIONS:

Report of Research Committee on Community Center—free

Report of Hearing Impaired Children—free

Report of the Statewide Needs Assessment of the Deaf Community in Maine

Report on Interpreting Issues in the Deaf Community to be available in 1989

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

MAINE DENTAL HEALTH COUNCIL

RAYMOND J. PATENAUE, DDS, CHAIRPERSON

Central Office: 151 Capitol St., Augusta

Telephone: 289-2361

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 282; *Citation:* 22 M.R.S.A., Sect. 2096

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The Council must be consulted by the Commissioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting and assisting activities designed to meet the problems of dental health at the State and community levels. The Council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

ORGANIZATION: The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the Council; but can assist the Council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family or any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the Council and the director on matters relating to dental care standards. Furthermore, the director of the Office of Dental Health or his/her representative must attend all meetings of the Council. The Council elects the chairperson and such other officers from its members as it deems appropriate.

PROGRAM: The Maine Dental Health Council met approximately bi-monthly during fiscal year 1989. The Dental Health Program Plan, adopted by the State Health Coordinating Committee, serves to guide Council activity. Council members served to advise the Office of Dental Health in several major program areas: school dental health education, dental needs of long-term care facility residents, community water fluoridation, worksite dental health education, and dental manpower.

Currently, the Council is involved in promoting the expansion of prevention and education efforts, particularly school dental health education and fluoridation. The Council annually recognizes outstanding efforts to promote dental health through the Maine Community Preven-

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tive Dentistry Award. The Award was not presented in fiscal year 1989; the process by which nominations are solicited is under revision.

PUBLICATIONS: Maine Dental Health Plan, Dental Needs Study Report; Dental Services in Maine Institutions: Current Status and Recommendations.

FINANCES, FISCAL YEAR 1989: 22 MRSA Sect 2098 provides that expenditures of this unit shall be borne by the Office of Dental Health and are, therefore, included in the display of the Bureau of Health.

OFFICE OF DENTAL HEALTH

JUDITH A. FEINSTEIN, ACTING DIRECTOR

Central Office: 151 Capitol St., Augusta

Telephone: 289-2361 and 289-3121

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 203; *Citation:* 22 M.R.S.A., Sect. 2094

Average Count—All Positions: 8

Legislative Count: 0

PURPOSE: The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the direction of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan biennially, in cooperation with other state-wide health planning organizations, when deemed appropriate; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

ORGANIZATION: A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation with the Council. The director serves in the unclassified service, serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Coun-

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cil. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties.

PROGRAM: During fiscal 1989, the Office of Dental Health primarily conducted and administered dental disease prevention programs. The Dental Health Program Plan accepted by the State Health Coordinating Council as part of the State Health Plan in 1982, and the annual Office Work Program served to guide activities undertaken by the office.

The School Dental Health Education Program administered by the Office was expanded during 1986. A State legislative appropriation provided funds for dental health education materials to about 63,000 Maine children in over 300 schools across the State in fiscal 1989. Additional funds for this program are provided by the Division of Maternal and Child Health, Maine Department of Human Services.

The Office continued to administer a Statewide community Fluoridation Program funded by the Preventive Health Services Block Grant. The purpose of the grant is to increase the number of people in Maine who receive optimally fluoridated drinking water. The rural school water fluoridation program was discontinued in late 1988 because of technical problems. The Well Child Clinic Preventive Dental Program was continued in conjunction with the Divisions of Public Health Nursing and Maternal and Child Health within the Bureau of Health. Fluoride supplements, toothbrushes, and dental health education materials were provided to approximately 1,000 eligible children, ages birth through 5.

Currently, the Office is working to expand School Dental Health Education, Preschool Dental Health Education, and Fluoridation Programs. Dental health education projects particularly geared to adults, special needs populations, and health care providers, have been evaluated and will be considered. Other areas of interest include health manpower and increased access to dental services, especially for the elderly and institutionalized populations.

The Maine Dental Health Council has assisted Office efforts over the past year.

PUBLICATIONS:

A variety of publications are available at no charge from the Office; write the Office of Dental Health, Maine Department of Human Services, Statehouse Station 11, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF DISEASE CONTROL

LANI GRAHAM, M.D., M.P.H., DIRECTOR

GREGORY BOGDAN, DR. P.H., Assistant Director

Central Office: 157 Capitol St., Augusta

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1972

Reference: Policy Area: 03; Umbrella: 10; Unit: 144V; Citation: 22 M.R.S.A., Sect. 1019

Telephone: 289-3591

1-800-821-5821

Sunset Review Required by: June 30, 1993

PURPOSE: The Division of Disease Control exists to prevent illnesses which can be controlled through vaccination, quarantine, proper hygiene, early recognition and treatment, or other means in order to protect the public health. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, increased attention is being given to control or amelioration of chronic diseases (such as cancer), and prevention of illnesses which are attributable to environmental or occupational hazards.

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ORGANIZATION: The Immunization Program, Sexually Transmitted Diseases Program, AIDS Program, Refugee Program, Tuberculosis Program, Environmental Health Program, the Cancer Registry, and Epidemiology Services all lie within this Division.

PROGRAM:

Infectious Disease Epidemiology. The service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form. The State Epidemiologist, who is responsible for these disease investigations, works with other programs within the Division of Disease Control, as well as other Divisions within the Bureau of Health, particularly, the Division of Public Health Laboratories, the Division of Public Health Nursing, and the Division of Health Engineering.

Determination as to whether outbreak situations are occurring is made through the evaluation of surveillance data reported by medical providers to the Bureau of Health (as mandated by the Rules and Regulations for Control of Communicable Disease). The State Epidemiologist is responsible for encouraging quality disease surveillance and provides information back to the medical community.

The annual Epidemiology Award was instituted in 1987. It is awarded yearly to the physician and hospital Infection Control Practitioner who, in the previous year, made a significant contribution to the disease reporting effort.

Program activities during FY 89 included:

1. Epidemiologic investigations completed consisted of 11 foodborne outbreaks, 4 waterborne outbreaks, 3 outbreaks of pseudomonas folliculitis associated with public spas, 3 day care associated outbreaks of disease, 1 nosocomial outbreak.
2. The annual infectious disease symposium titled "Maine's Children—Maine's Future, Infectious Disease Issues Impacting Their Health?" was held November 3, 1988 and was attended by 350 health professionals and other interested persons from around the state.
3. The Sentinel Physician Surveillance Program was instituted in June 1988. Along with each hospital's infection control nurse, 30 physicians chosen to represent specific geographic areas and medical subspecialties are telephoned once weekly in order to obtain notifiable disease reports from them.
4. The State Epidemiologist is active in the Centers for Disease Control's Salmonella Enteritidis Working Group which focuses on the increased incidence of this specific type of Salmonella in the Northeastern region of the U.S.
5. The Lyme Disease Task Force was established to monitor for human cases of Lyme Disease as well as to determine the extent of the tick vector throughout the state.

Environmental Health Program. The Division of Disease Control's Environmental Health Program was established by the Maine Legislature in 1981. Its mission is to assure that environmental health problems, questions, and issues in the State are satisfactorily addressed by State Government. Professional staff in the Environmental Health Program include a doctoral level Epidemiologist and Toxicologist, two master level positions (Assistant Epidemiologist and Assistant Toxicologist), two Planning and Research Associate positions, a Tumor Registrar, and three clerical positions. Major activities in the Environmental Health Unit include:

Environmental Epidemiological Assessments. Community health studies such as the Lincoln County Cancer Rates Evaluation Study and cancer cluster investigations are conducted by this program area. Also, occupational health studies (Pesticide Applicators Study) and environmental health related chronic disease surveillance evaluations are carried out.

Chronic and Sentinel Disease Surveillance System. The Division of Disease Control has been awarded a three year Cooperative Agreement from the Centers for Disease Control to develop a Chronic and Sentinel Disease Surveillance System in collaboration with the Maine Health Care Finance Commission who provides, tabulates, and verifies hospital discharge data by matching hospital discharges with Cancer Registry and death certificate records. The project, when it is completed in June 1990, will have produced an unduplicated data set of 34 specific disorders from hospital discharge, Cancer Registry, and death certificate data for an 8 year time period (1980-1987). Additionally, a follow-up study protocol will have been developed and an Epidemiologist position established to implement this protocol and work with the medical community on prioritizing and investigating chronic disease problems warranting attention.

Environmental Toxicology. The toxicology team provides guidance and leadership on specific toxicological issues confronting the State. Current examples include the establishment of drinking

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water guidelines, assessment of the safety for human consumption of fish and wildlife contaminated with metals or dioxin, development of recommendations for petroleum hydrocarbons in water and air, health assessments of hazardous waste sites in the state, risk assessment of ash releases from trash-to-energy facilities, recommendations for research for disposal of paper mill sludge, and development and implementation of a comprehensive risk assessment policy. The toxicology team provides expert risk assessment consultation to other State Agencies and consults on consumer and occupational health issues.

Hazardous Air Pollutant Program. The Hazardous Air Pollutant Program has developed priorities for a regulatory program with the Maine Department of Environmental Protection. It has developed risk assessments and action levels for five toxic air contaminants. Assessments have been completed for toluene, perchloroethylene, formaldehyde, wood smoke, and chlorine. The Program also advises and consults with the Occupational and Residential Health Program of the Division of Health Engineering, develops guidelines for indoor air quality in residences and state office buildings, and participates in a regional hazardous air pollutant assessment program coordinated by the Northeast States for Coordinated Air Use Management (NESCAUM).

Occupational Health Program. In March 1986, a statewide disease reporting system was established. Physicians and hospitals are required to report occupational diseases to the Department of Human Services within 30 days from the date of diagnosis or discharge. The data collected will be interpreted to identify risk factors associated with occupational diseases and strategies that can be developed to prevent or reduce these risks. During the 113th Legislative session, funds were approved for a full-time Planning and Research Associate and a support staff position, and for a training program for health care providers in the recognition and management of selected occupational illnesses.

During FY 90, program activities included the completion and analysis of the Occupational Disease Reporting Physician Survey, conducting an Occupational Health Conference and sponsoring training sessions at County Medical Association meetings on the recognition and treatment of occupation lead and organic solvent exposure related diseases, computerization of the Occupational Disease Reporting Form and established an occupational disease data base, and development of a protocol with the Department of Labor for the sharing of occupational disease data, coordination of referral and initiation of preventative efforts.

Community Environmental Health Information Clearinghouse. This clearinghouse program responds to requests from state agencies, municipalities, and individual citizens with information concerning the use of chemicals in industrial facilities and in the general community. The purpose of the program is to educate the public about environmental health risks and to cooperate with other agencies in promoting the safe use of potentially hazardous material.

Cancer Incidence Registration Program. The objective of the Cancer Registration Program is to describe the statewide distribution of cancer incidence and mortality. This program, which has been collecting data since 1983 and will be releasing its fifth annual report later this summer, is becoming a rich data source for conducting research and assisting with cancer cluster investigations.

To serve as an advisory board to the Cancer Registration Program and to coordinate a statewide approach to cancer prevention and control, a Cancer Prevention and Control Advisory Committee has been created, composed of members with experience in medicine, oncology, hospital administration, tumor registry operations, health promotion, and related fields.

The Women's Health Study—A Breast Cancer Risk Factor Study. The Cancer Registry is actively engaged in conducting a Women's Health Study to evaluate selected breast cancer risk factors. This study is a population-based case/control epidemiologic study designed to investigate the age-specific effects of alcohol ingestion and lactation on the risk of breast cancer. It is sponsored by the National Cancer Institute and is being conducted in the State of Maine as part of the three-year Harvard Collaborative Breast Cancer Study. In total, four states will be participating in the study; Maine (Bureau of Health), Massachusetts (Harvard University School of Public Health) and Wisconsin (University of Wisconsin Clinical Cancer Center) are currently engaged in research and New Hampshire is soon to add its resources to the study.

Considering the recent data regarding breast cancer risk factors, the importance of investigating *modifiable* exposures becomes readily apparent. Maine women will benefit from the results of this study in two ways: the general identification of preventive measures for this common cancer, and by the fact that the data will be organized so that analyses can be carried out specifically for Maine residents.

Breast Cancer Control Demonstration Project. In September 1988, the Division of Disease Control received funding from the Centers for Disease Control to begin a two year planning

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effort directed at increasing the screening for, and detection of, Breast Cancer in Maine women. The project has four areas of concern: Consumer Education, Quality Assurance for Mammography, Physician Education, and Enhanced access to Mammography for Maine women.

Tuberculosis Control. Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Active pulmonary tuberculosis generally develops from an already-infected minority of the population which constitutes the "reservoir" of tuberculosis infection.

Program services are provided by nurses in the Division of Public Health Nursing. Medical management is provided by private physicians and by the eight physicians on the Board of Tuberculosis Consultants under contract with the Department of Human Services.

All of the following program services are available at no cost to Maine citizens in need of such services: hospital services, clinic services, drugs for the prevention and treatment of tuberculosis, laboratory services, public health nursing services, and professional literature. The program maintains a case register listing of all tuberculosis patients, contacts, and persons on preventive therapy. All bills are submitted to third party payors for payment prior to submitting to the TB Control Program.

In FY 87, the program served 3,198 persons including active tuberculosis cases, suspects, contacts of cases, tuberculin reactors and school personnel, preventive cases, non M. tuberculosis cases and those receiving bacteriology services.

In FY 88, the program staff expected to accomplish the following objectives: (1) to raise to 95 percent the proportion of active tuberculosis patients at home on current drug therapy; (2) to raise to 90 percent the proportion of active tuberculosis patients at home with recent medical and/or X-ray examinations; (3) to raise to 70 percent the proportion of active tuberculosis patients at home receiving bacteriologic examination within the last three months; (4) to raise to 75 percent the proportion of inactive tuberculosis patients receiving X-ray and/or medical examinations within the preceding twelve months; (5) to have 95 percent of all contacts examined by tuberculin test within one month after report of the source case to the appropriate regional office; (6) to ensure that 95 percent of all tuberculosis contacts, who were initially examined by tuberculin test, are completely evaluated within 90 days of the identification of the index case and receive care appropriate to their evaluation that is consistent with the Program's recommendations; (7) to ensure that 90 percent of all suspects receive medical services leading to a final disposition within three months. These seven objectives are basic to a sound tuberculosis control program and will be pursued until such time as Maine's incidence rate declines to an irreducible minimum.

In addition, the program's objectives in FY 89 included: (8) working toward providing the number of tuberculosis clinics as appropriate to accommodate persons by geographic distribution and incidence; (9) informing and educating the Maine public and private health care sectors as to appropriate medical management through workshops, staff meetings and the Bureau of Health Epigram; (10) conduct close surveillance of Indo-Chinese, Polish, Afghan, and Iranian refugees because of the high incidence of tuberculosis in this population group; (11) evaluating the school tuberculin reactor rates based on FY 88 school testing reports; (12) continuing to provide funding to the State Laboratory to provide testing for tuberculosis without charge to patients or providers; and (13) begin cross-referencing for coincidence of AIDS and M. Tuberculosis.

Refugee Health Assessment Project. Refugee health services addresses health needs of all those refugees resettling in Maine. Goals of the program are: 1) to prevent and control health problems of public health significance among refugees, 2) to improve the general health status of the refugee population through health assessment and referral, emphasizing those health problems which may prevent economic self-sufficiency, and 3) to reduce incomplete M. tuberculosis prophylaxis for those manifesting positive signs of infection but who have no active disease.

The Bureau of Health has been primarily concerned with the evaluation of the health status of refugees. The Bureau of Health is notified of arriving refugees by Immigration Services. The Division of Public Health Nursing and other nursing agencies contact the refugees, provide a health assessment including tuberculosis screening and assist them in obtaining medical care and refer them to other resources as necessary. Because of out-migration, neither the Refugee Resettlement Program nor Bureau of Social Services can do more than approximate country of origin for refugees residing in Maine. The largest out-migration has occurred with Cambodian families, who migrate to Lowell, Massachusetts to seek employment and to seek a Khmer Buddhist Temple (available in Portland since 5/88).

In FY 88 Maine received a grant for \$18,177. This money is used to reimburse nursing

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agencies in York and Cumberland Counties for health assessment visits, and was decreased by \$2,613 from FY 87. This decrease reflects the decrease in numbers of refugees resettling in Maine. For the first time, European refugees exceeded Asian refugees 59 to 40.

In FY 88 the program served 288 refugees and in FY 88 the program staff expected to accomplish the following objectives:

- 1) To identify refugees regardless of national origin, who are eligible for specific services for whom no other source of reimbursement is appropriate.
- 2) To provide health assessments for all officially arriving refugees and non-officially arriving refugees (in-migrants) placed in the catchment area of the selected nursing agencies.
- 3) To ensure that refugees in whom assessment findings indicate personal health problems are referred elsewhere for proper medical or dental health attention.
- 4) To increase communication with medical providers including dissemination of information regarding refugee health and feedback from physicians.
- 5) To continue to establish agreements with individuals for interpreter services.
- 6) To increase the numbers of refugees who start tuberculosis preventive therapy to complete their course of therapy.

AIDS Program. Human Immunodeficiency (HIV) is a subtle new pathogen which may cause its human host to be infectious for a period of years while they remain ostensibly in good health and symptom-free. Known transmission routes are semen to blood and blood to blood. The known host cell is a lymphocyte which is central to the body's immune response to challenges from many sectors: protozoal, fungal, bacterial, viral and from rare cancers. Many people with evidence of HIV infection—HIV antibody presence, immune system disturbances—remain free of symptoms or overt infection (AIDS) while remaining infectious to intimate sexual or needle-sharing contacts and thereby spread the infection.

The first case of AIDS in Maine was reported in December of 1984. By the end of 1988, 83 cases had been diagnosed. Some estimate that for every diagnosed case of frank AIDS, there could be 10 cases of AIDS-Related Complex (ARC); and for every case of ARC, there could be 10 asymptomatic HIV cases who are infected and infectious to others. Certainly it is clear that the cases of AIDS reported to the Bureau of Health represent only a small fraction of those who are infected.

In recognition of the serious threat to Maine citizens posed by the AIDS epidemic, Governor John R. McKernan, Jr., established responding to the epidemic as a priority issue for his administration. On February 16, 1988, the Governor released state government's first AIDS report, *AIDS in Maine: Background and Policy*. An updated version of this report was reissued in February, 1989.

As the title suggests, this is not a State plan in the classic sense of identifying unchanging goals and objectives to be achieved over specific time periods. Rather, this report is expected to serve as the foundation for a coordinated statewide approach to AIDS. The report addresses key policy issues which need to be resolved to advance the State's current capacity to deal comprehensively, compassionately and effectively with AIDS. It identifies the persons and agencies within, and outside of, State government who will help. The report is an educational tool and will serve as a catalyst for drawing further creative approaches from Maine citizens. Although many parts of this report are written specifically as State government policies or for State employees, it is hoped that these parts may be useful as models for private organizations in need of policies and recommendations.

In addition, in FY 89, the Department of Human Services developed an Action Plan, one of the "Key Result Areas," which was developed to provide Maine citizens with an overview of specific activities undertaken in the area of AIDS prevention and control. This Action Plan was based on the Policy elements of the State government report. It was presented for review and comment to the Department's AIDS Advisory Committee prior to being finalized.

While constantly weighing the societal fears of affected risk groups (rights of those infected to privacy, employment, housing) against the principles of public health and disease control (right of the general public to remain free of disease) the AIDS Program will strive to accomplish disease control without sacrificing the rights of infected members of the public.

The Office on AIDS, in the Division of Disease Control, was funded by two separate grants from the Centers for Disease Control. The Office on AIDS also receives state funds. It will work in close coordination with the STD Control Program. General goals of the Program are: 1) to educate the public about AIDS/HIV infection regarding transmission and prevalence; 2) to educate the medical community regarding AIDS/HIV infection; 3) to promote risk reduc-

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tion in populations at risk through one-on-one counseling and testing services; 4) to assess prevalence of HIV infection in the State through counseling and testing services; and 5) to promote sexual and needle-sharing contact notification in all counseled HIV cases.

Sexually Transmitted Disease Control Program. The Maine STD Control Program operates with federal assistance as provided through a cooperative agreement with the Centers for Disease Control. Weekly, monthly and quarterly disease reporting in addition to quarterly narratives document the progress made in meeting stated program goals and objectives.

Three primary STD clinics operate in the state and offer a total of 10 hours of clinic services per week. The STD Control Program provides significant assistance to clinic operations in Bangor, Lewiston and Portland in the form of full-time coordinators, part-time clerical and lab personnel, medications, diagnostic media and, except for Portland, site rental. Clinic service fees range from \$20 to \$25 but no one is refused service based on inability to pay. All STD clinics serve as Anonymous Test Sites (ATS) for the Maine AIDS Prevention Program. The capped fee for this service (two counseling sessions/HIV antibody test) is \$15.

The rationale of STD Control is simple: to interrupt transmission of those diseases whose societal impact is unacceptable and whose infectious course can be altered. Disease prevention is based upon the capability to test/diagnose active infection and the capability to treat or otherwise alter the course of infectiousness. Actual program intervention impact is measured by closely tracking many process-minded epidemiologic indices, eg., the number of sexual contacts who are newly-treated as a result of program contact-tracing over the number of index cases interviewed. The accomplishment of such objectives, in the aggregate, naturally results in disease prevention and decreasing morbidity.

STD Control Program operations in Maine utilizes the time-proven methodologies of 1) provision of clinic services for symptomatic volunteers; 2) investigation of positive lab reports (reactor program) to insure treatment of patient and contacts by treating provider or local STD clinic; and, 3) performing one-on-one patient interviewing and contact-tracing services to the extent resources allow. In addition, the Program provides replacement medications, upon request, for private sector providers reporting STD's.

Gonorrhea infection, with its acute ascending infection which damages the female reproductive tract of infected women, appears well under control. We had been documenting a 7-9% decrease in the early 80's, whereas in 1986 and 1987 we registered decreases in the range of 25% per year. In 1988 we reported 405 cases. Gonorrhea is commonly diagnosed in the private sector and continuing investigative outreach through each infected patient is important if we are to continue to reduce indigenous gonorrhea in the state. Our goal is to provide a one-on-one interview and sex partner notification services by program personnel to 3 of every 4 gonorrhea patients treated in the state. While penicillin resistant gonorrhea has become endemic in some nearby states, we rarely encounter a case that has not been imported.

Infectious Syphilis case rates fluctuate from 20 to 50 cases per year. In 1988, we reported 19 cases, the majority being imports from other states. This program component carries the highest priority due to the potential of fatal impact on the fetus and newborns born to infected mothers. Risks from syphilis infection have increased, primarily among homosexuals, as recent case histories show an increased likelihood of an early acute neurosyphilis in patients co-infected with HIV. This requires the provider to assess both HIV and syphilis status when either disease is encountered, since curative therapy for neurosyphilis requires daily intravenous administration and constitutes both logistic and cost difficulties to the provider and the Program. Syphilis patients with genital ulcers present are also thought to be at increased risk of HIV transmission when exposed. All cases of infectious syphilis and their contacts are aggressively followed by program personnel to insure curative and preventative therapy; contacts to co-infected patients are followed in the same fashion.

Chlamydia trachomatis infection, due to new testing procedures, became a more easily diagnosed entity in 1986. The complication of advanced infection again involves the female reproductive tract, especially of younger women, and leads to an indolent tubal infection which can result in either infertility or congenital abnormalities. In addition, when a female chlamydia patient suffers friability of the cervix she is thought to be at increased risk of HIV transmission upon exposure to that virus. In males, chlamydia often appears as a mild and clinically diagnosed and treated urethritis (NGU). In 1985 we reported 94 documented chlamydia cases in Maine. In 1986, to gauge the true extent of infection in Maine, the STD Control Program instituted a six-month screening program for women 25 years of age and under. The results were dramatic: 13.8% were found positive, and among these, four of five had no symptoms. Largely through these detection efforts, we encountered 1,120 cases in 1986. Chlamydia incidence in 1987, with

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the increased visibility, became the most commonly reported STD in Maine, at 2,005 cases. In 1988 we reported 3,299 cases. We hope to cooperate in a special initiative with the Maine Family Planning Association this year to improve outreach and diagnostic services to male contacts. We are presently networking with the Maine FPA in a second chlamydia screening initiative of women clients to family planning facilities. Federal assistance to allow chlamydia testing in STD Clinics may be forthcoming in 1989.

HIV Infection (AIDS) has dramatically impacted STD Control. Aside from clearly advising all patients served in STD clinics of their HIV risk and documenting that this has been done, STD clinics serve as anonymous counseling and testing sites for at-risk people providing 65% of those services in the state. Anonymous Test Site testing reaches 30% of the patients found positive in the Public Health Laboratory testing program. Counseling and testing of persons at higher risk is regarded as a most effective way to deliver the risk-reducing message which results in decreased HIV transmission. The STD Control Program also assists Reactor Services (Office on AIDS) which provides counseling and partner notification services to private sector HIV infected patients and their exposed contacts.

Immunization. The Immunization Program is responsible for the control of diseases preventable through immunization including diphtheria, measles, mumps, poliomyelitis, pertussis (whooping cough) rubella, tetanus and *Haemophilus influenzae* b (Hib).

In FY 88, the program staff provided vaccine to public and private community health agencies, private physicians, and in the school setting. Measles, mumps and rubella (MMR) Vaccine and, beginning in January of 1987, DTP vaccine were supplied free of charge to the private medical community. In addition, a full gamut of vaccines (DTP, Oral Polio Vaccine, Hib, MMR) was provided to public agencies. The program also supplied pertinent information to participating agencies state-wide; offered consultative and technical support in vaccine preventable disease control; and provided the medical sector and general public with information dealing with vaccine-preventable disease vaccines and immunization.

Program staff were involved with two new initiatives dealing with the immunization of post-secondary school students and employees of Maine hospitals. Technical and logistic support were provided as necessary.

The services rendered by the Immunization Program in FY 88 include epidemiology of vaccine-preventable diseases epidemiology (case reporting, case and outbreak investigation, disease surveillance, and health surveys), information and Education (general public and health professionals, such as distribution of the New Mother Education Packet and addressing groups), vaccine distribution to 400 physicians and clinics and assessment of immunization levels in 800 schools, 200 day-care centers, 63 hospitals/health facilities, and 34 Post-Secondary schools.

During FY 90, the Immunization Program will perform the following activities:

- 1) Survey, tabulate, and communicate the results to all Maine schools, Day-Care Centers, Post-Secondary schools, and Hospitals/Health facilities, regarding required immunization compliance.
- 2) Perform on site revalidation surveys of a sampling of randomly selected above facilities and provide consultative assistance to correct any deficiencies.
- 3) Maintain a vaccine-preventable disease surveillance system to identify suspected cases of disease in a timely fashion, and initiate outbreak containment procedures within 24 hours.
- 4) Continue to promote age-appropriate immunization of all persons according to current Immunization schedules, and educate the general public and inform the medical community of new vaccines or changes in the recommended immunization schedule.
- 5) Monitor the occurrence of adverse events following immunization as required by federal law, and investigate and follow-up on all reports.
- 6) All public agencies providing immunization.
- 7) Providing overseas travellers with up-to-date information regarding vaccination.
- 8) Promote adult immunization against measles, rubella, hepatitis B, influenza, diphtheria, tetanus, and pneumococcal pneumonia through education and information.

PUBLICATIONS:

1. Rules for Control of Communicable Diseases.
2. Reportable Diseases Reference Guide
3. EPI-Gram
4. Criteria for Reporting Occupational Diseases

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5. State of Maine 1985 Cancer Registry Annual Report
6. Petroleum Contamination of Maine's Drinking Water Wells
7. AIDS Resource Material
8. Immunization Certificate

All of above are free

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DRIVER EDUCATION EVALUATION PROGRAM APPEALS BOARD

STEPHEN R. LEARY, CHAIRPERSON

Central Office: 32 Winthrop St., Augusta

Telephone: 289-2028

Mail Address: 32 Winthrop St., Augusta, ME 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 165; *Citation:* 22 M.R.S.A., 7207

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Driver Education and Evaluation Program (D.D.E.E.P.) Board of Appeals was established 10/1/87 as an independent entity by Statute 22 M.R.S.A., Sec. 7207. The purpose of the Board was to fulfill the following functions:

1. To allow a client to appeal decisions made as a result of client's participation in the Driver Education and Evaluation Program as to whether
 - a) client may appeal a failure to certify completion of treatment or
 - b) client may appeal an evaluation decision which refers client to treatment after client has sought a 2nd opinion of the need for treatment.
2. To hear requests for emergency waivers of the prohibition of individual persons and agency entities to provide both evaluation and treatment services to D.D.E.E.P. clients.

(NOTE: This purpose was eliminated as a function of the Board by L.D. 2298 on 4/26/88.)

ORGANIZATION: The Board consists of 3 members appointed by the Governor for 2-year terms (one present vacancy exists), with one chairperson elected annually by the membership.

The qualifications for Board members require that each have training, education, experience and demonstrated ability in successfully treating clients with substance abuse problems. Board members are prohibited in holding a current certificate to provide driver education and evaluation services during their terms of appointment.

Support services to the Board are provided by the Department of Human Services.

PROGRAM: The Board has proceeded in a relatively smooth and orderly fashion since inception on 10/1/87; partially as a result of the support and assistance provided by the cooperating agencies of the Driver Education and Evaluation Program, the Fair Hearings unit of the Department of Human Services, and the Attorney General's office.

During the fiscal year the Board has been required to schedule 17 hearings in different regions with the following results:

- a) Eight (8) appeals with same treatment recommendation required by D.D.E.E.P.
- b) Three (3) appeals with recommendation of a different treatment modality required by D.E.E.P.
- c) Five (5) decision's planning.
- d) One (1) appeal with recommendation of another evaluation ordered, by a different provider.

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The Superior Court upheld the decision on two (2) appeals. A third Superior Court appeal was withdrawn by the client.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

BUREAU OF MAINE'S ELDERLY

CHRISTINE GIANOPOULOS, DIRECTOR

Central Office: Augusta Plaza, Augusta

Telephone: 289-2561

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 149; *Citation:* 22 M.R.S.A., Sect. 5105

Average Count—All Positions: 25

Legislative Count: 7

PURPOSE: This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity and to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people.

The Bureau of Maine's Elderly, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau encourages and assists development of coordinated use of existing and new resources and services relating to older people; maintains up-to-date data on programs it administers; maintains a clearing house of information on programs and services operated under public or private auspices for older people; and conducts assessments of their adequacy and the need for additional programs and services. The Bureau assists the Legislature and Executive Branches of State Government in coordination of all government efforts relating to older people. It prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs as are required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973, the United States Older Americans Act of 1965, and the Home Based Care Act of 1981 as related to older people. The Bureau has responsibility to plan and advocate for necessary or desirable programs for older individuals or groups of individuals; to seek and receive funds from the Federal Government and private sources to further its activities; and to enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers policies, procedures, rules and regulations. It develops, organizes or conducts training programs for persons in the field of serving older people. It convenes and conducts conferences concerned with the development and coordination of programs for older people, including co-sponsorship with the Maine Committee on Aging of the annual Blaine House Conference on Aging.

ORGANIZATION: The Bureau of Maine's Elderly originated in 1966 as the Services for Aging Office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973 the office was established by statute as a separate and distinct organizational unit of the Department, under the name of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. Legislation was passed in 1989 to merge the Bureau with the Division of Adult Services of the Bureau of Social Services, as of October 1, 1989. It is currently one of six bureaus in the State Department of Human Services. The Bureau operates from a central office in Augusta and has designated five private non-profit area agencies on aging across the state, under federal and state law to receive and administer funds for programs for the elderly.

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PROGRAM: The Bureau's programs focus on assisting persons age 60 and over to maintain independent and productive lives. To do so, it funds, monitors and evaluates a range of social and in-home services. The Bureau administered in FY 89 a budget totalling over \$12 million dollars of state and federal funds, most of which were granted to Area Agencies on Aging (AAA), using a formula. The AAA's, each run by an elected Board of Directors who are themselves older citizens, determine within the range of federal and state regulations, which services to plan and advocate for in their local areas.

During FY 89 the Bureau, through the AAA's, supported a wide range of comprehensive services including information and referral, outreach, care management and in-home care, housing assistance, legal services, employment assistance, adult day care, transportation, weatherization assistance, health screening, homemakers, and home repair services. In addition, more than 1 million hot meals were served in 101 nutrition sites and through home delivered programs across the State. The Bureau sponsored 80 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in sites around the state. Ninety-two older workers served local agencies through the Senior Community Service Employment Program.

In FY 89 the Bureau continued to work closely with AAAs to develop a variety of resources to meet the needs of the over 2150 clients who were helped to remain at home through the Home Based Care Program and care management services. The Medicaid Waiver for In-Home and Community Services is in its fifth year; the project brought in \$3,676,000 this year. In FY 89 it served 800 persons who would otherwise be in nursing homes. The Bureau continued its technical assistance to and monitoring of quality of in-home services. It also provided financial support to 24 congregate housing services programs for approximately 168 congregate housing residents. The Bureau also worked on legislation to make the funding for the nursing home Day Care Demonstration programs permanent, and to make this resource available to other community based settings. Permanent funding was also obtained for the Bureau's substance abuse resource person, and a grant was awarded for seven VISTA positions to work with substance abuse problems in elderly housing facilities. In addition, the Foster Grandparents Program was expanded to Aroostook County.

Through a sub-contract to the Maine Committee on Aging, the Bureau supported the Long Term Care Ombudsman Program which last year investigated over 700 complaints on behalf of nursing home residents and advocated for extensive policy reform in long term care.

The Bureau of Maine's Elderly and Maine Committee on Aging co-sponsor the Blaine House Conference on Aging which identifies issues of concern to Maine's older people which require legislative or administrative action.

The Bureau of Maine's Elderly sponsored continuing legal education seminars dealing with guardianships, to help guardians to better understand their responsibilities.

The Bureau continued several initiatives with other agencies regarding the needs of special segments of the elderly population, such as the mentally retarded, the mentally ill, the handicapped, and people with visual impairments.

The Bureau revised the allocation formulas for both the Older Americans Act resources and the state funded Home Based Care Program. Each formula was revised to include factors in addition to the number of elderly in each region, in order to insure the most equitable distribution of resources. Efforts were initiated to update the program and fiscal policy manuals, as well as planning for a comprehensive current assessment of the needs of Maine's elderly. Finally, a joint initiative was implemented with the area agencies on aging to improve client/customer services satisfaction.

LICENSES, PERMITS, ETC.:

- Voluntary Certification of Congregate Housing Services Programs
- Adult Day Care Licensing

PUBLICATIONS: All are free and available at the Bureau of Maine's Elderly.

- A Consumer's Guide to Home Equity Conversion
- 1988 Annual Report; Home Basic Care Program
- Directory of Senior Community Service Employment in Maine
- Profile of Maine's Population Aged 65 and Over
- Resource Directory for Maine's Older Citizens (Revised 6/89)
- Quarterly Newsletter

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FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINE'S ELDERLY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	508,412	147,900			360,512	
Health Benefits	36,803	12,186			24,617	
Retirement	97,786	29,251			68,535	
Other Fringe Benefits	4,105	1,362			2,743	
Other Contractual Service	118,371	60,856	3,841		53,674	
Rents	60,159	57,583			2,576	
Commodities	8,473	4,150			4,323	
Grants—Subsidies—Pensions	6,183,641	1,375,802	37,874		4,769,965	
Equipment	822	300			522	
Interest—Debt Retirement	28	24			4	
Transfers to Other Funds	14,933		78		14,855	
TOTAL EXPENDITURES	7,033,533	1,689,414	41,793		5,302,326	

OFFICE OF EMERGENCY MEDICAL SERVICES

KEVIN MCGINNIS, DIRECTOR

MARSHALL CHAMBERLIN, M.D., MEDICAL DIRECTOR

Central Office: 295 Water St., Augusta

Telephone: 289-3953

Mail Address: 295 Water Street, Augusta, Maine 04330

Established: 1982

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 157; Citation: 32 M.R.S.A., Sect. 84

Average Count—All Positions: 6

Legislative Count: 6

PURPOSE: Almost all medical emergencies are produced by 8 diseases: heart conditions, trauma, poisoning, spinal and head injuries, high risk births, burns and behavioral emergencies, and a very few medical conditions. The Office of Emergency Medical Services serves as the administrative arm of the State Board of EMS, and both have as their purpose to insure that medical emergencies are promptly recognized, effectively treated in the field, and safely transported to competent definitive care in the hospital.

ORGANIZATION: The Office staffs and reports to the State Board of Emergency Medical Services. EMS licensure, state system coordination, support of providers and provider services, and other day to day responsibilities are delegated by the Board to the Office. Besides staffing the Board and its committees, which meet monthly, the Office completely revised the EMS licensure system to make it more responsive to provider needs, overhauled its office management practices to make the new staff management and other Board responsibilities possible, and revised its staffing completely. Office staff have regularly attended meetings of all 6 regional EMS councils, county and regional ambulance and rescue associations, and other groups to better maintain lines of communication. Office staff are assisting the Board in implementing major EMS system changes which include improved uniformity in the training, testing, and medical protocols used in the state, and simplification of licensing rules and practices. An ambitious work plan was developed with the Board, for the next two years. New statewide EMS protocols and a completely revised set of EMS rules were implemented.

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PROGRAM: There are a total of 218 services in the State of Maine. Of these, 186 are ambulance services and 32 are first responder rescue services. Of the 218 services in the State, 62 provide advance life support at the Critical Care-Paramedic levels, 79 provide Intermediate-Advance Life Support, and 77 provide Basic Life Support services. There are some 3,300 individuals licensed as emergency medical service providers in the State, a 10% increase over the past year. The Office is responsible for the licensure and coordination of these services.

LICENSES, PERMITS, ETC.

Ambulance service and vehicle licenses.

Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free

Directory of Ambulance Services, free

Laws and Regulations affecting EMS, free

Newsletter, free

Incidental Reports on Studies of Emergency Care, free

Statewide Protocols, free

Maine EMS Goals, 1989-90, free

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF EMERGENCY MEDICAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	146,211	38,070			108,141	
Health Benefits	10,117	3,032			7,085	
Retirement	28,422	6,840			21,582	
Other Fringe Benefits	1,916	656			1,260	
Computer Services—State	5,750				5,750	
Other Contractual Service	204,473	75,574			128,899	
Rents	11,759	592			11,167	
Commodities	6,853	6,722			131	
Grants—Subsidies—Pensions	370,619	248,619			122,000	
Equipment	1,829				1,829	
Transfers to Other Funds	3,318				3,318	
TOTAL EXPENDITURES	791,267	380,105			411,162	

EMERGENCY MEDICAL SERVICES BOARD

RAYMOND PARENT, CHAIRMAN

Central Office: 295 Water Street

Telephone: 289-3953

Mail Address: Augusta, Maine 04330

Established: 1982

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 163; Citation: 32 M.R.S.A., Sect. 88

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Emergency Medical Services Board, as defined by Chapter 2-B of 32 MRSA, is the central agency responsible for insuring an effective statewide emergency medical services

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system. Pursuant to the legislative intent, the Board recognizes and accepts its role as a separate, distinct administrative unit of the Department of Human Services. The Board assigns responsibility for carrying out the purposes of Chapter 2-B, 32 MRSA, to the Office of Emergency Medical Services within the Department of Human Services.

The Board further recognizes its responsibility to work cooperatively with the Department of Human Services and all other parties interested in the emergency medical services system, and accepts its role as the authority accountable to the Citizens of the State of Maine.

ORGANIZATION: The Board has 13 members. Six represent regions of the State, the others represent for-profit ambulance services, not-for-profit ambulances, first response services, nurses, the public, and an attorney. The Board meets at least quarterly by law: its practice is to meet monthly, on the first Wednesday of the month at 9:30 a.m. in Augusta. The Board elects its Chairperson.

PROGRAM: The Board adopted 1990 goals. The Board is completing an effort to revise and streamline its rules to make them easier to understand and administer. A completely revised set of rules came into effect in FY 89. The Board's licensure responsibilities have been delegated to staff which has overhauled the computer licensure system, previously used to make it more responsive to the needs of EMS service chiefs and other providers.

The Board continued committees to establish more uniform systems of EMS training and testing, and to coordinate medical care protocols. These committees include non-Board members with special expertise, including unprecedented physician participation, and have met monthly to carry out their assignments. New written and practical exams, curricula and instructor outlines, and statewide treatment protocols, are being completed at all levels of prehospital care.

LICENSES, PERMITS, ETC.:

Ambulance service and vehicle licenses.

Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free

Directory of Ambulance Services, free

Laws and Regulations affecting EMS, free

Newsletter, free

Incidental Reports on Studies of Emergency Care, free

Statewide Protocols, free

Maine EMS Goals, 1989-90, free

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

ENVIRONMENTAL HEALTH ADVISORY COMMITTEE

DIANA WHITE, M.S., CHAIRPERSON

GREG BOGDAN, DR.P.H., CONTACT

Central Office: 157 Capitol Street, Augusta

Telephone: 289-5378

Mail Address: Statehouse Sta. 11, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 339; *Citation:* 22 M.R.S.A., Sect. 1693

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PURPOSE: The Environmental Health Advisory Committee was established in 1981 to advise, assist, and consult with the Commissioner of the Department of Human Services regarding the public health implications of hazardous elements in the environment and make recommendations to the Commissioner concerning the steps that should be taken to make for a healthful environment.

ORGANIZATION: The committee is composed of not less than 11 members and conducts quarterly meetings. Members shall include individuals with training and experience in environmental medicine, epidemiology, toxicology, human genetics, biomedical research, and related fields. Committee members serve without compensation, but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: During the past year the committee visited the Research and Productivity Center in Frederickton, New Brunswick and considered the public health implications of activities being conducted by the Maine Science and Technology Commission. Other items reviewed by the committee included the safe disposal of paper mill and sewage treatment plant sludge, the potential public health impact of use of pesticides in agriculture, the pattern of cancer risks in populations living in proximity to nuclear power plants, and several environmental health legislative issues including the expansion of the Occupational Disease Reporting Program and Community Environmental Health Information Clearinghouse Program.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF EYE CARE

HAROLD LEWIS, DIRECTOR

Central Office: 32 Winthrop Street, Augusta

Telephone: 289-3486

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1941

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 150; *Citation:* 22 M.R.S.A., Sect. 3500

Average Count—All Positions: 32

Legislative Count: 13

PURPOSE: The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of special education services to blind and visually-impaired children from birth to age 21; vocational guidance and training; the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; and the provision of other social services to the blind.

ORGANIZATION: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. The Division received its present name and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1973, legislation established the Division as a statutory unit of the Department but for administrative purposes, it remains within the Bureau of Rehabilitation. In 1983 legislation designated the Division as the agency responsible for the provision of special education services to blind and visually-impaired children from birth to age 21. The Division maintains direct service staff in five regional offices throughout the state.

PROGRAM: The program has the following areas of focus:

Register of Blindness. Maine Law necessitates the Division of Eye Care to register blind

HUMAN SERVICES

persons for the purpose of evaluating their need for service. There are presently over 3,000 severely visually-impaired persons on the Register with approximately 250 new names added each year.

Prevention of Blindness. The Division of Eye Care has supported the creation of a new private non-profit agency, Maine's Prevention of Blindness Program, Inc. This public-private cooperative effort has as its goal the reduction of the incidence of blindness through public education, visual screening of high risk population and the coordination of existing services.

Education of Blind Children. The Division of Eye Care, in 1983, was designated as the agency responsible for the provision of those specialized services needed by blind children ages 0-21 (braille instruction, mobility, visual aids, special educational aids and appliances, itinerant teachers' services, etc.) so that they may receive an appropriate education in local schools.

During this reporting period, the Division provided special education services to over 425 blind and severely visually-impaired school children in Maine. All but approximately 15 of these children were served in Maine's local public schools.

These legislatively mandated services are provided in close cooperation with local education agencies and the Maine Department of Educational and Cultural Services. Services are specified in the individual education plan of each visually-impaired and blind student.

Vocational Rehabilitation. The purpose of the Vocational Rehabilitation Program is to assist blind persons to be retained or to enter gainful employment.

During this reporting period, over 600 blind and severely visually-impaired men and women received services under this program, of which over 90 were placed into gainful employment.

Vending Stand Program. (Randolph Sheppard Act) In order to enhance the economic opportunities of blind persons, both state and federal statutes grant to the Division of Eye Care the authority to install in municipal, state or federal buildings, vending facilities or snack bars to be operated by licensed blind persons.

To carry out this activity the Division, to date, has established seventeen vending facilities throughout the state, including new locations on the Interstate highways and in state parks.

Other Services. The Division of Eye Care, in close cooperation with the Maine Center for the Blind, Portland maintains a program of rehabilitation and social services for the older blind of Maine, for the purpose of assisting them to maintain their own homes rather than their being placed in institutional or nursing home settings.

The Division will not only continue to use its own resources to enhance services for the blind in Maine, but will also increase its efforts in working with the private sector (e.g., Maine Sight (Lion's), citizen task forces) in order to strengthen existing service programs.

One of the major goals of the Division of Eye Care this coming year is to work cooperatively with the Department of Educational and Cultural Services and local school districts in carrying out its legislative mandate to work with blind children ages 0-21 so that they may receive an appropriate education.

LICENSES, PERMITS, ETC.

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

State Licensing Agency for operators of vending facilities under the Randolph-Sheppard Act as amended by P.L. 93-516.

PUBLICATIONS:

1. Maine and Federal Laws Pertaining to the Blind—free
2. Services for the Blind and Visually Handicapped (Division of Eye Care)—free
3. Directory of Services for the Blind and Visually Impaired—free
4. What Do You Do When You See a Blind Person
5. Facts About Blindness And Visual Impairment
6. The Eye And How We See
7. Understanding Eye Language

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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DIVISION OF EYE CARE	TOTAL FOR	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS					
EXPENDITURES						
Salaries and Wages	768,446	333,709			434,737	
Health Benefits	64,675	25,730			38,945	
Retirement	147,167	63,995			83,172	
Other Fringe Benefits	4,519	2,295			2,224	
Computer Services—State	14,841	12,310			2,531	
Other Contractual Service	148,309	38,040	18,731		91,538	
Rents	54,134	33,936			20,198	
Commodities	11,163	4,918	2,021		4,224	
Grants—Subsidies—Pensions	1,585,821	858,030	2,134		725,657	
Buildings and Improvement	3,900				3,900	
Equipment	22,030		2,205		19,825	
Interest—Debt Retirement	5	2			3	
Transfers to Other Funds	11,681		378		11,303	
TOTAL EXPENDITURES	2,836,691	1,372,965	25,469		1,438,257	

BUREAU OF HEALTH

HELEN M. ZIDOWECKI, R.N., MSN, ACTING DIRECTOR

Central Office: 151 Capitol St., Augusta

Telephone: 289-3201

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1835

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144A; *Citation:* 22 M.R.S.A., Sect. 251

Average Count—All Positions: 200

Legislative Count: 152

Organizational Units:

Central Administration	Division of Health Promotion and Education
Division of Disease Control	Office of Dental Health
Division of Maternal and Child Health	Division of Health Planning
Division of Health Engineering	Division of Project Review
Division of Public Health Laboratories	Office of Health Planning & Development
Division of Public Health Nursing	

PURPOSE: The purpose of the Bureau of Health is to preserve, protect and promote the health and well-being of the population through the organization and delivery of services designed to reduce the risk of disease by: (1) modifying physiological and behavioral characteristics of population groups ("hosts" of disease); (2) controlling environmental hazards to human health ("agents" of disease); and (3) promoting health/wellness through education, counseling, and access to health services.

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health in 1885.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted health promotion, disease control and health engineering programs and has offered public health laboratory and public health nursing services since

HUMAN SERVICES

the early part of the century. The Bureau's Division of Maternal and Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, childhood lead poisoning, genetic disease prevention, hypertension and diabetes control were organized within the Bureau of Health as a result of federal initiatives and with federal funding. The Department's hospital regulation and assistance activities, and its medical assistance program, were a part of the Bureau of Health until 1977, when they were moved to the newly organized Bureau of Medical Services. A unit administering the Hill-Burton funds for hospital construction, the comprehensive health planning program, the cooperative health statistics, and the health manpower data systems, formerly housed in the Bureau of Health, became a part of Office of Health Planning and Development in 1976. In Fall 1987, this Office, except for statistics, returned to the Bureau of Health. In 1986, the Office of Emergency Medical Services became a separate administrative unit within the Department of Human Services.

PROGRAM: The programs of the Bureau are carried out within the various divisions and offices listed under the organizational units section. Their individual reports detail the specific activities through which the Bureau promotes the public's health.

In 1986, the Bureau developed the Maine Plan for Public Health, which details the goals and objectives of the Bureau in the areas of family planning, sexually transmitted diseases, immunization, infectious diseases surveillance and control, oral diseases, pregnancy, infant and child health, exercise and physical fitness, nutrition, injury prevention and control, control of stress and violent behavior, tobacco use, chronic diseases, and environmental health and sanitation. The plan includes objectives targeted for 1990 and priorities for Bureau programs.

During FY 89, the Bureau has focused on broadening the planning process to include data from various grants and programs, as well as traditional data. This includes integration of Program Plans across division lines, such as for injury control, chronic disease prevention, and environmental concerns.

Central Administration. The Director of the Bureau functions as the State's Health Officer. In addition to overseeing the Bureau's programs, the Director is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. The Director represents the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations, and at the national level, represents Maine through membership in the Association of State and Territorial Health Officials.

Division of Project Review. The Division's primary function is to review and provide recommendations to the Commissioner of the Department of Human Services for his approval or disapproval of proposed significant changes in the health care system as specified in the Maine Certificate of Need Act of 1978, amended (22 MRSA Sec. 301 *et seq.*). These functions are of a continuing nature. The staff publishes and revises procedural manuals to conduct such reviews. The decisions affect both health care facilities and institutional health services.

During calendar year 1988, the Division of Project Review processed 164 proposals for new health services and/or health care capital expenditures involving proposed capital expenditures of \$135,082,775. Of those considered, 56 were not subject to review under the Maine Certificate of Need (CON) Act. In accordance with statutory amendments enacted during the year 1987, the Division waived CON review on 23 eligible proposals (\$6,793,181).

A total of 85 full applications were reviewed. Of the decisions rendered, 68 applications were approved (\$94,366,558) and nine were disapproved (\$16,252,889). Two applications were withdrawn by sponsors and amounted to \$4,678,841 in capital expenditures. One application expired (\$307,631), due to sponsors' failure to answer Department questions. The amount of capital costs avoided through disapprovals, withdrawals, and expirations totalled \$21,386,754, or 23.5% of the proposed expenditures subject to review.

PUBLICATIONS:

- Bureau of Health Plan
- Information Packet for New Physicians
- Health Officers Manual

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,140,619	2,901,413	868,536		1,370,670	
Health Benefits	410,971	224,509	70,526		115,936	
Retirement	966,174	542,905	165,752		257,517	
Other Fringe Benefits	40,457	21,823	5,866		12,768	
Computer Services—State	135,968	68,098	—3,647		71,517	
Other Contractual Service	2,299,607	742,366	264,653		1,292,588	
Rents	249,897	140,884	21,906		87,107	
Commodities	452,787	354,561	56,839		41,387	
Grants—Subsidies—Pensions	13,420,466	1,594,924	—55,104		11,880,646	
Buildings and Improvement	24,591		24,591			
Equipment	232,430	26,612	200,898		4,920	
Interest—Debt Retirement	1,287	144	767		376	
Transfers to Other Funds	72,707		24,505		48,202	
TOTAL EXPENDITURES	23,447,961	6,618,239	1,646,088		15,183,634	

DIVISION OF HEALTH ENGINEERING

DONALD C. HOXIE, DIRECTOR

Central Office: 157 Capitol St., Augusta

Telephone: 289-3826

Mail Address: Statehouse Sta. #10, Augusta, Maine 04333

Established: 1936

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144E; *Citation:* 22 M.R.S.A., Sect. 2491

Average Count—All Positions: 37

Legislative Count: 0

PURPOSE: The Division of Health Engineering serves the entire state resident and visitor population through the five major programs which are reported in the Program.

ORGANIZATION: The Division of Sanitary Engineering was formed previous to 1942 to administer the state plumbing code, investigate water related problems and complaints posed to the Bureau of Health. The name was changed to Division of Health Engineering in 1972.

PROGRAM: The Division of Health Engineering serves the entire state resident and visitor population through the following five major programs.

Community Environmental Health Program. The population living in Maine communities is exposed to a variety of health hazards from biological, chemical and physical agents.

The Community Environmental Health Program has a long history of surveillance of food and lodging services provided by Maine's recreational industry. Over the years, the Legislature has directed the Division to license an ever-increasing number of related establishments, such as school lunch programs, vending machines, boys and girls camps, etc. More recently, enabling Legislation related to monitoring air quality from SCUBA compressors. General sanitation complaints received by the Division are directed to this program for investigation.

The 8000 licensed establishments are inspected by a field staff of 19 inspectors. Fourteen of these are new positions authorized by the Legislature in 1988 to enable us to conduct inspections a minimum of twice a year in establishments which operate year-round and a minimum of once a year on all other.

An attorney was also hired to provide the legal support needed to enforce the rules. Establishments in serious violation of the rules can be taken to Administrative Court for suspension or revocation of the license.

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Complaints are investigated by sanitarians on a priority basis when the complainant can be identified and/or justifiable. Complaints may be registered with the Eating and Lodging Program in person, by telephone or via the mail. A brief description of each complaint is reviewed and then assigned to the sanitarian covering that particular area where the complaint was registered. The Division receives between one and five complaints per day on a seasonal average.

Drinking Water Program. Inadequate water supply systems can and do result in potential health related problems. Such systems can subject the population to biological, chemical, and physical hazards.

The Drinking Water Program provides surveillance of water quality and renders technical assistance to Maine public water utilities. In 1976, the Department accepted primacy for regulating community and non-community water supplies, as defined in the Federal Safe Drinking Water Act of 1974. The 1986 Safe Drinking Water Act Amendments require more water testing for a total of 83 contaminants. Rules were adopted for the first time in 1977 and amended in 1983, and more frequent sampling of many additional water supplies is now required. The program's focus is primarily on water served to the general public for consumption. A secondary role is the interpretation of water analyses for the private sector.

On February 28th, the Governor accepted an award on behalf of the Drinking Water Program presented by Renew America for the highest rate of drinking water regulation compliance in the nation.

In FY 89, the program staff accomplished the following major operating objectives: (1) conducted 125 sanitary surveys, 33 inspections, and 10 technical assistance visits with 650 enforcement orders under the 1986 Amendments to the (federal) Safe Drinking Water Act written including orders to filter or abandon surface water and orders to cover open storage; (2) licensed 471 water treatment plant operators and conducted four separate license examination sessions; (3) published three issues of "Maine Safe Water"; (4) continued the programming of a database system to automatically determine compliance with water quality standards; (5) provided testing and test evaluation guidance to primary and secondary schools for lead in drinking water; (6) inspected fifteen laboratories for certification compliance; (7) provided 43 days of training seminars for water treatment plant operators; (8) provided engineering and technical review on more than 115 separate water supply projects and provided hydrogeologic review on more than 50 separate groundwater supply projects; (9) monitored for compliance all water supplies eligible for complying with the Safe Drinking Water Act; (10) provided technical assistance to both the private and the public sector in reference to drinking water problems; (11) put over 1,000 seasonal Non-Community Water Systems on a pre-summer testing program and tracked their compliance by computer; (12) implemented a pesticides and Volatile Organic Chemical testing program for community supplies; (13) together with MGS, DEP, and the State Planning Office, released a comprehensive Wellhead Protection Program which recommends specific legislation; (14) implemented a Local Area Network and installed two more computers in the program—files can now be shared between computers and with seven other computers also on the network and located in related programs; (15) organized data on Giardiasis compiled by the Communicable Disease Control section and targeted systems with potential Giardia disinfection problems; (16) developed software to automatically enter and record electronic data from the Public Health Laboratory, eliminating costly manual data entry; (17) continued joint enforcement efforts with the Manufactured Housing Board (for Mobile Home Parks), the PUC, and DEP; (18) responded to major contamination of Public Water Supplies in Lisbon and Cumberland and to major contamination of private wells in Plymouth; (19) continued to monitor ongoing water supply contamination problems in Guilford, Sangerville, and Howland and (20) reported all changes and additions to public water supplies to EPA as required under FRDS (the Federal Reporting Data System).

The recording and reporting of data at the Public Health Laboratory has been computerized and efforts are presently underway to automatically report the results by modem from the lab. At present, results are reported by floppy diskette.

Radiological Health Program. The program is divided into 3 major areas; a brief description follows.

1. **Environmental Surveillance:** Within a 25-mile radius of the Maine Yankee Nuclear Power Facility in Wiscasset, 9 stations are monitored monthly for ambient gamma radiation, and an additional 52 stations are monitored quarterly, also for background gamma radiation.

In addition to the air sampling, 9 milk samples, 5 seaweed samples, and 19 water samples are analyzed quarterly for specific radionuclides.

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Environmental monitoring also occurs in York County to determine the background radiation due to the presence of Portsmouth Naval Shipyard. Fifteen stations monitor gamma radiation within a 30-mile semi-circle in the State of Maine.

In addition to the air sampling, 2 seaweed samples and 3 water samples are analyzed quarterly.

2. X-ray registration: Rules Relating to Radiation Protection require the annual registration and periodic inspection of all x-ray facilities and machines. 996 facilities were licensed with a total of 1771 tubes registered. \$30,000 in fees were generated for calendar year 1988.
3. Emergency Response: The Radiation Control Program is prepared to react to radiation emergencies such as could occur at a nuclear power facility, or any holder of radioactive materials (hospitals, institutions, industry). Meetings were held through the year with the Radiologic Emergency Preparedness Committee to discuss the Maine Yankee Alert Exercise, and to discuss community response needs.
4. Radiologic Technology Board: The board was transferred to the Department of Professional and Financial Regulation on July 1, 1986. Their new address is State House Station #35, Augusta, 04330.

The primary objectives of FY 1990 are to update the x-ray machines facility data base, inspect all mammography facilities, conduct 100 x-ray machine inspections, complete an agreement between the U.S. Nuclear Regulatory Commission to assume the enforcement actions for materials license holders, and to enforce the Rules Relating to Radiation Protection. Also, promulgation of tanning salon rules will be started.

Wastewater and Plumbing Control Program. Improperly installed plumbing and subsurface wastewater disposal systems can subject man to many biological, chemical and physical health hazards.

The Wastewater and Plumbing Control Program dates back to 1933 with the adoption of the first plumbing code for interior plumbing. Septic tanks, cesspools, and direct discharges were first addressed in the Maine Plumbing Code in 1941. Today, under legislation adopted in 1973, the program assists each town in Maine to administer a municipal plumbing control program by providing technical assistance and record-keeping services. All municipal plumbing inspectors are examined and certified under program auspices. The program staff also examines and licenses professionals who design subsurface wastewater disposal systems. In cooperation with the Plumbers' Examining Board and municipal plumbing inspectors, the staff is responsible for assuring that all plumbing and subsurface wastewater disposal systems installed in Maine do not create a public health, safety, or environmental hazard.

In FY 89, the program staff accomplished the following objectives:

1. Began the implementation of a computerized tracking system for review projects and the certification of Local Plumbing Inspectors and Site Evaluators.
2. Promulgated revisions to the internal and subsurface wastewater disposal rules discussed in 1988.
3. Held a public hearing on February 7, 1989, to discuss proposed rule changes.
4. Proposed new design of subsurface wastewater disposal systems based on points.
5. Provided public information about the program through forums, newsletters, news media, seminary and correspondence.
6. Assisted municipalities in the enforcement of applicable rules with investigation of specific problems, preparation of court complaints or as expert court witness.
7. Provided recertification training for all local plumbing inspectors through a training program conducted statewide.
8. Certified Local Plumbing Inspectors and Code Enforcement Officials in court procedures.
9. Administered written and field examination for candidates as Licensed Site Evaluators.
10. Investigated complaints against Site Evaluators and initiated appropriate legal action when determined necessary.

Occupational and Residential Health. The Occupational and Residential Health Program (ORH), established in 1985, consolidated services related to general hygiene investigations, urea-formaldehyde foam insulation assessments, radon, child elevated blood lead conditions, asbestos and general "sick building syndrome" complaints. Numerous inquiries are responded to regarding low level exposures to chemical, physical and biological health hazards.

Technical assistance is provided for general consultation plus interpretation of written material or laboratory test results. On-site indoor air assessments are performed in private homes to identify and quantify contaminants, normally after several available passive tests have been

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performed, on a fee for service basis. General and technical information relating to radon and general indoor air concerns is provided free.

The Program received approximately 9,000 telephone calls relating to health concerns or requests for information. Approximately 230 investigations were completed relating to causes of elevated blood lead, radon or toxic chemicals. The Program has responded to requests to perform eight (8) indoor air assessments and twelve (12) radon assessments in schools. Numerous speaking requests relating to radon or indoor air have been received.

The ORH Program has been designated the contact agency with the Environmental Protection Agency (EPA) for indoor air, radon and water lead. Preliminary plans are being developed for a partial indoor air assessment, radon and water lead survey of schools.

LICENSES, PERMITS, ETC.:

Licenses:

- Eating Places
- Eating & Lodging Places
- Eating Place Mobile
- Vending Machines
- Eating Place & Vending Machines
- Catering Establishments
- Eating Place & Catering
- Vending Machine Commissary
- Lodging Place (rooms in private homes if more than 3 rooms rented)
- Motels-Hotels
- Cottages (if more than 3 cottages are rented)
- Self-contained R.V.'s only
- Trailer and Tenting
- Recreational Camps
- Day Camps
- Boys Camps
- Girls Camps
- Boys and Girls Camps
- School Lunch
- School Lunch and Catering
- Class "A" Tavern
- Bed and Breakfast
- Radiation—X-ray License
- Water—Operator's License
- Wastewater—Site Evaluator's License
- Vending Machine Location
- Senior Citizens Meals
- Eating Place Takeout
- Tattooing Parlors
- Narcotic Manufacturers
- Compressed Air (for self-contained breathing apparatus)
- Electrology

Permit:

- Mass Gatherings

Certificate:

- Local Plumbing Inspector
- Code Enforcement Official—Court Procedures
- Site Evaluator
- Water Testing Laboratories

Registration:

- Swimming Pool (public)
- Hot Tubs (public)
- Ioning Radiation

Approval:

- Fluoridated Water Supply
- Public Water Supply

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PUBLICATIONS:

Copies of rules—free, except plumbing and radiation
Radon in Air and Water—free
Water Supply—free
Water Testing Guide—free

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	91,017		91,017			
Health Benefits	8,515		8,515			
Retirement	17,191		17,191			
Other Fringe Benefits	702		702			
Other Contractual Service	49,814		49,814			
Rents	12,891		12,891			
Commodities	3,423		3,423			
Equipment	1,173		1,173			
Interest—Debt Retirement	10		10			
Transfers to Other Funds	2,457		2,457			
TOTAL EXPENDITURES	187,193		187,193			

OFFICE OF HEALTH PLANNING AND DEVELOPMENT

STEPHEN LA FORGE, CHIEF EXECUTIVE

Central Office: 151 Capitol Street, Augusta

Telephone: 289-2716

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1976

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144N; Citation: 22 M.R.S.A., Sect. 1

Average Count—All Positions: 7

Legislative Count: 12

PURPOSE: Health Planning provides a statistical and analytical basis for programs and priority development, funding requests, and implementations of regulatory functions, such as certificate of need. Health Planning information is drawn from multiple sources: public and private, program activities and health status outcomes, scientific analyses and projections. The unit has broadened its focus in the last year from strictly development of a planning document to integration of the planning process throughout the Department, including preparation of planning documents, both broad-based and targeted to specific topics.

ORGANIZATION: The Division of Health Planning was established as part of the Bureau of Health Planning and Development. In 1984, the Bureau became an "Office" within the Bureau of Medical Services. In the Fall of 1987, the Division moved to the Bureau of Health.

PROGRAM: In FY89, the Division of Health Planning published the *Small Area Variation Analysis of Health Status and Health Care*, and started an exhaustive study of criteria for a broad range of health services, and development of an inventory of these services in Maine. In addition, the Division has undertaken several specific projects, such as, reassessment of long term care needs.

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The Division continues to implement a cooperative agreement with the Maine Ambulatory Care Coalition to increase services available through community health centers. The Division also has been awarded a federal student loan repayment program which recruits physicians/extenders to Maine.

PUBLICATIONS:

Small Area Variation Analysis (SAVA), Vol. I, II, III—1989
State Health Plan for Maine 1985

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF HEALTH PLANNING AND DEVELOPMENT (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	292,766	292,766				
Health Benefits	21,125	21,125				
Retirement	55,712	55,712				
Other Fringe Benefits	2,022	2,022				
Computer Services—State	11,303	11,303				
Other Contractual Service	45,356	45,356				
Rents	28,156	28,156				
Commodities	1,441	1,441				
Interest—Debt Retirement	9	9				
TOTAL EXPENDITURES	457,890	457,890				

DIVISION OF HEALTH PROMOTION AND EDUCATION

RANDY SCHWARTZ, DIVISION DIRECTOR

Central Office: 151 Capitol St., Augusta

Telephone: 289-5180

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: 6/30/93

Reference: Policy Area: 03; Umbrella: 10; Unit: 144P; Citation: 22 M.R.S.A., Sect. 251

Average Count—All Positions: 17

Legislative Count: 0

PURPOSE: The Division of Health Promotion and Education addresses those health problems and conditions in which prevention through education is a major strategy.

ORGANIZATION: The Division works closely with a wide variety of groups and organizations in carrying out its mission. Communities, worksites, school systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work.

PROGRAM: The Division of Health Promotion and Education addresses those health problems and conditions in which prevention through education is a major strategy. Today, the leading causes of death and disability in Maine and in the United States are no longer infectious diseases with single causes (like tuberculosis or diarrhea), but man-made and degenerative diseases. These diseases do not have a single cause but are a result of combinations of risk factors. Heart disease, cancer and unintentional injuries account for nearly 75% of all premature deaths. Epidemiologic literature suggests that health is affected by: (1) behavior (social and personal lifestyle); (2) en-

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vironment; (3) congenital factors (biological makeup); and (4) medical and social service systems. Behavior (social and personal lifestyle) and environment contribute largely to the multiple causes of these every day deaths and disabilities.

The term health promotion is simply defined as any combination of health education and related organizational, economic or political interventions designed to facilitate behavioral and environmental changes conducive to health. In addition to actions focused on individuals, the Division has, and continues to be involved in organizational and political initiatives to improve health. The Division continues to have lead responsibility in implementing the "Workplace Smoking Act of 1985." During the past year training has been provided to service organizations who have assisted hundreds of businesses throughout the state in implementing smoking policies and offering quit smoking classes. The Division also provided staff support to the legislatively created Employee Health Promotion Program Commission two years ago. During the last legislative session, the Division provided testimony and background research to support the proposed creation of the Bureau of State Employee Health, the major recommendation of the Commission. The Division shares responsibility with the Division of Disease Control for staffing the legislatively created Cancer Prevention and Control Advisory Committee. Since school health is an area in which great strides can be made in preventing illness, the Division actively participates in efforts to improve education in that setting. In addition, the Division participates in the Maine School Health Education Coalition.

The Division is now providing staff support to the Governor's Commission on Smoking or Health.

The Division works closely with a wide variety of groups and organizations in carrying out its mission. Communities, worksites, school systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work. A brief report of the Division's major programs follows:

Community Health Promotion Program. This program focuses on the community as the primary level of intervention, utilizing principles of community involvement, planning, quality interventions and evaluation. The primary goal of the program is to establish a statewide network where the Division of Health Promotion and Education works in a partnership with the local communities to establish a methodology for planning, implementing and evaluating community based health promotion programs.

Currently, health promotion activities are occurring in many communities throughout Maine. However, many of these activities are carried out by various groups within a community and address specific health risk areas: smoking cessation, weight control or hypertension. These programs are rarely organized however, into a unified, coordinated approach to address the primary problems of disease prevention and health promotion specific to that community. A process designed by the Centers for Disease Control to facilitate this organized approach to community health promotion is named PATCH (Planned Approach to Community Health). In May, 1986 the State of Maine, Division of Health Promotion and Education was selected as one of the nine states to work with CDC in the delivery of this PATCH process throughout the state.

PATCH provides a forum through which health education professionals and citizens plan, conduct and evaluate health promotion programs at the community level. Working as a team, representatives from the Bureau of Health, Division of Health Promotion and Education, local health agencies, community workers, citizens, and staff from the Centers for Disease Control form an active partnership with the intent of implementing health promotion programs designed to meet the priority health needs of a community.

In June, 1986, an orientation to the PATCH program was provided by staff from the CDC to members of the Division of Health Promotion and Education, other divisions within the Bureau of Health and key community people throughout the State of Maine. The Division and the CDC are currently working with six PATCH sites in the State of Maine: Mt. Desert Island, Greater Waterville, Baldwin-Limington-Sebago and Standish area, the Massabesic (Alfred, Limerick, Lyman, Newfield, Shapleigh, Waterboro) area, St. John Valley and Ellsworth. The Community Health Promotion Program plans to have at least eight communities involved in the PATCH program by July 1990.

Additional Community Health Promotion Activities: In addition to the above focus on PATCH, the Community Health Promotion Program has been involved in a number of other activities among which include:

1. **Community Chronic Disease Prevention Program.** Maine is one of only three states to have received a cooperative agreement to implement a community-based chronic disease

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prevention program focused on risk factors for heart disease and cancer. The Community Health Promotion Program is working with three communities: Mount Desert Island, the Portland West End Neighborhood and the Penobscot Indian Reservation (Indian Island). The cooperative agreement began October 1, 1987 and is renewable for three years. All three communities have hired project coordinators (1/2 FTE), collected baseline data on behaviors, knowledge and program participation concerning heart disease and cancer risk factors, and initiated interventions on exercise, nutrition and smoking. The third and final year of the project will focus on continuing the intervention activity and evaluation.

2. **Community Health Promotion Institute:** The Community Health Promotion Institute was held December 1-3, 1988. All three CCDPP communities were represented in addition to PATCH communities and the Eastern Maine Medical Center Healthy Heart Program. Community participants received training in leadership skills development and program institutionalization. Marshall Kreuter, Director, Division of Chronic Disease Prevention and Health Promotion, Centers for Disease Control was the keynote speaker for the second year.
3. **Project LEAN (Low-fat Eating for America Now):** Project LEAN is a national public education campaign to reduce dietary fat. Initiated by The Henry J. Kaiser Family Foundation's Health Promotion Program, Project LEAN is co-sponsored by Partners for Better Health, a committee of twenty-eight national government, professional, and industry organizations all committed to reducing the nation's consumption of dietary fat. Project LEAN is directed to consumers and industries, organizations and professionals that influence what Americans eat.

The Kaiser Family Foundation (KFF) plans to provide support to a network of states, communities, and major media markets for expanding and extending the campaign. The primary objectives for these activities are: (1) to promote and teach consumers to make lower-fat food choices; (2) to increase availability and accessibility of low-fat foods in supermarkets, restaurants and cafeterias; and (3) to increase collaboration among community organizations committed to reducing dietary fat.

The Division of Health Promotion and Education is coordinating Project LEAN in Maine and has begun work to develop a game strategy for statewide and community level campaigns to complement the national campaign. To that end, in February 1989 the Maine Project LEAN Partners Network comprised of over 60 representatives from a variety of agencies and organizations was established. Two representatives from the Division of Health Promotion and Education, University of Maine Cooperative Extension staff and several community representatives from PATCH sites attended a Project LEAN series of workshops in Atlanta, February 27-March 1, 1989. These workshops, sponsored by the Centers for Disease Control and KFF helped state representatives to identify strategies and receive additional training in social marketing techniques to implement Project LEAN.

4. *The Maine Health Promoter*, a newsletter for the Bureau of Health, is published quarterly. In FY 89 special issues on cancer and the Maine Behavioral Risk Factor Survey were published.
5. **The Employee Health Forum.** This forum was established in the Division's Risk Reduction Program (now the Community Health Promotion Program). The Risk Reduction Program focused on the worksite as the primary setting for risk factor prevention activities. Through the efforts of this program, quality worksite health promotion resources have become available in nearly all areas of the state. The role of the Division of Health Promotion and Education is to advocate for health promotion programs and convene those organizations providing those services for professional development activities. Assistance is limited to advocacy, professional education, training and maintenance of the Employee Health Forum which provides continuing education in the area of employee health.

Cardiovascular Disease Risk Reduction Program. This year, the Cardiovascular Disease Risk Reduction Program was established. This program oversees activities related to the three major risk factors for cardiovascular disease, high blood pressure, high cholesterol and smoking. This program used to be the Community High Blood Pressure Program and has expanded to include other risk factors.

An estimated 24% of Maine's adult population age 18 and older have hypertension. Although the prevalence rate of hypertension is equal by distribution among male and females, hypertensive males as compared to females tend to be less aware, less likely to be on medication, and

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less likely to be controlled if on medication. Uncontrolled high blood pressure leads to heart attack and stroke (the number one and number three causes of death in Maine).

The largest number of adults with elevated diastolic blood pressure is the middle-aged adult male (18-60 years). Since three-fourths of men and approximately one-half of women in Maine work, the worksite (in addition to other community settings) is one of many locations for reaching this target population. In addition, seven out of ten people with uncontrolled high blood pressure are working age.

The Community High Blood Pressure Program funds local agencies throughout the State to provide hypertension screening, education, referral and follow-up services at worksites and in communities. These agencies provide services to their surrounding areas, leaving few places throughout the State not receiving hypertension screening, education, referral and follow-up. In FY 89, 15 agencies were funded to provide hypertension services to adults in Maine. \$147,901 was awarded by the Community High Blood Pressure Program to screen for hypertension. During FY 89, 36,883 total clients have been projected to be screened.

To ensure quality, all agencies funded under the Community High Blood Pressure Program follow Maine High Blood Pressure Council Guidelines for Detection, Evaluation and Treatment of High Blood Pressure. Agency staff also follow the American Heart Association, Maine Affiliate Blood Pressure Measurement Technique. The Program continues its close working relationship with the Maine High Blood Pressure Council, a major advisory body to the Department of Human Services for recommendations and assistance regarding hypertension screening throughout the State.

Control of high blood pressure and prevention of cardiovascular disease is often interrelated with reducing a number of primary and secondary associated risk factors such as smoking, obesity and elevated cholesterol. The Community High Blood Pressure Program continues to coordinate education and training efforts with the Division of Health Promotion and Education Community Health Promotion Program to enhance agency effectiveness in multiple risk factor intervention in both the worksite and the community. The Division is doing formal work with CDC on the Planned Approach to Community Health (PATCH) Program and the CDC assists their efforts. Over the past year, many of the Community High Blood Pressure Program agencies have successfully expanded the scope of their preventive services and used the assistance and training opportunities provided by the Division.

The Workplace Smoking Law. Staff from the Cardiovascular Disease Risk Reduction Program have assisted in a number of activities that resulted from the Workplace Smoking Law, which went into effect January 1, 1986. They have assisted with other laws concerning cigarette sales such as vending machines, smoking in public buildings and restaurants. These have become effective September 30, 1987. Staff have provided information concerning the new legislation to consumers, restaurant owners and others. With respect to the Workplace Smoking Law, assistance has been provided primarily to employers and employees with questions or complaints about the implementation of this policy. Since the Bureau of Health has enforcement responsibility for this law, significant activities will continue to occur.

Diabetes Control Project. Diabetes mellitus is a complex disease characterized by abnormalities in the regulation of blood glucose and abnormalities in insulin production. Common complications of the disease are various disorders of the vascular and nervous systems (e.g., atherosclerosis, severely impaired vision, amputation of lower extremities, adult blindness, end stage renal disease, and loss of nerve function). Diabetes is one of the ten leading cause of death in Maine, and is a contributing factor in many other deaths.

Beginning in 1987, the Diabetes Control Project (DCP) first entered into a cooperative agreement with the U.S. Public Health Service/Centers for Disease Control. The goals of the DCP were identified as the development and maintenance of statewide activities designed to reduce morbidity and mortality due to diabetes mellitus and the associated cost burdens resulting from the disease and its complications. An Advisory Committee representing various consumers and providers from the Maine health care community assisted the Project staff in the planning and development of these diabetes control activities.

During the first Project year, morbidity and mortality data were analyzed to identify and document the extent of the diabetes problem in Maine. A system was developed to retrieve data on all health status indicators in the hospital service areas in Maine and to link hospital discharge data and death certificate data where diabetes was a contributing factor. Staff developed guidelines for outpatient diabetes education and follow-up, and subsequently assisted hospitals, health centers and community agencies statewide in the development of Ambulatory Diabetes Educa-

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tion and Follow-Up (ADEF) programs. The program now exists in over forty health care institutions throughout the State. The development of continuing education programs for physicians, nurses, dietitians, and other health personnel which promote the prevention, recognition and management of diabetes is ongoing.

A major accomplishment of the Diabetes Control Project was the obtaining of third-party payment for outpatient diabetes education thereby providing sites with the financing needed to conduct these educational programs.

In November 1983, the Diabetes Control Project submitted "Final Report: Reimbursement Pilot Study for the Ambulatory Diabetic Education and Follow-Up (ADEF) Program" to Blue Cross/Blue Shield of Maine. In this report, the Project documented a 32% reduction in hospitalizations among a study population of 813 ADEF participants with one-year follow-up data. In addition, ADEF follow-up data indicated a reduction in hospital length of stay and patient weight loss. Based on these results and the experience of the Project, the Board of Directors of Maine Blue Cross/Blue Shield voted in December, 1983 to make reimbursement for the ADEF Program a permanent policy for its regular members. Medicare and Medicaid continue to reimburse as policy.

The Diabetes Control Project's objectives for FY 89 were to continue to develop the core capacity in the Bureau of Health for the coordinating, planning, evaluation, management, and surveillance of diabetes control activities; to continue to develop and refine ambulatory diabetes education and follow-up programs; to link inpatient education with outpatient education in hospitals having ADEF programs; and to develop and implement the following diabetes complication-specific programs:

- Maine Diabetes in Pregnancy Program works with health professionals throughout Maine to identify women with diabetes of childbearing age in order to provide patient education on the prevention of adverse outcomes of diabetic pregnancies through glycemic control prior to conception and throughout gestation.
- Maine Hypertension in Diabetes Program works with existing and new hypertension detection, treatment and follow-up programs to coordinate and integrate the resources of the DCP to detect and control hypertension in persons with diabetes.
- Diabetic Eye Disease Prevention Program works with eligible eye care providers to ensure the availability of screening programs for persons with diabetes at high risk for developing diabetic eye disease.
- The Maine Amputation Prevention Program is a new initiative which will focus on the prevention of lower extremity amputations.

The Department of Human Services (DHS) Library which began in 1970, provides health science information to Departmental employees, health professionals, health-oriented agencies and private citizens.

The Library was involved in forming the Maine Health Science Library and Information Consortia, Inc. (HSLIC) in 1973. Active cooperation with the Consortia and other reciprocal libraries has resulted in an increase in availability of health science information through the DHS Library.

In addition to basic health science information, special collections include health education and promotion, diabetes, occupational health, nutrition, cardiovascular health, alcohol and drug abuse, radiation, water, sanitation, environmental health and acquired immunodeficiency syndrome (AIDS). The Library also maintains an extensive periodical collection in many of the areas listed above.

The DHS Library audiovisual collection includes subjects in the use of child safety seats, seat belt safety, scoliosis screening, parenting, stress management, smoking cessation, self-breast examination, AIDS, and other sexually transmitted diseases.

The Library provides circulation of in-house materials, and audiovisual equipment, also reference services and interlibrary loans services. As of 1988, the Library offers literature searches (bibliographies) on any health topic from either Medline (National Library of Medicine) or the Bibliographic Retrieval Service (BRS Information Technologies). Combined these two vendors provide the Library access to over 150 different databases.

In 1970, the total of completed requests for information was 1,252. In calendar year 1985, that total increased to 8,271. In fiscal year 1986-87, our total decreased slightly to 8,103 due to a change to more accurate statistical procedures. In fiscal year 1987-88, totals again decreased due to the relocation to its present location and then from recovery from flooding.

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Statistical breakdown of requests, comparing State Fiscal Years 87-88* and 88-89:

	87-88*	88-89
Literature searches	100	114
Books circulated	206	172
Journals circulated	1,340	1,203
Audiovisuals circulated		
—programs	262	228
—equipment	727	713
Interlibrary loan requests		
—articles	1,106	1,182
—books	168	97
Article requests of materials, inhouse	604	818
Total of completed requests	4,513	4,792
Total of request for services	2,211	1,928
Total of units of service	3,886	3,289

*The Department of Human Services Library closed for the months of November and December 1987.

PUBLICATIONS:

(available at no charge)

The Maine Health Promoter
Community High Blood Pressure Program Description
Diabetes Control Project Description
Guidelines for Choosing Health Promotion Programs
Department of Human Services Library Brochure
Quit Tips for Stopping Smoking
Maine Behavioral Risk Factor Survey Report

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF INCOME MAINTENANCE

SABRA BURDICK, DIRECTOR

Central Office: Whitten Rd., Hallowell

Telephone: 289-2826

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1954

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144B; *Citation:* 22 M.R.S.A., Sect. 3101

Average Count—All Positions: 794

Legislative Count: 65.5

Organizational Units:

Support Enforcement and Location Unit
Quality Control Unit
Overpayment Recovery Unit
General Assistance
Family Services Program
AFDC

Food Stamps
Medicaid Eligibility
Emergency Assistance
Welfare, Education, Employment
& Training Program

PURPOSE: Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Income Maintenance are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food Stamp program, General Assistance, Emergency Assistance, Medicaid eligibility, optional grants to Sup-

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plemental Security Income recipients. The Bureau also enforces Child Support Enforcement and Location laws. Furthermore, the Bureau supports the development of management information systems and other management control systems; and, finally, administers quality control activities as required by Federal Regulation.

ORGANIZATION: The Bureau of Income Maintenance originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Human Services, its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs. The Bureau of Social Welfare was renamed Bureau of Income Maintenance by the 110th Maine State Legislature effective September 18, 1981.

PROGRAM: The most significant accomplishments of the Bureau during FY 89 were: continued decrease in error rates; increase in child support collections from absent parents; implementation of the ASPIRE program, a cooperative effort between the Bureau and the Department of Labor to provide education, training and employment opportunities to recipients of welfare.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity, unemployment or absence from the home of a parent. This is a categorical assistance program based on sixty-seven percent federal and thirty-three percent State funding. The Income Maintenance Unit processes applications and conducts periodic reviews through the regional offices. The Unit's active caseload averages 17,500 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices. Effective October, 1985, AFDC for unemployed parents was started. Effective January 1, 1989, AFDC for pregnant women was implemented.

Division of Support Enforcement. The Division of Support Enforcement is responsible for the establishment and enforcement of child support obligations in behalf of children whose parent(s) are not meeting these responsibilities. Associated tasks involve the location of missing parents and the establishment of paternity of children born out-of-wedlock, as well as the initiation of collection/enforcement action to recover past-due support. Support Enforcement Services are available to all who need them irrespective of economic status.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government and fifty percent by the State Government. The average monthly caseload is 46,000 households.

Quality Control Review and Planning. This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health and Human Services, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI

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program. However, a problem occurred in that the level of payment in the program, while benefiting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health and Human Services, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility. The Bureau is responsible for program development and setting eligibility policies in this program. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by Federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial. As a result of changes in Federal regulations, pregnant women and newborns have been added as eligibility categories which assists individuals who would not be categorically eligible prior to these changes. Prenatal care and postpartum services are now available to more individuals to improve the health standards for newborns.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the 494 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .003% of their 1981 state evaluation. At this time, administrative costs of municipalities are not reimbursable. As of July 1, 1989, there will be more expenditures reimbursed as a result of a law passed by the 113th Maine State Legislature.

In addition, there are 414 unorganized towns in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Staff of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and administrative reviews, handling complaints from clients, as well as offering consultation to municipal officials in establishing standards of need.

Emergency Assistance. This program is designed to provide assistance to families with dependent children. It is limited in scope, length and frequency of service. Most assistance is granted to alleviate an emergency caused by destitution or homelessness. In FY89, the Special Services Unit received 1,200 more applications than in FY88. The average payment per case was approximately \$360.00.

The Telephone Subsidy and Installation Programs. The Maine State Legislature authorized the Public Utilities Commission to administer the Telephone Subsidy and Installation Programs. The Department's role is to provide information to determine applicants' eligibility. As of May 30, 1989, over 6,500 applications had been processed of which over 6,300 were approved.

The 1987 Flood Recovery Program. This was established to make funds available for applicants who had damages necessitating structural repairs with respect to primary residences which were owner occupied at the time of the April 1987 flood. The program ended FY89. The Department assisted forty-four families with over \$130,000 worth of assistance.

A.S.P.I.R.E. Program. In July 1988, the A.S.P.I.R.E. Program replaced the WEET Program. In June 1988, the Legislature enacted the A.S.P.I.R.E. Program, Additional Support for People in Retraining and Education, a coordinated delivery of education and training programs designed to reduce welfare dependency. The A.S.P.I.R.E. Program is a collaborative initiative of the Department of Labor and the Department of Human Services to bring together the resources of both systems to enable AFDC recipients statewide to become self-sufficient.

The Bureau of Income Maintenance is responsible for the administration and operation of the A.S.P.I.R.E. Program. It is responsible for income support, insurance programs, social development, and life skills aspects of A.S.P.I.R.E., while Department of Labor Job Training System is primarily responsible for education, training, and job placement.

The A.S.P.I.R.E. Program provides the following services to AFDC recipients:

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- Assessment of AFDC recipients employability and employment-related needs for education, training, and support services,
- Case management approach, working with individual A.S.P.I.R.E. participants to put together the particular mix of available education, training, employment, and support services needed by the individual recipients,
- Development of action plan (Individual Opportunity Service Contract) to address client needs,
- Pre-training, including remedial education, career decision-making, social-life skills development,
- Referral to other agencies for support services, education, training, and job placement services,
- Support services to assist AFDC recipients to obtain the education, training, and job search assistance to become self-sufficient, and
- Advocacy to ensure the availability of and accessibility to services and opportunities for AFDC recipients.

In areas where A.S.P.I.R.E. WEET/JET is co-located with JTS, an A.S.P.I.R.E. WEET case manager is assigned for continuity and pre-training activities. In areas where A.S.P.I.R.E. WEET is not located, the Bureau contracts with the Department of Labor to provide services.

Employment Search Program. The Employment Search Program enables the Bureau of Income Maintenance to pay for some of the costs associated with individual and group job search for AFDC recipients through AFDC funds.

Work Supplementation Program. The Work Supplementation Program began in November 1985. It replaced Training Opportunities in the Private Sector (TOPS), a demonstration project, as the authority under which the State operates grant diversion. Grant diversion is a mechanism for increasing the scope of employment opportunities for AFDC recipients and applicants by productively converting income maintenance funds into wage subsidies to create job and training positions.

A.S.P.I.R.E. Jet Program. Food Stamp recipients began to receive employment and training services in January 1983, after the Department of Human Services received a contract by the U.S. Department of Agriculture to participate in a national demonstration program to test various job search methodologies. Under the demonstration, a group employment search activity called "Job Club" was tested. After June 1984, Food Stamp recipients were allowed to choose to either participate in an individual, monitored job search or "Job Club."

On April 1, 1987, the Food Security Act of 1985 became effective and allowed for more latitude in the design of employment and training programs for Food Stamp recipients. The Food Security Act of 1985 emphasized improving the employability of Food Stamp recipients and as a result, the Food Stamp Employment and Training (FSET) Program was developed in Maine and was started in April 1987. The FSET Program continued to develop and in October 1987 the Job Exploration and Training (JET) Program evolved. The JET Program provides more services to Food Stamp recipients than earlier programs with some limited support services money.

JET provides the following services to Food Stamp recipients:

- Assessment of Food Stamp recipients employability and employment-related needs for education, training and support services,
- Development of action plans with Food Stamp recipients addressing those needs,
- Referrals to other agencies for a variety of services,
- Job search assistance, on both a group and individual basis,
- Case management approach, working with individual Food Stamp recipients to put together the mix of services to assist them in becoming self-sufficient,
- Limited support services to assist Food Stamp recipients towards self-sufficiency.

Family Services Program. Pregnant and parenting teens are at risk for a range of problems that effect their ability as parents and their ability to take advantage of educational, training and employment opportunities. The Family Services Program, utilizing an innovative mix of outreach and case work services, provides opportunities that target the self sufficiency needs of Maine's pregnant and parenting teens. Eligibility for the Family Services Program is dependent on the teen receiving benefits under the AFDC Program. The Family Services Program operates under a case management model that brings into play the health, education, training, and supportive resources available in the teen parent's community. Upon the teen parent's completion of high school or its equivalent, the Family Services Program serves as a direct link

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for young parents to Maine's ASPIRE Program.

The Family Services Program experienced significant change in FY '89.

- The Program expanded its service capability to enable it to reach pregnant and parenting teens in all parts of Maine. In October 1988 contracts to provide the FSP were awarded to four community agencies. By May of 1989 five additional casemanagers had been hired on federal waiver lines to work out of DHS regional offices along with existing FSP staff. A permanent Program Director was hired in December of 1988. This mix of non-profit agencies and state employees has worked well on common projects related to policy development, management information system revision, and service integration.
- In January of 1989, due to a change in the AFDC Program, the Family Services Program began serving pregnant teens in their third trimester.
- On June 1, 1989, 569 teen parents were being actively served by the Family Services Program as compared to 218 on November 30, 1988.
- Significant increases were noted in FY '89 from March 1 to June 1 in the number of pregnant and parenting teens enrolled in educational programs (+ 54) and in ASPIRE (+ 55).

During the eleven month period ending June 1 in excess of 850 teen parents had been served by the Family Services Program as compared with 690 for the full twelve months of FY '88.

PUBLICATIONS:

Medicaid in Maine—free at regional offices.

Assets in Nursing Home Eligibility—free at regional offices.

General Information Regarding Nursing Home Eligibility—free at regional offices.

Other free pamphlets regarding AFDC, Food Stamps.

Women, Work and Welfare, Final Report of the Work Opportunities Committee, June 1981.

A Report on Maine's Welfare Employment, Education and Training Program, submitted to: members of the 111th Maine State Legislature, January 1984.

The Work/Education Quarterly, Vol. 3, No. 1, 1984/85. Published by the Maine Occupational Information Coordinating Committee.

Maine. The Demonstration of State Work/Welfare Initiatives. Interim Findings from a Grant Diversion Project—Manpower Demonstration Research Corporation, Three Park Avenue, New York, New York 10016.

A Path to Self-Sufficiency for Maine's Welfare Recipients—An Interim Report, The Statewide Workgroup on Adult Welfare Recipients, September 1985.

(All publications are free and available from the Division of Welfare Employment.)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INCOME MAINTENANCE	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	5,925,303	1,392,012	825,264		3,708,027	
Health Benefits	530,996	104,850	78,304		347,842	
Retirement	1,134,353	266,469	158,042		709,842	
Other Fringe Benefits	43,785	6,231	7,847		29,707	
Computer Services—State	811,908	481,810	28,864		301,234	
Other Contractual Service	2,564,811	1,013,617	199,817		1,351,377	
Rents	397,338	182,710			214,628	
Commodities	51,099	10,541	565		39,993	
Grants—Subsidies—Pensions	129,361,625	47,266,747	28,463,089		53,631,789	
Equipment	40,163	8,241	7,642		24,280	
Interest—Debt Retirement	1,222	1,165			57	
Transfers to Other Funds	112,337		21,600		90,737	
TOTAL EXPENDITURES	140,974,940	50,734,393	29,791,034		60,449,513	

HUMAN SERVICES

OFFICE OF MANAGEMENT AND BUDGET

RUDOLPH NAPLES, DEPUTY COMMISSIONER

SHIRLEY D. HUGHES, Assistant Deputy Commissioner

Central Office: Human Services Bldg., Augusta

Telephone: 289-2546

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144M; Citation: 22 M.R.S.A., Sect. 3

Average Count—All Positions: 256.5

Legislative Count: 91

PURPOSE: The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department.

ORGANIZATION: The major divisions of the Office of Management and Budget are as follows: Financial Services, Audits, Personnel and Labor Relations, Affirmative Action, Staff Education and Training, Data Processing, Regional Administration, and Plant and Office Services.

PROGRAM:

The program of the Department of Human Services Office of Management and Budget is accomplished through its various components:

Division of Financial Services. This division is responsible for the preparation of the Department's biennial budget and budget work programs, for all general accounting requirements, for payment of all invoices (except medicaid), for preparation of all federal financial reports and for providing budgetary, accounting, and analytical reports to departmental program managers.

The division comprises four units: account managers responsible for preparation and control of the budget and federal reporting; administrative bills section; client bills section; and cashier unit including receipt of child support payments.

Division of Audit. The Division of Audit of the Department of Human Services is responsible for auditing all funding sources of the Department that require audits. These include all contracts and grants issued by the Department, all Medicaid funds for acute care services rendered in hospitals, all Medicaid funds used for Nursing Homes, (Intermediate Care Facilities and Skilled Nursing Facilities), Intermediate Care Facilities for the Mentally Retarded, Home Health Agencies, Rural Health Agencies, Developmental Training Programs for the Mentally Retarded, and all payments made to Boarding Homes under the Boarding Home Program. The contracts and grants are all audited under the State Single Audit Act. The Hospitals, Home Health Agencies, and Rural Health Agencies are all audited in accordance with the Medicare Principles of Reimbursement and through the Common Audit Agreement with the Medicare Fiscal Intermediary who is Blue Cross and Blue Shield of Maine. The Nursing Home Programs (ICF, SNF, ICF/MR and Developmental Training Programs for the Mentally Retarded) all have a set of Principles of Reimbursement and are fully audited by the Division of Audit of the Department of Human Services. Intermediate Care Facilities and Intermediate Care Facilities for the Mentally Retarded each have their own set of Principles of Reimbursement and are reimbursed on the prospective payment system. The Skilled Nursing Facilities and the Developmental Training Programs also have Principles of Reimbursement but they are based on the retrospective system of reimbursement. The Boarding Home Program has its own set of Principles of Reimbursement and is reimbursed on the retrospective system but costs are limited to a Departmental Ceiling imposed by the Commissioner.

The Division of Audit assigns the rates on a per diem basis for all the Nursing Home, Boarding Home, and Mentally Retarded Programs. These rates remain in effect throughout the year and are only changed if additional staffing is required or major capital improvements are made. At the end of the year every facility is required to submit a cost report and a set of financial statements which are then audited and a final settlement is made in a lump sum payment. If the facility has been underpaid the Department will pay them any additional amounts due. However, if an overpayment has been made the Department will require it to be returned. At the completion of the audit a final prospective rate for the Intermediate Care Facilities and

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the Intermediate Care Facilities for the Mentally Retarded will be established and all amounts paid for that operating year will be adjusted accordingly with payment being made to the providers or recovered in the event of a lower final prospective rate being established.

Division of Personnel & Labor Relations. This Division reports to the Deputy Commissioner of Management & Budget and functions as a support division in the Administration of Personnel/Labor Relations requirements of the Department. The responsibilities include the interpretation and implementation of Personnel policies as it relates to approximately 2,600 employees in 286 job classifications located in 14 geographic locations statewide.

The central personnel office is located in Augusta and administers current union contracts as well as civil service laws and rules necessary in maintaining uniformity in the personnel system. Included with this administrative responsibility is the maintenance of all employee and payroll records utilizing the latest computerization technics; administration of Workers' Compensation cases to include approval for payment of claims; and unemployment compensation administration. The Labor Relations function includes representing the Department in the resolution of grievances in accordance with negotiation contracts and supervisory training with respect to discipline and contract interpretation and administration.

Staff Education and Training Unit. The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel. Unit staff deliver the majority of generic training programs and provide coordination and support for all Department training efforts by working with program administrators and field staff. The Unit identifies, trains and coordinates the efforts of other Department personnel who may serve as trainers for specific programs. The Unit maintains and continuously updates an inventory of specialized contract trainers. Training programs are presented Statewide and are available to virtually every employee of the Department as well as employees of block grant agencies and others on a space available basis. The training topics cover such varied areas as basic skills and knowledge, individual development, highly specialized programs such as Identification of Child Abuse and Sexual Abuse, and a full curriculum of managerial and supervisory training. Attendance at these programs is recorded on a Staff Training Records System, and Continuing Education Units are awarded to help meet professional development needs. In addition, the Unit offers consulting services and specialized training for intact work groups which may be arranged with individual managers and supervisors.

Data Processing. The Division of Data Processing is the interface between the Department of Human Services' operations and the state's centralized computers, of which the department is the largest user. The division not only maintains computerized applications for the administration of departmental programs, it designs and constructs new applications in response to legislative and federal requirements, and also develops new approaches in response to advances in technology in order to meet the total informational needs of the department. Such new development ranges from the installation of office automation capabilities in its statewide operations, through the transfer of information files for management analysis, to the upgrading and conversion of the integrated client database to a modern, more flexible model to meet the departmental needs for growth.

Much of the division's prior accomplishments has been due to its organization of staff into effective, knowledgeable units, each directed to a specific area of the department's programs. Examples are the units which handles Income Maintenance (AFDC, Food Stamps, Medical Assistance, Support Enforcement, and Emergency Assistance) and Social Services. Much of the future challenge to the division will be the need to balance the system maintenance and construction activities with the staff resources needed to meet the data base development and conversion requirements. One approach is to direct new system/program development to the centralized Office of Information Services.

New technology and new capabilities require training at all levels if effective utilization is to be attained. In addition to its other functions, the division is not only responsible for providing the knowledge, facilities, and assistance to allow proper usage, it is also responsible for ensuring the security of our operations.

Affirmative Action. The Affirmative Action Officer (AAO) is responsible for the Department's compliance with all applicable state and federal laws, rules and regulations regarding equal employment opportunity. To do this, the AAO monitors and updates the Department's Affirmative Action Plan and monitors hiring practices in the Department. The monitoring involves the use of an expanded certification and coding system which is coordinated by the Department of Personnel. This system enables the AAO to monitor and track applicant flow and build an

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improved data base for affirmative action goals.

The AAO also handles internal grievances and complaints that allege discrimination by the Department. The AAO represents DHS at administrative hearings as necessary when complaints are made to outside compliance agencies.

The Affirmative Action Officer provides formal training for supervisors regarding Employee Interviewing and Selection Techniques and Affirmative Action Legislation and Regulations. In addition, the AAO provides information and guidance to individual supervisors with specific questions. The AAO also participates in the delivery of training for all employees in the Department, including Assertiveness Training. A special component on dealing with sexual harassment is included in the assertiveness program.

The Affirmative Action Officer also provides basic career counseling to employees of the Department to assist in their professional growth and development.

Division of Plant and Office Services. The Division of Plant and Office Services is a vital support unit whose primary function is to insure the smooth running, efficient operation of the department, by maintaining a continuously updated inventory of office supplies, as well as insuring timely delivery and distribution of incoming and outgoing mail.

In addition, this office supplies the department with all the various forms used, and coordinates requisitions for printed matter that is done by State Printing.

This office is also responsible for insuring that the department's vehicles are kept clean and in good mechanical condition.

The stockroom is responsible for forms that are used by hospital, city and town clerks, funeral homes, doctors, and nursing homes.

Equipment repairs are channeled through this office, and light moving tasks are also performed by Office Services personnel.

Also, the Division of Plant and Office Services is responsible for the microfilming of various documents for the Department, statewide.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF MANAGEMENT AND BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,600,959	2,067,627	62,645		2,470,687	
Health Benefits	348,771	165,108	4,066		179,597	
Retirement	855,001	386,400	12,182		456,419	
Other Fringe Benefits	32,746	12,491	105		20,150	
Computer Services—State	151,189	81,569	595		69,025	
Other Contractual Service	310,792	248,655	2,252		59,885	
Rents	194,648	56,899	865		136,884	
Commodities	280,727	75,225	201		205,301	
Grants—Subsidies—Pensions	8,639	1,425			7,214	
Equipment	5,028	2,682			2,346	
Interest—Debt Retirement	373	204			169	
Transfers to Other Funds	50,655		1,605		49,050	
TOTAL EXPENDITURES	6,839,528	3,098,285	84,516		3,656,727	

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DIVISION OF MATERNAL AND CHILD HEALTH

ZSOLT H.B. KOPPANY, M.D., M.P.H., DIRECTOR

Central Office: 151 Capitol Street, Augusta
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Telephone: 289-3311

Established: 1937

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144F; *Citation:* 22 M.R.S.A., Sect. 1950
Legislative Count: 41

PURPOSE: The goal of this Division is to assure all mothers in Maine access to quality maternal and child health services. The program emphasis is on low income and rurally isolated mothers and children, and children who are crippled or suffering conditions leading to crippling.

ORGANIZATION: The Division of Child Health was organized as the Division of Maternal and Child Health and Crippled Children's Services within the Bureau of Health in 1937. In 1972, Medical Eye Care was added to the division and then became known as Division of Specialized Medical Care.

PROGRAM:

Division of Maternal and Child Health. The term "Maternal and Child Health (MCH) Services" refers to a group of preventive services which we consider necessary for the health of mothers and children. Because of the focus on the health of children, these services have an ultimate effect on all Maine citizens. Primary responsibility for the delivery of MCH services rests upon Maine's family physicians, obstetricians and pediatricians working in their private offices, hospital based clinics, rural health centers and in the state's five family practice residency programs. Through its MCH Programs, the Division of Maternal and Child Health works with physicians to coordinate and improve these services, make them available to as many people as possible and to encourage the development in Maine of advances in these services as they become known. Within its limited financial resources, the Division of Maternal and Child Health attempts to provide MCH services where they are not available through the private sector.

Programs in the Division of Maternal and Child Health are funded by the MCH Block grant, state match, some categorical state funds and the USDA WIC grant. The Division uses grants to achieve most of its objectives.

There is general agreement around the country concerning the essential maternal and child health services, although some may be emphasized more than others in a particular state or region. The Division of Maternal and Child Health programs are discussed under the headings below of these essential MCH services.

Prenatal Care. The Division, with both state and Block grant money, funds a reimbursement program for prenatal care for those low income women not eligible for Medicaid. This program is being revised to provide this service, as well as case management, to adolescent women. Through a grant to the perinatologist at the Maine Medical Center, the Division of Maternal and Child Health funds a program of continuing education for the professionals in the state who provide prenatal care. The Division also directs the state's WIC Program which provides food supplements for eligible pregnant women. The Division staff regularly monitors the utilization of prenatal care through vital statistics data, and maintains regular contact with the Executive Committee of the state chapter of the American College of Obstetrics and Gynecology to discuss common objectives. The Division funds perinatal home visits to high risk clients.

Nutrition. The Division of Maternal and Child Health has a nutrition program which is available to all health professionals for nutrition consultation in the maternal and child health areas. In addition, the nutrition program participates in nutrition research and surveillance projects.

In-service education in nutrition is provided for health professionals in the state. Various brochures on MCH nutrition issues are available to anyone who wishes them.

WIC Program. The Special Supplemental Food Program for Women, Infants and Children (WIC) was conceived to address identified nutritionally related gestational and early childhood disorders within a high risk (low income) population. The Program provides specific nutritious

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foods, nutrition education and counseling to pregnant, postpartum, breast feeding and non-breast feeding women, to infants and to children (up to age 5). The Division contracts with local agencies for provision of these services across the state.

Childbirth Education. The Division is encouraging the childbirth educators in the state to include parenting education in their classes. See Parenting section.

Maternity Care. The Division provides professional education to nurses and physicians in quality obstetric care through grants to Maine Medical Center and through its own sponsored activities. The Division provides funds to transport eligible high risk women to the Perinatal Center for intensive care. The Division encourages Perinatal Review at the hospital level through a review of the linked birth-death certificates each year and the provision of appropriate information to each hospital staff. The Division staff reviews vital statistics data each year and notes any trends. The Division assisted in a revision of the birth certificate to improve the reporting of obstetrical data.

Newborn Special Care. The Division provides for emergency and convalescent transport of high risk infants to and from the neonatal special care centers for infants financially eligible for the HCP Program. The Division provides professional education in quality newborn care through grants to Maine Medical Center.

Genetic Disease Screening. The Division of Maternal and Child Health staff coordinates the services of the New England Newborn Screening Program in the state and sees to it that those infants with abnormal findings are followed up and, if affected, referred to the Handicapped Children's program for evaluation. Females of child bearing age affected with PKU receive genetic counseling and are encouraged to become a part of the New England Maternal PKU study.

Parenting Education. The Division of Maternal and Child Health is concerned about the damage suffered by children from the consequences of family dysfunction and views parenting education as a primary prevention strategy. The Division funds parenting education classes for income eligible people. The Division also provides training for parenting teachers. Educational booklets and films/videos on parenting topics are made available free of charge to the public.

Routine Well Child Care. The Division of Maternal and Child Health, through the Division of Public Health Nursing (DPHN) and through grants to other agencies, funds a network of well child clinics for those children who do not have access to private physicians or other care. Well child care includes a physical examination, laboratory tests, counseling, developmental assessment, immunizations and anticipatory guidance. The Division of Maternal and Child Health also provides professional education for the providers of this care throughout the state.

Immunizations. The Director of the Division of Maternal and Child Health advises the Director of the Bureau of Health on immunization related matters. In addition, the Division helps fund the immunization program in the Division of Disease Control. Immunizations are also provided in the well child conferences described above and in federally funded rural health centers.

Developmental Testing. The Division of Maternal and Child Health staff is attempting to standardize the screening of child development done by physicians and public health nurses through the handbook of Standards for Preventive Child Health Supervision. Professional education is provided in the use of the Denver Developmental Screening Test which is the recommended tool. The Division of Maternal and Child Health staff also manages grants for the funding of five regional Child Development Clinics in Lewiston, Waterville, Bangor, Portland and Caribou. These clinics provide a comprehensive, multidisciplinary evaluation for children 0-5 years of age who are developmentally delayed or suspected of being developmentally delayed. The Division, through membership on the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC), coordinates its activities in child development with those of the Department of Mental Health and Mental Retardation, Bureau of Mental Retardation, and the Department of Educational and Cultural Services, Division of Special Education. The Division through its membership on ICCPHC and the state D.D. Council influences the Preschool Handicapped Children's Coordination System in the state.

Genetic Counseling and Education. The Division of Maternal and Child Health through grants to the Foundation for Blood Research and the Eastern Maine Medical Center helps to support genetic testing, counseling, and diagnostic services in the state. The Division of Maternal and Child Health also helps support the cost of the Alpha fetoprotein screening test in Maine as a service to Maine's pregnant women. Education in genetics is provided to professionals and the public through these grants and through the Division's own education activities.

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The Division is working with the New England Regional Genetics Group to regionalize clinical and educational genetic services as well as to assure quality control of these services.

The Division of Maternal and Child Health also helps fund the state's Hemophilia clinics.

Dental Health Education. The Division of Maternal and Child Health provides funds to the Office of Dental Health to assist interested schools in developing dental health education programs and make fluoride supplements available to children attending participating schools, and to start a pilot project in the use of sealants.

Health Education. The Division of Maternal and Child Health has developed a resource library of health education materials that are available singly or in bulk at no charge. The Division funds a lending library of health education materials at the University of Maine, Farmington. The Division funds two school health education consultants in the Department of Educational and Cultural Services. The Division also funds a project to increase the awareness in the state's teachers of the benefits of family life education to their students. The Division of Maternal and Child Health also provides professional and public education in health matters through its various grants and its own activities.

Adolescent Health Care. The Division of Maternal and Child Health grants funds to Community Programs to provide a range of basic services to pregnant teens and teenage parents in Maine. Monies are awarded for Peer Facilitation Programs through the Lewiston YWCA. The Division serves on various interdepartmental committees addressing teen and young adult health. The Division funds local active councils to assist local communities to address the problem of teen pregnancy.

School Health Services. The Division of Maternal and Child Health conducts the Spinal Screening Training for school personnel who are selected to screen students in schools. The Division of Maternal and Child Health works cooperatively with the school nurse consultant, Department of Educational and Cultural Services in developing standards of health care for school age children. MCH block grant funds support two health education consultant positions within DECS. The Division funds two in-school child care centers to assist teen parents in completing their education.

Injury Prevention. The Division of Maternal and Child Health, through a grant to the Maine Medical Center, helps to fund Maine's Poison Control Center. The Division supports the child auto safety education program, has helped hospitals establish car seat loan programs, and continues to work with the Department of Public Safety to increase the availability of these programs. The Division, through the Division of Public Health Nursing, helps fund programs involving Sudden Infant Death, home monitoring and lead poisoning. Counseling on home, auto and recreational safety is carried out in Well Child Conferences described elsewhere.

Handicapped Children's Program. The Handicapped Children's Program is a statewide direct service program that assists families of handicapped children in obtaining the specialized medical care they need and might not otherwise receive. Eligibility requirements include Maine residency, age, family's income status, and the presence of a selected chronic disease or condition that interferes with normal growth and effective functioning that reasonably can be improved by specialty medical treatment. The program directly provides medical case management and coordination services and authorizes specialty physician services for low income children suffering from heart disease, scoliosis, cleft lip and palate, severe hearing impairments and other handicapping conditions.

The program also administers funding to five Child Development Clinics, presently located in Bangor, Waterville, Lewiston, Caribou and Portland. These clinic sites provide comprehensive, multidisciplinary evaluation and prescriptive programming services for Maine's developmentally delayed pre-school population.

Early Intervention. Children in the state who have slow development (and, therefore, a potentially handicapping condition), do not always have treatment facilities and intervention services after they have been diagnosed. The Division of Maternal and Child Health is working with the Maine Early Intervention Consortium, the Developmental Disabilities Council and the members of the Interdepartmental Coordinating Committee for Preschool Handicapped Children in an attempt to alleviate this problem. The Division has expanded its Handicapped Children's Program to include reimbursement for early intervention services.

The **Medical Eye Care Program** is a statewide program that provides specialty medical care to low income individuals with an eye disorder that would progress to blindness if not treated; limited services are available to low-income individuals with severe refractive problems.

Scoliosis and Kyphosis. The Division of Maternal and Child Health has assumed respon-

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sibility for carrying out the activities mandated in the Spinal Screening legislation, specifically assisting the various school systems in Maine in the implementation of the law.

Family Planning Services. The Division of Maternal and Child Health manages funds going to the Family Planning Association and to eight regional sites where care is delivered. These funds provide family planning services at reduced cost to low income people, education of the public and health professionals in family planning, pregnancy testing and options counseling. The Division also serves on the Medical Advisory Committee of the Family Planning Association.

Community Information and Education staff provide consultation to schools and community groups on sexuality education.

Public Health Nursing. The Division of Maternal and Child Health, through support of Division of Public Health Nursing and through grants to other public health nursing agencies, funds the services of public health nurses throughout the state. Public health nursing provides home visiting services to pregnant women, infants and children who are at high risk for developing health problems including family dysfunction. The Division of Maternal and Child Health also provides professional education for the state's public health nurses.

LICENSES, PERMITS, ETC.:

Screeners Certificate—Scoliosis and Kyphosis

PUBLICATIONS:

Frequently Asked Questions About Congenital Hypothyroidism

What Should You Know About Newborn Screening

Baby's First Food

Food Thoughts for Pregnancy During the Teen Years

Division of Maternal and Child Health Brochure

The Special Supplemental Food Program for Women, Infants and Children

Brochure—Revised 1988

Your Child Is A Rose

Can Your Child Hear and Talk?

Parents, Children and Discipline

Safe Passage Pamphlets

You and Your Child

Seat Belt Use During Pregnancy

Positive Parenting Bibliographies

ALL BROCHURES ARE FREE

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MATERNAL AND CHILD HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	902,948				902,948	
Health Benefits	70,167				70,167	
Retirement	170,526				170,526	
Other Fringe Benefits	7,592				7,592	
Computer Services—State	45,467				45,467	
Other Contractual Service	463,047				463,047	
Rents	127,125				127,125	
Commodities	17,535				17,535	
Grants—Subsidies—Pensions	321,346	5,000			316,346	
Interest—Debt Retirement	113				113	
Transfers to Other Funds	24,099				24,099	
TOTAL EXPENDITURES	2,150,015	5,000			2,145,015	

HUMAN SERVICES

BUREAU OF MEDICAL SERVICES

ELAINE FULLER, DIRECTOR

Central Office: 249 Western Avenue, Augusta

Telephone: 289-2674

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1978

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144D; Citation: 22 M.R.S.A., Sect. 1

Average Count—All Positions: 196.5

Legislative Count: 68

Organizational Units:

Division of Medical Claims Review

Division of Residential Care

Division of Surveillance &

Division of Licensing and Certification

Utilization Review

Division of Consumer Services

Division of Medicaid Policy
and Programs

Division of Health Insurance Programs

PURPOSE: The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing programs. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Medical Services, including skilled nursing and Intermediate Care Services, Drugs to Maine's Elderly, the Residential Care Program and the Maine Managed Care Demonstration Project. The need for effective administration for these programs is indicated by their aggregate expenditure and its influence on the state budget, Maine's health care delivery system, long term care services and the health status of Maine's citizens. The total expenditure for these programs during State Fiscal Year 89 was \$350,767,792, with total Bureau expenditures of \$384,872,353. The Bureau is also responsible for the licensure and certification of hospitals, nursing homes and other health related institutions and residential care facilities for adults. There is a direct interrelationship between the standards established for licensure and the financing of the above programs.

ORGANIZATION: The Bureau of Medical Services was established in the spring of 1978 and administers its activities through the following operational units: Division of Medical Claims Review, Division of Surveillance and Utilization Review, Division of Medicaid Policy and Programs, Division of Residential Care, Division of Licensing and Certification, Division of Consumer Services and the Division of Health Insurance Programs.

The Division of Medicaid Policy & Programs develops coverage for and promotes access to a comprehensive array of health and social services for emphasis on promoting the health development of children and young adults. This is accomplished by implementing policies and mechanisms for the purchase of services, assisting providers in understanding Medicaid policy and procedures, and assisting children and young adults to obtain preventive health care and treatment services through local agency outreach programs. The Preventive Health Program (formerly EPSDT) and the Provider Relations Unit are included in this Division.

The Division of Consumer Services is responsible for determining medical eligibility of Medicaid clients needing long-term care services. Pre-admission screening for nursing facility placement includes medical eligibility determination for all Medicaid clients as well as those clients who are within 180 days of financial eligibility for Medicaid. Medicaid Program information and referral services are also available in this Division since the addition of Recipient Relations staff and a toll-free consumer telephone service.

The Division of Surveillance & Utilization Review monitors the medical services provided and determines the appropriateness and necessity of the services. These findings are used as a basis for assuring the appropriate quality, quantity and necessity for services reimbursed by the Department. This Division performs post-payment reviews and recovers inappropriate payments from providers where services are identified as insufficient in quality, lacking in medical necessity, or erroneously billed. This Division also identifies recipients who are high users or

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abusers of Medicaid health benefits and through education, referrals and assistance and restriction of services when necessary, attempts to correct the misuse.

The Division of Medical Claims Review processed 3,806,375 claims during FY '89. This unit has developed and maintains a highly sophisticated automated claims processing system with 10% of claims now transmitted electronically over telephone wires. This Division also prior approves a variety of medical services and also includes the Third Party Benefit Recovery Unit.

The Division of Licensing & Certification surveys 442 hospitals, nursing and other medical and health related institutions and agencies to determine if they meet the standards for Medicare Certification, Medicaid Certification and State licensure. The Division investigated 402 complaints in 1988 about these facilities or agencies.

The Division of Residential Care is responsible for developing and enforcing licensing standards and reimbursement policies for Maine's 530 boarding and foster homes. This Division participates in the analysis of the need for new boarding home development for special populations and in various sections of the State.

The Division of Health Insurance Programs includes the Maine Managed Care Demonstration Project, a three-year managed health insurance program demonstration for the low-income, working uninsured. The Robert Wood Johnson Foundation awarded the Department of Human Services a grant to support the development of this program. The program entered development in March, 1987, and began operation at the first of two demonstration sites in December, 1988. Operations at a second demonstration site are slated to begin in the fall of 1989. Approximately 2,100 currently uninsured individuals are targeted for enrollment. Premium subsidies are available to those subscribers whose household income is below 200% of poverty, supported by a legislative appropriation of \$900,000. Approximately 2,000 AFDC recipients will also be eligible to enroll in the managed care program on a voluntary basis. This Division is also responsible for development of the Maine Health Program for low-income people to be implemented in July, 1990.

PROGRAM: Some of the Bureau's most significant accomplishments during FY '89 were: 1) The Third Party Recovery Program was expanded, increasing recoveries by almost 100%, from \$1.48M in SFY'88 to \$2.82M in SFY'89; (2) Implementation of an on-line error correction system reducing claims processing time 3.5 days with an annual savings of \$200,000 in keying contract; (3) Implementation of Medicare/Medicaid Automated Computer System for health care facility survey data base; (4) Implementation of limited adult dental care benefit; (5) Implementation of a Maine Managed Care Demonstration Project for the uninsured; (6) Revisions to the Principles of Reimbursement for Long-Term Care Facilities to permit adjustments in wages and benefits for both direct care support staff and in other areas.

Medical Care Services. Approximately 133,021 Maine residents received Medicaid benefits during FY 88. These individuals qualified for Medicaid as either recipients of Aid to Families with Dependent Children (AFDC) or Supplemental Security Income (SSI) or were determined to meet the eligibility criteria as a "medically needy" individual or family. As of October, 1988, additional groups of people became eligible for Medicaid coverage in Maine: pregnant women and infants in families with income up to 185% of Federal poverty, children, ages one through four, in families with income to 100% of poverty, and elderly and disabled people, up to 100% of poverty. The following services, when medically necessary, are covered with some limitations: Ambulance, Audiology, Chiropractic, Family Planning Clinic, Home Health Agency, Hospice, Hospital, Independent Laboratory, Durable Medical Equipment and Supplies, Mental Health Clinic, Physician, Podiatrist, Pharmacy, Psychologist, Rural Health Clinic, Skilled Nursing Facility, and Speech and Hearing Clinic and Speech Pathology, Adult Dental Services, Optometry, Optician, Case Management, Intermediate Care Facility, Psychiatric Hospital Services, Ambulatory Care Clinic, Personal Care and Private Duty Nursing, Substance Abuse Treatment, Transportation Nurse Midwives, Occupational Therapy and Physical Therapy. Individuals under 21 years of age are covered for Early & Periodic Screening, Diagnosis & Treatment (EPSDT) Services which include eyeglasses, dental care, and hearing aids. Approximately 7,886 medical providers are participating in the program. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 66% under the Medicaid Program.

Drugs to Maine's Elderly. This program was implemented in October 1977. It was designed to assist elderly Maine residents who need assistance paying for prescription drugs, and who did not qualify for Medicaid benefits or other assistance programs. A copayment of \$2.00 is

HUMAN SERVICES

required. Approximately 20,000 elderly Maine citizens received assistance in paying for 133,120 prescription drugs during FY 89. A client must be 62 or over with income of less than \$7,700 for a single person and \$9,600 for a household of two or more.

Residential Care Program. In SFY 89, 10 new boarding homes were licensed, but 13 were closed, many due to multiple licensing violations. A total of 39 new foster homes were licensed and 38 closed. There were 530 licensed facilities as of June 30, 1989, with 4,057 beds. In calendar year 1988, the Division investigated 69 complaints in boarding homes and 27 in adult foster homes.

LICENSES, PERMITS, ETC.:

Applications for the following licenses may be made to: Division of Licensing and Certification, Bureau of Medical Services, Department of Human Services, Station #11, Augusta, Maine 04333 (Tel. 289-2606).

- | | |
|----------------------------------|--|
| (1) Hospitals | (4) Intermediate Care Facilities for the Mentally Retarded |
| (2) Skilled Nursing Facilities | |
| (3) Intermediate Care Facilities | (5) Home Health Care Service Agencies |

Applications for Medicare/Medicaid Certification may also be made for the following:

- | | |
|--|--|
| (1) Home Health Agencies | (10) Hospitals |
| (2) Rural Health Clinics | (11) Ambulatory Surgical Centers |
| (3) Renal Dialysis Centers | (12) Comprehensive Out-patient Rehabilitation Facilities |
| (4) Renal Transplant Centers | |
| (5) Speech and Hearing Centers | (13) Hospices |
| (6) Independently Practicing Physical Therapists | (14) Portable X-ray Services |
| (7) Psychiatric Hospitals | (15) Rehabilitation Agencies |
| (8) Independent Laboratories | (16) Occupational Therapists in Private Practice |
| (9) Chiropractors | |

Application for the following licenses may be made to the Division of Residential Care, Bureau of Medical Services, Department of Human Services, Station #11, Augusta, Maine 04333 (Tel. 289-2821).

- | | |
|--------------------|------------------------|
| (1) Boarding Homes | (2) Adult Foster Homes |
|--------------------|------------------------|

PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:

- Annual Medicaid Report (free)
- Bureau of Medical Services News (free)
- Maine Medical Assistance Manual
- Regulations for the Licensure of General and Specialty Hospitals (free)
- Regulations Governing the Licensing and Functioning of Skilled Nursing and Intermediate Care Facilities (free)
- Regulations Governing the Licensing and Functioning of Home Health Care Agencies (free)
- Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for the Mentally Retarded (free)
- Regulations for the Licensing and Operation of Boarding Homes
- Principles of Reimbursement for Long Term Care Facilities (SNFs, ICFs) (free)
- Principles of Reimbursement for Intermediate Care Facilities for the Mentally Retarded (free)
- Rules and Procedures for the Approval of Adult Foster Care Facilities
- Principles of Reimbursement for Boarding Care Facilities on Cost Reimbursement

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,085,097	1,420,373	32,708		2,632,016	
Health Benefits	337,499	118,158	3,481		215,860	
Retirement	778,158	267,535	6,227		504,396	
Other Fringe Benefits	33,860	9,662	179		24,019	
Computer Services—State	2,138,374	558,206	4,386		1,575,782	
Other Contractual Service	5,502,545	4,178,808	183,384		1,140,353	
Rents	456,108	179,504			276,604	
Commodities	85,237	42,813	138		42,286	
Grants—Subsidies—Pensions	356,961,704	112,971,140			243,990,564	
Equipment	6,725	3,011			3,714	
Interest—Debt Retirement	443	266			177	
Transfers to Other Funds	107,181		4,485		102,696	
TOTAL EXPENDITURES	370,492,931	119,749,476	234,988		250,508,467	

OFFICE OF PROGRAMS (HUMAN SERVICES)

DOUGLAS PORTER, DEPUTY COMMISSIONER
JAMIE MORRILL, Associate Deputy Commissioner

Central Office: Human Services Bldg., Augusta

Telephone: 289-2546

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144S; Citation: 22 M.R.S.A., Sect. 3

ORGANIZATION: The Office of Programs (Human Services) includes the Bureau of Social Services, Bureau of Rehabilitation, Bureau of Income Maintenance, Bureau of Maine's Elderly, Bureau of Health and Bureau of Medical Services. The Deputy Commissioner has overall responsibility for the management of these Bureaus, for the operation of the Department's programs across the State and responsibility for the Office of Alcohol and Drug Abuse, Office of Administrative Hearings, Office of Vital Statistics, and Office of Health Planning and Development and Project Review.

PROGRAM: The Office of Vital Statistics processes over 50,000 vital records each year and provides 10,000 certified copies of vital records to the public. Additionally, this Office provides technical assistance in data development, management and analysis to the Department's Bureaus, and conducts and publishes over 20 studies, reports and surveys annually.

The Office of Health Planning assists the Department in developing and publishing its 10 annual action plans, the State Small Area Variation Analysis and the Health Care System Matrix.

The Office of Project Review reviews several million dollars of health care services expansion requests, conducts detail cost/programmatic analysis and recommends approval/disapproval of major health care expenditures in the State.

LICENSES, PERMITS, ETC.

Certificate of Need—for Health Care Expenditures

All Certificates of Birth, Death, Divorce or Adoption

PUBLICATIONS:

1986 Maine Social Services Report in conjunction with the Division of Community Services and Department of Mental Health and Mental Retardation—free.

1986 Medicaid Program Report—free.

1987-96 State Population Projections by Minor Civil Divisions—\$4.00

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1987 Maine Vital Statistics Report—\$7.00

1986 Maine Health Facilities, Resource and Utilization—\$9.50

1989 Annual Action Plans for AIDS, Health Care, Teen and Young Adult Health, Health Care Industry, Child Care, Child Protection, State Health Planning, Low Income and Disabled, Elderly and Long term Care—free

1989 Small Area Variation Analysis—Health Care System—free

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

OFFICE OF PUBLIC AND LEGISLATIVE AFFAIRS (HUMAN SVCS.)

PETER M. GORE, DIRECTOR

PATRICK CONLEY, Assistant Deputy Commissioner

Central Office: 221 State Street, Augusta

Telephone: 289-3707

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established Date: 1966

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144C; Citation: 22 M.R.S.A., Sect. 3

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: The purpose of the Office of Public and Legislative Affairs is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of departmentwide newsletter, as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental-wide use.

ORGANIZATION: This unit was first formed in 1972 as the Office of Information and Education. In 1975 its title was changed to the Office of Public Affairs and Communication and in 1987, its title was changed to the Office of Public and Legislative Affairs. The staff consists of a Deputy Commissioner, plus three assistants, one aide to the Commissioner and three secretaries.

PROGRAM: During the 1988-1989 period, the office produced newsletters for all organizations and workers concerned about department affairs, at least six news releases a month on department affairs, developed awareness campaigns, and designed posters and supporting brochures for departmental programs.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

HUMAN SERVICES

PUBLIC HEALTH LABORATORY (HUMAN SERVICES)

PHILIP W. HAINES, DR.P.H., DIRECTOR

Central Office: 221 State St., Augusta

Telephone: 289-2727

Mail Address: Statehouse Sta. #12, Augusta, Maine 04333

Established: 1902

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144Y; *Citation:* 22 M.R.S.A., Sect. 561

PURPOSE: The primary function of the Public Health Laboratory is to provide a variety of laboratory services such as chemical, biological or radiological analyses at nominal cost within the State of Maine. Financially, the fee-for-service system, initiated in fiscal year 1975, now funds 68% of the Laboratory's operating expenses while the remainder comes from state (30%) and federal (2%) sources. The Laboratory continues to be challenged by its need to cover the costs of operation while maintaining service charges low enough to serve a public health function for its many users, which include various state agencies.

ORGANIZATION: In the period between 1892-1898, Maine reported 9,735 deaths due to tuberculosis alone, while 6,266 deaths were attributed to other infectious diseases, especially measles, scarlet fever, influenza, whooping cough, diphtheria and typhoid fever. The State Board and local boards realized that there was a need for a fully equipped bacteriological and chemistry laboratory and strongly urged the establishment of such an organization. This organization could provide chemical and bacteriological analysis on water samples, analyze food for purity and prevent adulterations, test the efficacy of various disinfectants and diagnose bacterial diseases. Major advances in the knowledge of the causes of infectious diseases make the diagnosis of bacterial disease an important part of public health. Because of this need, in 1902 the Laboratory of Hygiene was created under the supervision of the State Board of Health. However, the functions were strictly limited since in 1906, the Laboratory was authorized to perform only chemical analysis of water and the bacteriological examination of sputum for tubercule bacillus, of blood for the Widal typhoid reaction and of throat swabs for the diphtheria bacillus. In 1917, the Laboratory of Hygiene was placed within the Department of Health which replaced the State Board. In 1969, the Public Health Laboratory moved into new facilities in the Health and Welfare (now Human Services) building consolidating all departmental laboratories. At the present time, the Public Health Laboratory is organized in the following manner:

Clinical Microbiology

Virology (includes Serology)

Bacteriology/parasitology

Mycobacteriology/mycology/rabies

Laboratory Improvement Program

Water

Organics

Chemistry

PROGRAM:

Virology Section

Since 1970 when the virology section was first formed, the section has offered a variety of services which could not be routinely performed at the average hospital laboratory to aid in the diagnosis of clinically ill patients suffering from an acute infectious viral disease. The section is organized along traditional procedures used to diagnose viral (sometimes nonviral) diseases in the laboratory: (1) isolation, culture and identification of the agent; (2) demonstrating the significant increase in serum antibodies during the course of illness in a patient to a particular agent; (3) direct examination of clinical materials for the presence of a particular agent. The last procedure is the most rapid procedure but is generally limited to a few diseases at the present time (e.g., rabies, legionella, herpes, encephalitis, etc.).

Virus isolation involves a variety of clinical specimens such as throat swabs, rectal swabs, vesicle fluid, cerebral spinal fluid, tissues, etc., which are then processed and inoculated into suitable animal cell culture for isolation and identification. The most frequent virus isolates

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are herpes simplex virus, influenza viruses, parainfluenza virus, and enterovirus.

Serologic testing involves a wide variety of tests involving virus and non-viral agents. The tests are designed to either diagnose a recent infection or to provide evidence of past infection to differentiate immunity/susceptibility in individuals. Hospitals are now requesting that their employees be screened to determine whether they are immune to rubella, measles or chicken-pox since outbreaks involving these viruses are capable of easily involving hospital patients.

A major public health problem now receiving national and international attention because of the large number of cases involved and fatal consequences is acquired immune deficiency syndrome (AIDS). The Virology Section is testing for serum antibody against the human immunodeficiency virus (HIV) which is the agent responsible for the disease using the enzyme immunoassay (EIA). In late 1986 a Western Blot test was made available in-house to confirm true positive cases. In FY 1988-89, over 9,000 serum specimens were tested for HIV infection. Around 130 cases of clinical AIDS have been reported in this state to date.

Several other sexually transmitted diseases which are of public health importance are herpes simplex, syphilis and chlamydia. The importance of screening pregnant women for primary or recurrent herpes simplex infection in the genital area is to minimize the risk of neonatal herpes which can be devastating to the health of the child resulting in death or permanent brain damage if the infant were to be infected during the delivery process.

Bacteriology/Parasitology

The bacteriology/parasitology section provides a variety of services to the State of Maine. Specimens for examination are received from different public and private agencies, doctors, hospitals and clinics. These specimens come from numerous sources such as foods, human, animal or environmental. The following is a general list of capabilities:

- | | |
|---------------------------------|--|
| 1. Parasitology | Identify helminths (worms) like tapeworms or round worms. Examine stools for ova (worm eggs) or protozoa. Protozoans cause amoebic dysentery and giardiasis. |
| 2. Foodborne Illness | Analyze foods for foodborne bacteria that cause disease. Bacteria that cause botulism, bacillary dysentery and typhoid fever are examples. |
| 3. <i>Neisseria gonorrhoeae</i> | Examine slides and cultures for identification. Do drug sensitivity testing on all positive cultures. |
| 4. Special Bacteriology | Identify bacteria that require special procedures. Bacteria that cause whopping cough, meningitis, plague and brucellosis are just some examples. |
| 5. Enteric Bacteriology | Identify bacteria that cause typhoid fever, bacillary dysentery and Yersiniosis. |
| 6. Anaerobic Bacteriology | Identify bacteria that cause botulism and gas gangrene. |

Mycobacteriology, Rabies, Mycology

The Tuberculosis Laboratory provides support to the Bureau of Health as well as a service to doctors, hospitals, and clinics. Since *Mycobacterium tuberculosis* may invade any organ of the body, such varied specimens as sputum, all body fluids, pus, urine, and tissues may be sent to the laboratory for examination. The laboratory identifies other mycobacteria as well as *M. tuberculosis*. Drug susceptibility studies are performed on all mycobacteria. The trend indicates a steady increase in the isolation of *M. tuberculosis* and atypical mycobacteria from the general population. There was a noticeable increase in the number of atypical mycobacterial isolates over the previous year. This trend is expected to continue because of the number of immunosuppressed patients who are susceptible to many diseases.

Rabies diagnosis in animals is performed at the request of individuals, physicians, or veterinarians as well as the Department of Agriculture when an exposure or potential risk is indicated. In the last 4 years we have had only 4 positive bats and one positive cat, which is a big drop from previous years. The average for the preceding five years was 20 with the highest number being in foxes.

In the Mycology Laboratory, clinical and reference diagnostic services are provided to doctors, hospitals, and clinics. There is more demand in the identification of mycology cultures, therefore, our numbers of specimens received increased by approximately 21% for this fiscal year.

Laboratory Improvement Program

Program Activities and Responsibilities:

1. Annual evaluation and certification of 28 drinking water/environmental laboratories.

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2. Annual evaluation of 8 hospital and 19 independent clinical laboratories for State and Federal licensure and Medicare certification programs.
3. Assists the Maine medicaid program by providing consultation in lab reimbursement and by evaluating physician's office laboratories in fraud and abuse cases.
4. Sponsors, coordinates and conducts educational programs for laboratorians.
5. Prepares and edits *Lab Gab*, a quarterly newsletter which is sent to hospitals, private laboratories, pathologists, State PHL directors and other interested parties (available free of charge).
6. Monitors proficiency testing performance for clinical and environmental (water) laboratories, and for physician's office laboratories.

Water Lab

The Water Lab provides a wide range of testing to public water systems and to private well owners as well as providing support to the Bureau of Health and other departments of the state government.

The Lab tests for inorganic and microbiological contaminants using modern instrumentation such as atomic absorption, autoanalyzer, and specific ion electrodes. In the future, the increasing workload will be met with more automation and computerization including a personal computer at each work station to facilitate reporting of results.

Besides drinking water, the Water Lab also does dump leachate, sewage and tissue samples for a number of state agencies and the general public.

Department Supported

Transportation (Well Claims Div.)

Marine Resources

Environmental Protection

Fish and Wildlife

Health Engineering

Support Activities

Test for road salt

Trace metals in shellfish

Trace metals in deer and moose liver

Test of water companies, trailer parks and other water supplies for compliance with state regulations

Organics

The pesticide laboratory section of the Public Health Laboratory was established in 1969 to service the state's needs for a facility capable of analyzing pesticide residues in the environment. At present, it is the only "full time" pesticide residue laboratory in Maine. Certified by E.P.A., recent emphasis has been to monitor surface and ground water supplies for residues of a wide range of agricultural chemicals used on farm commodities grown in our state. It also serves as the analytical arm for the regulatory efforts of Board of Pesticide Control, testing food products as well as soil and water for evidence of pesticide misapplication. It has also served the Department of Conservation's Spruce Budworm Program and the University of Maine in their research projects. It welcomes inquiries and requests for analyses from members of the general public who have valid concerns about the purity of their drinking water or pesticides used in their home environment.

In fiscal 1988, the organic chemistry functions of the water laboratory were merged with the pesticide laboratory to form a comprehensive organic analysis laboratory. There has been an increase in public awareness of organic chemical pollution of drinking water. Gasoline and other hydrocarbons are of particular concern. Volatile organics and trihalomethanes are of particular interest in the regulation of public water supplies. There has been a steady and significant increase in the number of samples received by this section. This section is currently certified for new mandated Federal State Drinking Water Act organic parameters.

All testing, either for government agencies or for the public are performed on a fee-for-service basis with costs being agreed upon between the parties prior to start of work.

Chemistry

The Chemistry Section of the Public Health Laboratory is a well-equipped analytical laboratory with modern instrumentation including IR/UV/VIS spectrophotometry, gas chromatography, high pressure liquid chromatography, and gas chromatography/mass spectrometry.

The Laboratory analyzes such diverse samples as seaweed for radiation and urine for drugs. The most rapidly growing program has been the testing of homes for radon in water and air.

The addition of new analytical equipment has increased the speed and sensitivity of urine drug testing. We currently analyze urine samples from drivers for the Maine State Harness Racing Commission. In addition we support the following programs:

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Program Supported

Public Safety

Chief Medical Examiner

Agriculture

Health Engineering

Public Health Nursing

General public/various

State agencies

Support Activities

Drug identification for law enforcement agencies

Certification of analysts for drug identification

Blood and breath alcohol analyses

Certification of analysts for alcohol testing

Approval and repair of Intoxilyzers

Arson analyses

Drug toxicology

Harness racing horse/driver drug toxicology

Feed and Fertilizer testing

Food safety testing

Pesticide testing

Radiation monitoring

Indoor air testing for volatiles

Public drinking water testing

Lead/EP screening

Bulk asbestos screening

Radon/radiation testing

Administration

The Public Health Laboratory has automated the tracking and reporting of analysis requests in several sections. In the near future, all sample data will be captured electronically for on-line data management and for long term storage. A computerized billing system is also in operation.

LICENSES, PERMITS, ETC.

License:

Independent Clinical Laboratory

Certificate:

Blood Alcohol Phlebotomist

Blood Alcohol Analyst

Drug Analyst

Breath Alcohol Testing Equipment

Water Testing Laboratory

PUBLICATIONS:

LAB GAB—quarterly newsletter—sent to hospitals, private laboratories, pathologists, State Public Health Laboratory Directors and other interested parties. (Available free of charge.)

A Correlation and Study of Blood and Breath Alcohol Testing (Available free of charge.)

Directory of Laboratory Services—Maine State Public Health Laboratory (1987). (Available free of charge.)

Rabies informational booklet. (Available free of charge.)

Water Testing Guide. (Available free of charge.)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$2,253,835.70 in FY 89 and are, by administrative decision, included with those of Bureau of Health.

DIVISION OF PUBLIC HEALTH NURSING

ELEANOR BRUCE, DIRECTOR

Central Office: 157 Capitol Street, Augusta

Telephone: 289-3259

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1977

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 147; *Citation:* 22 M.R.S.A., Sect. 1961

Average Count—All Positions: 65.7

Legislative Count: 0

PURPOSE: The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for nursing programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services primarily related to communicable diseases, the health of mothers and children, and refugee health. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

ORGANIZATION: The Director, Bureau of Health, hires the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in public health nursing.

The Division is made up of 3 full-time professionals (2 consultants, 1 director), three clerical central office staff; 6 supervisors, 52.2 fulltime equivalent public health nurses, and 7.5 clerical positions in the eighteen field offices.

PROGRAM: The focus of the Division of Public Health Nursing (DPHN) is on preventive nursing services, specifically child health services and disease control. The Division is involved in programs of prevention and detection such as newborn screening and lead poisoning and the development of standards of nursing in community health.

Direct services to all ages (rendered by the Division) are provided through direct visits to clients and through clinic activities. Consultation is provided to community nursing agencies and other parts of the Department.

During FY 89 approximately 12,000 direct visits were made to 6000 clients in connection with communicable disease control (i.e., tuberculosis), maternal and child health (pregnant teens/women, newborns and infants, premature births, sudden infant death, children under handicapped children's services, etc.), Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include preschool clinics (about 44 sites, 420 sessions, 6,400 visits), tuberculosis clinics, a genetics clinic, handicapped children's clinics (such as cardiac, orthopedic, child development, cleft palate, cystic fibrosis and spina bifida). Additional services include school health nursing in small school systems, active participation with the Preschool Coordination Site Services, funded through the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC) and a specific newborn referral system.

DPHN is involved in standards-setting for nursing practices in the field and, to this end, the Division has developed policies and procedures for visits in these areas. The Division collects data in areas of sudden infant death, well-child care, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis, and the overall coordination of nursing services on a community-wide basis, constitutes the emerging role for the Division's nurses. The Division is involved with various other Departments and agencies in providing coordinated services.

Accomplishments in FY 89:

DPHN continues to be involved in policy development with other governmental units, such as participation on advisory committees, and staff PHNs continue to attend T.B. Consultants' meetings.

Significant workshops that DPHN personnel attended include: Nursing Child Assessment Satellite Training (NCAST) (7 days); infant mental health (4 days); Lactation Conference (3 days); American Public Health Association (APHA) Convention (7 days); Tri-Regional Education

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& Networking Development System (TRENDS) conferences (10 days); Association of State & Territorial Directors of Nursing (ASTDN) annual meeting (3 days); Region I Pediatric AIDS Conference (2 days); Children's Defense Fund Conference (3 days); National Center for Clinical Infant Programs (3 days); New England Consortium of Childhood Lead Poisoning Program (1 day); Maine Executive Institute (10 days); Shriver Center Nursing Conference (6 days); New England Regional Myelodysplasia Nurse Clinicians quarterly meetings (3 days); and a statewide staff educational conference (2 days) was held in May entitled "Caring for the Caregiver."

DPHN personnel were involved in teenage pregnancy programs and clinical experience for nursing students, medical residents, and observations for graduate students from the University of Maine. Child Development Clinics and Well Child Clinics have maintained the same number of sessions. An internal newsletter was created to share professional issues and events within the Division.

Changes relating to children's services include the expansion of the newborn screening referral system to include children 0-5 years of age and offering a visit to all new mothers. Public health nurses are assigned as liaisons to hospitals in order to improve communications and provide inservice education as needed. DPHN has become increasingly involved with the Preschool Coordination Sites under ICCPHC with many Public Health Nurses serving on local coordinating committees and holding membership on ICCPHC committees. The infant screening/referral system is intended to prevent health problems in children through early identification and intervention. School nurses were recertified as appropriate, and a new Latency Program was initiated to serve school age children (6-12).

The above activities have required changes in workloads and priorities, with the concern that we may be seeing more people, but less intensively than previously.

PUBLICATIONS:

- Brochure: "Public Health Nurses In Your Community"—free
- Brochure: "The Public Health Nurse And A Visit To You And Your Baby"—free
- Brochure: "How to Remove Lead Paint"—free
- Brochure: "Childhood Lead Poisoning Awareness"—free
- Brochure: "What's an FEP"—free
- Brochure: "Sudden Infant Death Syndrome"—free
- Brochure: "Bereavement Support Groups/Community Health Nurses"—free
- Brochure: "Guidelines For Forming Bereavement Support Groups"—free
- Fact Sheet: "The Grief of Children" Susan Woolsey—free

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)

ROBERT R. NADEAU, DIRECTOR

Central Office: Human Services Bldg., Augusta

Telephone: 289-2546

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144R; Citation: 22 M.R.S.A., Sect. 3

Average Count—All Positions: 99

Legislative Count: 761.5

PROGRAM: This unit is responsible for providing generic administrative support services to all program units housed in the five regional offices as well as branch offices in each region. Its major functions fall into five categories: (1) reception services, (2) personnel services, (3) fiscal services, (4) office services, and (5) plant management services. These services, provided for the comfort of the public as well as staff, are offered in Portland, Biddeford, Sanford,

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Lewiston, Mexico, Farmington, Augusta, Skowhegan, Rockland, Belfast, Bath, Bangor, Ellsworth, Dover, Lincoln, Machias, Calais, Houlton, Presque Isle, Caribou, and Fort Kent. These several offices enable the public to receive services in all areas of the state.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	22,901,232	16,723,973			6,177,259	
Health Benefits	1,947,009	1,370,052			576,957	
Retirement	4,312,381	3,155,620			1,156,761	
Other Fringe Benefits	181,281	109,520			71,761	
Computer Services—State	300,544	129,607			170,937	
Other Contractual Service	3,491,963	2,285,822			1,206,141	
Rents	1,862,667	977,056			885,611	
Commodities	173,732	86,549			87,183	
Grants—Subsidies—Pensions	401,729	318,412			83,317	
Equipment	46,017	19,481			26,536	
Interest—Debt Retirement	1,465	828			637	
Transfers to Other Funds	172,788				172,788	
TOTAL EXPENDITURES	35,792,808	25,176,920			10,615,888	

BUREAU OF REHABILITATION

PAMELA TETLEY, DIRECTOR

Central Office: 32 Winthrop Street, Augusta

Telephone: 289-2266

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 152; *Citation:* 22 M.R.S.A., Sect. 3052

Average Count—All Positions: 208

Legislative Count: 49

Organizational Units:

Division of Disability Determination Services

Division of Eye Care

Division of Deafness

Vocational Rehabilitation Services

PURPOSE: Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to individuals with handicaps. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including independent living services, vocational rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore, the Bureau provides a specific program of services to individuals with visual impairments. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of the Handicapped.

ORGANIZATION: The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Educa-

tion. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. The Division of Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, and Division of Deafness in 1982.

All of these programs have the goal of assisting individuals with handicaps to function at their highest level of potential.

PROGRAM: The programs of the Bureau are conducted through several service areas:

Rehabilitation Services Program. The goal of Vocational Rehabilitation (VR) Services is to assist individuals who are handicapped by a physical, mental, or emotional impairment to prepare for and obtain suitable employment. These services include, but are not limited to, evaluation of rehabilitation potential to determine eligibility, as well as the nature and scope of services to be provided; counseling and guidance; physical and mental restoration; vocational training; occupational licenses; tools and equipment; job placement and post-employment assistance enabling individuals to maintain employment. VR also administers facility services which are implemented through grant awards and fee-for-service agreements with private non-profit agencies which provide an array of services to assess rehabilitation potential, develop social and vocational skills, provide transitional and sheltered employment and prepare people with disabilities for the job market.

Under the auspices of the Rehabilitation Services Program, the Bureau provides a broad spectrum of programming which is not necessarily vocationally based but addresses the needs of people who have a disabling condition to be as independent as possible. These services include the Independent Living Rehabilitation Services Program; personal care attendants; the hearing impaired children's program; telecommunication devices for deaf people; adaptive skill training for people with vision impairments and technical assistance in providing barrier-free structures.

These programs assist individuals with severe disabilities to remain at home or in the community, thus avoiding the necessity of placement in nursing homes, hospitals, or other institutions away from home and family.

In the context of providing services to people with handicaps and placing them in employment, the Bureau supports the Office of State Handicapped Accessibility. Staff of this office assist organizational recipients of federal funding to comply with Section 504 of the Rehabilitation Act of 1973 which requires that they provide employment and accessibility to qualified handicapped persons.

Division of Eye Care. The Division of Eye Care was established legislatively to provide a program of services to blind citizens, including the prevention of blindness, the location and registration of blind persons, the provision of education services to blind children ages 0-21, vocational guidance and training, including the placement of blind persons in employment, administration of vending facilities in public buildings to be operated by a blind person licensed by the Division, assisting people with blindness in marketing the products of home industries, and providing other social services. (See additional report following this section.)

Division of Deafness. The Division of Deafness was legislatively established in 1985 to provide a program of services to people who are deaf and hearing impaired. The Division maintains a registry of deaf persons and interpreter service programs. Telecommunication devices for people who are deaf (TDD) are provided through a cost sharing and loaner program. Identification cards are available free of charge to assist deaf people in emergency, medical, social, or legal situations where an interpreter is needed. A separate ID card is available for owners of "hearing ear dogs". In addition, any eligible deaf or hearing impaired person may receive the full range of vocational rehabilitation services required to meet individual needs. The Division also provides evaluation and services to hearing impaired deaf children whose loss is sensorineural in nature.

Division of Disability Determination Services (DDS). Disability Determination Services is a state agency regulated by the Social Security Administration to adjudicate all Social Security Disability Insurance and all Supplemental Security Income claims. Through a process of medical

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record review and medical consultation, the program determines the eligibility of individuals for these two Social Security benefits. Although quality and quantity goals are mandated by the federal Social Security Administration, DDS has a continuing goal of serving the public by giving fair, timely, and accurate disability decisions to all who apply for disability benefits.

PUBLICATIONS:

Each program publishes brochures describing its services and eligibility requirements. Assorted educational pamphlets are also available on many disabling conditions as well as descriptive reports and publications promoting general public awareness. Most publications are free and may be obtained during working hours in the respective program offices.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,386,335	1,017,593			4,368,742	
Health Benefits	450,559	81,341			369,218	
Retirement	1,017,849	190,057			827,792	
Other Fringe Benefits	29,642	4,848			24,794	
Computer Services—State	173,439	87,665			85,774	
Other Contractual Service	2,214,348	787,316			1,427,032	
Rents	426,763	316,527			110,236	
Commodities	43,917	13,042			30,875	
Grants—Subsidies—Pensions	13,115,480	4,270,289	19,214		8,825,977	
Equipment	22,315	2,605			19,710	
Interest—Debt Retirement	1,261	1,050			211	
Transfers to Other Funds	102,839				102,839	
TOTAL EXPENDITURES	22,984,747	6,772,333	19,214		16,193,200	

SCIENTIFIC ADVISORY PANEL

ROBERT A. MICHALES, Ph.D., CHAIRPERSON
ROBERT FRAKES, Ph.D., CONTACT

Central Office: 157 Capitol Street, Augusta

Telephone: 289-5378

Mail Address: Statehouse Sta. 11, Augusta, Maine 04333

Established: 1984

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 476; Citation: 22 M.R.S.A., Sect. 1693A

PURPOSE: The major duties of the Scientific Advisory Panel are to act in an advisory capacity to the Director, Maine Bureau of Health, in assessing the human health impacts of hazardous air pollutants. In addition, the Scientific Advisory Panel may evaluate other environmental health problems, at the request of the Director of the Bureau of Health. The Panel meets on a bi-monthly basis.

ORGANIZATION: The Scientific Advisory Panel consists of seven members, appointed by the Commissioner of Human Services. Members represent a cross-section of various environmental health disciplines, including pulmonary medicine, toxicology, industrial hygiene, atmospheric chemistry, epidemiology, and molecular biology. The term of office is three years and may be renewed. Members of the Panel serve without compensation, but are entitled to reimbursement of expenses incurred in the performance of their duties.

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PROGRAM: The Scientific Advisory Panel has given final approval for risk assessments on toluene and perchloroethylene, and formaldehyde, which were conducted by the Bureau of Health. These assessments have been sent to the Department of Environmental Protection. The Panel is currently reviewing the Bureau of Health's risk assessments on chlorine and wood smoke. These assessments will be sent to the Department of Environmental Protection in the near future. It has provided the Bureau with peer review on its risk assessment policy, and helped the Bureau to organize a workshop on the policy, this past fiscal year. The Panel is broadening its scope to include review of non-Air Toxics, and has begun to review water quality standards for dioxin. The next air pollutants scheduled for review include: trichloroethylene and trichloroethane.

FINANCES, FISCAL YEAR 1989: Expenditures of this unit are included with those of the Bureau of Health.

BUREAU OF SOCIAL SERVICES

PETER E. WALSH, DIRECTOR

HARMON D. HARVEY, Deputy Director

Central Office: Human Services Bldg., Augusta

Telephone: 289-5060

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 148; Citation: 22 M.R.S.A., Sect. 5308

Average Count—All Positions: 98

Legislative Count: 86

PURPOSE: The Bureau of Social Services, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Human Services, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to social services, including services to older people funded by the Federal Social Services Block Grant (SSBG). The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and the SSBG as amended and to administer State or Federal programs or Acts relating to social services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to social services, except services to older people, and conducts a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities. Furthermore, the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

ORGANIZATION: The Bureau of Social Services was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and Welfare (now the Department of Human Services). Among its responsibilities were those formerly assigned to the department's Office of Resource Development which was created in 1973 to administer the state's new Priority Social Services Program. During the 1974 transition period the office continued to function until the new bureau became operational near the

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close of FY 77 and then was disbanded.

The 107th Legislature changed the bureau's name to the Bureau of Resource Development. A departmental-wide administrative reorganization in early 1975 added to the bureau a Social Services Consultation and Policy Development Unit and assigned to the bureau many of the department's research, evaluation, and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in 1974 enabled the bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The bureau was designated in March 1975 as the departmental unit responsible for administration and development of Maine's Title XX Comprehensive Annual Services Plan, in addition to the previously assigned IV-B Child Welfare Services Plan.

In 1979, by order of the Governor, the U.S. Department of Agriculture Child Care Food Program was transferred from the Department of Educational and Cultural Services to this bureau. This program provides federal assistance to food programs administered through a multitude of child caring agencies.

Also in 1979 the responsibility for statewide refugee coordination was accepted by the Governor from the federal government and assigned to the bureau which has resulted in services to over 1,100 Indo-Chinese, Cuban-Haitian, Poles and other refugees throughout the state. This program is administered by the bureau through various purchase of service agreements with community agencies.

In 1980 the 110th Maine Legislature renamed the bureau to the Bureau of Social Services.

The Maine Legislature renamed the bureau to the Bureau of Child and Family Services in 1989.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were \$16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 Federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting Federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive State human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Services Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued Federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The continued funding by the Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, has given the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health-mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

With the availability of additional Federal dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling and eventually the SSBG.

Studies on child abuse and neglect and later abuse and neglect of adults, have focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability for response has been operative since 1977. Expansion of staff was possible primarily through commitment of a por-

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tion of available Title II—Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

The Bureau continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs.

The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine citizens who are unable to protect and take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

Division of Child and Family Services. This division is responsible for policy development, implementation, and quality assurance of child and family services programs administered and delivered by central office and regional offices direct service, management and administrative staff. This includes administration of approximately \$28 million in state and federal funds including federal title IV-B and IV-E. Services under the responsibility of this division include child protective services to children and their families where there are allegations of suspected abuse and neglect as defined in Maine statutes, foster care and residential treatment services for children, adoption and adoption assistance, licensing of foster homes and child placing agencies, recruitment and training of foster families, and administration of the Interstate Compact on Placement of Children and the Interstate Compact on Adoption and Medical Assistance.

Division of Adult Services. This division is responsible for policy development, interpretation, implementation, and monitoring of all services to adults administered through direct service staff of regional offices. It includes responsibility for providing technical assistance to staff, for working with the office of the Assistant Attorney General for determining appropriateness of petitions for public guardianship and conservatorship under the Adult Protective law. Although some services directed at adults under the auspices of this bureau are considered supportive, the priority focus on services is for the protection of adults. In addition, this division arranges for the provision of therapeutic services in licensed facilities for adult protective clients.

Division of Purchased and Support Services. This division is responsible for the administration of more than \$21 million in state, federal, and local funds under the SSBG, the state Priority Social Services Act, the Refugee Resettlement Program, and State Child Care funding. It works with private and public agencies seeking to contract with DHS to provide services eligible for funding under the above mentioned programs. It is responsible for the negotiation, administration, and monitoring of contractual services with these community agencies.

Programs administered by this division include the State Refugee Resettlement Program, the AIDS Case Management Program, the Victims of Crime Assistance Program, and the Adult and Child Care Food Program. The Division also provides planning and evaluation services to the other divisions of the Bureau.

Division of Child Care and Licensing. Established in early 1989, this division is responsible for the licensing of day care facilities, foster homes, and residential facilities for children. It is also responsible for the planning, policy development and recruitment of child care facilities statewide through the Office of Child Care Coordination which was created by the Legislature in 1986. The division houses an institutional abuse investigation team which investigates allegations of child abuse in out of home settings.

LICENSES, PERMITS, ETC.:

Licensing Unit

License:

- Children's Residences
- Day Care Centers (for Non-Recurring Clientele)
- Family Day Care
- Group Day Care
- Nursery School
- Child Placement Agencies With and Without Adoptive Programs
- Family Foster Homes for Children
- Specialized Children's Homes
- Children's Foster Homes Providing Respite Care Only

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PUBLICATIONS:

Final State Plan—Social Services Block Grant Plan Report—Social Services Programs
 Annual Statewide Child Welfare Services Plan
 Refugee Resettlement Plan
 Adult Services Annual Plan
 Child Care Food Program Annual Plan

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOCIAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,061,459	2,061,594			999,865	
Health Benefits	216,109	145,319			70,790	
Retirement	580,872	385,034			195,838	
Other Fringe Benefits	15,743	10,399			5,344	
Computer Services—State	245,528	223,117			22,411	
Other Contractual Service	1,021,769	761,756	37,338		222,675	
Rents	74,147	53,668	35		20,444	
Commodities	32,273	20,602	198		11,473	
Grants—Subsidies—Pensions	34,768,184	20,467,543	1,415		14,299,226	
Equipment	17,989	8,590			9,399	
Interest—Debt Retirement	23	23				
Transfers to Other Funds	42,195	—1	1,005		41,191	
TOTAL EXPENDITURES	40,076,291	24,137,644	39,991		15,898,656	

OFFICE OF VITAL STATISTICS

ELLEN M. NAOR, STATE REGISTRAR AND DIRECTOR
LORRAINE A. GERARD, Deputy State Registrar

Central Office: 32 Winthrop St., Augusta

Telephone: 289-3001

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1892

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 146; Citation: 22 M.R.S.A., Sect. 2701

Average Count—All Positions: 35

Legislative Count: 0

Organizational Units:

Vital Records Unit
 Survey Operations Unit
 Technical Operations Unit
 Statistical Services Unit

PURPOSE: The Office of Vital Statistics provides and facilitates the use of quantitative information for planning, policy development, program management and evaluation within the Department of Human Services. It produces detailed population estimates and projections for use within and outside the Department. It maintains a state-wide system for the registration of vital statistics. The State Registrar is also responsible for directing the activities of municipal clerks in the registration of vital statistics.

ORGANIZATION: The Office of Vital Statistics was established in 1892 to maintain a state-wide system for the registration of vital statistics. It has since grown to encompass a variety of data on health status, health care resources, and social services, as indicated by its present name.

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PROGRAM: The Office of Vital Statistics is composed of four units: Survey Operations, Technical Operations, Statistical Services and Vital Records. The units function in a complementary manner to manage the State vital statistics system; to collect, process, analyze, and disseminate quantitative data for policy development, planning, program management and evaluation in the areas of health and social services; to provide technical assistance and consultation on survey procedures, statistical analysis and systems development; and, to provide vital registration services for the general public.

A major function of the Office during FY 1988-89 was continuing to develop and maintain core data needs for health and social services, program planning and management. Specific projects included vital statistics, population estimates and projections, demographic information, health status indicators, health care expenditure estimates, physician and nurse surveys, inventories of health care facilities of all levels, health facility utilization, and adverse reproductive outcomes surveillance.

The Office continued its regular program of collecting vital records, filing them, furnishing vital statistics data to the National Center for Health Statistics on magnetic tape and microfilm for the preparation of national vital statistics reports; initiated measures for improving compliance with the rules governing the registration of vital statistics; presented several workshops for municipal clerks on registration methods and automation; and continued operation of the Adoption Reunion Registry. As of July 1, 1989, the Registry had 651 applications on file, equally divided between adopted persons and biological parents. The Registry has identified 12 matches to date.

During the past year, the Office completed its analysis of data on the characteristics of residents in small boarding homes; prepared long-range population projections and compiled and analyzed data from many sources for use in the Department's plan for the provision of long term care services; completed a detailed report on the Childhood Mortality Prevention Program; completed a study of the quality of birth defects data reported on the birth certificate, and continued its statistical investigations of possible excess mortality in certain occupations. The Office, through a grant from the Centers for Disease Control, developed and implemented the pilot phase of a surveillance system designed to identify factors associated with poor pregnancy outcomes: the Pregnancy Risk Assessment Monitoring System (PRAMS). A system for analyzing data from the Medicaid Cost Reports for Nursing Homes is also in operation, to provide information for managing the prospective reimbursement program for these facilities. The Office implemented the Enumeration at Birth Project which provides parents with an opportunity to request social security cards for newborns by permitting the Office to send birth certificates directly to the Social Security Administration.

The Office continued to develop an overall data system for health planning and cooperated with many other health agencies in data collection. Staff provided research, statistical and technical services to the Bureau of Health, Medical Services, and Income Maintenance, as well as the Office of the Commissioner. A number of statistical reports and directories were published. The Office continued a series of presentations for various groups in the Department to familiarize them with the technical, statistical and informational resources available through the Office and continued to work on an overall plan for the coordinated development of research and information processing activities within the Department.

LICENSES, PERMITS, ETC.: Certificates of live birth, death, and marriage. Official reports of fetal death, and spontaneous and induced abortion. Official records of divorce or annulment.

PUBLICATIONS:

- Maine Vital Statistics, 1987—\$7.00
- Maine Vital Statistics, 1986—\$7.00
- Population Estimates for Minor Civil Divisions by County, 1987—\$4.00
- Maine Health Facilities: Resources and Utilization, 1986—\$10.00
- Characteristics of Maine's AFDC Caseload in November 1987, 1988—\$6.00
- Population Projections by Minor Civil Divisions, Sex, Age Group and County, 1987-1996—\$4.00
- A Capsule of Health Information—1987—\$2.00
- Childhood Deaths in Maine 1985-1986; 1988—\$3.00
- Trends in Hospital and Nursing Home Care Expenditures, Maine, 1974 to 1984—\$3.00
- The Accuracy of Parental Work History Data on the Maine Birth Certificate—\$4.00

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Health Data Resources—Free

Vital Statistics Registration in Maine; 1986 Digest of Laws and Regulations—Free

*Limited numbers of all reports are distributed free; additional printings are available upon request at cost.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Office of Management and Budget.

MAINE HUMAN DEVELOPMENT COMMISSION (Formerly Maine Human Services Council)

JANICE C. MORESHEAD, CHAIRPERSON

ROBERT A. FRATES, Executive Director

Central Office: 160 Capitol Street, Augusta; *Floor:* 1

Telephone: 289-2288

Mail Address: Statehouse Sta. #155, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 162; *Citation:* 22 M.R.S.A., Sect. 5313

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Maine Human Development Commission's purpose is to assist the Executive and Legislative Branches of State Government on activities related to human needs and development, such as child development, education, energy, family functioning, income, maternal and child health, mental disabilities and social services. The Commission, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions. Recommendations relate to state and federal plans, policies and programs; particularly state administered funds provided under federal block grants, the U.S. Social Security Act, and other health and human service programs. The Commission conducts hearings and forums, and provides information to the public-at-large, national government, and the executive and legislative branches of State Government. The Commission also serves as the performance review committee monitoring the development and award of agreements for purchasing community services from providers who are funded by state and federal funds.

ORGANIZATION: The Maine Human Development Commission is the successor to the Maine Human Services Council which was established in 1974. It consists of seventeen members representing the Legislature, nongovernmental organizations, citizens-at-large, private groups and local public agencies concerned with human development. Members, except those representing the Legislature, are appointed by the Governor for terms of three years. The Governor designates the chairperson from among the appointed members. The Commission meets monthly, and its subcommittees/task forces meet throughout the year.

During 1982, the Legislature completed the Sunset Review of the former Maine Human Services Council authorizing continuation of the former Council.

In 1989, statutes governing the Commission were revised and updated, based on legislation initiated by the former Council. The new statute was approved by the Governor, and changed the agency name to Maine Human Development Commission. Effective July 11, 1989, the unit number will be 94-530 and the Citation will be Title 5, Sec. 461.

PROGRAM: During the year ending June 30, 1989, the Maine Human Development Commission continued activities to improve programs of child development, education, family development, health, health cost containment, health insurance, income supplementation, job training, mental development, social services, and community-based programs. Efforts focused on abused children, special needs children, mentally disabled people, low income people, and unemployed young mothers. Work concentrated on programs of the Department of Educational and Cultural Services, the Division of Community Services, and the Department of Mental Health and Mental Retardation. Priority activities of this independent board continue to be policy/budget/legislative analysis and technical assistance to the Governor, the Legislature, agencies of the Executive Branch and the public-at-large.

Goals and Objectives. The Commission adopted goals and objectives at its September 1988 annual meeting. A major twelve month public information endeavor focused on education for all Maine youth, family and child development, and primary prevention of social problems. Of particular concern were multiple, interrelated problems that affect education and family and child development, such as alcoholism, child abuse, mental disabilities, homeless people, teen pregnancy, and teen suicide. Other major efforts focused on improving management of programs through use of the Maine Social Services Report; performing budget/policy analysis;

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and following through on a Legislatively authorized review of endeavors directed to prevention of child abuse. Clearly the major objectives of the year involved assisting Executive and Legislative consideration of general education improvements, early childhood education, family and child development, community services and treatment, and advocating for primary prevention of social problems.

Appropriations Affecting Education, Family Development, Access to and the Cost of Health Care, and Related Problems. The Commission encouraged administrative and legislative action to enact education initiatives, especially child care, early childhood development, and laws relating to attendance and alternative education programs. Other priorities included family and children's legislation affecting juvenile justice, children's mental health, prevention, and the organization of state administered children's services; health care access, costs, financing, and improved public/private insurance; and affordable housing programs and their financing.

Task Force on Education For All Maine Youth. The Task Force was established and is supported by Commission resources. The purpose of the Task Force is: to assure the availability of free and appropriate education and human development opportunities for all Maine youth by working in collaboration and partnership; to seek to bring all parties involved in development of education policy and budgets into a more positive and productive set of working relationships; and to achieve enriched educational attainment by each Maine youth.

The Task Force will complete analysis and review of numerous policy and budget proposals in the fall of 1989. Recommendations for future administrative and legislative actions will be adopted at that time.

Maine Social Services Report. In order to adequately describe current human development programs available to people, and to improve those programs, the Commission emphasized preparation and wide distribution of the Maine Social Services Report. It is available in November of each year to assist state executive and legislative managers, as well as citizens, community leaders, and the boards of public and private agencies.

The Maine Social Services Report was prepared as a resource to assist budget and policy development. The unique report presents comparative information covering 4 years in a single document utilizing a uniform format. The report includes budget, policy, and program information describing the activities of the Department of Human Services, the Department of Mental Health and Mental Retardation, the Division of Community Services, and other state agencies related to human development.

Legislative Studies. Particular emphasis was given to following through on a report prepared at the request of the Legislature's Audit and Program Review Committee. In July of 1987 the Commission initiated a legislatively authorized review of endeavors directed to prevention of child abuse.

Through a Working Group on Child Abuse, the Commission researched prevention of child abuse and published a report, *We Can Do It, Primary Prevention, A Common Sense Approach to Child Abuse and Neglect*. It recommends a forward looking positive human development strategy. The strategy is directed to positive development of socially healthy children and to primary prevention of numerous social problems, including child abuse.

The Commission followed through on the report by working with the Committee on Primary Prevention located in the Department of Corrections, serving as a resource consultant to the 1988 Bethel Conference on Child Sexual Abuse and Prevention, and assisting 1989 legislative initiatives on positive child and family development.

Families and Children's Services. The Commission expressed its long standing commitment to families and children by integrating these concerns with various activities. High priority family and children's issues addressed were: adequate funding and availability of quality treatment services; increased family support for children with special needs; and more effective use of existing resources to restructure and simplify administration of multiple services to clients of several state agencies. The Commission asserts the position that the family and the home is the primary way of helping children, adults and the elderly to meet educational, developmental, income, health and social needs.

Review of Agreements to Purchase Services. The Commission monitored the development and execution of contracts for community services between state agencies and provider agencies. The Commission worked to promote improved contract administration and policy, particularly regarding childcare, daycare, and homebased care of mental disabilities.

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PUBLICATIONS: (All are available at no cost)

Child Abuse and Neglect Report
 Maine's Hidden Poor in Substandard Housing
 Statement of Concern on the Budget Process, 1978
 Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid
 and Catastrophic Illness Programs, 1979
 Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979, 1980
 Neighbors Helping Neighbors With Energy-Resource Packet
 Food Stamp Report
 Maine Social Services Report, 1984, 1985, 1986, 1987
 A Sampler of Community Responses to Human Needs, 1986
We Can Do It, Primary Prevention, A Common Sense Approach To Child Abuse and
 Neglect, 1988
 Making Maine Better Through Human Development, 1989

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN DEVELOPMENT COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	67,809				67,809	
Health Benefits	4,941				4,941	
Retirement	13,095				13,095	
Other Fringe Benefits	423				423	
Computer Services—State	85	85				
Other Contractual Service	39,002	23,495			15,507	
Rents	14,605	14,605				
Commodities	2,943	2,943				
Transfers to Other Funds	3,668				3,668	
TOTAL EXPENDITURES	146,571	41,128			105,443	

INFORMATION SERVICES

INFORMATION SERVICES POLICY BOARD

SUSAN COLLINS, CHAIRMAN

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

Telephone: 289-4550

Mail Address: Statehouse Sta. #61, Augusta, Maine 04333

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 357; *Citation:* 5 M.R.S.A., Sect. 1891

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Chapter 158 of the Public Laws which created the Office of Information Services also created the Information Services Policy Board to assist the Deputy Commissioner in meeting the purpose and mission of the chapter. The Board has responsibilities in the areas of establishment of standards, examination of centralization of data processing, development of the comprehensive plan, assistance in the development of and approval of rules, policies and fees, reviews of information processing operations and investigation of key issues.

ORGANIZATION: The Board consists of 14 voting members and 2 advisory members. The voting members consist of the following administrators or their major policy influencing designees: the Commissioner of Administration, the Commissioner of Finance, the Commissioner of Human Services, the Commissioner of Labor, the Commissioner of Transportation, the Commissioner of Economic and Community Development; the Deputy Secretary of State, Division of Motor Vehicles; the Executive Director of the Maine State Housing Authority; the Executive Director of the Finance Authority of Maine; one member appointed by the Governor from the office of the Governor; two members appointed by the Governor representing the remaining state agencies of State Government; and two members appointed by the Governor who are administrators or managers of data processing systems in the private sector. The advisory members are appointed by the Legislative Council and the Chief Justice of the Supreme Court. The Information Services Policy Board must meet at least 10 times annually.

PROGRAM: The Board provided oversight to several Statewide initiatives involving the Office of Information Services. These included the new financial management system, the criminal justice information system selected as a pilot planning project, and the deployment of a new State Telecommunications network. The Board also directed a study of available economic data and recommendations to make the data accessible. This report was presented to the Joint Standing Committee on Housing and Economic Development during the first regular session of the 114th Legislature. The Board has recently assigned a subcommittee the responsibility for developing a Statewide public access policy regarding information stored in the computers within State agencies.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Office of Information Services

MAINE INDIAN TRIBAL-STATE COMMISSION

Central Office: 77 Water Street, Hallowell, Maine
Mail Address: P.O. Box 87, Hallowell, Maine 04347

Established: April 1980

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 94; Unit: 409; Citation: 30 M.R.S.A., Sect. 6212

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The responsibilities of the Commission, as provided in the Maine Indian Claims Settlement, fall in three general areas:

1. Review the effectiveness of the Settlement and the social, economic and legal relationship between the Passamaquoddy Tribe, the Penobscot Nation and the State of Maine. The Commission monitors the Settlement and makes recommendations to the two Tribes and the State of Maine regarding its implementation.
2. Advise the Legislature in the event either Tribe proposes to add land to its Indian territory other than land designated in the Implementing Act. Similarly, the Commission advises the Legislature on the establishment of Extended Reservations, which extend Tribal judicial and law enforcement jurisdictions over additional portions of Indian territories where Tribal members reside.
3. Regulate fishing on certain bodies of water adjacent to Indian Territory, and, when appropriate, study fish and wildlife management practices on non-Indian lands for the purpose of making recommendations to the Commissioner of Inland Fisheries and Wildlife and the Legislature to protect migrating stocks.

ORGANIZATION: The Tribal-State Commission consists of 9 members, 4 appointed by the Governor of the State subject to review by the Joint Standing Committee on Judiciary and to confirmation by the Legislature, 2 each to be appointed by the Passamaquoddy Tribe and the Penobscot Nation, and a chairman to be selected by majority vote of the Commission. The chairman serves a term of four years, and the other eight members each serves a term of three years and may be reappointed.

PROGRAM: The Commission operates under the terms of the Settlement Act and through bylaws adopted in 1985. The Commission contracts for administrative services including a part-time Executive Director. It has established an annual operating budget funded jointly by the two Passamaquoddy Tribes, the Penobscot Nation and the State of Maine.

The major issues addressed by the Commission during 1988-89 included fisheries management, hunting law enforcement; the tax status of tribal enterprises; and the jurisdiction of tribal courts.

During the year, the Commission was involved in the following activities: preparing several Indian territory maps; planning, organizing and implementing a one-day workshop on fisheries management and hunting law enforcement; researching the need for a video about Maine Indians and the Settlement Act; planning for a future workshop focusing on municipal issues; and identifying bodies of water within trust lands over which the Commission has jurisdiction.

In addition, the Commission reviewed and provided information about pertinent bills considered by the 114th Maine Legislature during its First Regular Session. These included proposals to: implement the Aroostook Band of Micmacs Settlement Act; broaden the jurisdiction of the Passamaquoddy Tribal Court; tax Indian business enterprises; and create a Commission to study the establishment of a state-tribal partnership to encourage economic development. The Legislature enacted the first two proposals.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE INDIAN TRIBAL- STATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,800	1,425	375			
Other Contractual Service	22,353	10,908	11,445			
TOTAL EXPENDITURES	24,153	12,333	11,820			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

WILLIAM J. VAIL, COMMISSIONER
NORMAN E. TRASK, Deputy Commissioner

Central Office: 284 State Street, Augusta

Telephone: 289-3371

Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1880

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137; *Citation:* 12 M.R.S.A., Sect. 7011

Average Count—All Positions: 286

Legislative Count: 309

Organizational Units:

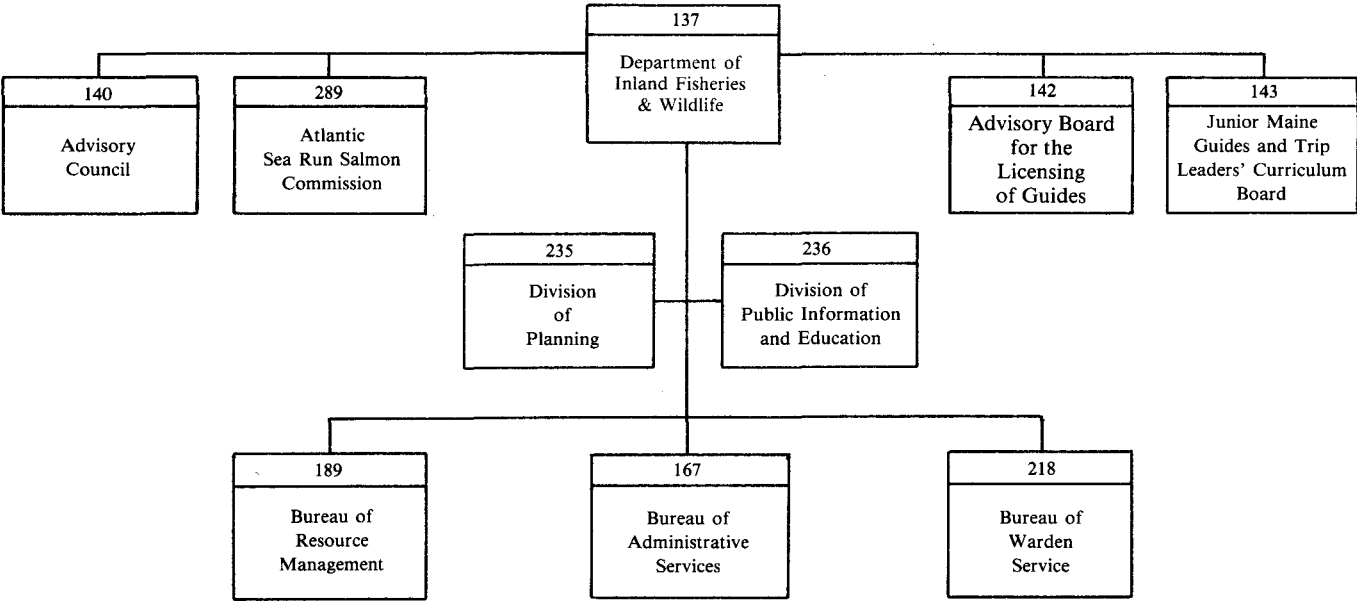
Bureau of Administrative Services
Bureau of Resource Management
Bureau of Warden Service
Division of Information and Education
Division of Planning

Advisory Council (Inland Fisheries &
Wildlife)
Atlantic Sea Run Salmon Commission
Junior Maine Guides & Trip Leaders
Curriculum Board
Advisory Board for the Licensing of
Guides

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles, watercrafts, and all-terrain vehicles, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. Function Divisions were added as the Department mandates and responsibilities were expanded, e.g., first engineer in 1932; flying Warden Service in 1937; Wildlife Division in 1938; Fisheries Division in 1951; Information and Education in 1955; Program Development and Coordination in 1968; Snowmobile Registration in 1969; Realty in 1970; Watercraft Registration and Safety in 1974 which was combined with Snowmobile Registration to form the Division of Recreational Safety and Registration in 1976. Effective October 1, 1975, the Department was renamed the Department of Inland Fisheries and Wildlife. In 1984, the Department underwent its first Sunset Review by the Legislative Committee on Audit and Program Review. As a result, the Department was reorganized into the following: 1. Bureau of Administrative Services—the existing Divisions of Administration, Licensing and Regulation portion of the Division of Recreational Safety and Registration, and the Land Acquisition and Development Division were combined to form the Bureau of Administrative Services; 2. Bureau of Resource Management—the environmental coordination, administration of the Stream Alteration Act, and the computer functions of the Program Development and Coordination Division, Division of Fisheries and Hatcheries and the Division of Wildlife Management and the Visitor's Center were combined to form the Bureau of Resource Management; 3. Bureau of Warden Service—the safety functions (Hunter, Watercraft, and Snowmobile) were transferred from the Division of Recreational Safety and Registration to the Bureau of Warden Service; 4. Office of the Commissioner—the Division of Public Information (renamed Public Information and Education) and the planning

**ORGANIZATIONAL CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
UMB 09**



INLAND FISHERIES AND WILDLIFE

Approved by the Bureau of the Budget

INLAND FISHERIES AND WILDLIFE

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,013,787	508,048	5,829,418		1,676,321	
Health Benefits	690,167	9,873	605,246		75,048	
Retirement	2,508,343	34,318	2,198,008		276,017	
Other Fringe Benefits	62,979	465	52,541		9,973	
Computer Services—State	257,363	109	237,804		19,450	
Other Contractual Service	2,941,580	224,469	1,870,094		847,017	
Rents	111,478	63	108,461		2,954	
Commodities	588,597	3,895	522,199		62,503	
Grants—Subsidies—Pensions	209,419		187,510		21,909	
Purchases of Land	1,876,577		17,298		51,750	1,807,529
Equipment	827,376	3,677	772,380		51,319	
Interest—Debt Retirement	579		579			
Transfers to Other Funds	100,753		78,616		22,137	
TOTAL EXPENDITURES	18,188,998	784,917	12,480,154		3,116,398	1,807,529

INLAND FISHERIES AND WILDLIFE

function of the Division of Program Development and Coordination were transferred to the Office of the Commissioner.

PROGRAM: The Department's program consists of enforcement, applied research studies, surveys and inventories, program development (planning), artificial propagation and stocking of fish and wildlife, coordination of Department interests between state and federal agencies and the private sector, environmental coordination, the search for lost persons, the registration of watercraft, snowmobiles, all-terrain vehicles, and hunter/trapper and ATV education programs, and hunter, snowmobile, boating and ATV safety programs.

The establishment of rules and regulations is an important part of the program carried out by the Department. The Commissioner is charged with having available at all times copies of abstracts of the inland fisheries and wildlife laws and regulations for distribution to the public. The Open Water Fishing Regulations pamphlet and the Ice Fishing Regulations pamphlet as printed and distributed to the public are declared to be official consolidations of fishing rules. These regulation summaries are to be printed on a biennial basis.

Six regulations summaries (Hunting/Trapping, Migratory Bird, Atlantic Sea Run Salmon, Hunting summary in French, the Department's Laws, and the Department's Rules), were updated, printed and distributed (Total of 342,000 copies).

Eighteen rule changes were processed and 1 whitewater, 6 hunting, 6 watercraft and 7 fishing regulation hearings were held in compliance with the Administrative Procedure Act.

A complete reporting of these programs will be included in the reports for the various Bureaus and Divisions.

License:

- Fishing & Hunting—Complimentary—Holders Medal of Honor
- Junior Guide
- Importation of Wild Birds and Animals
- Stocking of State Waters

Permit:

- Stream Alteration
- Breeders of Menagerie (Moose, Caribou & Bear)
- To transport Live Animals for Breeding and Advertise

Fisheries Division

Permit:

- Eel, Alewife, & Sucker (over 20 lbs.)
- Bass Tournament
- Scientific Fish Collection
- Private Pond Stocking

Warden Service

License:

- Hunting License, Commercial Shooting Area
- Use of Dog Training (All Categories)
- Field Trial License (Retrievers & Sporting Dogs)
 - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
- Snowmobile Races

Permit:

- Coon Dog Training
- Dog Training Area, Club
- Dog Training (With Raccoons)
- Deer Transportation
- Live Bait Taking in Closed Waters
- Transportation Tags (Fish)

Hatchery Division

License:

- To Cultivate or Harvest Fish and Private Ponds

INLAND FISHERIES AND WILDLIFE

Permit:

To Import Live Fresh Water Fish or Eggs

Wildlife Division

License:

Falconry

Permit:

Bird Banding Permit

Camping in Game Management Areas

Permission to Use Poison

Scientific Collectors Permit

Swan Island Camping Permit

Wildlife Control

License Clerk in Town or City

License:

Archery—Resident

Combination Hunting & Fishing—Resident

Fishing—Resident

Hunting—Resident

Combination Serviceman's Resident License

Stamp:

Atlantic Salmon—Resident

Pheasant

License Agent

License:

Archery—Non-Resident

Small Game Hunting—Non-resident

Big Game Hunting—Non-resident

Fishing (season, 15, 7, or 3 day)—Non-resident

Stamp:

Atlantic Salmon—Non-resident

Pheasant

Augusta Office License Clerk

License:

Commercial Shooting Area

Deer Skin Dealer

Fishing (for blind)

Fishing and Hunting for Resident over 70

Fur Buyers

Game Bird Breeders

Game and Fur Farm

Guide

Indian Hunting, Fishing, Trapping and Archery

Live Bait Dealer

Roadside Menagerie

License to Sell Inland Fish

License to Sell Live Smelts

Taxidermist

Trapping

Fishing & Hunting Complimentary—Disabled

Fishing & Hunting—Paraplegics, Reciprocity Other States

Hunting—Non-resident

Fishing—Non-resident

Snowmobile Registration

Permit:

Camp Trip Leader

Fishing for Patients of Nursing Homes

Miscellaneous:

Game Bird Seal

Pheasant Wing Bands

INLAND FISHERIES AND WILDLIFE

Pheasant Importation Wing Bands
Atlantic Salmon Stamp—Non-resident
Pheasant Stamp

PUBLICATIONS:

Laws—Hunting, Fishing, Ice Fishing, Trapping (free)
Maine Fish and Wildlife Magazine—published quarterly—\$3.50 per copy
Lake Surveys \$.50 per copy.
Publications Catalogue (free)

FINANCES, FISCAL YEAR 1989: The following financial displays were generated from accounts of the Department as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	921,094	388,519	447,564		85,011	
Health Benefits	38,698		35,091		3,607	
Retirement	141,618	10,801	116,906		13,911	
Other Fringe Benefits	2,216		1,701		515	
Computer Services—State	982		343		639	
Other Contractual Service	477,096	77,353	343,074		56,669	
Rents	2,289		2,193		96	
Commodities	24,253		23,884		369	
Grants—Subsidies—Pensions	2,926		2,926			
Purchases of Land	1,807,529					1,807,529
Equipment	14,163		14,163			
Interest—Debt Retirement	27		27			
Transfers to Other Funds	13,453		11,462		1,991	
TOTAL EXPENDITURES	3,446,344	476,673	999,334		162,808	1,807,529

BUREAU OF ADMINISTRATIVE SERVICES

PETER BRAZIER, DIRECTOR

Central Office: 284 State St., Augusta

Telephone: 289-5225

Mail Address: 284 State Street, Augusta, Maine 04333

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 167; Citation: 12 M.R.S.A., Sect. 7012

Average Count—All Positions: 41

Legislative Count: 41

PURPOSE: The purpose of the Bureau is to assist the Commissioner and Division Heads with long range financial planning, preparation and management of annual and biennial budgets, and provide centralized service in areas common to all divisions. The responsibilities of the Bureau include, but are not limited to: 1) financial accounting, 2) personnel management, 3) licensing and registrations, 4) engineering, 5) land acquisition, and 6) equipment inventory.

ORGANIZATION: In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau is structured in the following manner: Administrative Services Section—headed by a Chief Accountant; Engineering and Land Acquisition—headed by a Supervisor; Land Acquisition and Development Licensing Section—headed by a Director, Division of Licensing; Personnel—headed by a Personnel Officer; Central Purchasing and Supply—headed by a Property Officer.

INLAND FISHERIES AND WILDLIFE

PROGRAM: The Bureau carried on its obligation to coordinate the accounts of all Department revenues and expenditures providing the Commissioner, Deputy Commissioner, various Legislative Committees, and others with facts, figures, and reports as needed.

The Personnel Section coordinated all staff personnel activities of the Department including processing all personnel actions, advising employees on personnel rules and regulations and providing other personnel information and statistics as required.

The Licensing Section provided the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registered all watercraft, snowmobiles and all terrain vehicles. The operation of these machines are regulated in cooperation with all law enforcement agencies and information is provided as required.

The Engineering and Land Acquisition Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. This Section also coordinates any new acquisition of land for the purpose of protection, preservation and enhancement of our inland fisheries and wildlife resources.

The Central Purchasing and Supply Section coordinated the purchase of capital equipment and supplies and dispersed these items on a Department-wide basis. Adequate inventories of vehicle, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

LICENSES, PERMITS, ETC.

Licenses:

- Archery—resident, nonresident, alien
- Combination hunting and fishing—resident, nonresident, alien
- Fishing—resident, nonresident, alien
- Hunting—resident, nonresident, alien
- Combination Serviceman resident license
- Combination fishing & archery—resident
- Commercial fishing & archery—resident
- Commercial shooting area license
- Fishing (for the blind)
- Fishing & Hunting for resident over 70
- Hide Dealers—resident & nonresident
- Game Bird Breeders
- Guide—resident, nonresident, alien
- Indian hunting, fishing, trapping, archery
- Live bait dealers
- Wildlife exhibitors
- License to sell inland fish
- License to sell live smelts
- Taxidermist
- Trapping—resident, nonresident
- Fishing & hunting disabled war vets—resident
- Fishing & hunting paraplegic—reciprocity with other states
- Fishing for childrens camps
- Commercial Whitewater Outfitters
- Motorboat Operator License
- (To carry passengers for hire in inland waters)

Permits:

- Camp trip leaders
- Coyote permit
- Fishing for patients at certain institutions
- Moose ppermits—resident, nonresident
- Turkey permit
- Watercraft Races & Regattas on Inland Waters

Miscellaneous

- Game Bird Seal
- Pheasant wing bands
- Pheasant importation wing bands

INLAND FISHERIES AND WILDLIFE

Pheasant Stamp—resident & nonresident
Motorboat Registrations
Snowmobile Registrations
All-Terrain Vehicle Registrations
Waterfowl Stamp

PUBLICATIONS:

Watercraft Laws (free)
Sportsman and Small Boats (free)
Snowmobile Laws (free)
About Boating Safety (free)
Numerous Boating Safety Pamphlets—(U.S. Coast Guard-free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	779,171		741,259		37,912	
Health Benefits	76,713		74,516		2,197	
Retirement	151,786		145,255		6,531	
Other Fringe Benefits	5,565		5,369		196	
Computer Services—State	181,645		181,645			
Other Contractual Service	594,240		564,712		29,528	
Rents	94,011		94,011			
Commodities	90,470		90,470			
Grants—Subsidies—Pensions	28,218		28,218			
Purchases of Land	48		48			
Equipment	6,833		6,833			
Interest--Debt Retirement	66		66			
Transfers to Other Funds	7,868		7,901		—33	
TOTAL EXPENDITURES	2,016,634		1,940,303		76,331	

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

DALE SPEED, CHAIRMAN

ALANSEN B. NOBLE, Vice Chairman

Central Office: 284 State Street, Augusta; *Floor:* 2
Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-3371

Established: 1945

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 140; *Citation:* 12 M.R.S.A., Sect. 7033

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise the Commissioner of Inland Fisheries and Wildlife on changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

INLAND FISHERIES AND WILDLIFE

ORGANIZATION: The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of one member representing each of the management units the commissioner establishes to administer chapters 701 to 721. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive \$25 per day for their services and actual expenses for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM: The Advisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters five times during FY 89.

FINANCES, FISCAL YEAR 1989: 12 MRSA, Sect. 7033 provides that expenditures of this unit, which amounted to \$2,754 in FY 89, shall be borne by the Department of Inland Fisheries and Wildlife.

ATLANTIC SEA RUN SALMON COMMISSION

WILLIAM J. VAIL, CHAIRMAN

Central Office: Hedin Hall, B.M.H.I., Bangor
Mail Address: P.O. Box 1298, Bangor, Me. 04401

Telephone: (207) 941-4449

Established: 1947

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 289; *Citation:* 12 M.R.S.A., Sect. 6251-A

Average Count—All Positions: 8

Legislative Count: 8

Organizational Units:

Technical Advisory Committee
Advisory Council

PURPOSE: The Atlantic Sea Run Salmon Commission was established for the purposes of undertaking research, planning, management, restoration and propagation of the Atlantic Sea Run salmon in the State. The Commission has authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight, and length of salmon and the locations from which they may be taken.

ORGANIZATION: The Commission is composed of five members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, ex officio, and three public members appointed by the Governor, for a term of four years. The Commissioner of Inland Fisheries and Wildlife is permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission governing the taking of Atlantic salmon within the jurisdiction of the State of Maine are enforced by the Warden Service of the Department of Inland Fisheries and Wildlife in inland waters, and by the Marine Patrol of the Department of Marine Resources in tidal waters.

The Commission established an Advisory Council in 1983. The purpose of the Council is to act as liaison between the Commission and Atlantic salmon anglers throughout the state. Meeting periodically, the 12-member Council acts in an advisory capacity in considering Atlantic salmon management and fishing regulations.

INLAND FISHERIES AND WILDLIFE

In October, 1985, a bilateral Cooperative Agreement was entered into by the Atlantic Salmon Commission and the U.S. Fish and Wildlife Service. The duties and responsibilities of the two signatories were delineated and a Technical Advisory Committee was established. The Technical Advisory Committee is composed of 4 members assigned by the State of Maine and 4 members assigned by the U.S. Fish and Wildlife Service, and a non-voting member assigned by the Penobscot Indian Nation. The purpose of the committee is to advise the cooperators on technical matters relative to the Atlantic salmon restoration program in Maine, to review and comment on proposals for cooperative research, and to provide assistance in developing and updating a salmon restoration plan.

PROGRAM: During FY 1989 the Atlantic Sea Run Salmon Commission assisted regional, national and international agencies (public and private) in cooperative endeavors to restore and enhance Atlantic salmon in Maine and other areas of New England. Highlights of the year's activities are as follows:

Sport Fisheries. The 1988 angling catch was much less than that of 1987. At the season's end recorded catches were as follows: Penobscot — 300, Narraguagus — 48, East Machias — 14, Machias — 9, Dennys — 9, Saco — 3, St. Croix — 9, Others — 8. In the Penobscot River 50% of the sport catch was released in 1988.

Fishway Monitoring Traps operated by the staff of the Salmon Commission and colleagues from other agencies provide a count of ascending salmon on the Androscoggin, Penobscot, Union, Aroostook and St. Croix Rivers. Trapping facilities at Veazie on the Penobscot River and Ellsworth on the Union River are also utilized to obtain brood stock for continuation of the 2 federal hatcheries in Maine. On the Penobscot River, 2,688 salmon were counted through the Veazie fish trap. Forty-eight salmon were provided for radio tracking studies in the Penobscot River. Trap-counts on other Maine rivers were as follows: Union — 45, Androscoggin — 14, St. Croix — 382, Aroostook — 56.

Fish Culture Operations. During the 1988 field season, 592 adult Atlantic salmon were collected from the Penobscot and Union Rivers for brood stock purposes. All fish were held until spawning at Craig Brook National Fish Hatchery. In November, U.S. Fish & Wildlife Service personnel obtained 2.0 million eggs from these fish.

During the spring of 1989, approximately 609,000 smolts and 290,000 parr were released throughout the state. All hatchery-reared salmon stocked in Maine waters are produced at the 2 federal hatcheries.

Miscellaneous The Commission is cooperating with the Canadian Department of Fisheries and Oceans in an effort to institute a salmon restoration program on the Aroostook River. As part of that effort, the Department of Fisheries provided 100 adult salmon from the St. John River in 1988. These fish were transported to the Aroostook River by Commission personnel.

Commission staff participated in the tagging of 200,000 salmon smolts as part of a continuing study evaluating the timing and magnitude of the interception of Maine Atlantic salmon in distant commercial fisheries in Canada and Greenland. Additionally, Commission personnel sampled commercial Atlantic salmon catches in Newfoundland and/or Labrador and West Greenland in the summer and fall of 1988, and participated in the annual International Council for Exploration of the Sea (I.C.E.S.) working group meeting in Copenhagen, to discuss and evaluate the interception of USA salmon in distant commercial fisheries.

The Commission and its staff annually participates in numerous regional committees and planning efforts such as the St. Croix River Steering Committee, Upper Saint John River SALEN Committee, North Atlantic Salmon Conservation Organization (N.A.S.C.O) and its Research Committee, New England Atlantic Salmon Committee (N.E.A.S.C.), New England Fish Health Committee and the Saco River Fisheries Management Coordination Committee.

LICENSES, PERMITS, ETC.

Resident and non-resident licenses authorized under MRSA, Title 12, Chapter 680, subsection 6255. A license is required to fish for, take, possess, ship or transport Atlantic salmon from all inland and designated tidal waters of 12 Maine rivers.

Atlantic Salmon License—resident and non-resident.

INLAND FISHERIES AND WILDLIFE

PUBLICATIONS:

1. Maine Atlantic Sea Run Salmon Commission, Regulations, 1987, (no cost).
2. Management of Atlantic Salmon in the State of Maine: A Strategic Plan (no cost).
3. Atlantic Salmon River Management Plans (\$2.00 each; \$12.00 for a complete set of 9).
 - Aroostook River (includes Upper St. John River, Meduxnekeag River and Prestile Stream)
 - St. Croix River
 - Dennys River
 - Machias and East Machias Rivers
 - Naraguagus and Pleasant Rivers
 - Union River (and minor coastal drainages east of the Penobscot River)
 - Penobscot River
 - Sheepscot River
 - Saco River

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	199,926	104,038	19,476		76,412	
Health Benefits	14,629	8,648	2,739		3,242	
Retirement	37,170	20,591	4,075		12,504	
Other Fringe Benefits	897	187	247		463	
Computer Services—State	261	109	32		120	
Other Contractual Service	96,913	63,258	10,163		23,492	
Rents	102	63	13		26	
Commodities	8,652	2,914	2,545		3,193	
Grants—Subsidies—Pensions	3,150		3,150			
Equipment	8,127	3,677	774		3,676	
Transfers to Other Funds	1,419		423		996	
TOTAL EXPENDITURES	371,246	203,485	43,637		124,124	

JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

WILLIAM J. VAIL, COMMISSIONER

Central Office: 284 State Street, Augusta; *Floor:* 1

Telephone: 289-2571

Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1979

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 143; Citation: 12 M.R.S.A., Sect. 7302-7303

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews Camp Trip Leaders' safety course curriculum, and certifies candidates for Camp Trip Leaders Permits.

INLAND FISHERIES AND WILDLIFE

ORGANIZATION: PL 151 repealed the Junior Guide Examining Board in April, 1979 and created the Junior Maine Guide and Trip Leader's Curriculum Board. The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members: one member of which is a Maine camp Director, another a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and the others, members of the general public. The Board serves without compensation for 3 years or until successors are appointed.

PROGRAM: Pursuant to 12 MRSA, sections 7302-7303 the testing programs were formulated; one for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated, but candidates may use others if they are equal or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

The Trip Leader Curriculum Board reviewed and revised the examination for permit and Instructor applicants in order to make it easier for the Instructors to use and to update material within.

The number of permits issued has remained consistent with the prior year, with 596 permits issued by 45 certified instructors. In addition, the Board continues to provide up-to-date service for the 250 summer camps in Maine. At least 2 meetings per year are held with the Board and Maine Campground Owners Association.

LICENSES, PERMITS, ETC.

- Maine Camp Trip Leader Permit
- Maine Camp Trip Leader Instructor
- Instructor Certification for Camp Trip Leader Safety Course Curriculum
- Junior Maine Guide Certificate

PUBLICATIONS:

- Administrative Rules and Regulations adopted Curriculum (outline)
- Resources List (study materials)
- Copies of 12 MRSA §7302-7303
- Associated forms and application blanks
- Wallet ID card for Instructors
- Course summary sheet
- Trip Itinerary Cards
- Information packet—free

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$73 in FY 89 and are, by administrative decision, included with those of the Department of Inland Fisheries and Wildlife.

ADVISORY BOARD FOR THE LICENSING OF GUIDES

WILLIAM J. VAIL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

Central Office: 284 State Street, Augusta
Mail Address: 284 State St., Augusta, Maine 04333

Telephone: 289-3371

Established: 1975

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 142; Citation: 12 M.R.S.A., Sect. 7301

Average Count—All Positions: 0

Legislative Count: 0

INLAND FISHERIES AND WILDLIFE

PURPOSE: The Advisory Board for the Licensing of Guides was established:

- A. To provide advice and consent regarding rules proposed by the Commissioner;
- B. At the request of the commissioner, to conduct oral examinations of applicants for guide licenses; and
- C. To advise the commissioner on granting and revoking guide licenses.

ORGANIZATION: The Advisory Board for the Licensing of Guides, established by Title 5, section 12004, subsection 10, shall consist of the following 7 members:

- A. One subordinate officer of the department designated by the commissioner;
- B. Two wardens of the department; and
- C. Four representatives of the public, with no more than 3 holding license under this subchapter, to be appointed by the Governor for a term of 3 years to reflect a wide diversity of guiding experience. At least 2 members shall be chosen for their expertise in outdoor recreation. The public members shall be compensated as provided in Title 5, Chapter 379.

PROGRAM:

The Advisory Board for the Licensing of Guides met 43 times in FY 89. The Board passed 170 applicants and denied 81. The categories of licenses granted are as follows:

General	19
Hunting	70
Fishing	23
Recreation	31
Hunting/Fishing	6
Hunting/Recreation	3
Fishing/Recreation	18

LICENSES, PERMITS, ETC.

Resident Guide License
Nonresident Guide License
Alien Guide License
General Guides License
Hunting Guides License
Fishing Guides License
Recreational Guides License
Whitewater Guides License

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$12,552 in FY 89 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PLANNING

KENNETH H. ANDERSON, DIRECTOR

Central Office: 284 State Street, Augusta

Telephone: 289-3286

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 235; Citation: 12 M.R.S.A., Sect. 7015

PURPOSE: The Planning Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program.

INLAND FISHERIES AND WILDLIFE

ORGANIZATION: The Division was established by administrative directive in 1968, and consisted of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section.

In 1984, the 111th Legislature reorganized the Department. The Program Development and Coordination Division was renamed the Division of Planning and placed in a staff position in the organization to emphasize its department wide planning function.

The computer and the environmental coordination responsibilities were reassigned to the Bureau of Resource Management.

PROGRAM: Work continued on the development and enhancement of procedures for refining species assessments and monitoring on-going program accomplishments in cooperation with the Wildlife and Fisheries Division. Liaison was maintained with a variety of state and federal agencies, and specific matters were coordinated as required. These agencies included the U.S. Fish and Wildlife Service, U.S. Forest Service, Bureau of Public Lands, Land Use Regulation Commission, Critical Areas Program, State Planning Office, Department of Agriculture, Department of Environmental Protection, the University of Maine, College of Forest Resources, and the Department of Agriculture and Resource Economics. Division personnel also served as the Department's representative to the Land and Water Resources Council, Soil and Water Conservation Commission, Forests For the Future, North Maine Woods and Land for Maine's Future Board. Numerous other assignments were carried out by Division personnel. These included moose hunting lottery, any deer permit system, and lake classification study. Considerable time and effort was also devoted to assisting the Forest Practices Act Steering Committee, Penobscot River Advisory Committee, Atlantic Sea Run Commission, Statewide Committee on Lakes and Stream Evaluation, Special Legislative Boating Commission, Guides Commission and the ATV Advisory Committee.

Planning personnel were also involved in the review of the Growth Management Study for Southern Maine, the development of species management systems and the development of goals and objectives for nongame and rare and endangered species. Work also continued on fish and wildlife operational program planning, formulation of fish, wildlife and law enforcement program monitoring and control systems, and formulation of regulatory proposals.

Division personnel served as department contacts and as the contract administrator for a major study entitled "An Economic Evaluation of Consumptive and Nonconsumptive Uses of Maine's Fish and Wildlife Resources" being conducted by the Department of Agriculture and Resource Economics, University of Maine, Orono under contract to the Legislative Commission directed to study the Impacts of Game and Nongame Species on Maine's Economy, Department of Inland Fisheries and Wildlife; and the Department of Marine Resources.

Planning Division personnel made Fish and Wildlife planning procedure presentations to two neighboring states (Vermont and New Hampshire) and participated in a national meeting sponsored by the Department of Interior, U.S. Fisheries and Wildlife Service, organized to develop rules and regulations for planning options administered through the Federal Aid Programs which support fish and wildlife activities.

The division was given a special assignment to develop a White Water Rafting Allocation System.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$283,574 in FY 89 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PUBLIC INFORMATION AND EDUCATION

W. THOMAS SHOENER, DIRECTOR

Central Office: 284 State Street, Augusta

Telephone: 289-2871

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: 1952

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 236; *Citation:* 12 M.R.S.A., Sect. 7016

PURPOSE: The major function of the Public Information and Education Division is to create and maintain public understanding and support for departmental objectives and programs.

ORGANIZATION: The Division was created in 1952, as the Information and Education Division, under authorization granted by the 96th Maine Legislature in 1951. It was reorganized into the Public Information Division, effective July 1, 1980; it was again reorganized, as the Division of Public Information and Education under the Office of the Commissioner, effective April 24, 1984.

PROGRAM: The major programs of the Public Information and Education Division involve the production of *Maine Fish and Wildlife* magazine, providing public services, news media relations, and coordinating exhibits and displays for the department. It is also involved with the production of other publications and providing photographic and other services to other divisions in the department.

With the filling of the natural science educator position during FY 1988-89, the division is again able to fulfill the mandate implicit in its title. A number of fish and wildlife education needs, particularly in the schools, will be served by programs presently being planned.

Emphasis in the news program continued to be in the television medium, using the division's videotaping capability to gain public exposure for the department's activities. Tapes of a variety of field projects were provided to the commercial stations to complement news broadcasts, and several new public service announcements were produced and distributed. Periodic news releases were written and mailed, and personal contact maintained with state and national news media personnel.

Staffed with volunteers from throughout the department, the division's portable display appeared at ten shows in-state and five out-of-state during the year.

The division also coordinated an art contest to determine the design of the 1989 Maine Migratory Waterfowl Stamp.

A considerable amount of work of the division continues to be responding to the thousands of public information requests that are directed to the department's Augusta office each year. To the extent possible, the division also provides editorial, graphic and photographic support to other divisions of the department.

PUBLICATIONS:

Maine Fish and Wildlife magazine (quarterly)—\$7.00 per year

Reprints on a variety of wildlife and fish subjects—35¢ each

Publications Catalog listing above reprints—free

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$483,644 in FY 89 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

INLAND FISHERIES AND WILDLIFE

BUREAU OF RESOURCE MANAGEMENT

FREDERICK B. HURLEY, JR., DIRECTOR

Central Office: 284 State Street, Augusta

Telephone: 289-3651

Mail Address: 284 State Street, Augusta, Maine 04333

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 189; *Citation:* 12 M.R.S.A., Sect. 7013

Average Count—All Positions: 107

Legislative Count: 108

PURPOSE: The Bureau of Resource Management is responsible for the management of the State's inland fisheries and wildlife resources and the development of rules governing the effective management of these resources.

ORGANIZATION: The Bureau of Resource Management was established by the 111th Legislature as a result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:

- Division of Wildlife Management
- Division of Fisheries and Hatcheries
- Computer Services Section
- Environmental Coordination Section
- Animal Damage Control

PROGRAM:

Division of Wildlife Management

Wildlife Management. The abundance and use of the major wildlife species are monitored utilizing the latest tools, techniques, and information available. Periodic assessments are made to identify supply and demand imbalances, associated problems and management needs. Wildlife management systems were implemented to accomplish the long-term goals and objectives of species management plans. Important accomplishments during the year include: the implementation of special moose and wild turkey hunting seasons; effecting adjustments to the taking of antlerless deer needed to rebuild deer populations across the state; and continuing restrictions over the taking of black ducks needed to increase population levels.

The Nongame Program finalized its long range strategic and operational plans and began working on the development of management systems for endangered species. Work continued on the reintroduction of peregrine falcons to the state and restoration of bald eagle populations.

The Animal Damage Control Program focused on a variety of wildlife damage control work. Assistance was provided to orchards, apiaries, and sheep growers regarding the control of problems caused by species such as deer, moose, bear, and coyotes. Supplemental assistance, through paid and volunteer control agents, was used for coyotes and other wildlife in specific problem areas.

Habitat Management. Habitat improvement work is actively carried out in the Department's Wildlife Management Area. These include approximately 50,000 acres of upland and wetland habitat strategically located throughout the State, as well as 200 coastal seabird nesting islands. In addition, detailed recommendations have been formulated for the preservation of critical habitats such as eagle nest sites, the initiation of significant wildlife habitat inventories for high growth municipalities in support of statewide growth management initiatives, and development of recommendations to protect significant wildlife habitats.

Wildlife appraisals and recommendations are made for proposed developments controlled by numerous Maine and federal environmental laws and forwarded to the appropriate administering agencies. Technical assistance is also provided to other state and federal agencies on a variety of matters affecting wildlife. These included the zoning of important wildlife habitats such as the approximate 201,000 acres of deer wintering areas by the Land Use Regulation Commission; the development of management plans and associated cutting prescriptions for over 450,000 acres of land under the control of the Bureau of Public Lands; the development of wildlife assessments and mitigation plans for proposed federal or federally permitted water resource developments by the U.S. Fish and Wildlife Service, and many others too numerous to mention.

INLAND FISHERIES AND WILDLIFE

Wildlife Research. Wildlife research involving fisher, bald eagles and deer has continued in cooperation with the University of Maine, College of Forest Resources and the Maine Cooperative Wildlife Research Unit to obtain specific types of information needed to better evaluate the needs and status of these species. For the most part, this work has focused on habitat utilization, population densities, impact of timber harvesting practices, and related matters.

Wildlife Rules and Regulations. Numerous statutory and regulatory changes have been made in support of wildlife management objectives. These include the establishment of a moose hunting season; expansion of the Commissioner's regulatory authority over deer; and modification to the waterfowl hunting season, and furbearer trapping and hunting seasons. Statutes providing for the protection of critical habitat for threatened and endangered species and other significant wildlife habitats were also passed by the Legislature.

Division of Fisheries and Hatcheries

Fisheries Management. Field studies designed to monitor the status of the major game species are routinely carried out. These include habitat and fisheries inventories of lakes, ponds, rivers and streams which are routinely undertaken to obtain basic information regarding the abundance and condition of fish populations in specific waters. Creel surveys and aerial angler counts provide important information on fishing pressure and quality. Comprehensive species management plans are formulated every five years and guide the overall statewide fisheries management programs. Work has continued on the development of river management plans for certain rivers designated in the state's River Protection Law and other important river reaches.

Propagation of Fish. The fish needed to support statewide fisheries management programs are produced and reared in the Department's fish hatcheries and rearing stations. Approximately one and one quarter million fish are stocked annually. The following is a summary of the fish stocked from January 1, 1987 to December 31, 1987:

	Number	Pounds
L.L. Salmon	230,760	35,958
Brown Trout	464,308	50,969
Brook Trout	821,117	101,378
Lake Trout	60,287	5,752
Splake	15,568	2,542

Habitat Management. In conjunction with the Department's review agency responsibilities, division biologists assessed environmental impacts of several hundred project applications submitted to state agencies and this Department. They included Great Ponds applications, Stream Alteration applications, Site Location applications, LURC applications, Highway Project and hydroelectric projects. Recommendations pertaining to the impact of the State's fisheries resources on each project were forwarded to the processing agencies.

Fisheries Research. Research work focuses on the development of biological principles and management techniques needed to support fisheries management programs. Statewide trawling, Habitat Evaluation Procedures, Instream Flow Methodology Studies associated with hydroelectric projects, baitfish (extension work), a special blueback trout study and brook trout strain evaluation have been the focus of our two research people.

Computer Services Section. The majority of work involved data entry, file maintenance and report generation of biological enforcement and administrative data. Technical assistance and data analysis services were provided to other divisions, as was information required by the regulatory process. Data processing activities were coordinated with the Bureau of Data Processing and other state agencies.

Environmental Services Section. Biological assessments and technical recommendations were provided to various state and federal regulatory agencies. Permit reviews include hydropower development, Site Location, Natural Resource Protection Act, Mining, Land Use Regulation Commission laws, and Department of Transportation projects.

Active liaison was maintained with state Departments of Environmental Protection; Conservation (LURC, Bureau of Public Lands, Parks and Recreation, Forest Service, Geology); Marine Resources; Human Services (Health Engineering); Executive (State Planning, Office of Energy Resources); Agriculture; Defense (Civil Emergency Preparedness); Transportation; and Attorney General. Federal agency liaison through the Fish and Wildlife Coordination Act

INLAND FISHERIES AND WILDLIFE

was provided directly and in cooperation with the U.S. Fish and Wildlife Service for project reviews and recommendations under U.S. Army Corps of Engineers and Federal Energy Regulation Commission permit activities.

Intra-departmental education and coordination was continued within Fisheries and Wildlife Divisions and Enforcement Bureau activities relating to environmental concerns. Considerable public informational services regarding environmental laws was also provided.

Policy development and review recommendations for hydropower, peat mining, and fisheries and wildlife management planning in the context of environmental regulations, continues to be an active function.

LICENSES, PERMITS, ETC.:

- Scientific collectors permits for fish
- Eel, alewife, sucker, cusk, hornpout & yellow perch permits
- Bass tournament permits
- Permit to stock waters in Maine
- Smelt bait dealers license
- License to sell commercially grown or imported fish
- Permit to import live fresh water fish or eggs
- License to cultivate or harvest fish in private ponds
- Maine Falconry Permit
- Maine Scientific Collection Permit
- Maine Bird Banding Permit
- Stumpage (Wood Harvesting) Permit
- Swan Island Campground Permit
- Fishing Derby Permit

PUBLICATIONS:

- Research and Management Report
- Fish Stocking Report—\$1.00
- Fishes of Maine—\$5.00
- Moosehead Lake Fishery Management—\$3.00
- Maine Lakes—A Sportsman's Inventory Index of Lake Survey Maps of about 1,500
- Maine lakes and ponds showing water depths, fish present and management suggestions
- Individual lake reports—\$.50
- The Landlocked Salmon in Maine—\$3.00

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF RESOURCE MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,519,250	15,491	1,188,403		1,315,356	
Health Benefits	248,092	1,225	189,359		57,508	
Retirement	539,179	2,926	320,598		215,655	
Other Fringe Benefits	10,750	278	2,416		8,056	
Computer Services—State	43,766		25,075		18,691	
Other Contractual Service	888,393	3,178	253,435		631,780	
Rents	7,905		5,073		2,832	
Commodities	297,768	981	244,256		52,531	
Grants—Subsidies—Pensions	85,506		63,597		21,909	
Purchases of Land	69,000		17,250		51,750	
Equipment	338,324		290,681		47,643	
Interest—Debt Retirement	336		336			
Transfers to Other Funds	33,641		16,341		17,300	
TOTAL EXPENDITURES	5,081,910	24,079	2,616,820		2,441,011	

BUREAU OF WARDEN SERVICE

LARRY CUMMINGS, CHIEF WARDEN SERVICE (COLONEL)

HERBERT VERNON, Deputy Chief Warden Service (Major)

Central Office: 284 State Street, Augusta

Telephone: 289-2766

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 218; *Citation:* 12 M.R.S.A., Sect. 7014

Average Count—All Positions: 135

Legislative Count: 133

PURPOSE: The primary function of the Maine Warden Service is to enforce Title 12, Chapters 701-721, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws, recreational vehicle laws, searches for lost persons in the fields and forests of the State of Maine, searches for drowned persons, and have the same duties and powers as sheriffs throughout the several counties of the state as these sheriffs do in their respective counties.

ORGANIZATION: The Maine Warden Service dates back to 1830 when the first Warden was appointed by the Governor to enforce the moose and deer laws enacted that year. In 1880 the Maine Warden Service was officially created by the Legislature, and in 1937 the Warden Flying Service was formed. The Maine Warden Service was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau currently consists of one (1) Game Warden Colonel, one (1) Game Warden Major, six (6) Game Warden Lieutenants, sixteen (16) Game Warden Sergeants, six (6) Game Warden Specialists, eighty-seven (87) Game Wardens, three (3) Game Warden Pilots, and twenty-seven (27) part-time Assistant Game Wardens.

PROGRAM:

The Maine Warden Service responded to 8,475 complaints on all matters of conservation law enforcement, prosecuting 5,546 persons and warning 2,343. To accomplish this, the Warden Service drove 2,838,379 miles.

Search and Rescue. During 1988 Warden Service searched for 192 lost persons, as well as 11 drowning victims, with a total cost of \$113,967.46 including training.

Safety. During the calendar year 1988, 1,596 volunteer hunter safety instructors certified 6,632 students in 357 hunter safety courses across the State. During the same time, there were 518 snowmobile students certified. 275 ATV instructors taught 112 courses for 1,226 students. Regional Safety Coordinators visited summer camps and schools; every hunter safety course carried boating safety, and 72 boating safety instructors taught 155 students.

Data Collection. During 1988 Maine Warden Service was responsible for compiling the following data for management purposes:

Oversaw the administration of fur tagging stations; which tagged 35,627 instate raw furs for trappers and hunters, and 27,557 imported raw furs for fur buyers.

Oversaw the administration of big game registration stations, which tagged 28,056 deer, 2,672 bears, and 932 moose.

In addition, Warden Service did angler counts and creel census for the Department's fisheries division on various Maine bodies of water.

LICENSES, PERMITS, ETC.

	Fee (If Any)
Special dog training area license	\$17.00
License to hold field trials for sporting dogs	19.00*
Snowmobile race permit	
Import permit (fish and wildlife)	
Eel permit for licensed trappers (20 lbs. of eels)	

INLAND FISHERIES AND WILDLIFE

Permit to stock rabbit
Sale of wildlife permit

*Plus a department representative fee of \$17.00 per day, required at field trials.

PUBLICATIONS:

Fishery Law Summary—Free
Hunting Law Summary—Free
Complete Copy of All Applicable Statutes and Rules—\$5.00

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WARDEN SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,594,346		3,432,716		161,630	
Health Benefits	312,035		303,541		8,494	
Retirement	1,638,590		1,611,174		27,416	
Other Fringe Benefits	43,551		42,808		743	
Computer Services—State	30,709		30,709			
Other Contractual Service	884,938	80,680	698,710		105,548	
Rents	7,171		7,171			
Commodities	167,454		161,044		6,410	
Grants—Subsidies—Pensions	89,619		89,619			
Equipment	459,929		459,929			
Interest—Debt Retirement	150		150			
Transfers To Other Funds	44,372		42,489		1,883	
TOTAL EXPENDITURES	7,272,864	80,680	6,880,060		312,124	

INSURANCE GUARANTY

MAINE INSURANCE GUARANTY ASSOCIATION

EDWARD J. LEGERE, CHAIRPERSON
PAUL M. GULKO, Executive Secretary

Central Office: Maine Mutual Fire Insurance Company, 551 Main Street, P.O. Box 729,
Presque Isle, Maine 04769 *Telephone:* 764-6611
Mail Address: 25 New Chardon St., Boston, Mass. 02114; Tel. No. (617) 227-7020
1-800-852-2003

Established: May 9, 1970

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 99; Unit: 353; Citation: 24-A M.R.S.A., Sect. 4436

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

DANA F. CONNORS, COMMISSIONER OF TRANSPORTATION

Mail Address: P.O. Box 747, Portsmouth, N.H. 03801

Established: 1936-37

Sunset Review: Not Established

Reference: Policy Area: 07; *Umbrella:* 98; *Unit:* 419; *Citation:* 1937 P&SL, Chap. 18

Average Count—All Positions: 6

Legislative Count: 0

PURPOSE: The Authority has responsibility to maintain, reconstruct, and operate an interstate bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire.

ORGANIZATION: The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Commissioner of the Department of Transportation of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a Compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM: Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and has revised its mandate in accordance with the above purpose.

FINANCES, FISCAL YEAR 1989: The State accounting records for FY 89 do not contain any account assigned to this unit.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KHI V. THAI, DIRECTOR

Central Office: University of Maine,

Mail Address: Roger Clapp Greenhouses, Orono, Maine 04469

Telephone: 581-4136

Established: 1967

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 354; *Citation:* 5 M.R.S.A., Sect. 293

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

ORGANIZATION: To further the purposes of the program, the legislation provides for a State Government Internship Program Advisory Committee, comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition, one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the Director for the unexpired term. The members of the Internship Program Advisory Committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

PROGRAM: The 1989 State Government Internship Program placed eighty-eight (88) Maine college students in state agencies for a period of twelve weeks.

Intern Eligibility. In order to qualify for the program, participants had to be legal residents of Maine, be currently enrolled in college, and have successfully completed two years of college. The Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all vocational schools, colleges and universities throughout Maine.

Intern Selection. All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

Internship Experience. The internship experience began with an orientation session for all interns at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly salary of \$200. Academic credit from the University of Maine was available, but not mandatory, for participants in the 1988 internship program.

General coordination and supervision of the program was conducted by the Bureau of Public Administration. Basic supervision of each intern was the responsibility of the agency in which the intern was placed. Formal meetings with each intern and his/her supervisor and the pro-

INTERNSHIP

gram director were held during the first month to discuss work assignments and progress on assignments.

Participants in the program were requested to submit a brief report covering the work they performed in the agency and recommendations on improving the internship program.

The Internship experience was enhanced and broadened by the education sessions with guest speakers from State Government and the Legislative Leadership. The sessions provided the opportunity for interns to hear and learn more about their State Government and the Legislature from some key officials.

PUBLICATIONS:

Maine State Government Internship Program — Summer 1988 — annual report
(no charge)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$8,800.00 (Administrative Costs) in FY 89. Participating agencies shared these administrative costs.

JOB OPPORTUNITY ZONES

COMMISSION ON JOB OPPORTUNITY ZONES

JOHN S. DEXTER, JR. AND GREGORY G. CYR, CO-CHAIRMEN

Central Office: 219 Capitol St., Augusta

Telephone: 289-6800

Mail Address: State House Sta. #130, Augusta, Maine 04333

Reference: Policy Area: 01; Umbrella: 92; Unit: 512; Citation: 5 M.R.S.A., Sect. 15135

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Job Opportunity Zone Commission was established to fulfill a statutory requirement of evaluating the progress of four demonstration Job Opportunity Zones and reporting its findings and recommendations to the Governor and the Joint Standing Committee no later than 10/1/89. As part of the evaluation, the Commission reviews the ongoing implementation of the program by the Department of Economic and Community Development.

ORGANIZATION: The Job Opportunity Zone Commission was formally constituted in December 1987. The Commission consists of ten members: 1 Co-chairman and four members appointed by the Governor, 1 Co-chairman and four members appointed by the President of the Senate and the Speaker of the House. While the Department of Economic and Community Development provides staff support, the Commission may also employ such additional assistance as it deems necessary. The Commission meets as often as necessary to fulfill its purpose at the discretion of its Co-chairmen.

PROGRAM: The Job Opportunity Zone Commission met three times during the year to oversee and review the designation process for the four demonstration zones.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Economic & Community Development.

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 70 Center Street, Portland

Telephone: 879-4792

Mail Address: Box 4820 Downtown Station, Portland, Maine 04112

Established: 1820

Reference: Policy Area: 00; Umbrella: 40; Unit: 274; Citation: 4 M.R.S.A., Sect. 1

Legislative Count: 364.5

PURPOSE: The purpose of the Judicial Department is to administer the State courts within that Department.

ORGANIZATION: Until the signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and therefore included in the Massachusetts court system. However, in 1820, Article VI, Section 1, of the new Maine Constitution established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices and authorized the justices to travel in circuits. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. The most recent change to the Maine Judicial System occurred in 1978 with the addition of the Administrative Court.

The administrative structure of the Maine Judicial Department is similar to that of a corporation. The Supreme Judicial Court serves as the Department's "board of directors" and by statute has general administrative and supervisory authority over the Department. This authority is exercised by promulgating rules, issuing administrative orders, establishing policies and procedures, and generally advising the chief justice. The chief justice is designated as head of the Judicial Department and is assisted by the state court administrator. Each of the four operating courts has a single administrative head, responsible to the chief justice, who also heads the Law Court. The chief justice in the Superior Court and the chief judge in the District Court are each assisted by two court administrators.

PROGRAM:

Judicial Department Committees. There are numerous functional committees within the Judicial Department. The purpose of these committees, which include judges, lawyers, and private citizens, is to assist the Supreme Judicial Court, as well as the chief justice of the Supreme Judicial Court, the Superior Court chief justice, and the District Court chief judge in carrying out their respective responsibilities.

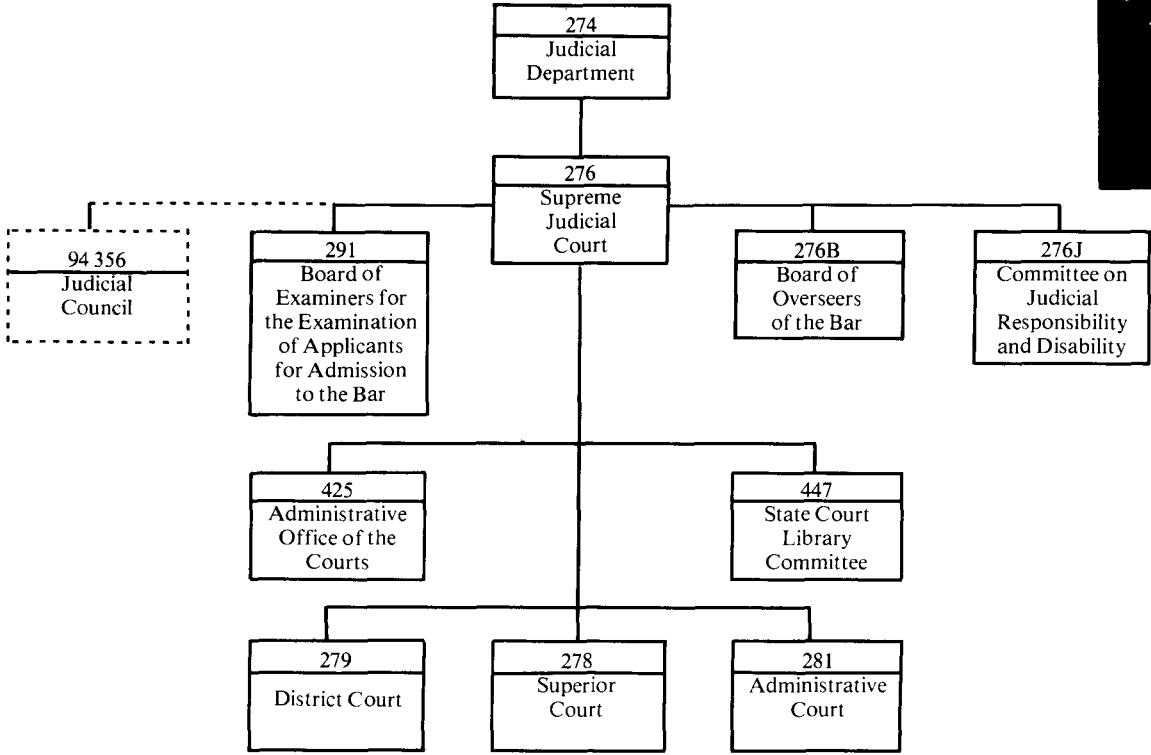
Judicial Education. The Eleventh Maine Judicial Conference was held at Sugarloaf September 1988.

**ORGANIZATIONAL CHART
JUDICIAL DEPARTMENT
UMB 40**



JUDICIAL

Vincent L. McKusick
Chief Justice
of the Supreme Judicial Court



Approved by the Bureau of the Budget

JUDICIAL

FINANCES, FISCAL YEAR 1989 The following financial displays were generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CONSOLIDATED FINANCIAL CHART FOR FY 89 JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,271,394	10,271,394				
Health Benefits	670,167	670,167				
Retirement	2,955,885	2,955,885				
Other Fringe Benefits	67,852	67,852				
Computer Services—State	25,307	25,307				
Other Contractual Service	9,241,721	9,156,336	85,385			
Rents	1,504,443	1,504,443				
Commodities	411,248	382,468	28,780			
Grants—Subsidies—Pensions	2,182,913	1,808,356	374,557			
Purchases of Land	5,000		5,000			
Buildings and Improvements	196,249	87,251	108,998			
Equipment	626,020	563,389	5,859		56,772	
Interest—Debt Retirement	1,550	1,549	1			
Transfers to Other Funds	869		869			
TOTAL EXPENDITURES	28,160,618	27,494,397	609,449		56,772	

JUDICIAL DEPARTMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,225,658	10,225,658				
Health Benefits	667,388	667,388				
Retirement	2,947,245	2,947,245				
Other Fringe Benefits	67,447	67,447				
Computer Services—State	25,307	25,307				
Other Contractual Service	9,152,913	9,147,051	5,862			
Rents	1,504,443	1,504,443				
Commodities	373,043	371,187	1,856			
Grants—Subsidies—Pensions	1,987,423	1,612,866	374,557			
Purchases of Land	5,000		5,000			
Buildings and Improvement	196,249	87,251	108,998			
Equipment	626,020	563,389	5,859		56,772	
Interest—Debt Retirement	1,549	1,549				
TOTAL EXPENDITURES	27,779,685	27,220,781	502,132		56,772	

ADMINISTRATIVE OFFICE OF THE COURTS

DANA R. BAGGETT, STATE COURT ADMINISTRATOR

Central Office: 70 Center Street, Portland
Mail Address: Box 4820 DTS, Portland, Maine 04112
Established: 1975

Telephone: 879-4792

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 425; *Citation:* 4 M.R.S.A., Sect. 15

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court shall:

1. Continuous Survey and Study. Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning.

2. Examine the status of dockets. Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice, to the Chief Justice of the Superior Court, and to the Chief Judge of the District Court concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances.

3. Investigate complaints. Investigate complaints with respect to the operation of the courts.

4. Examine statistical systems. Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator shall also collect and analyze statistical and other data relating to the business of the courts.

5. Prescribe uniform administrative and business methods, etc. Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in the Supreme Judicial Court, in the Superior Court and in the District Court.

6. Implement standards and policies set by the Chief Justice. Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts and justices.

7. Act as fiscal officer. Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisitions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice, to the Chief Justice of the Superior Court, and to the Chief Judge of the District Court relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for the Supreme Judicial Court, for the Superior Court, and for the District Court and serve as auditor of the Judicial Department.

8. Examine arrangements for use and maintenance of court facilities. Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof.

9. Act as secretary. Act as secretary to the Judicial Conference.

10. Submit an annual report. Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding fiscal year.

11. Maintain liaison. Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department.

12. Prepare and plan clerical offices. Prepare and plan for the organization and operation of clerical offices serving the Superior Court and the District Court within each county.

13. Implement preservice and inservice educational and training programs. Develop and implement preservice and inservice educational and training programs for nonjudicial personnel of the Judicial Department.

14. Perform duties and attend to other matters. Perform such other duties and attend to such other matters consistent with the powers delegated herein assigned to him by the Chief Justice and the Supreme Judicial Court.

JUDICIAL

15. Provide for court security. Plan and implement arrangements for safe and secure court premises to ensure the orderly conduct of judicial proceedings. This includes the authority to contract for the services of qualified deputy sheriffs as needed on a per diem basis to perform court security-related functions and services. "Qualified deputy sheriffs" means those individuals who hold valid certification as law enforcement officers, as defined by the Maine Criminal Justice Academy, pursuant to Title 25, chapter 341, to include successful completion of such additional training in court security as provided by the academy. When under such contract and then only for the assignment specifically contracted for, the qualified deputy sheriffs shall have the same duties and powers throughout the counties of the State as sheriffs have in their respective counties. The persons performing such contractual services shall not be considered employees of the State for any purpose. They shall be paid a reasonable per diem fee plus reimbursement of their actual, necessary and reasonable expenses incurred in the performance of their duties, consistent with policies established by the State Court Administrator.

ORGANIZATION: The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. Staff for the Administrative Office is appointed by the State Court Administrator, with the approval of the Chief Justice. The Administrative Office staff is appointed by the State Court Administrator with the approval of the Chief Justice, and includes the following positions: Accountant, Accounting Clerks (3), Budget and Fiscal Officer, Chief Court Security Officer, Court Computer Services Officer, Senior Programmer/Analyst, Programmer/Analyst, Employee Relations Officer, Management Projects Officer, Policy and Analysis Officer, Purchasing Manager/Accountant, Secretaries (2), and State Court Library Supervisor.

PROGRAM: During the year, the Administrative Office of the Courts was involved in such ongoing areas as facilities planning, court security, court automation, the automation of all personnel records consistent with Executive Department requirements, a juror orientation program for the Superior Court, analysis of proposed legislation, and improvements to the financial accounting systems.

PUBLICATIONS:

A Citizen's Guide to the Maine Courts
Judicial Department Annual Report
Mediation of Divorces in Maine
A Guide to Small Claims Proceedings of the Maine District Court
Traverse Juror Handbook

(All available at no cost)

FINANCES, FISCAL YEAR 1989: 4 MRSA, Sections 22 and 24, provides that expenditures of this unit, shall be borne by the Judicial Department and are, therefore, included in its financial display.

ADMINISTRATIVE COURT

EDWARD W. ROGERS, ADMINISTRATIVE COURT JUDGE

Central Office: 66 Pearl Street, Portland
Mail Address: Box 7260, Portland, Maine 04112
Established: 1973

Telephone: 879-4715

Reference: Policy Area: 00; Umbrella: 40; Unit: 281; Citation: 4 M.R.S.A., Sect. 1151

PURPOSE: The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative com-

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plaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

ORGANIZATION: The Administrative Court was created by the Legislature in 1973 and became a part of the Judicial Department in 1978. Prior thereto, the Administrative Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies. Pursuant to P.L. 1977, Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978 (see 4 M.R.S.A. §1151 et seq. and 5 M.R.S.A. §10051). Other than in emergency situations, the Administrative Court was granted exclusive jurisdiction upon complaint of an agency, or if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and original jurisdiction upon complaint of a licensing agency to determine whether renewal or issuance of a license of that agency may be refused. Effective in 1983, the Administrative Court also has exclusive jurisdiction to hear appeals from disciplinary decisions of the Real Estate Commission.

There are two judges of the Administrative Court; the Administrative Court judge and the Associate Administrative Court judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, Administrative Court judges regularly sit in the District Court and in the Superior Court, almost exclusively in Portland.

PROGRAM: To the extent permitted by an increasing caseload and expanding jurisdiction, the Administrative Court judges continue to assist the District and Superior Courts by hearing civil contested matters on a regular basis. In a similar fashion the Administrative Court staff, consisting of a clerk and two recording secretaries, renders frequent assistance to the other Courts and to the Administrative Office of the Courts.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$356,127 in FY 89 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

WILLIAM J. KAYATTA, JR., CHAIRMAN
CONSTANCE P. O'NEIL, ESQ., SECRETARY
DEBRA L. MAZEROLL, ADMINISTRATOR

Central Office: AGC Building, Whitten Road, Augusta
Mail Address: P.O. Box 30, Augusta, Maine 04332-0030

Telephone: 623-2464

Established: 1899

Reference: Policy Area: 00; Umbrella: 40; Unit: 291; Citation: 4 M.R.S.A., Sect. 801

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys. After passing the examination and compliance with the statutes has been accomplished, the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

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ORGANIZATION: The Board is composed of 7 lawyers of the State and two representatives of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court, and they will hold office for terms of 5 years beginning on the first day of January of the year of appointment and ending on the last day of December of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The administrator of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applications.

	July 85		Feb. 86		July 86		Feb. 87		July 87		Feb 88		July 88		Feb. 89	
	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.
Applicants																
taking exam	137	28	42	30	134	28	95	47	138	76	43	66	177	37	38	50
Number																
passing exam	141	23	29	26	118	23	74	42	101	60	26	54	150	23	19	43

In its efforts to discharge its statutory duties, the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination; and,
5. the effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

LICENSES, PERMITS, ETC.

Certificate:

Recommending Admission to the Bar

PUBLICATIONS:

Rules of the Board-(Maine Bar Admission Rules)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	79,523		79,523			
Commodities	35		35			
Interest-Debt Retirement	1		1			
Transfers to Other Funds	869		869			
TOTAL EXPENDITURES	80,428		80,428			

JUDICIAL

STATE COURT LIBRARY COMMITTEE

SIDNEY W. WERNICK, CHAIRMAN

ANN PIERCE, State Court Library Supervisor

Central Office: 70 Center Street, Portland, Maine

Mail Address: Box 4820, D.T.S., Portland, Maine 04112

Established: 1981

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 447; *Citation:* 4 M.R.S.A., Sect. 191

Legislative Count: 2

PURPOSE: The State Court Library Committee serves as the governing body for Maine's 18 county law libraries, to assure access to basic legal materials for the bench, the bar and the public.

ORGANIZATION: The committee is made up of seven voting members—two members of the public, two of the judiciary and three attorneys, all of whom are appointed by the Chief Justice of the Supreme Judicial Court, who also appoints the chairman. The State Court Administrator and the State Law Librarian are *ad hoc* members and one member of the judiciary serves as judicial liaison.

The libraries themselves are organized into a four-tier system. Each tier reflects both the size of the collections and the state stipend allocated to maintain them.

PROGRAM: Under the direction of the State Court Library Committee, the State Court Library Supervisor is charged with overseeing the professional functions of the county law libraries. These duties include staffing; periodic visits to the libraries and meetings with the local bar association library committees; budgeting and the allocation of state monies for collection development; and the utilization of space-saving items such as micro-film and reader/printers.

PUBLICATIONS:

Manual for County Law Libraries—Free

Guide to Legal Resources in Maine—Free

Maine County Law Library Bulletin—Free

FINANCES, FISCAL YEAR 1989: 4 MRSA, Chap. 6, provides that expenditures of this unit, which amounted to \$273,613 in FY 89, shall be borne by the Judicial Department and are, therefore, included in its financial display.

DISTRICT COURT FOR THE STATE OF MAINE

BERNARD M. DEVINE, CHIEF JUDGE

Central Office: 66 Pearl St., Portland

Telephone: 879-4720

Mail Address: P.O. Box 66, D.T.S., Portland, Maine 04112

Established: 1961

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 279; *Citation:* 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION: The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court has original jurisdiction in non-felony criminal cases, traffic

JUDICIAL

infractions and civil violations, can accept guilty pleas in felony cases and conducts probable cause hearings in felony cases. The Court has concurrent jurisdiction with the Superior Court in divorce, non-equitable civil cases involving not more than \$30,000, and also may grant equitable relief in cases of unfair trade practices and in cases involving local land use violations. In practice, the District Court hears virtually all child abuse and neglect cases, termination of parental rights cases, protection from abuse cases, and cases involving local land use violations. The District Court is the small claims court (for cases involving not more than \$1400) and the juvenile court. In addition, the Court hears mental health, forcible entry and detainer, quiet title and foreclosure cases. It is the only court available for the enforcement of money judgments.

There are 24 judges in the District Court, the chief judge, who is designated by the chief justice of the Supreme Judicial Court, 9 judges-at-large who serve throughout the state, and 15 resident judges (including the Chief Judge) who sit principally within the districts where they live. The judges are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, District Court judges may also sit in the Superior Court.

Upon retirement, a District Court judge may be appointed an active retired judge by the Governor for a seven year term, with the consent of the Legislature. On assignment by the chief judge, an active retired judge has the same authority as an active judge. There were nine active retired judges in the District Court during 1988-89.

PROGRAM: In the District Court, resident judges serve in the district to which they are appointed by the Governor, although occasionally they may assist in other districts in emergency instances. There are eight at-large judges who are scheduled by the deputy chief judge on a monthly basis. Seven District Court locations require the services of an at-large judge every month, leaving only one judge available to cover special assignments and vacancies due to illness, vacations, and educational conferences, and to assist courts experiencing particular backlog problems.

District Court Building Fund. Pursuant to 4 M.R.S.A. §163 (3), \$3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court...". Monies in this fund are carried forward from year to year.

The balance forward from FY 1988 was \$86,543. The addition of \$36,000 from appropriations for FY 1989 brought the total available funds to \$122,543.

Court Appointed Special Advocate Program (CASA). The CASA program was established in 1985 within the District Court to address the needs of abused and neglected children by using trained volunteers to represent these children. These volunteers, who are paid only for their travel and expenses, largely replace state-paid attorneys who had routinely served as guardians ad litem to the children prior to the program's development. During 1986, legislation was enacted to establish CASA as a regular part of the Judicial Department structure. The program is operational in 12 District Court locations (Portland, Rockland, Wiscasset, Bangor, Bath, Biddeford, Ellsworth, Houlton, Augusta, Belfast, Bridgton and Waterville).

Nineteen eighty-eight was a year of tremendous growth and expansion for the CASA program. Two hundred sixty-three new cases, which represent 44% of the program's overall case load, were assigned to CASA volunteers from 16 District Court locations. This brings the total number of cases, in which volunteers have served as lay guardians ad litem, to 600 since the programs inception in June of 1985. Of those 600 cases, 170 have reached final dispositions and are no longer a part of the court's current docket. One hundred sixty-two dedicated and specially trained citizens from Maine's communities are actively representing the needs of children in the remaining 430 cases.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$12,564,983 in FY 89 and are, by administrative decision, included with those of the Judicial Department.

JUDICIAL

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

ROGER C. LAMBERT, CHAIRPERSON

MARGARET J. TIBBETTS, VICE-CHAIRPERSON

MERLE W. LOPER, Executive Secretary

Central Office: Portland, Maine

Mail Address: P.O. Box 8058, Portland, Maine 04104

Established: 1978

Reference: Policy Area: 00; Umbrella: 40; Unit: 276J; Citation: Supreme Judicial Court Order 1978, No. SJC-109; 4 MRSA §9-B

PURPOSE: The Committee on Judicial Responsibility and Disability was created by the Supreme Judicial Court by court order dated June 26, 1978, effective July 5, 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, except in the case of judges of probate only the first three canons apply because of the part-time and elective nature of their positions.

ORGANIZATION: The Committee on Judicial Responsibility and Disability consists of seven members appointed by the Supreme Judicial Court. Two members are either active or active retired justices of the Superior Court, active or active retired judges of the District Court, or active judges of probate. Two members are attorneys at law admitted to practice in the State of Maine, and three members are representatives of the general public of the State of Maine. The public and attorney members are appointed by the Supreme Judicial Court upon the recommendation of the Governor. Four alternate members are also appointed to serve with respect to any matter from which a regular member is excused or otherwise unavailable.

PROGRAM: Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts involved in the complaint appear to come within its authority, a copy of the complaint is submitted to the judge for his response and an investigation is conducted appropriate to the circumstances. Based upon its investigation and the judge's response, the Committee determines whether the complaint should be dismissed or an evidentiary hearing is necessary. The Committee cannot itself impose disciplinary sanctions. Its findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court in any matter in which the Committee finds misconduct warranting formal disciplinary action; thereafter, the matter is in the hands of the Court. The Committee may also seek informal correction of any judicial conduct or practice that may create an appearance of judicial misconduct.

Upon written request of the Governor or the Legislature's Joint Standing Committee on the Judiciary, in connection with consideration of the appointment of a person who is or has been a sitting judge, the Committee is directed to provide information on any complaints made against that person and the Committee's disposition thereof.

The Committee reports annually to the Supreme Judicial Court a summary of each year's activities.

PUBLICATIONS: The Committee has available for distribution a booklet containing the Committee's rules and all of the orders of the Court affecting the Committee's jurisdiction and procedure. Copies are available upon request. Copies of the available Annual Reports of the Committee are also distributed upon request.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$43,247 in FY 89 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF OVERSEERS OF THE BAR

CHADBOURN H. SMITH, CHAIRMAN
J. SCOTT DAVIS, BAR COUNSEL

Central Office: Whitten Road, AGC Building
Mail Address: P.O. Box 1820, Augusta, Maine 04330

Telephone: 623-1121

Established: 1978

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276B; *Citation:* Judicial Order 1978, Law Docket #4890

PURPOSE: The purpose of this Board is to act on behalf of the Supreme Judicial Court, and by its appointment and order, to supervise attorneys admitted to the practice of law in this state, and to assist the Supreme Judicial Court in the disciplining of attorneys who may violate the Court mandated ethical or other rules of practice.

ORGANIZATION: The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

PROGRAM: This unit's activities are limited to the performance of its duties as provided in the Maine Bar Rules. (See Maine Rules of Court.) In general, it supervises and administers the registration of all attorneys admitted to practice in this state; investigates and processes claims and reports of violations by attorneys of the rules of practice set forth in the Maine Bar Rules; provides a procedure for the arbitration of disputes between clients and attorneys with respect to legal fees; maintains limited consulting and advisory services with respect to the interpretation and application of the Code of Professional Responsibility (Rule 3 of the Maine Bar Rules relating to ethical standards); and engages in a continuing review and study of the Bar in relation to the public and the Courts for the purpose of making recommendations to the Supreme Judicial Court with respect to the Maine Bar Rules.

PUBLICATIONS:

"Legal Fee Arbitration" (Procedures and rules governing the Fee Arbitration Commission of the Board of Overseers of the Bar); Maine Manual on Professional Responsibility.

"Board of Overseers of the Bar—Information About Complaint Procedures and Discipline of Lawyers."

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend state funds. All receipts and income are derived from registration fees paid by attorneys pursuant to order of the Supreme Judicial Court, except for a modest sum paid by the Board of Bar Examiners on account of certain administrative and clerical services performed on its behalf. All disbursements and expenditures are made pursuant to budget approved by the Supreme Judicial Court.

JUDICIAL

SUPERIOR COURT

MORTON A. BRODY, CHIEF JUSTICE

Central Office: Maine Superior Court, Kennebec County Courthouse

Telephone: 622-9357

Mail Address: 95 State Street, Augusta, Maine 04330

Established: 1930

Reference: Policy Area: 00; Umbrella: 40; Unit: 278; Citation: 4 M.R.S.A., Sect. 101

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

ORGANIZATION: The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. The court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. In addition, justices of this court hear appeals on questions of law from the District Court and from the Administrative Court.

There are 16 justices of the Superior Court who hold sessions of the Court in each of the 16 counties. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. A single justice is designated by the Chief Justice of the Supreme Judicial Court to serve as the Chief Justice of the Superior Court. Court administrators oversee the day-to-day administrative activities of the Court.

Upon retirement, a Superior Court justice may be appointed an Active Retired Justice by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice. There were two active retired justices in the Superior Court during 1988-89.

PROGRAM: The Chief Justice of the Superior Court assigns Superior Court justices to serve throughout the state, although justices serve primarily in a few courts close to their homes for most of the year. On a monthly or bi-monthly basis, the court administrators, in coordination with justices, clerks, and attorneys, prepare schedules detailing the daily work of justices and court reporters, for approval by the chief justice.

FINANCES, FISCAL YEAR 1989: 4 M.R.S.A., Sections 22 and 24, provide that expenditures of this unit, which amounted to \$10,068,416 in FY 89, shall be borne by the Judicial Department and are, therefore, included in its financial display.

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland

Telephone: 879-4791

Mail Address: Box 4910 DTS, Portland, Maine 04112

Established: 1820

Reference: Policy Area: 00; Umbrella: 40; Unit: 276; Citation: 4 M.R.S.A., § 1

PURPOSE: The purpose of the Supreme Judicial Court as the Law Court is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

JUDICIAL

ORGANIZATION: The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior Court, appeals from all final judgments, orders and decrees of the Probate Court, appeals of decisions of the Public Utilities Commission and the Workers Compensation Commission's Appellate Division, appeals from the District Court in parental rights, termination and foreclosure cases, interlocutory criminal appeals from the District and Superior Courts, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to hear, with his consent, non-jury civil actions, except divorce or annulment of marriage, and can be assigned by the Chief Justice to sit in the Superior Court to hear cases of any type, including post-conviction matters and jury trials. In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Supreme Judicial Court serve as the Appellate Division for the review of sentences of one year or more.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. The court sits in Portland four times a year and in Bangor twice a year. Each term runs from two to three weeks and handles from 50 to 60 cases.

By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department.

Upon retirement, a Supreme Judicial Court justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice. There were three active retired Supreme Court justices in 1988-89.

LICENSES, PERMITS, ETC.

Admission to Practice—Attorney At Law, 4 M.R.S.A. § 801

FINANCES, FISCAL YEAR 1989: 4 M.R.S.A. Sections 22 and 24, provide that expenditures of this unit, which amounted to \$2,429,509 in FY 89, shall be borne by the Judicial Department and are, therefore, included in its financial display.

JUDICIAL COUNCIL

JUDICIAL COUNCIL

VINCENT L. McKUSICK, CHIEF JUSTICE, CHAIR, EX OFFICIO
MURROUGH H. O'BRIEN, Executive Secretary

Central Office: 38 High St., Portland

Telephone: 774-4130

Mail Address: Box 370, DTS, Portland, Maine 04112

Established: 1935

Reference: Policy Area: 00; Umbrella: 94; Unit: 356; Citation: 4 M.R.S.A., Sect. 451

Average Count—All Positions: 0

Legislative Count: 1 part-time

PURPOSE: The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State, the work accomplished and the results produced by that system and its various parts. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice Sentencing Institute.

ORGANIZATION: The Council consists of the following members: the Chief Justice of the Supreme Judicial Court (Chair, ex officio), the Chief Justice of the Superior Court, the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, together with an active or retired Justice of the Supreme Judicial Court, one Justice of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laypersons, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

PROGRAM: The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the system can be improved. The Council meets four to five times a year, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor and the Legislature directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various other reforms. The Judicial Council prepares legislation to implement reforms and appears before legislative committees in support of this legislation and in connection with other legislation affecting the courts.

During 1988-89, the Council created an Alternative Dispute Resolution (ADR) Committee to oversee a pilot program to introduce mediation techniques for the resolution of civil actions. The program, which received a special \$40,500 appropriation from the Legislature, commenced its activities in September, 1988, in York and Knox Counties. It will continue to operate in those counties until early in 1990, when the Council will report to the Legislature regarding the desirability of expanding mediation to all civil actions in the Superior Courts.

The Council continued to press for the development of law-related education programs for Maine school teachers in cooperation with the Department of Education, the University of Maine School of Law and the University of Southern Maine's Department of Education. These efforts have resulted in the formation of the Maine Law-Related Education Program, which has received \$286,000 in grant funding to conduct training institutes for Maine teachers.

The Consortium for the Study of the Future of the Maine Legal Profession, of which the Council is a sponsor, released its long-awaited report in November, 1988, based on the first survey ever conducted of Maine lawyers.

PUBLICATIONS:

A Citizen's Guide to the Maine Courts, 1987. Free.

The 1988 Survey of the Practice of Law in Maine, 1988. Copying cost.

Minutes of Council Meetings. Copying cost.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$13,865 in FY 89 and are, by administrative decision, included with those of the Judicial Department.

LABOR

DEPARTMENT OF LABOR

JOHN FITZSIMMONS, COMMISSIONER

Central Office: 20 Union Street, Augusta

Telephone: 289-3788

Mail Address: P.O. Box 309, Augusta, Maine 04332-0309

Established: 1971

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158; *Citation:* 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 687

Legislative Count: 50.5

Organizational Units:

Bureau of Employment Security
Unemployment Insurance Commission
Bureau of Labor Standards
Maine Occupational Information
Coordinating Committee
Maine Labor Relations Board

Maine Human Resource Development
Council
Department of Labor Advisory Council
Bureau of Employment and Training
Programs
Office of the Commissioner

PURPOSE: The Department of Labor was established to achieve the most effective utilization of the labor resources in the State by developing and maintaining an accountable State employment and training policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of individuals to improve their economic status.

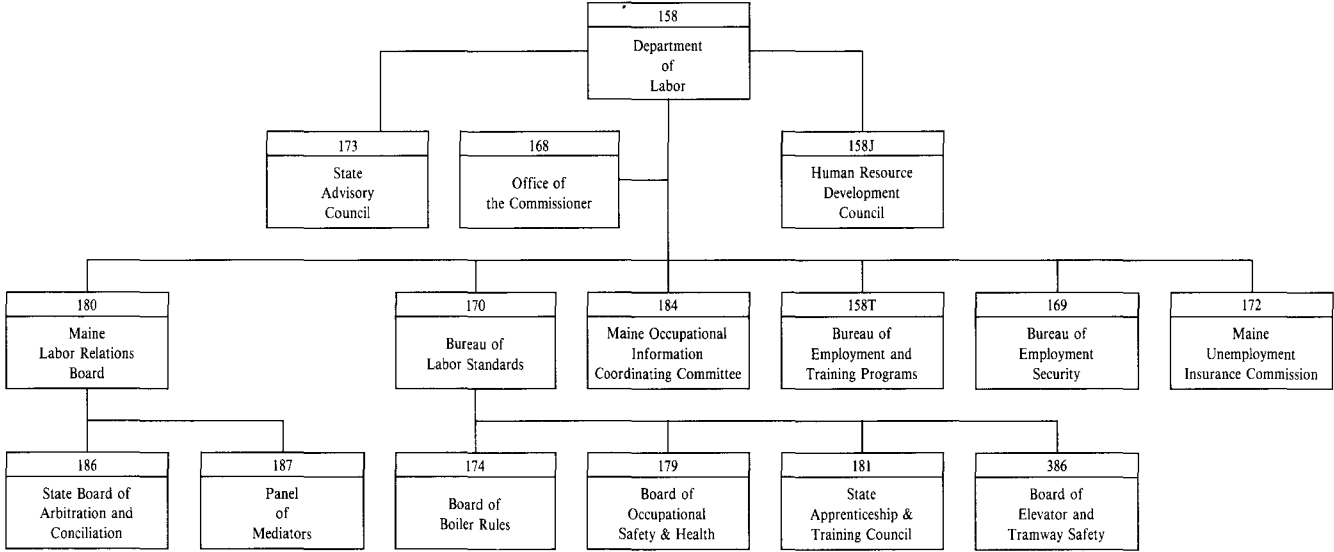
The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide services for all workers and employers in the State who desire assistance, and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also enforces all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors. The Department also seeks to further harmonious labor-management relations and provide occupational training for the unemployed and underemployed.

ORGANIZATION: The Department of Labor was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various employment and training related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Bureau of Labor Standards, functioning since 1873; the Maine Labor Relations Board, established in 1972; the Maine Occupational Information Coordinating Committee, originally established in 1979; the Bureau of Employment and Training programs, functioning since 1974; the Office of Administrative Services established in 1982; the Office of the Commissioner established in 1983; and the Maine Human Resource Development Council, established in 1987.

PROGRAM: The long-range goal of the Department of Labor is to further consolidate the functions and activities of the interrelated component organizational units.

FINANCES, FISCAL YEAR 1989: The following consolidated financial display was generated from the accounts of the Department as recorded in the files of the Bureau of the Budget's PLA-BAC system.

**ORGANIZATIONAL CHART
DEPARTMENT OF LABOR
UMB 12**



Approved by the Bureau of the Budget

LABOR

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF LABOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,494,689	1,479,190	549,104		10,466,395	
Health Benefits	998,908	102,121	48,407		848,380	
Retirement	2,342,921	265,233	104,372		1,973,316	
Other Fringe Benefits	69,994	7,699	3,975		58,320	
Computer Services—Comm.	63,138	7,025			56,113	
Computer Services—State	58,668	18,976	203		39,489	
Other Contractual Service	3,417,052	644,932	1,179,234		1,592,886	
Rents	1,066,144	50,367	281,619		734,158	
Commodities	604,649	66,946	107,861		429,842	
Grants—Subsidies—Pensions	71,478,349	2,492,443	52,190		10,158,736	58,774,980
Buildings and Improvement	216,233				216,233	
Equipment	844,989		29,105		815,884	
Interest—Debt Retirement	140	33			107	
Transfers to Other Funds	305,864		57,492		248,372	
TOTAL EXPENDITURES	93,961,738	5,134,965	2,413,562		27,638,231	58,774,980

LABOR

OFFICE OF THE COMMISSIONER

JOHN FITZSIMMONS, COMMISSIONER

Central Office: 20 Union Street, Augusta

Telephone: 289-3788

Mail Address: Statehouse Station 54, Augusta, Maine 04333

Established: 1983

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 168; Citation: 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Office of the Commissioner of the Department of Labor is the central administrative unit of the Department. The responsibilities of the Office include review, oversight and coordination of all Departmental functions. The Office provides primary liaison with federal and state agencies, the Legislature, the press and the public.

ORGANIZATION: The Office of the Commissioner consists of the Commissioner and immediate support staff.

PROGRAM: The programs of the Department are implemented through its component units.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system and reflects only the State General Fund portion of expenditures of this office. All Federal and Special Revenue account expenditures are incorporated into the accounts of the various bureaus/units of the Department.

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	42,395	42,395				
Health Benefits	1,073	1,073				
Retirement	8,339	8,339				
Other Fringe Benefits	147	147				
Other Contractual Service	8,116	8,116				
Rents	3,253	3,253				
Commodities	4,355	4,355				
TOTAL EXPENDITURES	67,678	67,678				

STATE ADVISORY COUNCIL (Labor)

JOHN FITZSIMMONS, COMMISSIONER

Central Office: 20 Union Street, Augusta 04330

Telephone: 289-3788

Mail Address: P.O. Box 309, Augusta, Maine 04332-0309

Established: 1936

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 173; Citation: 26 M.R.S.A., Sect. 1082

Average Count—All Positions: 0

Legislative Count: 0

LABOR

PURPOSE: The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and was further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and the general public.

PROGRAM: The State Advisory Council met on July 26, 1988 and on December 7, 1988.

FINANCES, FISCAL YEAR 1989: There were no expenditures for this unit in fiscal year 1989.

STATE APPRENTICESHIP AND TRAINING COUNCIL

NATHANIEL CROWLEY, CHAIR

Central Office: Hallowell Annex, Central Building
Mail Address: Station #45, Augusta, Maine 04333

Telephone: 289-6430

Established: 1943

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 181; Citation: 26 M.R.S.A., Sect. 1002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Apprenticeship and Training Council was established to provide to employers a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship and issuing certificates of completion to apprentices satisfactorily completing their trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Maine Vocational Technical Institute System to provide supplemental instruction, and the Veterans Administration in approving apprenticeship training for veterans.

ORGANIZATION: The Council is composed of eleven members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and three members must represent the public. Appointments are made so that the term of one member of each group expires each year. The Council elects a chair, vice chair, and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor Standards. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The Associate Commissioner of Vocational Education, the Commissioner of Labor and the Director of the Bureau of Labor Standards are ex officio Council members without vote.

PROGRAM: Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and the apprentices; and to publicize the educational advantages of apprenticeship training. Further goals of the Council are to work with JTPA, ASPIRE, TJTC and Job Service to further place apprentices in programs written for AFDC recipients. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

LABOR

Pertinent statistics for fiscal year 1988/1989 are as follows:

Apprenticeship	
New Programs Registered	51
Programs cancelled	21
Total Programs to July 1, 1989—376	
New Apprentices Registered	256
Apprentices Reinstated	0
Apprentices Completed	83
Apprentices Cancelled	83
Apprentices Suspended	0
Female Apprentices Registered	17
Female Apprentices Reinstated	0
Female Apprentices Completed	0
Female Apprentices Cancelled	3
Female Apprentices Suspended	0

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship and Training Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

LICENSES, PERMITS, ETC.

Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

FINANCES, FISCAL YEAR 1989: 26 MRSA, Sect. 1002, provides that expenditures of this unit, which amount to \$1,610.50 in FY 89, shall be borne by the Bureau of Labor Standards.

STATE BOARD OF ARBITRATION AND CONCILIATION

PAUL G. JENSON, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 7

Telephone: 289-2015

Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1909

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 186; Citation: 26 M.R.S.A., Sect. 931

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It serves as a Board of Inquiry, as a Board of Conciliation in the private sector, or as a Board of Arbitration with power to inquire and to investigate labor-management disputes in the public or private sector.

ORGANIZATION: The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955 and procedural reform in 1985. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

LABOR

The favorable impact of Chapter 294 P.L. 1985, which amended the procedures of the Board, was demonstrated during recent fiscal years in the increased percentage of matters which were effectively conciliated by Board panels. Among other things PL 294 confirmed the conciliation authority of the Board in grievance arbitration matters.

PROGRAM: In fiscal year 1989 the State Board of Arbitration and Conciliation received a level of requests for its services that was significantly lower than the record levels of the past three fiscal years and marked a return to the FY 85 level. In FY 89, 32 requests for services were received, compared with 67 requests in FY 88 and a record 75 filings in FY 87. The Board believes that part of the decrease may be due to the maturation of collective bargaining relationships with a consequent reduction in the number of grievances, or by the parties' increased willingness to settle their differences prior to the final step of the contractual grievance procedure. Although the total number of filings was down in FY 89, there has been a modest but persistent increase in the number of employee and employer units who have called on the Board over the past few years and this trend continued in FY 89. The Board believes that this reflects the growing perception in the public sector labor relations community of the Board's stature in providing quality and professional arbitration and conciliation services.

In addition to the new matters filed in FY 89 there were 23 cases carried over from the prior year which required hearing and disposition by the Board or other action. We are pleased to report that all of the matters carried over from FY 88 have been disposed of, either through the hearing and award process, conciliation efforts, or withdrawal through settlements reached by the parties before or on the day of the hearing.

The 32 filings in FY 89 included 30 grievance arbitration requests and two requests for fact-finding services. Under the statutes governing public employee collective bargaining the Board is given authority to hear fact-finding and interest arbitration matters when there is a mutual submission for such services. In all, the Board issued 21 formal Decision and Awards during FY 89.

In addition to the 21 matters proceeding to hearing and formal Decision and Award, seven other issues were conciliated with the assistance of Board panel members or were settled at the hearing. The number of actual hearings and meetings convened and held and the per diem and related expenses disbursed and reported in the annual report to the Secretary of State's office at the end of the calendar year, as is required by statute.

The above review shows that panels of the Board convened to hear 28 matters (21 concluded by formal Decision and Award and seven others resolved at hearing) as compared with 45 disposed of through the hearing process in FY 88. Several matters were withdrawn or are scheduled for withdrawal. Withdrawals usually indicate settlement on the issues by the parties, often after a hearing has been scheduled.

Representative of the issues which came before the Board in the past fiscal year include:

- | | |
|--|---------------------------|
| 1. Suspension | 8. Excess hours |
| 2. Pay rate | 9. Dismissal/Termination |
| 3. Vacation/part-time employees | 10. Holiday pay |
| 4. Overtime | 11. Added assignments |
| 5. Call-back pay | 12. Wage reductions |
| 6. Sick leave or compensation pay rate | 13. Retroactive pay |
| 7. Work schedule change | 14. Light duty assignment |

The Board has a long and distinguished history going back to 1909. With the enactment of laws giving public sector employees collective bargaining rights, the Board has seen its responsibilities as a forum for dispute resolution greatly expand in the area of grievance disposition. Whether through the formal hearing process or through its conciliation services, the Board has become a significant dispute resolution medium in the State. The Board of Arbitration and Conciliation is pleased with its achievements, particularly with its good reputation in the labor relations community. The Board's goal is to provide high quality professional services to its clients, assisting them to resolve their disputes and, thereby, improving the labor-management climate in Maine.

PUBLICATIONS:

Statute Establishing the Procedures of the State Board of Arbitration and Conciliation
Uniform Arbitration Act

LABOR

FINANCES, FISCAL YEAR 1989: 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

BOARD OF BOILER RULES

JAMES H. McGOWAN, CHAIR

Central Office: Hallowell Annex, Central Building

Telephone: 289-6420

Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 174; *Citation:* 26 M.R.S.A., Sect. 171

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Boiler Rules was established to promulgate rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

ORGANIZATION: Laws pertaining to boilers have been in existence in Maine since 1850. The Board of Boiler Rules was established in 1931. The present Board is comprised of the Chairperson, who is the Director of the Bureau of Labor Standards and representatives of boiler owners, boiler manufacturers, operating engineers, boiler inspectors and insurers, boiler operators, and boiler welders.

The statutes provide for the Board's appointment of a Stationary Engineer's and Boiler Operator's Examining Committee which prepares and conducts examinations to determine the qualifications of persons applying for licenses as boiler operators and stationary engineers.

PROGRAM: The Board of Boiler Rules met three times during FY 89. The Board granted requests to register two boilers over 15 years of age; permitted installation of alternated feed-water sources for a boiler; reviewed accident reports; granted approval of a welder testing facility; and granted approval for an engineering course to meet experience requirements. The Board also held discussions on technical items concerning State and National Codes. These discussions reflect the active design changes occurring in the industry.

PUBLICATIONS: Boiler Board rules are issued through the Boiler Division.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$951.62 in FY 89 and are, by administrative decision, included with those of the Bureau of Labor Standards.

LABOR

BOARD OF ELEVATOR AND TRAMWAY SAFETY

JAMES H. McGOWAN, CHAIR

Central Office: Hallowell Annex, Central Building

Telephone: 289-6460

Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1949

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 386; *Citation:* 26 M.R.S.A., Sect. 475

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 the Board of Elevator Rules and Regulations was established which adopted national standards as rules for new elevator installations and existing elevators.

The Passenger Tramway Safety Board was created in 1961, and merged with the Elevator Board in 1977 to form the Board of Elevator and Tramway Safety.

The Director of the Bureau of Labor Standards serves as the Chairperson. The remaining members represent elevator owners, elevator manufacturers, licensed elevator mechanics, ski area operators, licensed professional engineers, the general public, and the physically handicapped. A representative of the Division of Fire Safety also serves on the Board.

PROGRAM: The Board held two meetings in FY 89. The Board granted six variances to install residential elevators for handicapped persons in light usage buildings. The members addressed many questions concerning handicapped accessibility and reviewed designs of proposed installations of new equipment.

LICENSES, PERMITS, ETC.

Licenses and certificates are issued through the Elevator and Tramway Safety Division.

PUBLICATIONS: Elevator and tramway rules are issued through the Elevator and Tramway Safety Division.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$120.12 in FY 1989 and are, by administrative decision, included with those of Bureau of Labor Standards.

BUREAU OF EMPLOYMENT SECURITY

MARY LOU DYER, EXECUTIVE DIRECTOR

Central Office: 20 Union Street, Augusta

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Established: March 25, 1980

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169; *Citation:* 26 M.R.S.A., Sect. 1082

Average Count—All Positions: 517

Legislative Count: 0

Organizational Units:

Administrative Hearings Division

Job Service Division

Data Processing Division

Division of Economic Analysis and Research

Unemployment Insurance Commission

Unemployment Compensation Division

PURPOSE: The Bureau of Employment Security is the employment security administrative organization within the Department of Labor. The Bureau provides services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It operates through a federal-state partnership in which all the expenses of administration of the state programs are borne by the federal government. It is responsible for providing effective services for workers and employers desiring assistance. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs. It also issues training allowance payments to eligible participants in various federally-sponsored training programs.

ORGANIZATION: The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide employment concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Labor. On July 6, 1978, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Labor directly under the supervision of the Commissioner of Labor. On March 25, 1980, legislation established the Bureau of Employment Security as a separate entity within the Department of Labor. On September 23, 1983 the Employment Security Commission's name was changed to the Unemployment Insurance Commission.

PROGRAM: The Program of this Bureau is implemented through its six component divisions.

Administrative Hearings Division. The purpose of the Administrative Hearings Division is to hear and decide disputed claims under the unemployment insurance programs, complaints of violations of the federal regulations dealing with the Job Service, and complaints under the Job Training Partnership Act. Hearings are held pursuant to the provisions of the Administrative Procedures Act in locations from Sanford to Fort Kent. For the convenience of the parties, telephone hearings are held in about 20 percent of the cases, when there are no disputed facts or when a party is located out-of-state or over 50 miles from a hearing location.

The goals of the division are to provide a full opportunity for the parties to present the facts and law regarding a dispute, and to hear and issue decisions in the most efficient manner possible. The division places high value on training of its staff and the use of automation to speed the decision-making process.

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The division is comprised of a director and Chief Administrative Hearing Officer, four Administrative Hearing Officers, and six support staff. In FY 89 the division issued decisions in 3,275 cases.

The expenditures of this division amounted to \$548,910 in FY 89, and are, for administrative purposes, included with those of the Department of Labor, Bureau of Employment Security, Division of Unemployment Compensation.

Data Processing Division. The purpose of this division is to provide a total data processing service for the Bureau. It includes, but is not limited to, large scale computer operations, telecommunications, systems/programming, consulting, distributive data processing, data quality control, tape and disk media libraries, computer assisted data entry, operating and proprietary software support, and all appropriate activities associated with the generation and maintenance of these services. It is composed of a Director, and a staff of 15 Analyst Programmers, a clerical, and 8 Computer Operations personnel, and is a support unit for the other Divisions in the Bureau. Effective May 22, 1989, this division was transferred to the Commissioner's Office under the Director of the Office of Information Processing.

Job Service Division. The most important responsibility of the Maine Job Service is to locate suitable employment for job seekers and to provide qualified workers for employers' job openings. Emphasis is placed on services to veterans and other special applicant groups in securing employment. This so-called "Labor Exchange" is a *free* service offered to both applicants and employers.

The Maine Job Service is an integral part of a nationwide network of Public Employment Agencies that receives 100% of its funding from the Federal Government. During this past fiscal year, the Job Service operated 18 local offices located throughout the State.

The Job Service offers a wide variety of services which can be categorized into 2 major programs; an Applicant Services Program and an Employer Services Program. A summary of the major features of each of these programs is as follows:

Applicant Services Program.

Work Registration: A complete work history is collected on every applicant who comes into the Job Service for service. This registration card contains sufficient information to help match an applicant's qualifications against an employer's job requirements. During this program year, the Job Service registered over 56,000 applicants.

Job Placement: Assisting job applicants to find suitable jobs and assisting employers in finding qualified applicants is the most important responsibility of the Job Service. The Maine Job Bank facilitates this placement process by providing a computerized listing of job order information to Job Service staff and job seekers with a statewide inventory of job openings. During this past year, the Job Service made approximately 115,000 referrals which resulted in over 20,000 successful placements. The Job Service also utilizes a computerized Job Matching System. This highly sophisticated system automatically matches people with jobs by encoding special data on the applicant's qualifications and the employer's specific job requirements.

Counseling: Employment counseling is the process whereby a trained counselor works with clients who have problems in the vocational area. Goals are established that will assist and enhance the employment possibilities of the clients. Job Service held over 540 counseling interviews this past year, and administered various aptitude and performance tests to another 1,500 individuals.

Employer Services Program.

In order to place applicants, Job Service puts a great deal of emphasis on getting to know employers and to meet their employment needs. The Employer Services Program includes 3 functions:

Employer Visitation: The objective of this program is to maintain a regular schedule of employer contacts in order to establish a close working relationship with the employers so that they can become acquainted with their specific employment needs. Services were requested from over 6,000 employers.

Exclusive Referral: Approximately 200 of the largest employers in the State have entered into agreements with the local Job Service office whereby the Job Service is the exclusive referral agent for the employer. In effect, everyone hired by that company has to first go through the Job Service. This particular program has proven to be an effective method for placing applicants in jobs, and it has relieved the employers from many of the personnel activities associated with hiring personnel.

Positive Recruitment: This program offers employers the use of Job Service staff and facilities in conducting a major recruitment drive. It has been most helpful to new employers moving

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into an area who have not yet established a base of operations.

Other Programs.

Trade Adjustment Assistance (TAA): The TAA program is administered by the Job Service to provide a full range of employment services to eligible applicants (displaced from their jobs as a direct result of foreign trade). During the time period July 1, 1988 to June 30, 1989, 229 training programs have been approved representing \$787,050. Four (4) applicants have used the Job Search and Relocation component at a cost of \$10,367.

The expenditures of this unit amounted to \$4,529,199 in FY 1989, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Division of Economic Analysis and Research. The Division of Economic Analysis and Research is responsible for developing and maintaining State and area labor market and occupational information programs, and providing the Bureau with economic, management, and actuarial analyses for overall program planning and delivery.

The Division of Economic Analysis and Research consists of 4 distinct operational units: (1) Data Systems and Operations Review, (2) Labor Market Evaluation and Planning, (3) Occupational Outlook and Job Information, and (4) Labor Market Information Field Services. The last section cited consists of staff stationed in 4 different areas in the State serving the needs of the public and private sectors for local labor market analyses.

The program activities involve the disciplines associated with social science and economic research. The results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published as developed and used in functional analyses and studies prepared to assist policy makers and managers in social, economic, and business planning.

Labor Force, Industry Employment Statistics. Survey results were processed, and estimates developed monthly regarding employment for all workers in manufacturing and non-manufacturing by industry, and wages for production workers in manufacturing by industry for Maine and the Portland and Lewiston-Auburn Standard Metropolitan Statistical Areas. Civilian labor force estimates, including the number of people employed and unemployed, were developed by month on a current basis for Maine and each of Maine's 31 labor markets.

Occupational Statistics. Research was conducted to determine staffing patterns in trade, transportation, communications, electric, gas and sanitary services industries. Wage surveys were made covering occupations in trade, finance, insurance, real estate, services and pulpwood and logging industries. In addition, agricultural wage surveys were conducted for Maine's apple, blueberry, and vegetable harvests. Results were published, disseminated, and incorporated in the management and delivery of other programs.

Labor Market Information Field Services. Staff was maintained at the Bureau's local offices in Lewiston, Portland and Bangor and at the administrative office in Augusta to cover the specific labor market information needs of the Department, other public agencies, and a variety of user groups in Maine's 31 labor market areas. Maine employers were assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and for business planning. Special impact analyses were conducted in response to sudden changes in industry employment. Economic analyses highlighting industry trends and outlook were prepared for Maine's educational and employment and training communities.

Management Information. A series of monthly analyses and reports were made to the Executive Director of the Bureau on the activities of the Job Service and Unemployment Compensation programs. Research was conducted on proposals and legislative documents associated with the Employment Security Law. Actuarial research was conducted providing projections of the Unemployment Compensation Fund under various economic assumptions. Other economic projections were made for workload planning.

Census Data Program. In May 1983 the Division was designated as the organization responsible for the State's Census Data Program. The Division provides program management to a statewide network of affiliates offering an information service on U.S. Bureau of the Census materials. The 28 selected affiliates, including public, college, and University of Maine libraries, Regional Planning Commissions, Councils of Governments and other state departments are located from Sanford to Fort Kent. In the program year ending May 31, 1988, the Census Data Center and affiliate network responded to more than 9,000 requests.

On-Line Electronic Data Retrieval System. LABORNET is an electronic reference library and provides easy and ready access to large files of labor market data, including over 100,000 tables of 1980 census data.

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The expenditures of this division amounted to \$1,466,147 in FY 89, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Unemployment Compensation Division. The Unemployment Compensation Program is intended to partially insure workers against loss of wages during periods of temporary unemployment. It is not welfare or relief, but is an insurance program for the benefit of qualified unemployed workers. The Unemployment Compensation Division of the Maine Department of Labor, Bureau of Employment Security, is headed by a Divisions Director who is responsible for the operations of 15 local offices and an Interstate claims office.

Unemployment compensation workloads encompassed a wide variety of activities during State of Maine fiscal year 1989. The number of initial claims for unemployment benefits under the regular State program totaled 101,793. There were 491,258 continued claims filed which resulted in \$54,536,175 paid under the State Unemployment Insurance (UI) program.

With regard to the Unemployment Compensation for Federal Employees (UCFE) program, 2,804 payments were made and \$390,331 was compensated. Former military personnel were paid \$413,504 for 2,616 weeks compensated under the Unemployment Compensation for Ex-Servicemembers (UCX) Program. The Dislocated Workers Benefits (DWB) program is intended to provide benefits to certain qualified workers who have become structurally unemployed and are undergoing training for new jobs. There were 520 initial claims and 11,206 payments for a total of \$1,771,624 compensated under the DWB program.

Special Payment Unit: The Special Payment Unit of the Benefits Section processed 19,715 payments for a total of \$1,044,363 in trade readjustment allowances (TRA) as provided under the Trade Act. Payments for the Dislocated Workers Benefit program are also processed in this unit.

Claims Deputies: Claims Deputies in the division's 15 local offices and the Interstate Office rendered 41,619 nonmonetary determinations to adjudicate disputed claims. The number of benefit appeal cases disposed of by the Agency's Adjudication Division totaled 3,275 while an additional 417 cases were heard and disposed of at the Commission's higher authority appeals level.

In the Benefit Payment Control program, utilizing the automated cross-match system of wage record and benefit payment files, 20,890 claim audits were mailed to employers during FY 89. The employers responded with a 95.4% return rate. Fraud investigators and local office claims deputies through a combined effort of using the cross-match, employer protests of charges, anonymous tips, and quality control audits issued 695 determinations relative to fraud and misrepresentation resulting in \$325,627 in overpayments, and issued 4,351 determinations which accounted for \$593,035 in nonfraud payments. With the assistance from the District Attorney's Office, 10 cases for misrepresentation resulted in court convictions. There was also 1 federal court conviction from the Internet program.

The Internet program was designed to cross-match claimants residing out of state and filing for benefits against Maine. Wage records were matched from the filing state against benefit payments. During FY 89, 317 claimants were audited. This resulted in 50 overpayment determinations being issued representing \$22,986 in improper payments.

The Unemployment Compensation Division has established a Quality Control Unit for post-review of benefit payments through a random selection of active claims, conducting an in-depth audit of all benefit payments and related procedures relative to the selected claims. The audit is designed to detect any benefit claims which were improperly filed and the results of these audits will be used to further improve operation procedures.

By the end of FY 89, the number of active employer accounts were 32,679 and payroll data submitted by these employers generated a total of 2,491,370 wage items processed by the Wage Record Unit. Field and central office activities produced 10,372 employer status determinations of which 5,836 involved newly liable employer accounts. A total of 1,008 field audits were conducted resulting in a net receipt of \$348,164 in under-reported contributions. Net contributions received in FY 89 totaled \$76,436,562 and the Fund balance was \$169,201,259 as of April 30, 1989.

Eligibility Review Program: The Eligibility Review Program (ERP) provided special assistance eligibility interviews to aid claimants in development of work search plans and the solution of reemployment problems. During FY 89, 21,829 ERP interviews were conducted.

The Unemployment Compensation Division's Cost Model Unit, through the use of accurate workload projections and with factors developed by the Cost Model management studies, pro-

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vided a scientific base for fiscal and staff management planning and development and control which enabled the division to adjust staff and other resources to changes in workload.

The division's Internal Security Unit is designed to assure management that adequate safeguards are maintained in both the tax collections and benefit payments. The unit monitors both the automated and manual systems on an ongoing basis and develops strategies to prevent and detect improper use of agency resources

Financing the Unemployment System. Both the benefit costs and administrative costs of the Unemployment Insurance Program are financed through a payroll tax on most of the State's employers.

Unemployment Compensation Fund Status—1988: The Unemployment Compensation Fund balance was \$169,201,259, as of December 31, 1988.

The expenditures of this unit amounted to \$8,889,475 in FY 89 and are, for administrative purposes, included with those of the Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the twelve (12) month period ending June 30, 1989.

PUBLICATIONS:

Publications.

1. Maine Labor Market Digest (Free—Monthly)
2. Civilian Labor Force Estimates for Maine and its Substate Areas (\$3.50)
3. Women and Minority Labor Force in Maine (\$4.50)
4. Directory of Labor Market Information (Free)
5. Maine Directory of Occupational Licensing (\$8.95)
6. Maine Occupational Needs: Outlook to 1995 (\$5.00)
7. Maine Occupational Staffing Patterns by Industry: (Free)
 - a. Wholesale and Retail Trade, Public Utilities, and Selected Transportation Industries
 - b. Manufacturing
 - c. Selected Nonmanufacturing Industries
 - d. Government
 - e. Education
 - f. Hospitals
8. Maine Occupational Wages:
 - a. Manufacturing Industries (\$4.00)
 - b. Selected Nonmanufacturing Industries (\$5.00)
 - c. Hospitals (\$2.50)
9. Job Hunter's Guide to Maine (\$3.00)
10. Technical Services Monographs (Varying Fees)
11. Employment Situation (Free—Monthly)
 - a. Employment Situation Summary (Free-Annually)
12. Maine Occupational Statistics for Affirmative Action Planning, 2 Volumes (\$5.00 each)
13. The Maine Employment and Earnings Statistical Handbook (\$5.00)
14. The Maine Labor Force to the Year 2000 (Free)

Various minimal fees are assessed for some of the above publications. These fees are based on printing and handling charges only.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF EMPLOYMENT SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,172,290				9,172,290	
Health Benefits	741,436				741,436	
Retirement	1,729,332				1,729,332	
Other Fringe Benefits	47,398				47,398	
Computer Services—Comm.	56,113				56,113	
Computer Services—State	26,316				26,316	
Other Contractual Service	1,950,530		557,426		1,393,104	
Rents	970,283		228,054		742,229	
Commodities	494,665		83,689		410,976	
Grants—Subsidies—Pensions	61,867,791		1,265		3,091,546	58,774,980
Buildings and Improvement	216,233				216,233	
Equipment	668,123				668,123	
Interest—Debt Retirement	107				107	
Transfers to Other Funds	172,578		8,358		164,220	
TOTAL EXPENDITURES	78,113,195		878,792		18,459,423	58,774,980

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS

JAMES F. NIMON, EXECUTIVE DIRECTOR

JUSTIN SMITH, DEPUTY DIRECTOR FOR PLANNING

Central Office: Old Nurses Bldg.—AMHI, Augusta

Telephone: 289-3375

Mail Address: Hospital Street, Statehouse Sta. #55, Augusta, Maine 04333

Established: February 2, 1983

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 158T; Citation: Exec. Order 9 FY 82/83

Average Count—All Positions: 94

Legislative Count: 0

PURPOSE: The Bureau is responsible for providing professional and technical services to the Commissioner of Labor, members of the state job training coordinating council (known as the Maine Human Resource Development Council), to the Service Delivery Areas (SDAs), pursuant to the Job Training Partnership Act (JTPA), Public Law 97-300 of 1982, the Maine Training Initiative (MTI) Law (26 MRSA, Sec. 2005), the Health Occupations Training Project (26 MRSA, Sec. 2151 *et seq.* (1988) as amended by Public Law C. 577), the Additional Support for People in Retraining and Education program (22 MRSA, Sec. 3781 *et seq.* (Supp. 1988)), and the Strategic Training for Accelerated Reemployment program (26 MRSA, Sec. 2015-A (1988), as amended by Public Law C. 541). The Bureau is responsible for developing operational guidelines and procedures for programs conducted by Maine's Job Training System. Included among the various management systems are monitoring, fiscal accountability, including allocation of funds and audits, and technical assistance and training.

ORGANIZATION: The Bureau of Employment & Training Programs operates as a division within the Maine Department of Labor. The Bureau is funded through JTPA Federal funds and state job training funds.

PROGRAM: Maine's Job Training System, which is administered at the state level by the Bureau of Employment and Training Programs, provides remedial education and vocational training-related services through three Service Delivery Areas (SDAs). The Training Resource Center provides training activities to Cumberland County residents; the Penobscot Consortium provides training activities in Hancock, Penobscot, and Piscataquis counties; and the 12-County SDA provides training in the remaining twelve counties.

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The Job Training System is funded by, and operates according to the requirements of, several state and federal laws. These include the Federal Job Training Partnership Act (JTPA), the Maine Training Initiative (MTI), the Strategic Training for Accelerated Reemployment (STAR) Program, the Health Occupations Training Project, and the Additional Support for People in Retraining and Education (ASPIRE) Program. These programs provide classroom training, on-the-job training, work experience, occupational upgrading, assessment, remedial education, and vocational counseling to adults and youth.

PUBLICATIONS: The Bureau of Employment & Training Programs publishes state guidelines, a forms preparation handbook, and planning instructions to Service Delivery Areas. These publications detail the methods of administration and management as well as specific program planning instructions for the subsequent fiscal year. They are public documents available to anyone by writing the Executive Director, Bureau of Employment & Training Programs, Hospital Street, State House Station #55, Augusta, Maine 04333, or by calling (207) 289-3375.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,615,633	247,275	216,616		1,151,742	
Health Benefits	126,055	15,661	15,964		94,430	
Retirement	310,617	44,983	42,120		223,514	
Other Fringe Benefits	10,796	592	876		9,328	
Computer Services—State	1,580	1,107			473	
Other Contractual Service	635,179	347,811	156,922		130,446	
Rents	84,094	43,806	52,542		—12,254	
Commodities	48,649	39,549	4,401		4,699	
Grants—Subsidies—Pensions	9,472,784	2,417,731	17,363		7,037,690	
Equipment	125,049				125,049	
Interest—Debt Retirement	33	33				
Transfers to Other Funds	95,322		20,683		74,639	
TOTAL EXPENDITURES	12,525,791	3,158,548	527,487		8,839,756	

HUMAN RESOURCE DEVELOPMENT COUNCIL

KATHERINE M. GREENLEAF, CHAIR
JAMES F. NIMON, EXECUTIVE DIRECTOR

Central Office: Hospital Street, Augusta

Telephone: 289-3377

Mail Address: Statehouse Sta. #55, Augusta, Maine 04333

Established: July 1, 1987

Reference: Policy Area: 04; Umbrella: 12; Unit: 171; Citation: 26 M.R.S.A., Sec. 2005

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The major responsibilities of the Maine Human Resource Development Council, as mandated by Public Law 97-300 (The Job Training Partnership Act) and established by Executive Order are broken into three areas:

(1) Advisory

Develop and recommend policy for human resource development activities on a state-wide basis.

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(2) Coordination

Coordinate activities and linkages with other state agencies and private industry.

(3) Review

Review and certify local human resource development plans written in response to the Council's recommendations and make recommendations on these plans to the Governor.

ORGANIZATION: The Maine Human Resource Development Council, authorized by the Job Training Partnership Act of 1982 and by Executive Orders 16 FY 86/87 and 5 FY 88/89, is a 30-member advisory group appointed by the Governor. Membership encompasses representation of the private sector, the legislative, state and local government, local education, organized labor, community organizations, the JTPA—eligible population and the general public.

The Council and its Committees—Executive, Planning and Coordination, Upgrading and Retraining, Youth Services, Targeted Services, and Economic and Human Resource Development—meet throughout the year to formulate job training policy recommendations to the Governor. The Council director reports to the Commissioner of Labor.

PROGRAM: The Maine Human Resource Development Council (MHRDC) is charged with seeing that the Governor's human resource development goals are achieved by recommending to the Governor strategies which will achieve his goals within a single, comprehensive statewide approach to the delivery of all human resource development programs.

Each of the Governor's human resource development goals with related objectives are referred to a committee of the MHRDC. Each committee makes recommendations on the action state agencies should take so that each of the Governor's goals and objectives will be achieved. The MHRDC operates a multi-agency planning process so that programs are developed in response to the MHRDC recommendations. The program plans developed by the inter-agency planning teams are combined and published as the "Governor's Human Resource Development Plan." The Plan contains a number of program plans, each with measurable outcomes, describing activities to begin after July 1 of each program year.

PUBLICATIONS:

The Maine Human Resource Development Plan (July, 1989)

Six-month Status Report on the First Maine Human Resource Development Plan

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Employment and Training Programs.

BUREAU OF LABOR STANDARDS

JAMES H. MCGOWAN, DIRECTOR

WILLIAM A. PEABODY, DEPUTY DIRECTOR

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Established: 1873

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170; *Citation:* 26 M.R.S.A., Sec. 41

Average Count—All Positions: 65

Legislative Count: 41

Organizational Units:

Board of Boiler Rules

Minimum Wage, Child Labor, Stuffed

Board of Occupational Safety and Health

Toys Division

Apprenticeship Division

Boiler, Elevator, Tramway Division

Research & Statistics Division

Safety Division

Commission on Safety in the Maine

Board of Elevator & Tramway Safety

Workplace

State Apprenticeship & Training Council

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PURPOSE: The Bureau of Labor Standards was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The Bureau enforces State laws regulating the employment of minors, and the payment of wages; State laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of working people.

ORGANIZATION: The nucleus of the Bureau of Labor Standards was established in 1873 as an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry within the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to the Bureau of Labor.

In 1975 enabling legislation was enacted giving the Bureau authority to enforce safety and health rules and regulations in the public sector. The 108th session of the Legislature required each agency of government to cooperate fully with the Bureau's efforts to compile labor and industrial statistics.

In 1981 the name of the Bureau of Labor was changed to Bureau of Labor Standards. This was necessary because the name of the Department of Manpower Affairs was changed to the Department of Labor.

PROGRAM: The Bureau of Labor Standards is divided into five divisions under the direction of division directors and the Bureau's Deputy Director, who report to the Director appointed by the Commissioner of Labor. The administration of these are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Reports from each Division follow.

Apprenticeship Division. The Apprenticeship Division is responsible for maintaining correct and up-to-date files on current registered apprenticeship programs and current registered apprentices. The Division assists employers, groups of employers, local unions and committees of employers and employees to establish and maintain apprenticeship programs. The Division cooperates with the Maine Vocational Technical Institute System to establish courses of related training for registered apprenticeships. The Division Director and Apprenticeship Specialist are required to personally visit establishments that request an apprenticeship program to determine what trade or trades and any other necessary criteria the employer may need to successfully implement an apprenticeship program. Periodically the Division Director and Apprenticeship Specialist will visit the establishment after the program has been instituted for compliance checks or to check that the program is being administered according to the standards.

The Maine State Apprenticeship Council was established by act of the Legislature in 1943. In 1979 the name of the Council was changed by act of the Legislature to the Maine State Apprenticeship and Training Council. The Council is recognized by the U.S. Department of Labor as the registration agency for all apprenticeship programs. The Council's Rules and Regulations have been approved by the U.S. Secretary of Labor as being in compliance with the Code of Federal Regulations Title 29, Part 29, and Title 29, Part 30. The Apprenticeship Division exists to implement the directives of the Council. The Council is also the state approving agency for veterans programs in apprenticeship.

The field representatives visited establishments to assist employers with existing programs and to help employers implement new apprenticeship programs. The staff registered 51 new apprenticeship programs and cancelled 21 apprenticeship programs at the request of the establishments. There were 256 new apprentices registered, no apprentices reinstated, and 83

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apprentices received their Certificates of Completion from the Council. The staff is responsible for preparing the documents that constitute the Standards of Apprenticeship and the Certificates of Completion that are issued to graduate apprentices.

Research and Statistics Division. The Bureau Director's authority to collect and distribute statistical data concerning the labor and industrial pursuits in the state has been delegated to the Research and Statistics Division. The Division conducts five major programs. Each program performs special studies upon request.

Census of Maine Manufactures: The Census survey collects data relative to the value of products, capital expenditures, exports and imports, and workers covered by union contracts from all manufacturing firms operating in the state. Additional information concerning employment and gross wages is supplied by the Bureau of Employment Security, Division of Economic Analysis and Research. The results are published in the annual *Census of Maine Manufactures*.

Construction Wage Rates: The data collected under the Construction Wage Rate survey are tabulated and published annually in a pamphlet entitled *Maine Construction Wage Rates*. This publication presents the high, median, and low rates by occupation and type of construction.

The data collected under the Construction Wage Rate survey is used primarily to set minimum wage rates on state funded construction projects. During the year, 260 wage determinations were filed and 139 of these contracts were awarded. These contracts totaled nearly \$24,000,000 in value. In terms of determinations, Building Construction was the most active with 143 projects, followed by Highways (67) and Heavy and Bridge Construction (50). Looking at contract value, Highway had 25 awards valued at \$10.2 million. Building had 70 contracts with a total value of \$8.8 million. Heavy and Bridge contracts were awarded to only 13 bidders for a total of \$4.8 million.

Labor Relations: The Division conducts an annual survey of local unions operating in the state. Files are also maintained on major contracts, National and Maine Labor Relations Board elections, and work stoppages. The major outputs of these efforts are two publications, the *Directory of Maine Labor Organizations* and *Labor Relations in Maine*.

Occupational Injuries and Illnesses Survey (OSH 200S): This survey is one of two programs conducted in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics. The survey collects data on federally required occupational injury and illness records from a sample of Maine employers. The results are published in the annual *Occupational Injuries and Illnesses in Maine*.

The Division also provides assistance to Maine employers in complying with the U.S. Occupational Safety and Health Administration recordkeeping requirements. This includes distribution of recordkeeping supplies, in-plant and telephone consultation, and recordkeeping seminars. During fiscal 1988, the Division conducted two recordkeeping presentations reaching in excess of 50 employers. In addition, several in-plant consultations were performed for major employers.

Supplementary Data Systems (SDS): This program, which codes selected data from the Employer's First Report of Occupational Injury or Disease, is the second Federal-State cooperative program. The resulting tabulations are published annually in a publication entitled "Characteristics of Work-Related Injuries and Illnesses in Maine."

Division of Minimum Wage, Child Labor and Stuffed Toys. The number of inspections and violations was lower than the previous year. A total of 328 complaints of unpaid wages and illegal deductions were investigated by this Division which resulted in \$64,833.76 in back wages paid to employees. Seven complaints against employers for nonpayment of wages were filed in court by the Attorney General's Office on behalf of the Director.

A total of \$19,759.20 was paid to 82 employees from the Wage Assurance Fund when employers went out of business and left no assets with which to pay the employees their final wages.

During the past year, \$13,662.33 was paid to employees by employers who were in violation of the law for not paying the required minimum wage and overtime.

To date, a total of \$1,043,396.44 has been paid for 1988-89 by one employer in severance pay, which is due when an employer who has employed 100 or more people relocates or terminates operations. There are currently several severance pay cases in the courts.

There were 8,686 work permits approved for the employment of minors, 1,350 less than last year's all-time high.

There were 699 certificates issued to manufacturers and importers of stuffed toys to sell their items in the State of Maine and 689 registrations issued for manufacturers or importers of bedding and upholstered furniture.

LABOR

The following is a statistical summary of Division activities:

Inspection	8,718
Violations, Total	5,776
Work Permits and Certificates of Age, Approved	8,686
Minimum Wage & Overtime Paid to Employees	\$13,662.33
Unpaid Wages & Vacation Pay	\$ 64,833.76
Registration Fee, Bedding	\$ 22,815.00
Registration Fee, Stuffed Toys	\$ 20,275.00
Severance Pay Paid to Employees	\$1,043,396.44
Wage Assurance Paid to Employees	\$ 19,759.20

Boiler, Elevator, Tramway Division (Labor). The purpose and objectives of this Division is to protect the citizens and visitors of the State from unnecessary mechanical hazards in the operation of boilers, elevators and tramways by ensuring that reasonable design and construction are used; accepted safety devices are provided; personnel employed in the installation, repair, inspection and operation are trained and qualified; periodic maintenance, inspections and repairs are made which are deemed essential for their safe use; and that the statutes and rules formulated by the Board of Boiler Rules and the Elevator and Tramway Safety Board are enforced.

The Boiler Division was established in 1935 and the Elevator Division in 1951. In 1968 the same individual was appointed director of both divisions. Tramway responsibilities were added in 1977. The inspectors are qualified to inspect and perform duties related to each area.

Boiler responsibilities are divided into three areas, Boiler Inspection and Certification, Welder Qualification and Certification, Boiler Operators and Stationary Engineers Examining and Licensing.

Boiler Inspection and Certification: This program has been most active in the certification of new utility and cogeneration plant installations. Design changes and technological advances have raised questions which affect National Standards and the need for solutions. The large number of new plants scheduled for installation in Maine has placed the State in the position to address these problems before other jurisdictions. The Division has attempted to become knowledgeable in all areas of concern and provide input to National Standards Committees.

Welder Certification: As the changes in welding technology and demand for certified, qualified welders increase, the Division's workload is being directly affected, both in numbers and technological expertise.

Boiler Operations and Stationary Engineers: Applications for examination for all classes of licenses have increased over the year.

The Division, in support of the above activities, has also increased its educational and speaking engagements in order to inform those in the boiler industry of the requirements for boiler and pressure vessel fabrication, installation, operation, inspection and repair. A four-day seminar at the Maine Mairtime Academy has attracted international attention and the fifth annual event enrolled over 160 participants. Staff members served on several vocational schools' and institutions' advisory committees and spoke to several professional organizations and students attending technical and engineering schools.

The Elevator and Tramway Safety program continues to address the increase in new installation of elevators and tramways (ski-lifts). New technology has also affected the design of this equipment. The staff has attempted to keep abreast of the changes.

Pertinent statistics for the fiscal year ending June 30, 1989 are as follows:

Boilers: approximately 3,000 in Maine are covered by The Statutes

Insurance Company Inspection Reports	3,301
State Inspector Boiler Reports	96
Boiler Certificates Issued	3,053
Boiler Inspector Certificates Issued	19
Welder Certificates Issued New/Reissue	936
Weld Tests Examined	69
Engineer and Operator Examinations	1,072
Engineers Licenses Issued	885
Operators Licenses Issued	816
ASME and National Board Shop Surveys	8

LABOR

Income	\$48,550.80
Boiler Codes	595.00
Boiler Travel	151.36
Total Income	<u>\$49,297.16</u>

Elevators and Tramways: approximately 2,000 in Maine are covered by The Statutes

Tramway Certificates Issued	56
Tramway Inspection Reports	38
Wire Rope Inspection Reports	16
New Tramways Installed	7
Elevator Certificates Issued	2,292
Elevator Inspection Reports	1,835
Safety Test Reports	437
Elevator Plans Approved	138
New Elevators Installed	105
Elevator Mechanics Licenses Issued	116
Elevator Mechanics Exams Given	8
Escalator Reports	19
Vertical Lift Reports	36
Vertical Lift Plans Approved	9
New Vertical Lifts Installed	12
Incline Lift Reports	72
Incline Lift Plans Approved	3
New Incline Lifts Installed	31
Incline & Vertical Certificates Issued	<u>134</u>
Income	\$99,394.19
Elevator Codes	112.00
Elevator Travel	2,668.09
Total Income	<u>\$102,174.28</u>

Safety Division. The Division consists of five programs involving safety and health issues. The staff includes a Division Director, six clerical, and 8 field people.

The enforcement program is responsible for enforcing the Rules and Regulations adopted by the Occupational Safety and Health Board in the Public Sector.

Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Safety Division visit places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections are issued when violations of the regulations are found.

A 7-C-1 Consultation Contract with the Federal Occupational Safety & Health Administration was signed in October, 1978. Under this program four Consultation Officers have been assigned to conduct consultative inspections for private industry upon request. The purpose of the program is to inspect, issue citations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by Federal Compliance Officers.

The Safety Training and Education program staff conducts training programs in the public and private sectors. These include training in the workplace, informational programs, and inspections. The staff provides training aids and material safety data sheets to employers and employees, and assists the Department of Human Services with the public right-to-know law.

A training contract was signed with the United States Mine Safety and Health Administration which became effective January 1, 1984. The purpose of this program is to train employers and employees involved in sand, gravel, and mining operations.

The Education and Training Unit funded 25 occupational safety and health training proposals by private entities. Some of the topics funded include back schools, a pesticide video for agriculture users, and safety training for apprentice iron workers.

Additional resources have been utilized to emphasize and increase the training provided to employers and employees. The Division provided speakers for meetings, conducted training programs, and assisted with the annual Maine Safety and Health Conference.

LABOR

The pertinent statistics for FY 89 are as follows:

Total number of visits	1,523
State Agencies	301
Municipalities	516
School Districts	177
Water/Sewer Districts	66
Counties	27
Consultation Assistance	260
Chemical Substance Inspections	176
Employees Trained	2,833
Mining Program	
Training & Education	6,684
Citations Issued	3,415

LICENSES, PERMITS, ETC.:

- Boiler Inspection Certificates
- Boiler Inspectors Certificate of Authority
- Boiler Operators License
- Boiler Operator Permit
- Boiler Engineer License
- Welders Certificate of Qualification
- Elevator Inspection Certificate
- Tramway Inspection Certificate
- Elevator Inspectors Certificate of Authority
- Tramway Inspectors License
- Wire Rope Inspector Qualification
- Elevator Mechanics License
- Registration: Bedding & Stuffed Toys
- Permit: Learner Permit for Sub-minimum Wages, Handicapped Workers, Employment of Minors.
- Certificates of Completion for Apprentices.

PUBLICATIONS:

- Maine Labor Laws—available at \$5.00 per copy
- Guide to Maine Minimum Wage Law (free)
- Maine Labor Laws Specifically Applicable to Youth (free)
- Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years (free)
- Bedding; Upholstered Furniture Law (free)
- Stuffed Toy Law (free)
- Work Permits and Certificates of Age (free)
- Boiler Rules and Revised Boiler Law (\$1.00)
- Elevator and Tramway Rules of Maine (\$4.00)
- Census of Maine Manufactures*, annual, free, mailing list maintained
- Characteristics of Work-Related Injuries and Illnesses in Maine*, annual, free, mailing list maintained.
- Directory of Maine Labor Organizations*, annual, free, mailing list maintained.
- Occupational Injuries & Illnesses in Maine*, annual, free, mailing list maintained.
- Labor Relations in Maine*, annual, free, mailing list maintained.
- Maine Construction Wage Rates*, annual, free, mailing list maintained.
- Rules Relating to Labor Standards for Registration of Apprenticeship Programs, Maine Department of Labor (free)
- Rules Relating to Labor Standards for Equal Opportunity for Employment of Women & Minorities in Registered Apprenticeship Programs, Maine Department of Labor (free)
- Apprenticeship Program Facts (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LABOR

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,329,846	888,993	332,488		108,365	
Health Benefits	111,623	68,288	32,443		10,892	
Retirement	245,755	163,033	62,252		20,470	
Other Fringe Benefits	9,238	5,155	3,099		984	
Computer Services—State	14,078	1,971	203		11,904	
Other Contractual Service	531,379	176,436	290,127		64,816	
Rents	3,481	305	1,023		2,153	
Commodities	43,302	11,363	18,480		13,459	
Grants—Subsidies—Pensions	31,562		31,562			
Equipment	46,980		24,268		22,712	
Transfers to Other Funds	31,140		22,622		8,518	
TOTAL EXPENDITURES	2,398,384	1,315,544	818,567		264,273	

MAINE LABOR RELATIONS BOARD

NANCY CONNOLLY FIBISH, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; Floor: 7

Telephone: 289-2015

Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 180; *Citation:* 26 M.R.S.A., Sect. 968

Average Count—All Positions: 7

Legislative Count: 7

PURPOSE: The Maine Labor Relations Board was established to further harmonious labor-management relations through the effective and efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act, the Judicial Employees Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA), the University of Maine Labor Relations Act (UMLRA), and the Judicial Employees Labor Relations Act (JELRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all four Acts. The PELRA, SELRA, UMLRA, and JELRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact finding, interest arbitration and, in the case of judicial employees, an option for mediation-arbitration.

The Board and its Executive Director are responsible for the administration and assignment of members of the Panel of Mediators. This applies to both public and private sector; however, the impasse resolution procedures of fact finding and interest arbitration are limited to the public sector under the PELRA, SELRA, UMLRA, and JELRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA, UMLRA, and JELRA. As of October 1, 1976, amendments to the UMLRA included employees of the Maine Maritime Academy. County employees were extended collective bargaining rights under PELRA pursuant to legislation enacted by the 110th Legislature in the fall of 1981 while judicial department employees were covered under the Judicial Employees Labor Relations Act which became effective July 25, 1984.

Unfair labor practices, referred to as 'prohibited acts,' in the PELRA, SELRA, UMLRA, and JELRA are the Board's responsibility to adjudicate when alleged violations have occurred. Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA, UMLRA, and JELRA and to advise them of the rules and procedures employed by the Board.

LABOR

ORGANIZATION: The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act of 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board became the Maine Labor Relations Board and acquired responsibility for administering the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory amendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and amendments covering employees of the Maine Maritime Academy as of October 1, 1976. Bargaining rights were extended to county employees in September of 1981 and to judicial department employees in July of 1984. The restructuring of the Department of Labor and Industry to the Bureau of Labor in 1975 was commensurate with the change in designation from Public Employees Labor Relations Board to Maine Labor Relations Board. The MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for whom provisions were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

PROGRAM: The municipal sector continues to be the most diversified and most active of all sectors utilizing the services of the Maine Labor Relations Board. During FY 89, voluntary agreements relative to bargaining units were received from 31 public entities, compared with 24 in the prior fiscal year, in spite of the fact that organizational efforts have saturated much of the municipal, educational and state sectors. Twenty-one unit determination or clarification petitions were filed during FY 89, compared with 30 such filings in FY 88.

There were 18 election requests received by the Board in FY 89. In addition to this, the Board received 14 decertification/certification or straight decertification requests. With respect to election activities, there were 35 election requests in all requiring attention during the fiscal year; this compares with 32 in FY 88 and 36 in FY 87. In all, Board officials conducted or were scheduled to conduct 24 on-site elections pursuant to the various petitions filed. Seven matters were withdrawn or dismissed and the remainder were either awaiting resolution of a unit determination proceeding or were pending a voluntary agreement.

The activities of the Panel of Mediators are summarized for purposes of this report and are more fully reviewed in the Annual Report of the Panel of Mediators submitted to the Governor. The number of new requests this fiscal year rose to 107. There were 33 carry-over matters from the FY 88 filings which required mediation activity in FY 89. Among the filings were two under the Maine Agricultural and Bargaining Law, which was amended in FY 87 to insert the Panel of Mediators into the contract dispute mechanism between processors and producers who are subject to that statute. Negotiations involving **Interstate Food Processing Corp. and McCain Foods, Inc.** and the council representing their contract producers both proceeded to arbitration. The success ratio for the Panel has exceeded 70 percent of matters handled by its members over the past several years. The success rate in FY 89 reached 78 percent for mediations, including carryovers, that were concluded in FY 89.

Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Beginning in Fiscal Years 1984 and 1985 requests for fact-finding began declining from the levels of earlier years. In FY 1988 there were 15 fact-finding requests filed; in FY 89 that number jumped to 29. The range in the Fiscal Years 1984 through 1988 had been 11 filings in FY 85 to 19 in FY 86.

The Board received 24 prohibited practice complaints in FY 89. This compares to 17 cases in FY 88 and 22 cases in FY 87. The administration and processing of these complaints involves both the Board and its staff in the details of docketing, arranging hearings before the Board members, processing prehearing conferences, arranging for hearing locations, scheduling posthearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

During the past year, the Maine Labor Relations Board had requests for services in the many areas of responsibility under the various statutes that it administers or under which it has a role. Among the requests were two novel referrals involving the roster of fact-finders, which are discussed in more detail in the Annual Report of the Board. Both involved "mediated fact-finding." During the fiscal year, there were no legislative initiatives which seriously impacted the jurisdiction or functions of the Board, other than review under the Maine Sunset

LABOR

Act, although a few matters occasioned comment by the Executive Director or staff through appearances at Committee hearings, written submissions or attendance at workshops.

PUBLICATIONS:

The Municipal Public Employees Labor Relations Act
The State Employees Labor Relations Act
The University of Maine Labor Relations Act
The Judicial Employees Labor Relations Act
The Rules and Procedures of the Maine Labor Relations Board
Index and Abstracts of MLRB Prohibited Practice Decisions, 1973-88

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	220,267	220,267				
Health Benefits	11,719	11,719				
Retirement	33,717	33,717				
Other Fringe Benefits	1,358	1,358				
Computer Services—Comm.	7,025	7,025				
Other Contractual Service	46,845	46,845				
Rents	1,837	1,837				
Commodities	1,206	1,206				
TOTAL EXPENDITURES	323,974	323,974				

PANEL OF MEDIATORS

NANCY CONNOLLY FIBISH, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7

Telephone: 289-2015

Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1976

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 187; Citation: 26 M.R.S.A., Sect. 892

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION: The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently seven appointees to the Panel of Mediators.

LABOR

PROGRAM: The past fiscal year was marked by an increase in mediation requests from the filings in the previous fiscal year. The year was also marked by the second use of the Panel of Mediators under the provisions of the Maine Agricultural Marketing and Bargaining Law. This statute was amended in 1987 to provide a referral to the Panel in disputes between producers and processors of agricultural products.

New mediation requests received during FY 1989 rose to 107, the second highest number in the last 10 years. However, the work load of Panel members did not change much, since there were 33 matters carried over from FY 1988 that required mediation activity in FY 1989. Thus, the number of matters filed, pending, and requiring attention in FY 1989 reached a total of 140, compared to 141 in the previous year.

There have been repeated positive comments from practitioners and users regarding the quality and competence of various State mediators. The competence of the Panel is reflected in the 78% settlement rate achieved by the Panel for matters filed in or carried over to FY 1989. The settlement rate for the past several fiscal years has exceeded 70% of the matters mediated, a rate considerably in excess of the settlement rate for the years 1975-1981.

Much of the mediation picture was dominated by the issue of health insurance benefits in FY 89, due in large measure to the recent increases in health insurance premiums. It was this issue that most often derailed or threatened to derail settlements.

FINANCES, FISCAL YEAR 1989: 26 MRSA, Sec. 965, Sub-section 2, ¶C provides that expenditures of this unit shall be borne by the Maine Labor Relations Board and are, therefore, included in its financial display.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

JOHN FITZSIMMONS, CHAIRPERSON

SUSAN W. BROWN, EXECUTIVE DIRECTOR

Central Office: 57 Winthrop Street, Hallowell

Telephone: 289-2331

Mail Address: Statehouse Sta. #71, Augusta, Maine 04333

Established: August, 1978

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 184; *Citation:* 26 M.R.S.A., Sect. 1452

Average Count—All Positions: 4

Legislative Count: 3

PURPOSE: The MOICC was established to coordinate and support the development, maintenance and operation of a comprehensive career, occupational and economic data-based system, and to promote communication, coordination, and cooperation among those agencies responsible for vocational education, and employment and training programs, as well as for economic development activities, through the use of the system. The One Hundred and Twelfth Legislature, in its first regular session, also called upon the MOICC to facilitate the use of career and occupational information through promotion and support of career education programs and activities in both school and nonschool settings. In its second regular session the 112th Legislature mandated that the MOICC serve as the standard principal source of occupational information for vocational and technical program planning, and as a principal source of information for the career counseling of VTI students.

ORGANIZATION: The MOICC was created through the Federal Education Amendments of 1976. Its mandate was subsequently broadened through the enactment of the Youth Employment and Demonstration Projects Act of 1977, the Career Education Incentive Act of 1977, and the Comprehensive Employment and Training Act, as amended in 1978. Executive Orders signed in 1978 and 1979 further mandated the establishment of the Committee. In May, 1982 the Governor signed into law a bill establishing the MOICC, and designating its membership.

LABOR

The statutory members consisted of the Commissioners of the Departments of Labor, Educational and Cultural Services, and Human Services, and the Director of the State Development Office. In accordance with the provisions of legislation passed in the One Hundred and Twelfth and One Hundred and Thirteenth Legislatures, the membership was expanded to include the Director of the State Planning Office and the Chairs of the State Board of Education, the Vocational Technical Institute Board of Trustees, and the Maine Human Resource Development Council. The 113th Legislature abolished the State Development Office (SDO) and authorized the Department of Economic and Community Development (DECD) to assume its functions. The Commissioner of DECD replaced the Director of the SDO as a statutory member of the MOICC. Although not prescribed in the law, two advisory committees, the Steering Committee and Technical Advisory Committee, have been retained as part of the overall structure of the MOICC. The law also designates the Commissioner of the Department of Labor as the Committee's Chairperson. Under both Federal and State law, the intent is not to make the MOICC a data collection or generation agency, but rather to coordinate the development and maintenance of a comprehensive career and occupational system of information built upon existing sources of data to meet the common needs of the member agencies.

PROGRAM: During FY 89, the Career Information Delivery System (CIDS) served approximately 65,000 individuals at 226 sites throughout the State. The majority of the sites were schools, but other sites included college campuses, JTPA Service Deliverers, Vocational Rehabilitation sites, a youth correctional institution, and Vocational-Technical Institutes. In addition, other career information products were distributed to elementary and junior high schools throughout the State. The computerized version of CIDS consists of various cross-referenced data files containing information on educational institutions, occupational descriptions and trends, military training opportunities, and financial aid. The information in all the files is national, state, and local in scope.

The computerized Occupational Information System, containing occupational supply, demand and related information, which was developed by the MOICC in 1983 to serve vocational administrators and planners, continued to be used by the Bureau of Vocational Education and the Vocational Technical Institutes in planning programs attuned to labor market trends.

As part of its services, the MOICC continued the operation of the Work Education Resource Center. The Center, located at the MOICC office in Hallowell, contains the most extensive collection of career education and information materials in the State. The publications and materials at the Center were made available on a loan basis to approximately 100 schools and agencies throughout the course of the year.

An eighth grade career education curriculum entitled PLANNING TO REALIZE EDUCATION POTENTIAL (P.R.E.P) was continued during FY 89. This program is a joint effort between the Department of Educational and Cultural Services and MOICC. Its goal is to assist eighth grade students in exploring their career and education options. The materials include curriculum packets, computer software, and print and audiovisual aids. Forty-six schools participated in the training sessions during FY 89; forty-seven sites were added in FY 89.

In the closing week of fiscal 1989, the MOICC, with the Maine Career Education Consortium, jointly sponsored the eleventh annual Career Education/Career Information Conference. This event brings together teachers, counselors, and other human resource personnel from all over the State to discuss topical issues relating to career and occupational information.

PUBLICATIONS:

- The CIDS Secondary Education Guide—No Fee
- The CIDS Peer Facilitation Guide—No Fee
- The Maine Job Box—No Fee
- The MOICC Newsletter—No Fee
- Adults in Transition Newsletter—No Fee

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LABOR

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	114,258	80,260			33,998	
Health Benefits	7,002	5,380			1,622	
Retirement	15,161	15,161				
Other Fringe Benefits	1,057	447			610	
Computer Services—State	16,694	15,898			796	
Other Contractual Service	245,003	65,724	174,759		4,520	
Rents	3,196	1,166			2,030	
Commodities	12,472	10,473	1,291		708	
Grants—Subsidies—Pensions	106,212	74,712	2,000		29,500	
Equipment	4,837		4,837			
Transfers to Other Funds	6,824		5,829		995	
TOTAL EXPENDITURES	532,716	269,221	188,716		74,779	

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

JAMES H. McGOWAN, CHAIR

Central Office: Hallowell Annex, Central Building

Telephone: 289-6460

Mail Address: Statehouse Sta. #45, Augusta 04333

Established: 1975

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 179; Citation: 26 M.R.S.A., Sect. 564

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, state agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

ORGANIZATION: The Board of Occupational Safety and Health was created in 1976. It consists of ten members, nine appointed by the Governor and one being the Director of the Bureau of Labor Standards.

The Bureau of Labor Standards is empowered to enforce the rules and regulations adopted by the Board.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Bureau's Safety Division visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivisions. Citations requiring corrections were issued when violations of the regulations were found.

PUBLICATIONS:

Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

LEGISLATURE

CHARLES P. PRAY, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: Statehouse, Augusta, Floor: 3

Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1820

Reference: Policy Area: 00; Umbrella: 30; Unit: 260; Citation: Maine Constitution, Article IV

Telephone: Senate 289-1540

House 289-1400

Organizational Units:

Senate

House of Representatives

Legislative Council

(Office of) Executive Director of
The Legislative Council

(Office of) Revisor of Statutes

(Office of) Fiscal and Program Review

(Office of) Policy and Legal Analysis

Law and Legislative Reference Library

Maine-Canadian Legislative Advisory Office

PURPOSE: "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

Maine Constitution, Article IV,
Part Third, Section I

ORGANIZATION: The organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by legislative rules. At present, the Senate consists of 35 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom is elected from a single member district. The Legislature is organized into 19 Joint Standing Committees by joint rule. Current Joint Standing Committees are: Aging, Retirement and Veterans; Agriculture; Appropriations and Financial Affairs; Audit and Program Review; Banking and Insurance; Business Legislation; Education; Energy and Natural Resources; Fisheries and Wildlife; Housing and Economic Development; Human Resources; Judiciary; Labor; Legal Affairs; Marine Resources; State and Local Government; Taxation; Transportation; and Utilities. In addition, one joint select committee—the Joint Select Committee on Corrections—was established by Joint Order.

PROGRAM: The 113th Legislature was convened in two special sessions in 1988. The Third Special Session met on September 15-16, 1988. 43 bills were considered, of which 29 bills and 3 Resolves were signed into law. One constitutional resolution was also adopted. The Fourth Special Session, which met on November 28, 1988, considered 11 new bills plus 2 carryover bills from the 3rd Special Session. Eight bills were chaptered.

The 114th Legislature met in its first regular session in December, 1988 and adjourned *Sine Die* on July 1, 1989.

During this session the Legislature considered 1,781 legislative documents, including bills, resolves, constitutional resolutions, new drafts and initiated bills. 671 bills and 59 Resolves were chaptered into law and one constitutional resolution was adopted.

PUBLICATIONS:

Legislature, State of Maine: Senate and House Registers.

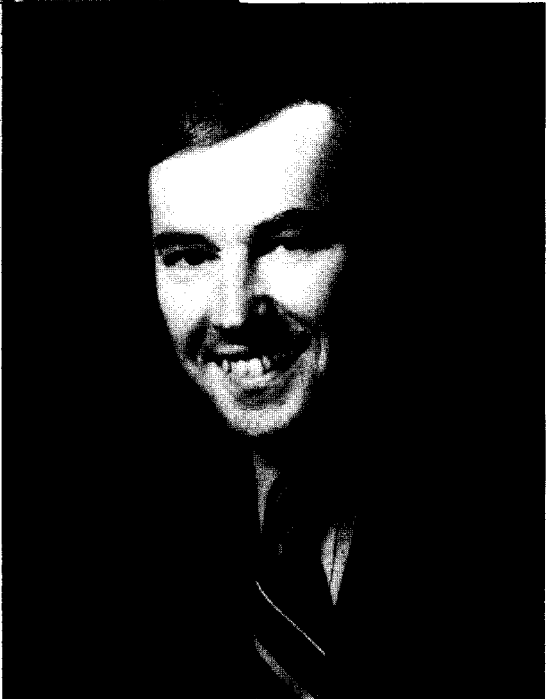
Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATURE



Charles P. Pray
President of the Senate



John Martin
*Speaker of the House
of Representatives*

LEGISLATURE

SENATE

CHARLES P. PRAY, PRESIDENT OF THE SENATE

JOY J. O'BRIEN, Secretary of the Senate

Central Office: Statehouse, Augusta; *Floor 3*

Telephone: 289-1540

Incoming WATS—SESSION ONLY—1-800-423-6900

Mail Address: Statehouse Sta. #3, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part Second

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261; *Citation:* Maine Constit., Art. IV, Part 2 Sec. 1-8

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor.

Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue; it may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce a new bill for the raising of revenue.

Under Article IV, Part Second, Section 7, the Senate is empowered to try all impeachments.

The Senate is the sole judge of the qualifications of its members; it maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its own proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the Voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval and formerly confirmed by the Executive Council.

ORGANIZATION: The Senate as a Constitutional body, has remained constant in its form of organization since its establishment in 1820.

As defined under Article IV, Part Second, Section 1 of the Constitution, the Senate shall consist of an odd number of Senators not less than 31 and not more than 35. Each Senator is elected for a term of two years, with no limitation placed on the number of terms he or she may serve. A Senator must be a citizen of Maine for at least one year, be a resident of the district for at least 3 months prior to the election and continue to reside within the district during his term, and be at least 25 years of age at the time of election.

The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. As a result of the 1983 Reapportionment Plan, passed by the Senate on March 30, 1983 and signed by the Governor on March 31, 1983, the Senate which was elected in 1984 comprised 35 members, each representing districts of approximately 32,000 citizens.

The Senate elects a President, who presides over all its proceedings; a Secretary, who serves as chief administrative officer, and an Assistant Secretary. The two major political parties in the Senate each elect their own leaders and assistant leaders who, by statute (3 M.R.S.A., Section 168), are permitted to hire their own staff assistants.

PROGRAM: The Third Special Session of the 113th Legislature was convened on September 15, 1988 for the purpose of receiving Communications, enact legislation to return excess revenues, appropriate additional funds to address critical and urgent needs within the state's mental health delivery system and to appropriate additional monies to continue present anti-drug activities. The Senate adjourned on September 16, 1988.

The Fourth Confirmation Session was held on November 14, 1988 for the purpose of acting upon various Joint Standing Committee recommendations on 8 gubernatorial appointments. These appointments include: Commissioner of the Department of Conservation, Land for Maine's Future Board, Land Use Regulation Commission, Judge of Maine District Court, Active Retired Judge of Maine District Court, Judge at-large of Maine District Court, Maine Human Rights

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Commission. The Senate adjourned on the same day.

The Senate convened its First Regular Session of the 114th Legislature on December 7, 1988. During its First Regular Session, the Senate considered 1,781 legislative documents, 54 Joint Orders, 51 Joint Resolutions and several gubernatorial appointments to various boards and commissions. On July 1, 1989, the Senate adjourned *Sine Die*.

PUBLICATIONS:

Senate Advance Journal and Calendar (Available daily when the Senate is in session, free of charge.)

Legislative Public Hearing Schedule (Available weekly during regular sessions, free of charge.)

Legislative Record (Horseblanket); (A complete record of legislative action, including debates, available free of charge.)

Senate and House Register (Published biennially; lists all legislators and their addresses; Senate, House and Joint Rules; Committees; Staff; Press; and includes the Constitution of Maine.)

Maine State House and Maine Senate Chamber (Available free of charge.)

"How a Bill Becomes a Law" (Available free of charge — printed in conjunction with the League of Women Voters.)

"This is Your Legislature" (Available free of charge — printed in conjunction with the League of Women Voters.)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE

EDWIN H. PERT, Clerk of the House

Incoming WATS: 1-800-423-2900

Central Office: Statehouse, Augusta; Floor: 3

Telephone: 289-1400

Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820

Statutory Authority: Maine Constitution, Article IV, Part First

Reference: Policy Area: 00; Umbrella: 30; Unit: 262; Citation: Maine Constit., Art. IV, Part First

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue and, by Article IV, Part First, Section 8 of the Maine Constitution, the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION: The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from single member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to the

LEGISLATURE

tions formerly performed by the law section of the Maine State Library. The nonpartisan State Law Librarian is appointed by the Legislative Council for a term of 3 years.

Public Services. The Library provides reference, research and circulation services. A two-week sampling reveals that during the legislative session the Library is used by an average of 200 people per day by means of telephone, mail and personal contact.

Special services include computer access to the legislative bill status system; Legisnet, a national computerized legislative database; Statenet, a national bill status system; DIALOG, a multiple database service which provides access to citations for periodicals, government reports, etc.; Vutext, a full-text newspaper database; and WESTLAW, an automated general legal database. The Library continues to coordinate training on WESTLAW for the state agency personnel and private attorneys.

The Library now offers an interlibrary loan service to obtain for users copies or loans of materials not in the Library's collection. Requests are electronically relayed to and received from libraries throughout the country via the OCLC computer system.

The Library's special resources include biographical information on legislators and members of Maine's legal community and an extensive collection of newspaper clippings on topics of current legislative interest. The Library also compiles legislative histories upon request.

The Library is a U.S. Government Documents Depository and receives over 1,400 federal documents annually.

Technical Services. The Library continues to classify and arrange by subject new materials and materials not previously classified. To facilitate cataloging the Library subscribes to OCLC, a national computer system which enables libraries all over the country to share catalogue records.

Records for materials received on a continuing basis, such as court reports, codes and journals, have been standardized and expanded to include complete acquisition and holdings information. New acquisitions are entered and tracked on an online system designed by Library staff.

Legislative committee files are now sent to the Library at the end of each session. When a proposed piece of legislation is referred to a joint standing committee, a file is created to contain legal notices, various versions of the legislation, committee votes, and any written testimony distributed at the public hearing. The committee files are used extensively by Library staff and users in compiling legislative histories.

The Library continued its efforts to conserve self space by acquiring certain state and federal materials in microform. During the year the Library completed its collection of all state session laws on microfiche from colonial times to the present.

Additional shelf space for growing collections was also made available by the transfer of some less-used materials to an off-site storage facility. These materials, along with distribution copies of the state's legal publications, are now shelved and arranged to facilitate retrieval by a Library staff member.

Educational and Consultative Services. Staff conducted numerous instructional sessions for legislative and state agency personnel, judicial law clerks, librarians and students on general Library orientation, legal research and bibliography, and government documents.

Continuing education for Library staff included attending and participating in state, regional and national law library association meetings and workshops.

Publications From Law and Legislative Reference Library:

Recent Acquisitions of the Law and Legislative Reference Library, distributed to legislators, staff and others twice monthly during the legislative session and irregularly between sessions.

Office of Fiscal and Program Review, Bent Schlosser, Director, Telephone: 289-1635. Established in 1962 as the Legislative Finance Office, the Office of Fiscal and Program Review collects, researches and analyzes fiscal and program information related to the operation of state government. To this end, the Office examines revenues and expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation, and analyzes appropriation and allocation requests.

The Office provides staff support for the Joint Standing Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Taxation; the Joint Standing Committee on Audit and Program Review; the Joint Standing Committee on Transportation in its review of the Highway Fund; and other legislative committees and commissions as requested.

During fiscal year 1989 the Office of Fiscal and Program Review assisted the Joint Standing Committees to which it is assigned in completing several studies on financial policy and

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budget matters. This included a careful review of the financial impact of every piece of proposed legislation on state revenues and expenditures; evaluation of estimates of present and expected expenditures; and overseeing the initial preparation of the appropriations bills submitted for introduction into the First Regular Session. In addition, the office continued the publication of its annual Compendium of State Fiscal Information.

The Office provided research assistance to the Joint Standing Committee on Audit and Program Review during FY 1989 in its evaluation and development of recommendations to the Legislature related to the sunset review of the following agencies: The Department of Labor; parts of the Department of Administration; the Workers' Compensation Commission; and a number of other programs. A report documents the Committee's findings and recommendations.

Publications From Office of Fiscal and Program Review:

Compendium of Fiscal Information: Publication #20, December, 1988 (Free; available on request).

Reports of the Joint Standing Committee on Audit and Program Review.

Office of Policy and Legal Analysis, Martha E. Freeman, Director, Telephone: 289-1670.

The Office was first established in 1973 to provide nonpartisan research, analysis and support service to Joint Standing and Select Committees of the Legislature, to study committees and commissions that operate under the oversight of the Legislative Council, and to individual legislators. The Office drafts bills and provides staff assistance to legislative committees including analyses of legislation, preparation of research documents, and drafting of committee amendments and new drafts.

When the legislature is not in session, the Office provides staff support for studies which have been approved and funded by the Legislative Council or established by law. The Office works in cooperation with the Office of Revisor of Statutes to draft initial bills for introduction into a legislative session.

Publications From Office of Policy and Legal Analysis:

The Office prepares reports for study committees, boards and commissions as well as Legal Issue Summaries prepared by the staff for general reference. Copies of all reports and a complete index are available through the Law and Legislative Reference Library.

1. References: A Handbook for Maine Legislators: Facts, Resources and Procedures.
2. Legal Issue Summaries on various topics such as Federal Preemption, Delegation of Legislative Authority, and Statutory Construction.

Office of Revisor of Statutes, John David Kennedy, Revisor of Statutes, Telephone: 289-1650. The Office of Revisor of Statutes was originally created by Public Law 1929, chapter 367 and later established as the Office of Legislative Research in 1947. The Office reassumed its original name in 1986.

The Office provides for four primary functions: legislative drafting and editing, engrossing, publications of statutes, and maintenance of a statutory database. The Office is the point where all legislation is initially filed and then produced in final form for introduction, it serves as clerk of the Committee on Bills in the Second Reading for both the House and Senate; and it is responsible for examining all bills for Second Reading for both the House and Senate, and for examining all bills for proper form for their engrossment. In addition, the Office tracks legislation by title and section number to detect potential duplication and conflicts. The Office also publishes all laws enacted during each legislative session as the Laws of Maine and assists the commercial publishers of the Maine Revised Statutes by providing materials for the supplementary pamphlets and pocket parts.

Publications From Office of Revisor of Statutes:

1. Maine Revised Statutes Annotated—Consists of 34 volumes of text resulting from the tenth revision of 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. Laws of Maine. Multi-volume set contains all Session Laws and related documents of each Legislative session. Limited copies are available at no charge from Revisor's Office at time of publication. Subsequent copies are available through the Law and Legislative Reference Library.

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During FY 89, the Maine-Canadian Office provided information on the following topics to legislative committees: the electoral debate in Canada on the Free Trade Agreement and its subsequent implementation; the proposed electricity import contract between Central Maine Power and Hydro-Quebec, as well as alternate Canadian options; recycling programs in Canada and the banning of solid waste imports from New England; the ground fish shortage in Atlantic Canada and efforts to prohibit the export of unprocessed fish; cross border investments in the forestry sector and trade in saw logs and lumber; and the operation of the Canadian health care system.

Legislative Interaction. The director organizes interparliamentary visits, conferences and ad hoc meetings to familiarize legislators with their provincial counterparts and to facilitate communication on matters of joint concern.

During FY 89, the director organized a three-day interparliamentary conference between Maine and Quebec legislators; discussed plans for a second meeting in Quebec and for the resumption of meetings with New Brunswick legislators; met Quebec's Minister of International Affairs and Delegate for New England; provided documents and other relevant information to Canadian government agencies; handled a dozen cases involving constituents in need of aid, and drafted speeches and correspondence for legislators attending events in Canada.

Translation Service. (English-French/French-English). The director translates official documents, helps legislators and state departments draft addresses and press releases (in French) and serves as interpreter when the occasion arises.

In addition to preparing speeches and correspondence, the director also translates editorials and selected articles from French language publications for legislators and legislative staff. The director also assisted various agencies with French language documents.

Departmental Interaction. The Maine-Canadian Office also cooperates with departments of State government and the Congressional delegation in their interactions with Canada by identifying the appropriate federal or provincial agencies to be addressed and by providing background information and advice.

During FY 89, the Office received information requests from and provided updates on Canadian issues to the following State agencies: Agriculture, Attorney General's Office, Environmental Protection, Forestry, Historic Preservation, Inland Fisheries and Wildlife, Marine Resources, Planning Office, Public Advocate and the Public Utilities Commission.

Cultural Services. During FY 89, the Office answered several requests from schools planning Canadian studies projects and exchange visits, and provided information on cultural events to interested organizations. The director also served as a guide to the State House Complex for several groups of French-speaking visitors.

The director hosted a visit to the capital by the Consul General of France and coordinated visits by Haitian and African media executives.

The director also drafted a joint resolution commemorating the bicentennial of the French Revolution.

Information Service. The Maine-Canadian Office acts as a clearing house for information on Maine for Canadian officials and for information on Eastern Canada for Maine businessmen, researchers, and journalists. With the implementation of the Free Trade Agreement, the office has received a growing number of requests concerning the impact of its provisions on various sectors of Maine's economy and opportunities for increased trade.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATURE

STATE CAPITOL COMMISSION

EARLE J. SHETTLEWORTH, CHAIR
DAVID S. SILSBY, DIRECTOR

Central Office:

Mail Address: Statehouse Sta. #65, Augusta, Maine 04333

Established: April 28, 1988

Reference: Policy Area: 00; Umbrella: 30; Unit: 265; Citation: 3 MRSA, Sec. 901

Average Count—All Positions: 0

Telephone: 289-1581

Legislative Count: 0

PURPOSE: The Commission shall approve any architectural, aesthetic and decorative alterations to the State Capitol Building and shall develop plans to preserve and develop the aesthetic and historical integrity of the State Capitol Building and adjacent grounds.

ORGANIZATION: The State Capitol Commission comprises 10 voting members and 5 ex-officio members as follows:

Voting members include the Director of the Maine Historic Preservation Commission; six members of the public (4 of whom shall be appointed jointly by the Speaker of the House and the President of the Senate, and 2 by the Governor); the Governor; Speaker of the House; President of the Senate or their representatives; and the Director of the State Capitol Commission.

Ex officio members: The Director of the Maine State Museum; the Director of the Maine Arts Commission; the Director of the Bureau of Public Improvements; the Chairman of the Capitol Planning Commission; and the Executive Director of the Legislative Council.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are included with those of the Legislative Council.

STATE COMPENSATION COMMISSION

STEPHEN R. CROCKETT, CHAIRMAN

Central Office: Statehouse, Augusta

Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Established: 1981

Reference: Policy Area: 00; Umbrella: 30; Unit: 316; Citation: 3 M.R.S.A., Sect. 2A

Telephone: 289-1615

ORGANIZATION: The Maine State Compensation Commission was established by the 110th Legislature. Appointed every two years for a term to coincide with the legislative biennium, the Commission is responsible for making recommendations regarding the compensation of the Governor, justices and judges, constitutional officers, legislators, representatives of the Penobscot and Passamaquoddy Indian Nations, the Clerk and Assistant Clerk of the House, and the Secretary and Assistant Secretary of the Senate. The 1989-90 Compensation Commission, appointed to serve for the period of the 114th Legislature, is the fifth Commission to have been appointed since the law took effect in 1981.

PROGRAM: In initiating its biennial review of compensation, this Commission considered the work of preceding Commissions and the subsequent action by the Legislature on those recommendations. The work of preceding Commissions has culminated in enactment by the Legislature of significant changes in compensation policy and practices for some public officials. Most notably, a new compensation and retirement plan for justices and judges was adopted by the Legislature in 1984. In addition, the Constitutional Officers are now assigned to salary ranges

LEGISLATURE

PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	10,915	10,915				
TOTAL EXPENDITURES	10,915	10,915				

ADVISORY BOARD FOR LICENSURE OF WATER TREATMENT PLANT OPERATORS

JERRY MANSFIELD, CHAIRMAN
FRANCIS DRAKE, Secretary

Central Office: 157 Capitol St., Augusta

Telephone: 289-5680

Mail Address: Statehouse Sta. #10, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 92; Unit: 429; Citation: 22 M.R.S.A., Sect. 2624

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The board determines the competency of individuals responsible for the operation of public water systems within the State. This determination is made by securing information from sources, such as the Association Boards of Certification, other states; the development of examinations in writing, orally, and by demonstration. Licenses are issued for 6 classes of water operator. Renewal licenses are issued for previously licensed operators. Records are maintained for annual fees, application for and discontinuance of licenses, requests for examinations, notifications of status, reciprocity with other states, and to hold hearings to determine competency of operator.

ORGANIZATION: The Governor appoints 6 persons as follows: two certified operators with one holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; one person who shall be an educator whose field of interest is related to water supply; and one member of the general public. Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. The Department of Human Services representative of the Board serves as secretary and is responsible for maintaining records and providing administrative support.

PROGRAM: The Board determines the ability of water utility employees for licensure. Each public water utility in the state by statute must have a licensed operator. Four examinations are held each year. Four hundred and fifty-nine (459) operators are presently licensed.

Four examinations have been administered by the Board. Exams were administered in both Presque Isle and Augusta. A total of one hundred and ninety-six (196) applicants sat for examination. The Board has changed the examinations for all classes of operators to a computerized exam.

LICENSES, PERMITS, ETC.

Water Certification

1. Class I or II Water System:

Operator Class I (or Class II) of a Water Supply System

2. Class III or IV Water System:

A. Operator Class III (or Class IV) of a Water Treatment Plant; or

B. Operator Class III (or Class IV) of a Water Distribution System; or

C. Operator Class III (or Class IV) of a Water Supply System

PUBLICATIONS:

Rules Relating to the Licensure of Operators of Water Treatment Plants and Distribution Systems. Publication is free.

LOBSTER ADVISORY COUNCIL

W. WILLIAM ANDERSON, CHAIRMAN

WILLIAM J. BRENNAN, Commissioner, Marine Resources

Central Office: Baker Bldg., Winthrop St., Hallowell

Telephone: 289-2291

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

Established: 1979

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 92; Unit: 340; Citation: 12 M.R.S.A., Sect. 6462

PURPOSE: The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

ORGANIZATION: Created effective September 14, 1979, the Lobster Advisory Council consists of eleven members. Each member is appointed by the Governor. Eight members of the council must be holders of lobster and crab fishing licenses and shall represent Maine's eight coastal counties. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobsters. One member must be a member of the general public and shall not hold any license under this subchapter. All members shall be appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Members serve without compensation, but shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council shall not exceed \$2,000 a year. A quorum shall be 6 members of the council, if at least 4 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may select other officers and designate their duties. They meet at least 4 times a year at regular intervals and it may meet at other times at the call of the chairman or the Commissioner.

PROGRAM: The Lobster Advisory Council met four times during FY 1989, including a joint meeting with the Legislative Joint Standing Committee for Marine Resources. The LAC once again approved funding for larval lobster rearing at the Cutler Marine Hatchery and the Stonington Lobster Co-op Hatchery. Through a cooperative arrangement with the Maine Lobster Institute the LAC conducted a comprehensive mail survey of Maine's lobster industry.

FINANCES, FISCAL YEAR 1989: 12 M.R.S.A., Sect. 6462 provides that expenditures of this unit, which amounted to \$910.50 in FY 89, shall be borne by Maine Department of Marine Resources and are, therefore, included in its financial display.

MAINE COMMISSION ON MENTAL HEALTH

MERRILL R. BRADFORD, ESQ., CHAIRMAN

REID S. SCHER, Executive Director

Central Office: 103 Water Street, Hallowell

Telephone: 626-3018

Mail Address: Statehouse Sta. #153, Augusta, Maine 04333

Established: September 23, 1988

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 332; *Citation:* 34-B M.R.S.A., Sec. 3901

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Maine Commission on Mental Health advises and is available for consultation to the Governor, the Legislature and the Department of Mental Health and Mental Retardation on issues relative to improving care, treatment and programs for persons with mental illness in the State. The Commission will monitor and evaluate the efficacy and timely implementation of institutional reform programs as well as participating in the development of standards of care. By February 1, 1990 and each year thereafter, the Commission will present a report to the Legislature and the Commissioner of Mental Health and Mental Retardation assessing the State's implementation of and compliance with the community and institutional standards and evaluating the state mental health institutes. The Commission will also participate in the development of the State mental health plan.

ORGANIZATION: The Commission is an independent body of 21 members, 11 appointed by the Governor, 5 by the Speaker of the House of Representatives and 5 by the President of the Senate. The chair has been appointed by the Governor. Legislation passed in the most recent session expands the membership to 23 by adding 2 primary consumers, 1 appointed by the Governor and 1 joint Legislative appointment and makes the chair elective by the Commission. The Commission is currently comprised of consumers of mental health services and providers of direct and indirect mental health services, both public and private. The Commission is authorized to employ an executive director and a clerk typist. The executive director is responsible to the Commission and supervises the Commission staff.

PROGRAM: The Maine Commission on Mental Health held its first meeting on December 7, 1988, shortly after its establishment. It met 6 times during the remaining months of the fiscal year, dividing its activities between organizing the Commission and its staff and beginning to explore mental health issues. The Commission played an active role in mental health legislation offering testimony and participating in work sessions involving several proposed changes in mental health policy and funding. The executive director of the Commission served on the AMHI Oversight Committee in the spring of 1989, which was created to review and approve proposals for solving on-going problems at AMHI.

Commission members made several visits to the Augusta and Bangor Mental Health Institutes to begin the process of monitoring and evaluating care provided in the hospitals. A report of initial findings and recommendations regarding AMHI was issued in May, 1989. By the end of the fiscal year, the Commission had begun to participate in the development of standards of care for Maine's mental health systems and to review existing, developing and proposed programs in order to meet its Legislative mandate of developing a citizen advocacy program.

HEALTH POLICY

The Council commissioned Jeanne Lambrew to carry out a media survey of the nursing supply-demand problems. This study emphasized the role of increased demand in the crisis. The Council continues to monitor and report on efforts to improve health professional supply and demand. A major effort to develop and encourage statewide health planning processes is under way. This effort includes conferences, work groups, and survey and interviews of planners, and will lead to recommendations for the Legislature, the Executive Branch, and other private and public bodies designed to enable statewide health planning.

Policy Discussions and Conferences. The Council works both formally and informally to facilitate communication and liaison between various groups. The Council convenes meetings on health policy issues, ranging from major statewide conferences (3 in 1989: Public Health, Planning, and Health Personnel) to local community forums (held this year in conjunction with the Maine Development Foundation, The University of Maine at Presque Isle, Washington County VTI, and the University of New England) to small study seminars on topics of interest to the Council (topics to date have included mandated benefits, preferred provider organizations, the proposed Maine Educational Loan Authority, and CNA supervision).

A conference on the Institute of Medicine Report was held in April, 1989, in conjunction with the Maine Public Health Association and the Department of Human Services. The Council is issuing the proceedings of the conference. The Council has worked with the Maine Development Foundation and community groups to convene local forums to identify community health priorities, and plans to continue to hold such meetings around the state. The Council has been working with the Maine Consortium for Health Professions Education on a major state-wide conference on the transformation of health care and its impact on health professionals, to be held in November.

The Council's health policy issue discussions at monthly meetings have covered access to care, cost and financing of health care services, supply and demand of health care professionals, AIDS, the future of public health services and programs, health care planning, and organization of health care financing and delivery systems. The Council has also convened expert panels to address the monthly meetings, notably on planning and on health personnel supply and demand.

PUBLICATIONS:

Maine Health Policy Advisory Council, First Annual Report, December 15, 1987 (Free)
Maine Health Policy Advisory Council, Second Annual Report, December 15, 1988 (Free)
"Documenting the 'Nursing Shortage': A Study of the Maine and National Information from 1977 through 1988," J.M. Lambrew, August 12, 1988 (\$1.75)

Proceedings: Public Health on the Firing Line: A Conference on the Institute of Medicine Report on the Future of Public Health and its Implications for the State of Maine—April 24, 1989 (30 pp) (Cost to be determined after printing)

Concept Papers: (Free)

Regulation of Health Care and Access, April 26, 1989

Health Personnel, May 17, 1989

Health Planning, May 23, 1989

Panel Reports: (Limited numbers available)

Health Planning, January 25, 1989

Health Personnel, February 22, 1989

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

HEALTH POLICY

MAINE HEALTH POLICY ADVISORY COUNCIL	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	61,049	61,049				
Health Benefits	4,690	4,690				
Retirement	12,973	12,973				
Other Fringe Benefits	986	986				
Other Contractual Service	24,622	24,622				
Computer Services—State	135	135				
Rents	4,696	4,696				
Commodities	6,021	6,021				
Equipment	14,437	14,437				
TOTAL EXPENDITURES	129,609	129,609				

MAINE HEALTH CARE FINANCE COMMISSION

ROSALYNE S. BERNSTEIN, CHAIRMAN
ROBERT K. CLARKE, Executive Director

Central Office: 9 Green Street, Gardiner

Telephone: 289-3006

Mail Address: Statehouse Sta. #102, Augusta, Maine 04333

Established: September 23, 1983

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 03; Umbrella: 90; Unit: 460; Citation: 22 M.R.S.A., Sec. 383

Average Count—All Positions: 27

Legislative Count: 5

PURPOSE: The Commission was created to design and administer the hospital payment system established by the 111th Maine Legislature. The purposes of this system are to (1) limit future increases in the cost of hospital care in Maine; (2) promote greater equity among those who must pay hospitals; and, (3) assure that the essential financial requirements of all Maine hospitals are met.

ORGANIZATION: The Commission is composed of five members appointed by the Governor subject to review by the Joint Standing Committee on Human Resources and confirmation by the Legislature. In addition to Ms. Bernstein, the members of the Commission are: David Wihry of Orono; Diantha Carrigan of Medomak; Agnes Flaherty of Saco; and Eleanor Goldblatt of Auburn.

The Commission is empowered to appoint an Executive Director and General Counsel, as well as to employ such other staff as it deems necessary. The Executive Director is authorized to appoint a Deputy Director and carry out all administrative and technical responsibilities delegated to him by the Commission.

The staff is divided into three components. The Division of Policy Development and Evaluation's staff is responsible for the formulation and refinement of the conceptual and technical underpinnings of the payment system. The Division of Financial Operation's staff is responsible for the computation of the revenue limit assigned to each hospital, the processing of all applications for interim adjustments and the preparation of all proposed compliance and settlement orders. The Division of Research and Data Management's staff is responsible for the development and administration of the financial and clinical data systems that the Commission is required to establish.

The Commission and its staff regularly consult with the members of three Advisory Committees. The Hospital Advisory Committee is composed of two representatives of hospitals with 55 or fewer beds, two representatives of hospitals of moderate size and two representatives of large hospitals. The Payor Advisory Committee is composed of a representative of the Department of Human Services, a representative of Blue Cross and Blue Shield of Maine, a representative of a commercial insurer, and a representative of self-insured employer groups. The Professional Advisory Committee is composed of two allopathic physicians, two osteopathic physicians, two registered nurses and a hospital employee, other than a nurse or physician, who is directly engaged in the delivery of patient care.

PROGRAM: The hospital payment system administered by the Commission has been in effect since October 1, 1984. In its Annual Report for 1989, the Commission indicated that the cost of hospital care is increasing at a rate of approximately 10% per year in Maine. Because the Federal government has severely restricted the amounts hospitals are paid for services provided to Medicare and Medicaid beneficiaries, Maine hospitals will be increasing their charges to privately insured patients by more than 15%. This cost shifting not only increases the price of private health insurance but also can place those hospitals that serve many Medicare and Medicaid beneficiaries at a competitive disadvantage.

In addition to determining the total amount that each hospital may charge for its acute patient care services, the Commission establishes annually a limit on the total cost of hospital projects that the Department of Human Services may approve under the Certificate of Need program. This year the Department may approve projects that will add as much as \$5.9 million

HEALTH CARE FINANCE

to the annual cost of hospital care. An additional \$1.3 million has been made available to hospitals for the support of projects that do not require the Department's advance approval.

The Commission has participated in the work of the Blue Ribbon Commission established by the Legislature to evaluate the present hospital payment system and to make recommendations, if necessary, for changes that would improve that system. The Commission has supported recommendations that would revise the current system in ways that would add greater flexibility while preserving the original purposes of the law.

LICENSES, PERMITS, ETC.

The Commission does not have the authority to issue licenses or permits. It regulates the charges hospitals are permitted to make for the services they provide to patients and defines the obligations of the Department of Human Services, Blue Cross and Blue Shield, and other payors and purchasers.

PUBLICATIONS:

The rules promulgated by the Commission are available upon request. A fee will be charged to defray the cost of copying and postage.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HEALTH CARE FINANCE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	805,385	181,656	623,729			
Health Benefits	50,973	10,245	40,728			
Retirement	138,735	16,663	122,072			
Other Fringe Benefits	4,864	584	4,280			
Computer Services—Comm.	15,381		15,381			
Computer Services—State	10,472		10,472			
Other Contractual Service	155,570		155,570			
Rents	46,829		46,829			
Commodities	8,219		8,219			
Grants—Subsidies—Pensions	73,499		73,499			
Equipment	23,085		23,085			
Transfers to Other Funds	13,515		13,515			
TOTAL EXPENDITURES	1,346,527	209,148	1,137,379			

RADIOACTIVE WASTE

be hiring a full-time Information and Education Coordinator in the near future; 5) The Authority is now represented on a national level with the Forum meetings: the Department of Energy and the Nuclear Regulatory Commission, in meeting its responsibility to build a low-level radioactive waste deposit facility in Maine.

PUBLICATIONS:

The Maine Low-Level Radioactive Waste Authority has published a revised siting plan for Maine and distributed copies to everyone concerned. Copies are still available at the Authority office on a request basis. The Authority has published a brochure about its mission and activities. This has been distributed to all Maine libraries, institutions and individuals concerned over the issue of low-level radioactive waste.

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The Authority however must have an independent audit performed by a CPA and report to the Treasurer of the State each year. This annual report is also submitted to the Governor, Legislature and Advisory Commission as required by State statute. The Authority did submit a 1988 fiscal year report and another will be done for 1989.

DEPARTMENT OF MARINE RESOURCES

WILLIAM J. BRENNAN, COMMISSIONER
E. PENN ESTABROOK, Deputy Commissioner

Central Office: Baker Bldg., Winthrop St., Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Telephone: 289-2291

Established: 1867

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188; Citation: 12 M.R.S.A., Sect. 6021

Average Count—All Positions: 180.5

Legislative Count: 133.5

Organizational Units:

Bureau of Administration
Bureau of Marine Development

Bureau of Marine Sciences
Bureau of Marine Patrol

PURPOSE: The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor; to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise state and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate state agencies on all inter-related matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

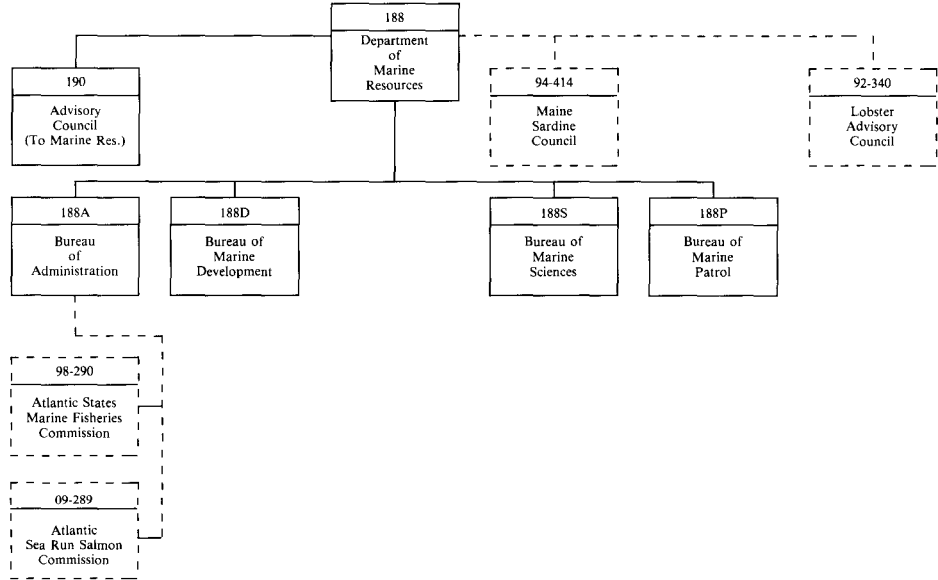
ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioner of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. A new eleven-member Lobster Advisory Council was established by the Legislature to assist the Commissioner on matters related to the lobster industry.

PROGRAM:

Fisheries Industry Development. The department continued the development and implementation of the fresh groundfish market development program known to seafood buyers as the State of Maine Fresh Fish Program, and to consumers as "Certified Fresh Maine Fish" products. The program is founded on the principal of establishing discrete markets for Maine groundfish product through a market and promotional program by stimulating consumer and trade awareness of the quality and value of product from Maine. The program is offered to retail chain supermarkets and restaurants that buy from Maine processing plants. Those plants must

MARINE RESOURCES

ORGANIZATIONAL CHART
DEPARTMENT OF MARINE RESOURCES
UMB 13



Approved by the Bureau of the Budget

MARINE RESOURCES

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF MARINE RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,092,202	3,440,972	297,785		353,445	
Health Benefits	322,197	270,834	21,879		29,484	
Retirement	982,669	850,642	65,474		66,553	
Other Fringe Benefits	35,907	32,033	1,935		1,939	
Other Contractual Service	1,295,964	1,128,148	124,924		42,892	
Rents	8,072	8,017			55	
Commodities	342,180	226,964	91,552		23,664	
Grants—Subsidies—Pensions	53,089	13,036	33,504		6,549	
Equipment	373,811	320,263	49,399		4,149	
Interest—Debt Retirement	137	115	4		18	
Transfers to Other Funds	20,515		10,686		9,829	
TOTAL EXPENDITURES	7,526,743	6,291,024	697,142		538,577	

MARINE RESOURCES

be certified. Thus the promotion efforts of the State of Maine are linked to the sale of product from Maine, a unique and very beneficial attribute of this program, as compared to most public generic advertising and promotion programs. The department is modifying the program to allow participating processors more flexibility in using the program in their markets and with species of seafood other than groundfish.

Marine Patrol. The Bureau of Marine Patrol was authorized an additional six positions which will provide needed capability. The equipment upgrade program continued with an additional 25 ft. patrol boat placed into service.

Marine Sciences. The Bureau of Marine Sciences goal is insuring that the bureau is responsive to the realities of fishery management. This is a highly contentious area with a plethora of experts and little consensus. The approach to the problem is a major and rather revolutionary (within the context of marine fisheries management) undertaking, and it is necessarily proceeding deliberately. The focus of the Bureau's approach to the problem, nevertheless, is attracting active interest and support from other federal, regional and private institutions because of growing awareness that this approach is indeed necessary and appropriate. The Bureau has been reorganized helping to focus its efforts in support management needs.

Extension Service. The Fishery Technology Service has a practical and very active program of gear development designed to increase fishing efficiency and to reduce fishing costs and wastes of fish as a result of inefficient gear. In addition, this program brings the Department into direct contact with a wide variety of important fishery issues where industry members and department personnel can work together in resolving matters of concern to fisheries conservation, development and efficiency. Cooperation with other agencies and groups involved in this work is improving daily—again to the benefit of the fishermen served by DMR. Additional resources made available to the service during the past year have resulted in significant achievement in several fisheries.

Inter-Agency Marine Research Relationships. Recognizing that marine research and fisheries management is a complex issue, DMR is continuing its efforts at establishing interagency cooperation. These efforts focused primarily on formal and informal cooperative projects with the New England Fishery Management Council, the Bigelow Laboratory for Ocean Sciences, the University of Maine, the Woods Hole Oceanographic Institution and private enterprise. A primary example of the results of this effort is exemplified in the Association for Research in the Gulf of Maine (ARGO Me.), a cooperative initiative comprised of the Department, the Bigelow Laboratory, the University of Maine, the Marine Maritime Academy and the Maine Geological Survey (Department of Conservation). This organization is working on focusing state and federal resources toward efforts to understand the Gulf of Maine, an important resource to the state.

General Comments: Councils. The department has two statutory Advisory Councils (one a general council and the other a lobster council) both appointed by the Governor. These are active, interested and able councils dealing regularly with issues of statutory responsibility and of immediate interest to the industry. The meetings are never without substantive issues, never "pro forma," and never dull.

Highlights of a Variety of DMR Activities. DMR initiated a new Fisheries Oceanography research program to broaden our understanding of the relationship between marine fisheries and environmental factors. This work has identified an important new correlation between species distribution/abundance and bottom sediment.

The Fisheries By-product Task Force, established by executive order from the Governor and chaired by the Commissioner, completed its work with a report outlining business and market opportunities for various fish waste technologies. This report is a valuable compendium of information for anyone interested in diversifying their fish processing business to more fully utilize existing resources.

The Department's anadromous fish division realized significant success in its effort to reestablish a native spawning stock of striped bass with the first documented spawning in the Kennebec River in 50 years. The division also stocked 80,000 juvenile striped bass in the Kennebec/Androscoggin estuary which equals the cumulative total of all fish stocked in this area since 1982.

The shellfish inspection and public health program made significant progress in meeting new national and international standards for shellfish sanitation. The program was expanded to include several new positions as well as a new testing facility in Hancock County to increase monitoring capabilities.

The Department's marketing division brought together 27 Maine fish and shellfish proc-

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processors and fishery related companies to participate in the 1989 Boston Seafood Show. For the first time in the Show's history, these seafood processors appeared under the highly successful Maine Street/USA theme. This concerted/unified approach brought about increased sales leads for many of the Maine participants.

The Department continued its effort to broaden its level of communications with the fishing industry through the establishment of an office of Public Information.

Fishing Industry Issues. The State granted approval for a joint venture between a Soviet processing ship and several Maine fishermen to harvest and process menhaden. This venture enabled fishermen to take advantage of an abundant yet underutilized resource and thereby expand their market opportunities.

The shoreside infrastructure upon which the fishing industry depends was bolstered with the reorganization of the Portland Fish Exchange and Pier. This facility, which was constructed using state, federal and local dollars, had experienced difficulties which threatened its viability. With help from the Department, the fishing industry and local government, the operation was restructured to take better advantage of its strengths and capitalize upon opportunities.

An Aquaculture Center for Innovation was established to utilize the expertise of researchers at the State University and private sector to address problems and opportunities for aquaculture. This "Center Without Walls" greatly increases the prospects of aquaculture as a component of Maine's commercial fisheries.

LICENSES, PERMITS, LEASES, ETC.:

Licenses:

- Wholesale Seafood
- Retail Seafood Dealer
- Supplemental Wholesale Seafood
- Commercial Fishing (Resident & Non-Resident)
- Shellfish Transportation
- Supplemental Shellfish Transportation
- Sea Weed (Resident & Non-Resident)
- Hand Scallop
- Boat Scallop
- Commercial Shellfish
- Mussel Hand
- Mussel Boat
- Marine Worm Dealers
- Supplemental Marine Worm Dealers
- Marine Worm Diggers
- Lobster and Crab Fishing
- Wholesale Crawfish Dealer
- Supplemental Wholesale Crawfish Dealer
- Retail Crawfish Dealer
- Lobster Transportation
- Lobster Meat Permit
- Supplemental Lobster Transportation
- Weir Licenses (Unorganized Townships)
- Importing Marine Species Permit
- Shellfish Sanitation Certificates
- Non-resident Special Tuna Permit

Special License for:

- Aquaculture
- Research
- Education

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PUBLICATIONS:

The following "Master" camera-ready seafood pamphlets are available at \$1.25 each on the following species. "Master" camera-ready art, can be taken to a printer to have the desired quantities reproduced.

- | | | |
|-----------|-----------|------------|
| • Lobster | • Cusk | • Hake |
| • Mussels | • Cod | • Pollock |
| • Shrimp | • Haddock | • Flounder |
| • Seafood | | |

Seafood Introductory Retail Operations Manual. A brief easy-to-read manual that will provide a good start for a retail seafood beginner.

Video—"From The Boat To The Table," the story of fresh fish being processed and shipped from a certified plant under the State of Maine Fresh Fish Program (15 minutes). Available in 1/2-inch format.

FINANCES, FISCAL YEAR 1989: The financial displays were generated from the accounts of the Department as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MARINE RESOURCES (Chief Administrative Unit)	TOTAL FOR	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS					
EXPENDITURES						
Other Contractual Service	55,053	55,053				
Commodities	4,196	4,196				
Equipment	4,512	4,512				
TOTAL EXPENDITURES	63,761	63,761				

BUREAU OF ADMINISTRATION

ANNA M. STANLEY, DIRECTOR

Central Office: Baker Bldg., State House Annex, Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333-0021

Telephone: 289-2291

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188A; Citation: 12 M.R.S.A., Sect. 6021

Legislative Count: 11

PURPOSE: The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumbrances, special information and federal-state programs.

Duties also include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters; statistics; data processing; telephone and reception; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

MARINE RESOURCES

ORGANIZATION: The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of five sections. The Accounting and Personnel Section provides services for all bureaus of the department in finance, personnel, equipment, purchasing, processing of license applications and revenues; the Coordination Section oversees the administration of federal and other revenue contracts and projects, department contracts for special services, and coordination of public hearings and aquaculture leases; liaison with the New England Fishery Management Council is provided by bureau personnel; the licensing and special services section handles license sales, receptions, statistics, data processing, and inquiries from the public; and the state's financial records of the Atlantic States Marine Fisheries Commission are administered by the bureau.

PROGRAM: The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits.

Aquaculture leasing: As of June 30, 1989, the Department has granted a total of 1028.9 acres to various individuals, partnerships, companies or corporations to culture marine organisms in, on and under coastal waters. Shellfish leases presently account for 565.4 acres and finfish aquaculture make up 463.5 acres.

LICENSES, PERMITS, ETC.:

Wholesale Seafood
Retail Seafood Dealer
Supplemental Wholesale Seafood
Commercial Fishing (Resident & Non-Resident)
Shellfish Transportation
Supplemental Shellfish Transportation
Sea Weed (Resident & Non-Resident)
Hand Scallop
Boat Scallop
Commercial Shellfish
Marine Worm Dealers
Supplemental Marine Worm Dealers
Marine Worm Diggers
Lobster and Crab Fishing

Wholesale Crawfish Dealer
Supplemental Wholesale Crawfish Dealer
Retail Crawfish Dealer
Lobster Transportation
Lobster Meat Permit
Supplemental Lobster Transportation
Hand Mussel
Boat Mussel
Weir Licenses (Unorganized Townships)
Importing Marine Species Permit
Shellfish Sanitation Certificates
Non-resident Special Tuna Permit
Special License For:
Aquaculture—Research—Education

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	274,502	274,502				
Health Benefits	19,793	19,793				
Retirement	47,149	47,149				
Other Fringe Benefits	1,855	1,855				
Other Contractual Service	92,667	92,667				
Rents	25	25				
Commodities	10,995	10,995				
Grants—Subsidies—Pensions	2,944	2,944				
Equipment	2,452	2,452				
TOTAL EXPENDITURES	452,382	452,382				

MARINE RESOURCES

ADVISORY COUNCIL (TO MARINE RESOURCES)

WILLIS SPEAR, JR., CHAIRMAN
DAVID B. TURNER, Vice Chairman

Central Office: Baker Bldg., Winthrop St., Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Telephone: 289-2291

Established: August 13, 1947

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 190; Citation: 12 M.R.S.A., Sect. 6024

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

ORGANIZATION: The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

PROGRAM: The Council met six times this year to provide advice to the Commissioner on policy matters affecting the industry and to outline the problems and needs of the Maine fishing industry.

In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including advice and consent on regulatory actions.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$2,612.46 in FY 89 and are, by administrative decision, included with those of the Bureau of Administration, Department of Marine Resources.

BUREAU OF MARINE DEVELOPMENT

HAROLD C. WINTERS, DIRECTOR

Central Office: Baker Bldg., Winthrop St., Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Telephone: 289-2291

Established: 1957

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188D; Citation: 12 M.R.S.A., Sect. 6021

Legislative Count: 39

PURPOSE: The common theme for all divisions and programs of this Bureau is the development of Maine's marine fisheries industries. This theme is addressed, for example, through efforts in restoring lost fish runs (e.g. alewives), groundfish industry expansion, technical gear and fishing technique development, a variety of technical services to seafood processors, and

MARINE RESOURCES

market development through trade and consumer education and assistance. The services of the Bureau, then, reflect the very complex and diverse Maine fishing industry. The programs discussed below are organized to be of service to that industry.

ORGANIZATION: The Bureau of Marine Development is comprised of six major divisions each of which is responsible for several programs: Anadromous Fish, Economic Development, Fisheries Technology Services, Industry Services, Marine Education, and Marketing. The Bureau's activities involve a multitude of issues ranging from marine science to marine education to market analysis.

PROGRAM:

Anadromous Fish Division: This division is responsible for the management, enhancement, and restoration of anadromous fish resources to the rivers of Maine. Anadromous fish are those species which attain their growth in the marine environment but return to fresh water to spawn. Species of major interest include striped bass, American shad, alewife, blueback herring, Atlantic salmon, sturgeon, and rainbow smelt. The dependency of these species on both fresh water and the marine environment requires coordinated cooperative management between the Department of Marine Resources, Inland Fisheries and Wildlife, and the Atlantic Sea Run Salmon Commission. Although each agency is charged with management of specific fish species or groups of species, the mutual support of each other's programs has enhanced numerous fish species and fisheries of collective interest.

The goals of the Anadromous Fish Division are to maintain existing fish runs at optimal levels, restore anadromous fish runs to river systems which historically supported these species, and conduct research on life histories and habitat requirements to improve management capabilities. Historically abundant anadromous fish runs were decimated by the construction of impassable dams, water pollution, and overfishing. With the remarkable improvement in water quality in recent years and the regulatory authority to control fishing activity, the major remaining obstacle to restoration of river fisheries is numerous dams which lack upstream and downstream fish passage facilities.

Shad and Alewife Management: During the spring of 1989, 124,731 adult alewives were truck stocked or selectively released into various Maine watersheds to provide a spawning stock for reestablishing alewife runs and/or to augment existing low level spawning runs. A total of 13,814 alewives were stocked in various lake systems of the Androscoggin River above tidewater. Major stocking sites and numbers of fish stocked were Brunswick Headpond (28,297), Tripp Pond (4,732), Taylor Pond (3,807), Marshall Pond (624), Hogan Pond (1,344), Whitney Pond (802), Lower Range Pond (1,821), and Bog Brook (684). In addition, 498 adult American shad were transferred from the Connecticut River at Holyoke, Massachusetts, and released below Lewiston Falls during 1989.

Striped Bass: Historically, a native population of striped bass was found in the Kennebec River and its tidal tributaries. This population was first impacted by the construction of the Augusta Dam in 1837. There continued to be a limited striped bass resource in the estuarial complex of the Kennebec and Androscoggin Rivers until the late 1930's at which time it is thought that the striped bass population was exterminated by pollution. Since 1977, water quality has improved significantly because of pollution abatement efforts. A restoration program for striped bass in the Kennebec River was initiated in 1982. From 1982-1988, a total of 148,096 fall fingerling striped bass have been stocked in the estuarial complex of the Kennebec River. This number includes the record stocking of 66,623 striped bass fingerlings in 1988. Since 1984, the program has been a cooperative effort involving the Maine Department of Marine Resources, the U.S. Fish and Wildlife Service, and a private Maine sportsmen's group. Striped bass fry are obtained from a hatchery on the Hudson River, transferred to the USF&WS hatchery in North Attleboro, Massachusetts, and reared to fall fingerlings (3"-5") before being transported and stocked into the Kennebec. It was hoped that when these fish reached maturity they would spawn in the estuarial complex of the Kennebec and reestablish a native population. The first evidence of natural reproduction in the Kennebec River in over 50 years was documented in 1987 with the capture of young-of-the-year striped bass in Merrymeeting Bay and one in the Eastern River. In 1988, two young-of-the-year striped bass were captured in the Androscoggin River just below Cow Island on August 15; an additional young-of-the-year striper was captured in Merrymeeting Bay on September 9, 1988. No hatchery fish were stocked in 1988 until September 21. The stocking program will continue in 1989.

MARINE RESOURCES

The Department initiated ichthyoplankton surveys in 1988 in an attempt to locate the specific spawning areas of striped bass in the estuarial complex of the Kennebec/Androscoggin Rivers, including Merrymeeting Bay.

Androscoggin River: The Brunswick fishway, located on the Androscoggin River at head-of-tide, was operated by Division staff for the seventh consecutive year. This fishway was built by the Central Maine Power Company in conjunction with the redevelopment of the Brunswick Hydroelectric Dam and is one of the most modern fish passage facilities in the State of Maine. Major species which utilize the fishway include alewives, American shad, Atlantic salmon, brook trout, brown trout, striped bass, and numerous resident fresh water species. The large run of alewives (100,841) passed through Brunswick in 1989 representing a 36% increase over the 1988 run of 74,341.

Redevelopment and relicensing of the Pejepscot and Worumbo Dams, located 4.7 and 8.0 river miles above Brunswick, respectively, resulted in agreements to provide fish passages as these dams were redeveloped for expanded hydropower use. In April, 1988, a new fish lift was completed at the Pejepscot Dam and became fully operational on May 16, 1988. In April, 1989, a new fish lift was completed at the Worumbo Dam and became fully operational on May 23, 1989. This lift is similar to the Pejepscot facility and consists of a fishway entrance with attraction water (210 CFS) which leads fish into an elevator device. The elevator lifts fish into an exit flume which leads through a fish counting area and into the headpond. The elevator lifts fish five (5) times daily at 0800, 1000, 1200, 1400, and 1600 hours. Completion of the Worumbo fish lift now allows for natural passage of sea-run fish to Lewiston Falls for the first time since 1807.

Kennebec River: An agreement was reached between the majority of hydroelectric dam owners and the state fishery agencies on an interim restoration plan for the Kennebec River above Augusta. The dam owners agreed to fund an interim trap and truck program for shad, salmon, and alewives and to provide for downstream passage at specific dams in 1991. Construction of fish passage facilities at dams upstream of the Augusta dam would be initiated in the late 1990's. As a result of this agreement the following lakes were stocked with the following number of alewives: Sebasticook Lake, (24,966); Plymouth Pond (2,925), Pattee Pond (4,363), Pleasant Pond (4,614), Lovejoy Pond (1,741), Douglas Pond (3,257), and Unity Pond (3,301). These alewives were transferred from the Androscoggin River.

American shad were transferred from two sources and stocked in the Kennebec River at Sidney during 1989: 444 were transferred from the Connecticut River at Holyoke and 174 from the Narraguagus River at Cherryfield.

After negotiations with the developer of Edwards Dam in Augusta, interim upstream fish passage was provided in the fall of 1988. The experimental device pumps fish and water from below the dam to a sorting tank from which Anadromous Fish Management Division personnel trap and release desirable species into the impoundment above the dam. During the spring/summer of 1989, 3,676 alewives and four Atlantic salmon were lifted to the headpond with this apparatus.

Fish Passage Improvement: The fish passage improvement project was continued this year with the U.S. Fish and Wildlife Service involving cooperative funding under P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Project activities include repair, maintenance, and operation of eleven (11) Department fishways. A great deal of maintenance was necessary on several of these fishways requiring the construction of new gates and baffles. The installation of three (3) steeppass fishways has been programmed for the summer of 1989. This will enhance passage of anadromous fish into Meddybemps Lake in Meddybemps, Sherman Lake in Newcastle, and West Harbor Pond in Boothbay Harbor.

Hydropower Development: Anadromous fish staff continued to review numerous hydropower development applications which had the potential to impact anadromous fish runs. A large amount of staff time was devoted to meetings with developers and state permitting agencies to assure appropriate protective measures for fisheries were included in development plans.

Miscellaneous Activities: In addition to hydropower permit reviews, personnel continued to evaluate other water resource development projects, wetlands applications, waste discharges, highway construction proposals, and industrial development that had potential for adverse impact on anadromous fish resources.

Staff also provided technical assistance to 34 coastal towns which manage alewife fisheries. A major highlight of the town alewife program was the large run of alewives which returned to the Union River in Ellsworth for the fifth consecutive year. An aggressive stocking program

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by the city, with assistance from the Department of Marine Resources, resulted in the initial heavy run of alewives in 1985. The Union River supported the largest commercial alewife fishery in the state for 1988 and preliminary returns indicate it also supported the largest commercial alewife fishery in 1989.

Anadromous fish staff continued to participate in interstate meetings involving plan development and implementation for interstate management of shad and river herring, striped bass, and Atlantic sturgeon.

Staff devoted considerable effort to dissemination of information to the public. The Division revised and updated a summary of laws/regulations governing sport and commercial harvest of marine/anadromous fish resources, participated in numerous speaking engagements to civic and conservation groups, participated in statewide sportsmen shows in Bangor and Augusta, and assisted the Marine Education Division in preparation of educational materials concerning anadromous fish resources.

Fisheries Technology Division. The Fisheries Technology Service is responsible for gear development projects that seek to stabilize and enhance Maine's marine resource harvest. This work involves actual development of new gear types, assessment of the practicality of new fishing techniques, resolution of gear conflicts, as well as development of better seafood packaging and handling. To accomplish this goal, we receive direct input of ideas and concerns from Maine's diverse fisheries through a system of field agents. Currently, agents are located in Stonington, Ellsworth, Wiscasset, and Beals with the division director performing some field work out of Bristol. The field agents are in daily contact with fishermen, buyers, truckers and processors to hear their concerns and be constantly up-to-date as to "what is going on." In this way, we not only receive ideas on new gear types and methods but are able to respond quickly and informatively when contentious situations arise.

To accomplish our gear development work, field agents either work with fishermen to develop their ideas on their boats, or in the case of larger, long-term projects, use the FTS vessel R/V PAUL DEROCHE which is home ported at DMR's laboratory in Boothbay Harbor. FTS projects emphasize development of gear that is more species or size selective (i.e., no discarded or waste catch) rather than more efficient gear for efficiency's sake.

Funding is provided through the General Fund. FTS is one of the UNH/UME Sea Grant Marine Advisory Program "co-operators" and serves as their field extension component. Funding has also been received in the form of grants from the Saltonstall-Kennedy Fisheries Development Program (NMFS), Atlantic States Marine Fisheries Commission and U.Me Sea Grant Program.

Shrimp Separator Trawl: FTS, working closely with a local net manufacturer, designed and developed a net to catch Maine shrimp but release the juvenile flatfish that usually accompany the shrimp catch. Use of this gear by the shrimp fishery will mean the addition of hundreds of thousands of pounds of grey sole and blackback now lost to our groundfishery. As a result of this work, shrimp separator trawls were required for use by all shrimp fishermen in New England in April and May of 1989.

Fishing Vessel Safety: In a joint project with Maine Maritime Academy, FTS conducted a series of safety practice sessions in a number of fishing ports. This mobile, "road show" program gave fishermen a chance to actually use survival suits, life rafts, flares and fire-fighting equipment to see how they work and evaluate the various types available.

Aquaculture: FTS assisted other DMR personnel in evaluating aquaculture lease applications and overseeing the operation of leases. The blue mussel and salmon fisheries are becoming increasingly dependent on high quality cultured product and the proper operation of leased bottom is important for the continued health of these rapidly growing industries.

Off-bottom Scallop Drag: A new concept in scallop harvesting is being evaluated. If successful, the new drag will be able to harvest scallops without impacting the bottom. An assessment of the actual impact of existing scallop drags on the bottom habitat is being conducted in cooperation with the National Undersea Research Program. The results of this work will help determine if the new drag design should be voluntary or not.

Research Support: FTS provides technical and vessel support to Bureau of Marine Science projects involved in scallop growth studies, as well as supplying specimens to the public aquarium.

Education: FTS provides speakers to the annual Fishermen's Forum and other fishermen gatherings. It is a source point for a variety of video material from all over the world detailing the action and effect of gear on the bottom. Field agents provided a number of articles to the DMR Newsletter, published monthly in COMMERCIAL FISHERIES NEWS.

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Other projects: A number of projects targeted to specific problems were carried out. These included work on the effects of silt stirred up by mussel dragging operations, developing improved harvesting and processing equipment for the growing sea urchin industry, evaluation of a variety of material for use as biodegradable elements in lobster traps, evaluation of the practicality of composting of seafood processing wastes, demonstration of the use of waste clam shells for landscaping, demonstration of the use of fish traps to catch groundfish, evaluation of the use of California lampara seines for squid and mackerel in Maine, and determination of the level of improved selectivity of use of square mesh in groundfish and shrimp trawls.

Liaison work: In addition to these specific projects, the field agents served as sources of information to fishermen they met in steering them to the proper DMR or university researcher working on a project of interest to fishermen, answering questions on life history of commercial species and locating sources of packaging materials for seafood shippers. FTS works closely with the University of Maine, the Cooperative Extension Service, the various VTI's and other agencies through the Sea Grant Program.

Economic Development Division. This Division performs task oriented (versus programmatic) planning, analytical, and administrative functions which support the Department's economic development objectives for Maine's fishing industries. The Division's current functions are an outgrowth of a sustained industry-State government effort, begun in 1979, to maximize the contribution of Maine's groundfishery to the State's economy. During the past several years the Division's focus has broadened progressively to include Maine's clam, mussel, quahog, menhaden, salmon and trout industries. The nature of the Division's work at any given time depends upon the particular issues, problems, or opportunities which face these industries.

Typically the following kinds of activities have comprised the diverse work focus of the Division: the design of production quality control and market quality assurance programs to enhance the market positioning and economic prospects for Maine's fisheries products, research and development of fisheries byproduct technologies which improve the cost-effectiveness of finfish processors' operations, the development of guidelines and permitting procedures for foreign processing joint ventures occurring within the State's waters, legislatively mandated analyses of economic impact of a two-inch size possession law on Maine's soft shell clam industry, investigating the potential applications and impacts of surimi production in Maine, analysis of the costs to the Department of paralytic shellfish poison monitoring and the preparation of comprehensive shellfish tax legislation, representing fisheries concerns in various State government growth management processes, investigating the potential for using menhaden fish oil as a source of Omega-3 fatty acids and the human health benefits of products containing these acids, investigation of Canadian and intraregional fisheries trade issues, and so forth. Given this general perspective the following projects received the primary attention of the Economic Development Division during this reporting period.

Fisheries By-product Task Force: The Economic Development Division assists Maine fish processors in developing new products and profitable markets for the protein by-products of their filleting and steaking operations. Until a few years ago these by-products were regarded as waste by processors who sold them for conversion to fish meal. But the complex economics of conventional fish meal markets have changed dramatically. Now processors must pay for the disposal of these same by-products. Moreover, options for continued disposal are uncertain, not only in Maine but throughout New England. This introduces an unnecessary cost burden at a time when Maine processor markets are extremely competitive.

The Department and the Division have put a high priority, not only on the maintenance of existing options for disposal, but also upon the investigation and introduction of new processes and products to offset this new cost burden on Maine processors. Environmental compatibility of new processes and the market viability of new products are prime considerations in this effort. The Division has made a comprehensive assessment of all technological alternatives to fish meal production. It has participated in Statewide initiatives to solve industry problems. It has worked closely with leading national academic and technical experts and sponsored an industry symposium to assess the applicability and acceptance of new by-product technologies in Maine.

This Division's current work goal is to facilitate the formation of private by-product processing ventures which contribute profit to Maine fish processors by treating their cutting wastes as a valuable raw material for further processing and sale. This goal has been reinforced by the creation of the Governor's Fisheries By-product Task Force in 1987, which is chaired by the Commissioner of DMR and staffed by this Division. This industry Task Force sought to

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find cost effective, technologically appropriate, and environmentally acceptable alternatives to the use of conventional dehydration processes which produce fish meal and fish oil. In February of 1989 the work of this Task Force was concluded and its final report, prepared by this Division with Task Force concurrence, was accepted by the Governor. The report represented a generic overview of the production, product market, and business feasibility factors associated with each of the technology alternatives reviewed by the Task Force. It addressed the benefits and drawbacks of adopting these technologies in Maine, and assessed the extent to which each of those technologies represented appropriate and rewarding long term solutions to Maine fish processors' plant waste problems. Finally, the report provided a framework for the effective coordination of State and private sector actions necessary to solve industry problems. Ultimately, solutions to these problems depend on choices made by Maine fish processors and Maine communities.

Production Quality Assurance Programs: The Economic Development Division began development of a regulation to permit Maine mussels and aquacultured salmon and trout to be shipped under a State production quality certification seal. This program and the regulation to underlie it represent an expansion of the quality control-quality assurance concept embodied in an in-plant groundfish quality control regulation previously designed by this Division. In the case of mussels, a Departmental regulation would define and establish a select grade Maine mussel permitted to be shipped under the State quality assurance seal. In the case of Maine grown salmon and trout, a similar regulation will establish harvesting and processing procedures necessary for growers to use the State seal.

All such Departmental quality assurance programs are designed to help processors, dealers, and growers build their name recognition and profit potential through direct shipment to more quality conscious, retail oriented customers. Thus, this type of program is an optional market development tool for Maine finfish and shellfish producers who wish to achieve competitive market advantages for part of all of their production by meeting State quality standards. Initial development of the mussel and salmonid regulations has involved extensive field technical consultation with dealers and growers to determine if program standards are realistic and are likely to achieve their intended purpose.

Submerged Lands Study: The Economic Development Division represented the Department in a State Bureau of Public Lands, Department of Conservation, process to update the State's submerged lands leasing policies. Department representation in the Bureau study process aimed at the development of Bureau leasing policies which minimize deleterious impacts on the marine industry infrastructure. Prior to this study, this aspect of the Bureau's leasing policies was relatively unarticulated. The need for greater articulation now results from increased price pressure on coastal real estate which threatens to displace lower income producing, more space extensive fishing industry land uses. These development price pressures have reached the point on some parts of Maine's coast that they limit the continued existence, or at least the growth, of the shoreland and submerged land marine industry infrastructure.

Shoreland Zoning: The Economic Development Division represented the Department and fishing industry concerns in a Department of Environmental Protection process to update the State's shoreland zoning law.

Foreign Processing Joint Ventures: The Economic Development Division participated in the development of permitting conditions and procedures for Soviet and other foreign joint processing ventures to take place in Maine's international waters. These ventures are pursued and proposed by private sector concerns, but require permission from the Governor of Maine and this Department in order to take place. The Division performed administrative duties in connection with the operation of a Soviet processing vessel which processed Maine harvested menhaden into fish meal for Soviet domestic use.

Marketing Division. The primary purpose of the Division of Marketing is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumers interest in and consumption of, such products—both domestically and internationally. As required by statute, the Division of Marketing has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division develops and implements programs designed to support and expand existing markets and to develop new markets for both traditional and under-utilized species. The purpose of such activities is to increase the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division has gradually expanded in order to meet the increased needs and more extensive services required by the commercial fishing industry.

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Directory of Maine Wholesale Seafood Dealers/Processors: The Division provides a free directory to seafood buyers upon request. This popular directory contains a listing of all Maine licensed wholesale seafood dealers and processors who care to be listed. The directory contains detailed data on each dealer and processor such as their complete address, telephone and FAX numbers, contact person, the type of shipping they do, and if they export. The directory also lists the support services we offer. This past year over four thousand of these directories were given out at the Trade Show or mailed out to seafood buyers throughout the world.

Marketing Memorandum: The Division puts out a bi-monthly Marketing Memorandum containing seafood leads domestically and internationally as well as general market information. This memo serves both the commercial fishing industry and the seafood buyers who are looking for sources of supply of Maine quality seafood. Most of the memo's international leads are obtained from the U.S. Department of Commerce—National Marine Fisheries Service. This has substantially increased the number of possible international contacts for Maine's industry. The benefits of this are two-fold: international markets offer greater demand for under-utilized species in the U.S. and, the Maine industry is offered an opportunity to contribute to efforts towards reducing the National balance of trade deficit.

Maine Certified Seafood Program: The Division continues its role in the development, implementation, and expansion of our quality assurance program known now as the Maine Certified Seafood Program. Our "Maine Certified Fresh" quality seal means fish, whether purchased in a supermarket or eaten in a restaurant, has been processed by plants inspected and certified by the State of Maine, under quality control regulations that set strict standards for the quality of fish accepted for processing. This quality seal assures the seafood buyer and the consumer that they are purchasing high quality fresh fish processed in Maine. The Program consists of two basic components: (1) The Maine Fresh Groundfish Quality Control Program and (2) the Maine Certified Seafood Marketing Program. The Marketing Division has the primary responsibility for the latter.

The Division has slowly but soundly built its credibility with processors, distributors, retail and restaurant groups participating in this comprehensive program. The success of the Program has been written up in numerous national publications such as *Supermarket News*, *Modern Grocer*, *Progressive Grocer*, *Consumer Report*, and *Seafood Leader* to name a few. The highlight for the Program was winning the *Seafood Business* magazine's "Marketing Excellence Award" in 1987.

Domestic Market Development: The Maine Certified Seafood Program, known in the beginning as "Catch The Taste," started in the Portland, Maine area in the fall of 1981. Due to its continued success over the years, the Program has expanded into the mid-west, mid-Atlantic, and the metro New York areas. This coming year the Program will be expanding into the East Central area. With this new expansion, there will be over six hundred (600) supermarkets participating in the Maine Certified Seafood Program.

Maine Seafood: The Division continues to assist Maine dealers/processors in introducing other Maine species such as mussels, shrimp, crabmeat, etc. into major market areas where our Maine Certified Fresh quality seal is already known. We have been working with our industry people in establishing product quality standards in order to expand the number of species under the quality seal so that Maine can capitalize on its reputation for quality seafood.

International Markets: Globalization of the marketplace has the Division taking a new look at the international market. Today, the international market has a real influence on the domestic market. Maine quality seafood is very much in demand worldwide, especially in the Far East and European markets. Our Division, in conjunction with the Maine World Trade Association, has had continued success in foreign trade shows. Maine seafood companies shared booths at the Seafood/USA pavilion under the "Catch The Taste of Maine" theme at ANUGA '87" in Cologne, Germany, and again at SAIL '88" in Paris, France. Maine companies will use the "Maine Street/USA" theme that was such a success in Boston at ANUGA '89" in Cologne, Germany.

Maine's Retail Seafood Training System: The Division has been working with retail store personnel over the past eight years in assisting them in the development of their seafood programs. Working with our industry and with the retail seafood industry, we realized the need for a complete video/manual training system since we are limited in the number of seafood training seminars we can offer. Our new seafood training system consists of four videos: Seafood Quality—Seafood Storage & Handling—Seafood Case Set-ups—Seafood Merchandising. The system also includes a seafood manual that describes each phase in much more detail along with additional seafood information.

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State of Maine/American Seafood Challenge: The Division, with the cooperation of the Southern Maine Vocational—Technical Institute (SMVTI) and the Casco Bay Culinary Association, sponsored a professional chef cook-off with the winner being named Maine Seafood Chef of the Year. The winner was sent to the American Seafood Challenge where he competed with professional chefs throughout the country. Our Maine representative won a bronze in the national competition.

Seafood Information & Education: The Division continues to develop and to continually re-evaluate information in the areas of quality evaluation, storage and handling, merchandising, and preparation and cooking. We continue to offer seafood training seminars to super-market and restaurant personnel. We also assist the New England Fisheries Development Foundation with their three-day "Fish School" seminars. This type of information is of great value in assisting retailers as well as consumers in becoming more knowledgeable of seafood.

Seafood Promotional Material: The Division offers a series of seafood recipe pamphlet or card "Masters." Our "Masters," which are camera-ready art, have been very popular as it offers retailers the opportunity to personalize these pamphlets or cards by adding their names or logo. This series of seafood recipe pamphlets or cards also offers consumers nutrition data on each recipe. An assortment of Maine seafood posters are also available for promotional purposes. Seafood informational kits have been added to our marketing approach this past year. Seafood informational kits were mailed to food editors in key market areas in February for Lent and in June for summer/fall grilling season. This type of soft sell approach is an excellent way to make consumers aware of Maine quality seafood.

Miscellaneous Activities: Other work, as required, was carried out, including numerous meetings with industry, state, and federal officials; preparation of reports, position papers, and activities involving a wide range of fisheries problems.

Marine Education Division: The Marine Education Division was established by the legislature to provide schools and the general public with current, valid marine information, text materials, opportunities, guidance and access to the scientific activities conducted by DMR, exemplary programs for teachers and school students, teacher training projects and consultant services in marine education. The ultimate goal of this division is to develop a marine literate citizenry that can better understand the problems in utilizing and managing Maine's marine resources. To accomplish these tasks the following programs and projects are in progress:

Curriculum Enrichment and Enhancement: In-classroom demonstration programs were utilized to provide students with hands-on learning experiences that dealt with marine organisms, harvesting methods and scientific information. These programs involved 25,123 students; 1,758 teachers and 2,209 adults this past year. Another 2,500 people participated in non-formal programs or visited exhibits.

Text and supplemental curriculum materials; teacher's guides; field trips to the research lab; various field programs; and a newsletter were made available as resources to those seeking more information or to expand their programs. Slide shows and limited video programs were also available to help provide additional information about marine topics.

Curriculum Design Services: Consultant services to help teachers alter their science programs to include marine units were provided. As a part of the re-orientation, the school's teaching staff were offered in-service courses and workshops. These programs were specifically designed to emphasize the local marine environment, the fisheries and fisheries management activities in the area. The teachers were encouraged to utilize local marine resources and to develop the skills necessary to place their students in an active learning environment when utilizing these resources. This included building upon the students own experiences with the marine environment.

Teacher Training: Summer courses offered by DMR's Education Division have three basic functions: 1) to provide teachers the opportunity to develop the skills and techniques necessary to conduct meaningful field activities; 2) to provide teachers with background information on Maine's marine resources; and 3) to help teachers develop and field-test marine activities that focus upon the Gulf of Maine and will help their students to better understand the values of this area.

Aquatic Education—Marine: The Wallop-Breaux Federal Grant Funds for recreational fisheries education were utilized to develop materials that emphasized the near-shore environment. Several hands-on in-classroom demonstration programs, printed resource materials, and media programs were developed as part of this project.

Consumer Education: Service organizations, the extension service and other adult groups were provided with consumer education materials and programs. These presentations emphasized

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the nutritional benefits and importance of eating more seafood, how to purchase high quality product, and how to maintain quality throughout the handling and cooking process. The vocational food programs throughout the state utilized many of the consumer education materials in their courses.

Informational and Educational Materials: The Education Division maintains curriculum materials, a Newsletter, slide programs and video shows on a wide variety of marine topics. These are made available free of charge to anyone seeking information about Maine's marine resources.

Industry Services Division. This Division was established within the Bureau of Marine Development to consolidate Department functions that are industry and resource oriented but do not emphasize research. Activities include the practical application of research findings, inter-agency coordination, shellfish sanitation, marine resource management, regulatory functions and development, and education activities.

Environmental impacts are reviewed and advisory comments and observations processed for state and federal licensing agencies for the following: wetlands and streams alterations, waste discharge applications, highway construction proposals, rivers and harbors maintenance projects, port development, hydroelectric projects and petroleum development in both the offshore and coastal areas.

Shellfish Management: There are 101 towns on the Maine Coast where clams can be found in their flats in varied quantities, sixty-nine with soft clam habitat free of substantial pollution sources. Forty-three towns have conservation programs and ordinances approved by DMR as provided by state statute. The towns may determine residency requirements and regulate the numbers of harvesters, time, area and the amount and size of clams harvested. DMR's four resources scientists work with shellfish committees, town officials, diggers, dealers and other concerned residents to develop shellfish management plans and ordinances to implement the programs.

Area biologists work with the towns developing shellfish management programs and ordinances to enforce management measures. Towns are advised in methods for conducting clam population surveys and evaluating data gathered by town employees, students or others aiding the towns. The most effective and productive management methods used by towns in carrying out management programs have been the closing and opening, or rotation, of clam flats based on survey findings, and limiting the destruction of small clams by selectively controlling digging pressure. See *Publications* for summaries of municipal management.

Meetings are held with individual towns and groups of towns in planning and implementing conservation programs.

Area Biologists: In addition to guiding the municipal clam management programs, area biologists review each application for marine wetlands alteration, construction and dredging activity to be licensed by the Land Bureau of the Maine Department of Environment Protection. The Bureau advises DEP and the Federal Consistency Coordinator of the State Planning Office of the potential effect of such projects on productive marine marsh and intertidal areas with populations both of commercial significance, such as clams, mussels and marine worms, and those that contribute in a more general way to the productivity of the coastal ecosystems.

Similarly, the area biologists inform the Water Bureau of the Maine DEP of the impact proposed licensed wastewater discharges may have on marine resources. A major effort for the area biologists has been preparing sanitary survey reports of shellfish growing areas. The reports are part of the Division's expanding capability and involvement in shellfish growing area classification.

Seafood Technology Services: This activity has previously been identified as, "Seafood Quality Management Services." This is a continuing activity that provides technical assistance, consulting services, quality evaluation and inspection services to the seafood industry. Two distinct programs were in force during 1989. First, the Shellfish Sanitation Program, which provides standards for the handling and processing of shellfish by wholesale dealers. The applicable regulations follow guidelines developed by the tripartite Interstate Shellfish Sanitation Conference, which is made up of representatives from state and federal agencies and the shellfish industry. Second, the Maine Groundfish Quality Control program provides a voluntary fresh groundfish inspection service to Maine processors.

The Shellfish Sanitation Program serves as an important control point in the link between the harvester and the consumer. Staff responsibilities include evaluation and certification of wholesale shellfish dealers. In addition, the staff monitors the operation of privately operated

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depuration plants designed to cleanse shellfish from moderately polluted areas. Samples of shellfish are routinely collected from wholesale dealers to further check their acceptability. The Department cooperates with other state and federal agencies in this program.

The Maine Groundfish Quality Control Program has served to further the efforts of the Department to improve the quality of fish landed or processed in the state through an active inspection program and numerous quality control projects. Maine fresh groundfish processors who participated in this voluntary inspection program during 1988 were able to take advantage of the Department's marketing of "Maine Certified Fresh Fish" in conjunction with the Marketing Division.

Staff members continue to work with industry and other government agencies to provide information on seafood quality control and for the protection of public health. Training expertise has been provided to other state and federal agencies, staff members have worked with industry groups in developing quality standards for shellfish, and they have been actively involved in developments concerning national seafood inspection.

LICENSES:

Permits Available Through the Industry Services Division:

Shellfish Sanitation Certificates. Holders of a wholesale seafood license or a shellfish transportation license may apply through the division to be certified to buy, sell, ship, transport, shuck or process otherwise shellfish Certificates to authorize wholesale seafood license holders to take shellfish from closed areas, transport and depurate them within limits prescribed by regulation.

Permits to Import Live Organisms. Permits for introduction into coastal waters or to possess such animals are obtained through the division as provided by Title 12 section 6671 and DMR Regulations Chapter 24.

Municipal Shellfish Conservation in Closed Areas. As provided by 12 M.R.S.A. section 6621 subsection 3, paragraph C may be permitted through applications to this division.

PUBLICATIONS:

A summary of the municipal shellfish management ordinances is published every six months in the *Commercial Fisheries News*, as required by Title 12 section 6676. A summary compiled annually in June is available from the division.

Camera-ready Masters of Lobster, Mussels, Shrimp, Seafood, Cusk, Cod, Haddock, Hake, Pollock, Flounder Recipe Pamphlets . . . \$2.50 each.

Fresh Maine Cod & Fresh Maine Cusk Posters (17" x 22") . . . \$1.50 each.

Shrimp Newburg, Shrimp Jambalayah, Fresh Maine Hake, Fresh Maine Pollock and Maine Seafood Posters . . . \$2.00 each.

Video: "From the Boat To The Table" ½-inch format . . . \$29.00 each.

Seafood Training Manual/Videos . . . \$299.99 set.

Embroidered Maine Lobster Emblem . . . \$.60 each.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	982,582	917,766	64,816			
Health Benefits	80,563	75,546	5,017			
Retirement	189,480	177,237	12,243			
Other Fringe Benefits	7,258	6,757	501			
Other Contractual Service	367,933	349,616	18,317			
Rents	1,398	1,398				
Commodities	105,533	44,501	61,032			
Grants—Subsidies—Pensions	34,819	2,158	32,661			
Equipment	103,859	84,342	19,517			
Interest—Debt Retirement	25	21	4			
Transfers to Other Funds	2,959		2,959			
TOTAL EXPENDITURES	1,876,409	1,659,342	217,067			

BUREAU OF MARINE PATROL

ROBERT L. FOGG, COLONEL, CHIEF OF MARINE PATROL

PERLEY M. SPRAGUE, Major, Deputy Chief of Marine Patrol

Central Office: Baker Bldg., Winthrop St., Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Telephone: 289-2291

Established: 1978

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188P; Citation: 12 M.R.S.A., Sect. 6025

Legislative Count: 49.5

PURPOSE: The Bureau of Marine Patrol, formerly known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility to the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

ORGANIZATION: The Wardens Service, so named in 1947, was originally established as Fish Wardens in 1843, and was appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Bureau has been an integral segment of the Department throughout its existence.

Field offices are located in South Portland, Rockland and Lamoine. Office hours are 8:30 A.M. to 5:00 P.M., Monday through Friday.

PROGRAM: Within the span of two decades the scope of the Bureau's responsibilities have been widened to include many new areas of activity which fall outside the traditional needs of the fishing industry and the marine environment.

Some of the areas of responsibility of the Bureau include cooperation with National Marine Service, Federal laws, the Bluefin Tuna Act, Marine Mammals Protection Act, Endangered Species Act, Extended Fisheries Jurisdiction Management and Conservation Act (200-mile limit), cooperation with the Federal Drug Enforcement Agency, and work with U.S. Customs Agency, U.S. Secret Service, the F.B.I., Alcohol, Tobacco and Firearms Agency, Immigration and Naturalization Service, and the Food and Drug Administration. Under State law, other enforcement responsibilities include criminal law enforcement, Boating Registration and Safety laws, search and rescue, environmental laws such as the Wetlands Control Act, Litter laws, Land Use regulations, and the Pesticide Control Act. Also included in Bureau of Marine Patrol responsibility is the Tri-State Shrimp Regulation promulgated by Maine, New Hampshire and Massachusetts under the authority of the Atlantic States Marine Fisheries Commission. Traditionally, the Department of Marine Resources' law enforcement officers have worked cooperatively with all other State, County and Municipal law enforcement agencies. Bureau of Marine Patrol personnel work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level.

The Bureau of Marine Patrol uses military rank which is the standard structure of other law enforcement agencies. This provides for better organizational structure, more efficient chain of command, span of control, and scope of supervision as well as improvement of management capabilities. The Bureau of Marine Patrol consists of the Chief, who is responsible for administration and management; a Major, who is an Assistant to the Chief. The State is divided into three field Divisions with a Lieutenant in charge of each Division. Each Division is divided into two sections with a Sergeant in charge of four to seven men. The sergeants are first line supervisory personnel and also carry out special investigations. The Bureau operates a Cessna 180 seaplane for enforcement patrol, surveillance and search and rescue missions and also a fleet of 19'-25' and 35'-44' inboard and outboard powered patrol boats strategically located along the coast of Maine.

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Volunteer Marine Patrol Officer. This is limited conservation work in the Bureau of Marine Patrol.

Volunteer officers are assigned to work with and under the immediate supervision of Marine Patrol personnel and to provide assistance to the Marine Patrol Officer. Good physical condition is essential in performing the duties efficiently since most of his time is spent out-of-doors under varied climatic conditions.

The most important aspect of this job is in assisting in the enforcement of Marine Resources Laws.

Marine Patrol Officer Program. New Marine Patrol Officers are assigned to work with an experienced Officer for a period of 3-6 months for indoctrination and a probation period after which they are sent to the Maine Criminal Justice Academy at Waterville for a 12 week Basic Law Enforcement Course. This is followed by an intensive 3-6 week training session at our Research Station at Boothbay Harbor on Department of Marine Resources laws and other Department functions. This part of the training also includes boating safety and boarding techniques. The Officer then starts to work alone, being assisted by the adjacent Officer and the Sergeant. In-service training seminars are provided during the year for all Marine Patrol Officers.

PUBLICATIONS:

A pamphlet containing marine resource laws is published bi-annually following adjournment of the first regular session of each Legislature.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE PATROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,393,187	1,305,979	87,208			
Health Benefits	111,634	105,393	6,241			
Retirement	475,501	447,487	28,014			
Other Fringe Benefits	17,751	17,294	457			
Other Contractual Service	317,920	315,168	2,752			
Rents	5,578	5,578				
Commodities	57,483	57,483				
Grants—Subsidies—Pensions	4,328	3,485	843			
Equipment	153,731	153,731				
Interest—Debt Retirement	38	38				
Transfers to Other Funds	2,273		2,273			
TOTAL EXPENDITURES	2,539,424	2,411,636	127,788			

BUREAU OF MARINE SCIENCES

DR. BRIAN M. MARCOTTE, DIRECTOR

Central Office: McKown Point, West Boothbay Hbr., Maine 04575 *Telephone:* 633-5572
Mail Address: McKown Point, West Boothbay Harbor, Maine 04575

Established: 1946

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188S; *Citation:* 12 M.R.S.A., Sect. 6021

Legislative Count: 34

PURPOSE: The Bureau of Marine Sciences is the primary State agency engaged in scientific research and development to conserve and manage the marine and estuarine resources of the

MARINE RESOURCES

State of Maine. The primary responsibilities of the Bureau are to conduct and sponsor scientific research which may include biological, chemical, technological and hydrological research and development, provide information on stock levels and environments of commercially valuable marine organisms, establish and maintain effective surveillance and inspection of consumable resources in order to assure public health and safety and provide technical and scientific information, services and assistance to the public, industry and governments.

ORGANIZATION: The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau is organized to reflect its administrative, fisheries science, public health and technical service functions. The Director's Office includes the Director, Maintenance & Operations, Secretariat and the Office of Technical Information and Public Services (TIPS). The research activities of the Bureau are organized into five research divisions: Lobster and Crab Fisheries Division, Pelagic Fisheries Division, Benthic/Demersal Fisheries Division, Fisheries/Health Division, and Research Services Division which report to the Director.

PROGRAM:

Facilities: The Bureau of Marine Sciences is located on a peninsula in Boothbay Harbor called McKown Point. At the turn of the 20th century, Boothbay Harbor was home to a large and productive fishing industry; now it is largely populated by seasonal residents and tourists.

The Bureau operates the only major fisheries research laboratory in the United States that is located on the Gulf of Maine. The laboratory complex consists of 17 buildings, two piers, two running seawater systems, and a large number of research watercraft and automotive vehicles. Wet lab facilities include filtered, temperature-controlled water sources and adequate tank space for research on a wide variety of boreal plants and animals. The laboratory also operates a public aquarium and a multi-purpose library. Carpentry and machine shops are available for the fabrication, repair and maintenance of laboratory facilities, instruments, sampling gear, boats, marine engines and motor vehicles. The laboratory is equipped with a large number of PC-DOS micro-computers and two computer terminals linked to an IBM 370 mainframe computer at the University of Maine. There is an array of software, disc storage facilities, and plotting equipment. A large proportion of research programs at the laboratory use computer equipment and there is an ongoing computer training program for all of the staff. A word processor operator is available to serve the Bureau's needs. The Bureau is now addressing many issues of staff health and safety in the context of limited space and aging infrastructures.

Director's Office: The Director is responsible for long range strategic planning of laboratory research and facility development, initiation and development of research projects and programs, staff assignments, personnel supervision including performance appraisal, coordination and management of research and facility operations, quality assurance for research and other Bureau activities, and the Director assigns budgets and monitors expenditures.

Personnel: Staff are assigned tasks appropriate to their professional skills, knowledge, and abilities. Task statements and performance standards (TS/PS) are reviewed annually for each staff member and Annual Performance Appraisals are based upon these mutually agreed upon TS/PS.

Fisheries Oceanography Program: In FY 1989, the Bureau began a multi-year program of fisheries oceanographic research the goal of which is to objectively relate the Department's assessment and management techniques and efforts to the oceanographic properties of Maine's coastal marine habitats. The objectives included 1) determine the spatial/temporal patterns in the distribution and abundance of fisheries resources of importance to Maine's fishing industry in two regions of the Maine coast, and 2) relate these patterns to availability of pelagic and benthic food resources and physical structures of Maine's coastal waters. This research was made possible by the acquisition of the R/V ARGO MAINE by the Association for Research in the Gulf of Maine—a scientific consortium of which the Department of Marine Resources is a founding member.

Shellfish Toxicology Program: Maine's extensive paralytic shellfish toxin ("red tide") monitoring program continued as usual: the staff of the Bureau were again successful in protecting consumers from marine toxins in FY 1989. Two new toxins, Amnesic Shellfish poison (ASP: domoic acid) and Diarrhetic Shellfish Poison (DSP) were detected for the first time in Maine waters during FY 1988. Maine has lead the U.S. in developing new monitoring programs for these toxins.

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Office of Technical Information and Public Services: The Office of Technical Information and Public Services (TIPS) answers marine oriented questions, by phone or by mail, for the industry and the general public. Printed materials are available, free of charge. The TIPS Office oversees the DMR public aquarium, which is open 7 days a week from Memorial Day through Columbus Day. This marine aquarium, which attracts approximately 107,000 visitors a year, features Gulf of Maine fish and information on Maine fisheries. Besides much interpretive material, the aquarium has public restrooms, a seaside picnic area and a spectacular view. Admission is free, hours are 8-5 Monday through Friday, and 9-5 weekends and holidays. We can no longer obtain seals for display purposes.

Another function of the TIPS office is the specialized marine library with more than 2,000 books and monographs and approximately 500 serial titles. One section of the library called the Fishermen's Lending Library is devoted to information on fishing gear, gear technology and fisheries production and is available to the fishing industry. It may be visited or accessed by mail. Books and videos may be borrowed for up to 3 weeks. Lists of titles and videos are available on request.

The TIPS office produces the monthly DMR page in Commercial Fisheries News; produces a yearly information display for the Fishermen's Forum in Rockport, Maine; and coordinates DMR efforts in the Marine Mammal Stranding Network.

Lobster And Crab Fisheries Division:

Sampling the Catch: Maine recognizes the socio-economic importance of its nearshore lobster fishery and the need to have current resource information for assessment purposes. Accordingly, since August 1966, DMR has gathered detailed catch and effort data along with associated biological information by means of a statistically rigorous commercial port sampling program. During 1988, the first year of four annual minimum size increases (1/32" carapace length), samples were collected from 281 lobster boats which landed catches at 53 randomly selected dealers located from Kittery to Cutler. The total catch sampled weighed about 21 tons, was composed of 34,034 lobsters and was valued at \$111,830 (ex-vessel price). Findings from the survey included:

1. The 1988 catch-per-unit-effort values of .77 lbs./trap-haul and .21 lbs./trap-haul set-over-day are 5-15% higher than 1987 values, which is reflected by a 9.8% increase in 1988 lobster landing, (21.6 million lbs.);
2. Landed lobsters had an average carapace length of 88.3 mm (3.5 in.) and weight 543 g. (1.2 lbs.), which is very similar to the 1985-87 sizes;
3. 1988 prices/lb. averaged \$3.07 for hardshells, \$2.60 for softshells, and \$2.06 for culls;
4. The incidence of culls was 13.0% of which 7% and 6% had missing and regenerative claws, respectively;
5. 72% of the traps surveyed were constructed of wire, a 54% increase since wire traps were first noted in 1978;
6. 49.6% of the landed lobsters were females; and
7. New recruits (82-93 mm CL, .96-1.37 lbs.) comprised 87.9% of the catch.

Sea Sampling: In the fourth year of the sea-sampling program, 16 trips were taken aboard lobster boats fishing from the ports of Cape Porpoise (5), Boothbay Harbor (6), and Tenants Harbor (5). The total of all lobsters from all areas was 18,142 of which 5,806 legal-sized lobsters weighed 6,715 lbs. The sublegal to legal ratio was 2.00. Cull rates were 26.0% for sublegals and 14.7% for legals.

Of 631 berried females sampled 1985-88, 70.5% were v-notched. Conversely, only 16.8% of all v-notched females were egg-bearing.

Tagging: In addition to the dockside and at-sea surveys, lobster tagging studies in the Boothbay Region continued. Since 1979, 13,444 backtagged lobsters were released in the Boothbay Region. In 1988, 754 (25-80 mm CL) and 425 (12-24 mm) lobsters were tagged with spaghetti back and microwire tags, respectively. Commercial fishermen have reported a total of 751 legal-sized recaptures (49 in 1988). Considering that 90% of the returns were within 2 naut. mi. of the release site, only 2 lobsters moved more than 10 naut. mi., and the majority of the recaptures were new recruits (the size group comprising about 80% of the commercial catch), it appears that the bulk of the nearshore catch consists of lobsters that remain in coastal waters.

Supporting activities: Additional activities of the Lobster and Crab Fisheries Division have included: 1) the presentation at an International Symposium of two papers describing tagging methods used to identify small juvenile lobster; 2) a lobster tail meat validation study; 3) a gear selectivity study to assess vent size changes relative to a larger minimum size; 4) a bait attraction/avoidance study with rock crab, *Cancer Erroratus*; 5) a V-notch healing study; 6) investigating

the practicality and feasibility of an aerial survey to estimate the number and distribution of lobster traps within a defined area; 7) furnishing information and advice to industry members regarding lobster diseases, shipment and storage, establishing new seawater systems and troubleshooting existing systems; 8) referring manuscripts for various scientific journals, and 9) discussing various aspects of marine biology and lobster research findings/management with school groups, interested public, fishing industry members, and the news media.

Pelagic Fisheries Division:

HERRING STUDIES:

Transboundary Herring Study: In 1986 the Maine Department of Marine Resources and the Canadian Department of Fisheries and Oceans began a cooperative investigation of Atlantic herring in eastern Maine and southwestern New Brunswick where the resource is transboundary in nature and is a major source of raw material to the sardine industries of both the U.S. and Canada. During the first year of the investigation, spawning grounds were located and larval production and dispersal from the eastern Maine-Grand Manan Island were determined. A paper entitled "Origin and Dispersion of Larval Herring in Coastal Waters of Eastern Maine and Southwestern New Brunswick" was published in the Canadian Journal of Fisheries and Aquatic Sciences (Vol. 46, No. 4) in 1989.

In 1987, the second year of the investigation, the same year-class herring that was spawned in 1986, was surveyed now as one-year-olds or "brit." Three surveys were conducted in May-June, July-August, and September-October from Casco Bay to the head of the Bay of Fundy. A single brit herring survey was conducted in the mid-coast region of Maine and in the Bay of Fundy in May-June 1988. The results of these surveys have shown us where the brit were concentrated just prior to entering the fishery, have given us rough indices of relative abundance to compare with that of future year classes and have allowed us to follow the reproductive process from spawning to recruitment of a single year class of herring from our coastal Maine spawning group. An annual project report, completed in August 1988, summarizes these results.

Methods for preparing otoliths (ear bones) from brit herring were developed in 1987 and 1988 which will be applied in future attempts to determine the spawning origins and degree of mixing of juveniles along the Maine and New Brunswick coasts.

Other work carried out in 1988 included an acoustic survey for adult herring which was conducted on the eastern Maine spawning ground in August and two larval herring surveys conducted in between Penobscot Bay and Casco Bay in September and October. The larval surveys were designed to further investigate the dispersal of larvae from the eastern Maine spawning ground and from spawning sites in Penobscot Bay. Some preliminary results that show the location of groups of spawning herring and give some estimates of their biomass are included in a report entitled "Acoustic assessment of herring the eastern Gulf of Maine 1988: Survey 2" (August 22-24, 1988).

Herring Age and Growth: The herring age and growth project is partially funded under a grant from the National Marine Fisheries Service, Woods Hole, MA. This research is of concern to both state and federal governments in their attempts to understand and manage the herring resource in the Gulf of Maine.

The age and growth study involved biological monitoring of commercial herring catches in New England and processing of samples from cruises conducted by the Northeast Fisheries Center (NMFS). Samples were processed for lengths, weights, sex, state of maturity, gonad weight, and age composition. All data were sent directly to NMFS, Woods Hole, for computer entry and storage. The Department of Marine Resources keeps copies of the data for use in management decisions, and will receive a statistical analysis of these data giving the age composition of each year's catch in tons and numbers of fish. These data provide the basis for the NMFS herring assessment.

DMR is no longer involved in the collection of herring catch and effort statistics. This project is now handled by the NMFS Statistical Office in Portland, ME. However, a DMR Research Reference Document entitled "Herring fishery catch and catch at age data" was produced as a joint effort of the two organizations in 1989.

Larval Herring Research: Larval herring belonging to the 1988 year-class were sampled during the fall and winter of 1988-89 at two inshore locations (Sullivan Harbor and the Sheepscot River) and in the spring of 1989 in the central region of the coast. The overall catch rate in the Sheepscot River was 1.65 larvae/100 m³, compared with 0.99 the previous year; the Sullivan Harbor catch rate was 2.64, compared with 2.07 the year before. The spring catch rate was

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1.34, compared with 0.28 in 1988. Both the 1987 and 1988 year-classes were atypical compared with earlier years. Larval abundance is normally higher in the Sheepscot River than in Sullivan Harbor, with peak catch rates in late October and/or early November. In 1988 and 1989, fall catch rates in the river were extremely low; the peak catch rate (5.4 larvae/100m³) was attained in early January. On the other hand, larval abundance along the central coast in the spring was high.

Larval herring otoliths (ear bones) were removed and examined microscopically in order to count daily growth rings, thereby providing a basis for aging individual larvae. The larvae were separated into age groups (cohorts) according to their ring counts for the purpose of determining the relative age structure of the 1988 year-class. Otoliths from over 1000 larvae were examined for aging purposes. Length data were also compiled for larvae caught during the 1988-89 sampling period.

Annual forecasts of catch at age 2 in the Maine sardine fishery are based on the information mentioned above, i.e., estimates of larval abundance during the fall, winter, and spring, the production and survival of individual cohorts, and the relative degree of early and late spawning. An attempted forecast for the 1988 fishery (1986 year-class) was inconclusive. A summary of the population dynamics of this year-class was presented at an early life history symposium in Norway in October 1988 and will be published in the proceedings of the symposium. It is also available in DMR Research Reference Document 89/7.

Additional information on the spawning locations and times for herring on the eastern Maine spawning ground was collected in 1988 and was used to complement similar information available for the years 1983-87. This information is summarized in DMR Research Reference Document 89/5 entitled "Spawning locations and times for Atlantic herring on the Maine coast."

Shrimp Resource Monitoring/Research: The shrimp project in 1988-89 continued monitoring the northern shrimp population in the western Gulf of Maine. The program this year consisted of three tasks: 1) sampling of the Maine commercial shrimp fishery; 2) participating in gear research and assessment activities of the Atlantic States Marine Fisheries Commission (ASMFC) Northern Shrimp Technical Committee (NSTC); and 3) planning a field research project which will be implemented in the summer of 1989.

The shrimp fishery sampling program consisted of the collection of catch and effort statistics and biological data from shrimp landings in the mid-coast area between December 1988 and May 1989. These data were compiled in a report and used in the annual shrimp stock assessment performed by the NSTC. The 1988 NSTC summer shrimp survey consisted of bottom trawling at randomly selected stations in the western Gulf of Maine using a fine-mesh shrimp research trawl. Estimates of catch per tow and length frequency were made for each station for shrimp and the finfish by-catch. NSTC gear research consisted of a comparison of the performance of a standard commercial shrimp trawl with two types of separator trawl designed to separate shrimp from juvenile finfish.

A proposal submitted to the National Undersea Research Center at the University of Connecticut in 1988 resulted in the funding of two days of dive time in a research submersible and a week of survey time with a remotely-operated underwater vehicle. Field work will be performed in the summer of 1989 in Jeffreys Basin. The objectives of this project are to determine if shrimp density, sizes, and distribution patterns vary on different bottom types and to use this information to improve estimates of shrimp year-class strength and biomass derived from the NSTC summer shrimp survey.

Environmental Monitoring: The environmental monitoring project provides Department scientists, researchers, and the public with accurate information on environmental variables affecting fisheries and marine resources in the Gulf of Maine. The project monitors atmospheric and oceanographic conditions at the Department's laboratory in Boothbay Harbor. Currently, records are maintained on eleven variables parameters: wind speed, wind direction, solar radiation, barometric pressure, sea surface temperature, tide level, salinity, relative humidity, precipitation, and air temperature. Most of this information is published and distributed in summarized form on a monthly basis. In addition, the environmental monitoring project assists in the acquisition and archiving of data sets available from other sources for the use of Department scientists.

The project's standard data acquisition and dissemination activities were maintained during 1988 and improvements made in the computerized processing and formatting of data. New graphics and statistical software became available and was instrumental in the development of monthly data summaries which are concise and informative. In addition, extensive repairs were

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made to equipment and lighting protection was upgraded. A continuous power supply system was obtained to mitigate the problem of power fluctuation and loss. These improvements in the data acquisition system have already proven their value by enabling continuous monitoring of environmental events during periods of brief power loss.

Fisheries/Health Division:

TOXICOLOGY:

Paralytic Shellfish Poison (PSP): Approximately 4,000 PSP assays were conducted in FY 89. FY 89 was a year of overall low levels of PSP. Extensive testing of ocean quahogs from the Jonesport area indicated that only low levels of PSP were present. Most of this area is now open to quahog harvesting. Most of the state remains closed to quahog harvesting due to our inability to certify their safety.

High pressure liquid chromatography (HPLC) continues to be a valuable research tool, which gives a better understanding of PSP toxins than the FDA approved mouse bioassay. At this time HPLC has not been used for large scale PSP monitoring programs because shellfish extracts are difficult to purify and because of shortages of pure reference toxins. With increasing numbers of PSP toxins being isolated, 18 to date, the need for sufficient pure toxins and their relative mouse calibrations is increasingly evident. It will require further modifications of the HPLC method for it to replace the mouse bioassay.

Diarrhetic Shellfish Poison (DSP): In the fall of 1988, Maine was informed by the government of the Netherlands that low levels of DSP had been detected in Maine oysters as assayed by the rat bioassay. Accordingly, the Netherlands prohibited the importation of oysters from Maine until such time that Maine can certify them as being DSP free. At that time Maine cannot certify the absence of DSP in oysters because there is no universally accepted test for DSP. Maine is currently investigating this problem in cooperation with USFDA and Canadian investigators.

Amnesic Shellfish Poison (ASP: Domoic Acid): Maine is conducting a limited monitoring program, in cooperation with the USFDA lab in Boston for domoic acid. During FY 89, only low levels have been found in mussels. A small, brief closure was made in the Eastport area in September of 1988 when ASP concentrations rose above 20 ppm of domoic acid. The USFDA has not yet accepted the interim standard in Canada of 20 ppm of domoic acid. Domoic acid in shellfish continues to present a potential public safety problem. Little is known about temporal and spatial variations in domoic acid concentrations in Maine shellfish, and their overall significance to public health.

Bacteriology:

Lobster V-notch Experiments: Research on the effects of v-notching was concluded and a second report written for the Lobster Advisory Council during the fall of 1988. Histological observations of wound repair of v-notched uropods suggested that at low temperatures the rate of wound repair was significantly decreased. But when molt stage was compared, no apparent differences on the rate of healing of the v-notch wound were found.

Scallop Abscess Project: During the winter of 1989 a survey of scallops at selected landing ports was continued with no new areas of diseased scallops found. Further work on these infected scallops from the Damariscotta River included cultivation attempts and electron microscopy studies.

Collaboration With Other Investigators: 1) Assisted in PSP sampling and processing; 2) Assisted Anadromous Division with health inspection of Connecticut River shad for transportation to Maine waters; 3) Assisted at Fishermen's Forum; 4) Assisted Aquaculture Environmental Scientist with water quality criteria for net per aquaculture; 5) Assisted state pathologists with fish health exams at four Maine fish cultural facilities; 6) Sampled *Codium fragile* for a U. Miami phycologist.

Importations/Transportation Permits: A total of 25 permits were processed to assure that the smolts that were transferred to sea pen cages were healthy and not a danger to the health of our marine resources. Over 2.5 million young salmonids were moved during the spring of 1989.

Pathology:

Continuing Investigations: Data on disseminated sarcomas in field populations of Maine soft-shell clams is currently being analyzed prior to publication. This disease is lethal to clams; it cause is unknown, although a non-human, viral etiology is suspected. Included will be data for 4,781 clams, collected in 133 samples from 59 locations along the Maine coast from Kittery to Eastport from 5/21/80 to 12/1/87. This total includes 1,757 clams that were collected from

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Thomas Point Beach, Brunswick and Crow Island, Casco Bay to investigate changes in monthly incidence of this disease. These two locations are used by DMR as sources of seed clams for relaying to other Maine locations.

Sarcomas have not been evident in Maine blue mussel populations although this disease has been associated with blue mussel mortalities on the west coast of the USA and in Europe.

Blood samples were collected from 25 herring gulls on Appledore Island to investigate whether gulls may be a vector in the transfer of viral erythrocytic necrosis (VEN) from anadromous fish to freshwater fish. Examination of these slides is in progress.

Investigations of Mortalities: Deep sea scallops were examined from Swans Island (off Bar Harbor) in February. Samples of clams, mussels and quahogs were examined both grossly and histologically to determine a possible indication as to the cause of death of thousands of shellfish in the Maquoit Bay, Brunswick area. Razor clams, quahogs, mussels, limpets, green crabs and soft-shell clams were reported dead at Little John Island, Casco Bay in March; winter kill was determined as the cause of death. Lobsters from a York pound died from copper toxicity. Several dealers submitted lobsters for examination which had died of "red tail": *Aerococcus viridans* infection. Mussel mortalities occurring in the Medomak River, Muscongus Bay were evidently smothered by the green seaweed, *Enteromorpha* sp.

Requests for Information: Information pertaining to parasitic worms found in fish fillets was provided to the food editor of the *Kennebec Journal*. Methods of identifying mercury in fish were given to a high school student. The Conservation Law Foundation of New England, Inc. and the Department of Environmental Protection were provided with data regarding heavy metal and chemical contamination of marine organisms and sediments in Maine. Copies of our regulations concerning the importation of live marine organisms were sent to Canadian officials, with a list of shellfish diseases that the Department tests for prior to importation. The Department of Inland Fisheries and Wildlife personnel were instructed in hematological techniques used to determine the presence of viral erythrocytic necrosis.

Collaboration: Clam, sediment and water samples from Maquoit Bay, Brunswick were submitted to the Public Health Lab in Augusta following a massive die-off of shellfish in this bay. Analyses were conducted for: volatile and semi-volatile organics on mud/water material, herbicides and chlorinated hydrocarbons on mud/water samples, trace metals on mud and clam tissues and polycyclic aromatic hydrocarbons on mud samples. Unremarkable background levels were measured for all compounds except pure cresol, an organic pollutant which was found at 100 parts per billion; no source of cresol could be determined. The concentration of cresol measured was not the cause of the shellfish kill. Results are available at the Boothbay Harbor Pathology Laboratory.

Physiology:

Red Tide (Protogonyaulax tamarensis): The study to determine the effects of toxic dinoflagellates on bivalve molluscs is continuing. A comprehensive study is underway to assess the susceptibility of oysters (*Crassostrea virginica* and *Ostrea edulis*) to paralytic shellfish poisoning along with a seasonal study of the food habits of mussels. A collaborative study is being carried out between DMR and Canadian DFO scientists to assess the seasonal uptake, sequestering and transformation of paralytic shellfish toxins by the scallop (*Placopecten magellanicus*). Another collaborative study is being carried out between DMR and scientists at the University of Southern Maine to monitor the effects of "brown tide" on feeding activity in bivalve molluscs. Preliminary results of both studies were presented at the 4th International Toxic Dinoflagellate Symposium.

Scallops (Placopecten magellanicus): A comprehensive bibliography of information on the giant scallop, *Placopecten magellanicus*, is in preparation. The 7th International Pectinid Workshop was held in Portland, Maine. Over 100 scallop biologists from 18 countries met to discuss their research. This was the first time that the group has met outside of Europe.

Benthic and Demersal Fisheries Division:

MARINE WORM RESEARCH:

The objectives of this program are to understand the biology, ecology and population dynamics of Maine's two commercially harvested baitworms, the sandworm (*Nereis virens*) and the bloodworm (*Glycera dibranchiata*), in order to successfully manage this multimillion dollar resource. The marine worm program's activities for the preceding year can be divided in the following categories: 1) industry requests, problems and concerns; 2) resource data collection; and 3) studies of the life history, ecology, anatomy and physiology of the bloodworm, *Glycera dibranchiata*.

Minimum Size: Another issue which has repeatedly surfaced since the inception of the marine worm program 20 years ago is a minimum size requirement for bloodworms as a means of conservation. The possibility of employing size restrictions have been extensively examined numerous times with negative results. For soft-bodied organisms, such as these, it is almost impossible to set and enforce standards since length and weight are salinity dependent. The reproductive strategy of the bloodworm and sandworm must also be considered in management plans of these species. The worms reach a certain age at which they become sexually mature, spawn and die. Neither species spawn more than once. Therefore, regardless of size, if a worm is harvested prior to spawning, which it must for a marketable product, it cannot provide new recruits to the community. Theoretically, the size at which the worm is harvested is unimportant. Once it is removed from the population it cannot reproduce. Before any conservation measures can be employed, worm migration and local movement must be determined (see below).

Landings: Marine worm landings data and dealer lists are continually updated. The dealer list is of use when people contact DMR regarding where they may purchase worms.

Worm growth and migration: A study area, located in the Hancock/Sullivan region, is presently being used to examine: 1) seasonal and annual growth rates, 2) mortality estimates, 3) behavior (i.e., winter migration, movement) of the bloodworm as well as collect baseline chemical and physical data from a productive *G. dibranchiata* mudflat. Binary coded microwire tags, which are injected in the worm's body cavity, will be used to investigate the first three objectives. This study began in FY 1989.

Feeding: Feeding studies have been completed to determine how *Glycera* feeds and what it feeds upon. Sediment samples from a productive bloodworm flat were collected, sieved and the remaining organisms identified. This was done to establish what was available for the bloodworm to eat. Gut contents and the contents of regurgitated sacks were examined for undigested remains. Clarification of the feeding behavior of the bloodworm is necessary before restocking of commercially productive bloodworm areas is possible. The marine worm industry has expressed considerable interest in restocking commercially viable intertidal regions. If appropriate food items are not available at the transplant site, the bloodworms may migrate from the area thus wasting time and resources. Knowledge of the dietary habits of bloodworms would enable managers to identify likely habitats and possible transplant sites for future cultivation.

Other Research: In an attempt to better understand the metabolic needs of the bloodworm, studies have been conducted on its feeding habits, respiration rates and the excretory products produced. These data provide information to the overall picture of what makes a productive bloodworm flat. Extensive literature reviews were conducted during the past year to keep abreast of polychaete research. Numerous public inquiries about the worm industry and how it functions have been answered. Lectures have been delivered to student and other groups on DMR's worm research.

Mussel Seed Conservation and Management: As part of the DMR mussel regulations (Chapter 12), Seed Mussel Conservation Areas were established in the following locations: Jordan River, Trenton/Lamoine; West Bay, Gouldsboro; Narraguagus Bay, Milbridge/Harrington; and Harrington River, Milbridge/Harrington. The purposes of the conservation program are to provide a consistent source and supply of quality seed mussels for grow-out on leased bottom sites, and lend insight into the relationship of percent of crop removal and occurrence of seed sets. In the initial stages of the project, the conservation areas, each of which represents a large mussel population and has demonstrated consistent seed sets, were assessed for determination of mussel size, density, standing crop, and environmental conditions. An aerial photography/computer digitizer method, used in conjunction with mussel samples collected at the areas, has been implemented for determining an estimate of volume of mussel stocks at the sites. Additionally, a seed harvesting permit system was developed and implemented. By monitoring the volume of seed mussels harvested and preventing the complete removal of the standing crop, thereby encouraging future seed sets, DMR intends to provide long-term conservation and management of these productive areas.

Groundfish Nursery Grounds: Juvenile fish were sampled at three locations in the Sheepscot Bay, at approximately two-week intervals from June of 1987 to August of 1988 and then at a single location, near Sequin Island at monthly intervals for the following year. The purpose of the study was to document the occurrence of young groundfish in the estuary on a seasonal basis as well as to look at predator/prey relationships.

In generalizing about the Sheepscot Bay it is clear that there are station differences despite the relatively close proximity of the sampling sites. These are two distinct communities. One

is a hard-bottom community that is dominated by longhorn sculpin and winter flounder while the soft-bottom community is dominated by American plaice. The stomach contents data goes further to support the segregation of these two communities in that the prey of the winter flounder and longhorn sculpin contains many of the same items, such as the amphipod, *Unciola inermis*, while the American plaice diet was notable in its lack of amphipod prey. In other words, the fish were selecting a bottom type and were preying on the benthic community at that location.

In addition to the bottom type selection, smaller fish were found on the hard-bottom area and these fish were preying on the same amphipod species. It seems that the smaller fish in the Sheepscot Bay are attracted to the sand and gravel based community of *Unciola* and these amphipods are forming the forage base for a finfish nursery ground.

Sea Scallop Ecology: A three-year study of a Fippennies Ledge scallop ground, which was supported by the National Undersea Research Program, was completed in 1988. The final manned submersible dives were conducted in 1987 but the data analysis was completed in the subsequent year. One interesting aspect of the work was the efficiency of dragging in removal of scallops off the ground. Between 1986 and 1987 commercial scallopers harvested the animals from the study site which gave us the opportunity to document the dragging impact on the scallop ground. In the 1986 dive season, the average density of scallops was 1.0 m^{-2} while in 1987 the density was reduced to 0.4 m^{-2} . In both years the distribution of the scallops could be described mathematically by a negative binomial equation which means that the scallops were found in patches on the bottom. The major impact of dragging was to reduce the size of the patches. In 1986 patches as high as 20 animals m^{-2} were observed while in 1987 the maximum patch size was reduced to 6 animals m^{-2} .

Commercial Sampling Program for Sea Scallops: A commercial sampling program for catch/effort and adductor meat weight frequency information was continued for the inshore sea scallop (*Placopecten magellanicus*) fishery along the Maine coast. Biological samples and interview information was collected from inshore boats landing their catches at 30 dealer locations between Spruce Head and Eastport, Maine between December 1, 1988 and March 31, 1989. Catch and effort data collected from each boat included length and horsepower of vessel, fishing area, depth fished, away time, fishing time, gear description, lbs. and value of catch, man-hours fished, lbs. landed/ft. dredge-width/hr.-towed, lbs. landed/sq. ft. dredge-opening/hr.-towed, value/tow-hr., value/man-hr., value/ft. dredge-width/hr.-towed, and value/sq. ft. dredge-opening/hr.-towed. Information collected from 80 boats during the winter of 1988-1989 again show that chain sweeps were more efficient than rock drags. Although catch/effort values have not yet been computed, it is obvious from a review of the raw data that catch/effort values during FY 89 exceeded values collected during the winter of 1987-1988. These recent increases in catch/effort are probably the result of the abundant 1982-1983 year classes entering the fishery and catch/effort values will probably remain at about the same levels during the winter 1989-1990.

Preliminary attempts were made to establish count/volume restrictions for sea scallops. The volume measure used was 1 lb. coffee can with a flexible plastic cover. After 48 trials, it was determined that a 1 lb. coffee can would hold 2.334 lbs. of scallop meats. At 30 meat-counts/lb., the can would hold 77 meats.

The investigation of scallop meat adulteration was continued. A method for distinguishing between adulterated and unadulterated meats utilizing a solution of CuSO_4 was recently obtained. Adulterated meats, dropped into a CuSO_4 solution of 1.060 specific gravity will float, whereas unadulterated meats will sink. The method was originally designed for bay scallops and it will be determined whether it is applicable to sea scallops as well.

Collection of Landings Data: DMR's port agent coordinated data collection, the compilation of fisheries landings information, and the collection of biological herring samples, with the National Marine Fisheries Service (NMFS) port agents in Rockland and Portland. The DMR's port agent collected commercial fisheries landings data from dealers and other commercial sources between Waldoboro and Eastport in Knox, Waldo, Hancock and Washington Counties. Data collection sources are revised annually and updated.

The exchange of commercial landings information is beneficial to both the state and federal government. Landings information collected by DMR and NMFS are integrated in the formation of the Maine Landings report. This report aids the fishing industry in making plans for expansion based upon what future marine species might be available for commercial harvest. The landing information is also used in deriving state-federal matching funds available for research needs.

MARINE RESOURCES

The port agent position was terminated between May 1988-January 1989 because of lack of federal funding. The position was again filled in February 1989.

Larvae of Caridean Shrimp: Plankton tows have been made, usually monthly, at one station in Sheepscot Bay to monitor the kinds, abundance, and developmental stages of larval caridean shrimp. Sampling started in September, 1988. Continuous oblique and vertical tows were made with the latter type using an opening-closing device on the net. Larvae of 12 species representing eight genera and four families have been identified.

Larvae of *Crangon* are of particular interest as they are at times very numerous (up to nine individuals per cubic meter of water) and occur at some stage of larval development throughout the entire year and as adults appear to be an important part of the food chain in the area.

The larvae of most species occur sympatrically with the larvae of the commercially important *Pandalus borealis* and their survival and development are being monitored in comparison with that of larval *P. borealis*.

Records of the occurrence of larval carideans in Sheepscot Bay have been kept for the period February through April for the years 1979-1983 and for the entire year of 1984. Data from the present studies will be used to enhance this prior work.

Research Services Division:

COMPUTER OPERATIONS:

The Research Services Division provides computer hardware and software support for the Department of Marine Resources and the Bureau of Marine Sciences. Services include programming, training, and assistance in all phases of computer operations. The division is responsible for operation and maintenance of 14 personal computers and the research laboratory's dedicated linkage to the University of Maine mainframe computer.

The Division also assists project and program staff in computer program selection data entry, database design, statistical analyses and training programs. Other services include data recovery, the correction of hardware and software problems, and assistance with data storage hardware.

COMPUTER MODELING:

Ecosystem Modeling and Energy Analysis: During FY 89 several research projects were undertaken by the ecological modeling section of the Resources Services Division of the Bureau of Marine Research. These projects are briefly summarized below and their current status is reviewed.

Mussel Carrying Capacity Model: During July 1988, in collaboration with Carter Newell of Great Eastern Mussel Farms, Inc., a proposal was developed to determine a mussel lease site carrying capacity model for submission to the Small Business Innovative Research Section of the National Science Foundation. This work was funded and will result in a subcontract to the State of Maine for three months work by the ecological modeler in each of the next two fiscal years.

Herring Recruitment Model: Research on a computer based model describing the factors which control herring recruitment in Maine waters continued through FY 89. Errors were corrected in the original model and a sensitivity analysis of the physical and biological factors that determine larval herring survival was performed. A paper is in preparation and will be submitted for publication by the end of the year.

Spring Bloom Model: A computer based model which describes the fate of carbon fixed during the spring bloom was developed. This work was funded by the National Science Foundation, NSF, as a subcontract from Bigelow Laboratory for the Ocean Sciences. Preliminary results and the insights derived from this model were used as the basis for a continuation proposal to NSF.

Energy Analysis of Maine: Research findings concerning a computer based energy analysis of Maine, reported last year, were presented at the International Conference for Natural Resource Modelling held in Halifax, Nova Scotia in September of 1988. A paper is being prepared for publication in collaboration with others which will compare Maine with several additional states and the nation.

The Maquoit Bay Shellfish Kill of 1988: Information on the Maquoit Bay shellfish kill was analyzed and synthesized into a working explanation of how the kill may have occurred. Because of considerable public interest in this topic, a report on this subject was produced for the 1989 Fisherman's Forum. Chris Heinig of Intertide Corporation also produced a report on the Maquoit Bay shellfish kill which was consistent with DMR's findings in many ways and

MARINE RESOURCES

clarified aspects of the problem on which little information was available. When these two papers are taken together they result in a good working hypothesis describing the biological and environmental events that lead up to and produced the conditions that resulted in massive shellfish mortality in Maquoit Bay.

PUBLICATIONS:

The Marine Resources Laboratory operates a "Fishermans Library" as part of their overall library facilities. Books and articles on various aspects of fishing are available on a library loan basis to the general public.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE SCIENCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,441,931	942,725	145,761		353,445	
Health Benefits	110,207	70,102	10,621		29,484	
Retirement	270,539	178,769	25,217		66,553	
Other Fringe Benefits	9,043	6,127	977		1,939	
Other Contractual Service	462,391	315,644	103,855		42,892	
Rents	1,071	1,016			55	
Commodities	163,973	109,789	30,520		23,664	
Grants—Subsidies—Pensions	10,998	4,449			6,549	
Equipment	109,257	75,226	29,882		4,149	
Interest—Debt Retirement	74	56			18	
Transfers to Other Funds	15,283		5,454		9,829	
TOTAL EXPENDITURES	2,594,767	1,703,903	352,287		538,577	

MAINE MARKETING ADVISORY BOARD

WAYNE D. SMITH

Central Office: 1 Vaughn Place, Caribou
Mail Address: P.O. Box 145, Caribou, Maine

Telephone: 498-6130
Recorder: 800-462-8818

Established: September 23, 1983

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 463; *Citation:* 7 M.R.S.A., Sect. 1008B

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Maine Marketing Advisory Board advises the Commission on operation of the Maine Potato Price Stabilization Program, an initiative designed to reduce destructive price competition in potato marketing and reduce highly variable short run pricing of potatoes.

ORGANIZATION: The Board consists of five members; three representing first handlers of Maine round white potatoes and two representing Maine potato dealers. Committee members are appointed by the Commissioner from lists of nominees provided by the Maine Potato Board.

PROGRAM: The Price Stabilization Program was amended by the 111th Legislature in its second regular session (see P.L. 1984 Chapter 829) to eliminate mandatory minimum prices and provisions requiring licensing of first handlers of Maine round white potatoes.

Under this program, newsletters are mailed weekly to 950 grower/packers in the potato industry and are a very valuable marketing tool for potato producers. These newsletters provide up to the minute pricing information from all the major potato areas across the country and supplies the reasons for any recent changes in price. Growers are also kept abreast of current market conditions and are provided with an analysis of market trends and consumer preferences. In addition growers are made aware of acreage and production changes in major areas, U.S.D.A. reports are analyzed so that producers are aware of what impact all the numbers will have on their farming operations.

This program also provides a pre-recorded message to growers that is updated twice daily. Recordings are on an eight hundred phone line (800/462-8818) and report current market conditions and prices from all over the country as well as suggested minimum prices that growers should receive from dealers.

PUBLICATIONS:

Weekly Newsletter to potato growers, free

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are included with those of the Bureau of Agricultural Marketing.

MAINE MARITIME ACADEMY

THE HONORABLE JOSEPH SEWALL, PRESIDENT, BOARD OF TRUSTEES
THE HONORABLE KENNETH M. CURTIS, PRESIDENT

Central Office: Castine, Maine
Mail Address: Castine, Maine 04420

Telephone: 326-4311

Established: 1941

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 02; Umbrella: 75; Unit: 370; Citation: 1941 P&SL Chap. 37

Average Count—All Positions: 165

Legislative Count: N.A.

Organizational Units:

Board of Trustees
Board of Visitors
Office of the President
Training Division

Academic Division
Administrative Division
Student Affairs Division
External Services Division

PURPOSE: Maine Maritime Academy is a college specializing in ocean and marine oriented programs at the undergraduate and graduate level, with emphasis on engineering, transportation, management, and ocean science, as well as preparing officers for the merchant marine and the uniformed services of the United States. The Mission of the college is to provide an educational environment which stimulates intellectual curiosity, fosters professional competency, encourages rigorous self-discipline, and develops leadership potential through a learning environment which emphasizes active student involvement in both the curricular and co-curricular educational process. The college provides public service to the State while perpetuating Maine's heritage of the sea.

ORGANIZATION: The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through five divisions listed in the organizational units above.

Under the policy guidance furnished by the Board of Trustees, the President of the Academy is the principal executive, being assisted by five division heads, each of whom oversees their respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy of \$100,000 from the Maritime Administration. The Training Ship "State of Maine" is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget.

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of \$4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM: Academy enrollment projections in the summer of 1989 total 600. Of this number, 88 are seniors, 84 juniors, 143 sophomores, 200 freshmen, and 85 graduate students. The student body includes 24 women. Students from the State of Maine represent 60 percent of the total. Other students come from 25 states and 10 foreign countries. The Bachelor of Science degree was awarded to 91 students in April 1989. Associate in Science degrees went to 14 students, with Master of Science degrees to 22.

Nearly 100 percent of the Class of 1988 found professional employment within six months of graduation, in a wide range of marine and non-marine related companies. Twenty-four

MARITIME ACADEMY

members of the Class of 1988 accepted active duty commissions in the U.S. Navy and three in the U.S. Coast Guard.

The annual training cruise was conducted in the months of May and June aboard the *T. V. State of Maine*. Ports of call included Philadelphia, Pa.; Portsmouth, England; Leningrad, USSR; Copenhagen, Denmark; and Eastport, Maine.

In order to serve the growing pleasure boat and small craft commercial industries, the Academy expanded its curriculum in 1988 to include two-year programs in Yacht Operations/Boatyard Management and in Yacht and Small Craft Naval Architecture. The first degrees in these majors were conferred in April 1989, and all graduates had job offers, ranging from Maine to Florida.

At the Bachelor of Science degree level, Power Engineering Technology now supplements the traditional marine engineering majors. This new course of study will prepare graduates for positions as plant engineers, operating engineers, and plant managers in the shoreside power production industry.

The Academy makes a significant contribution to marine research on the Gulf of Maine by operating the 80-foot oceanographic research vessel *Argo Maine*. This vessel is operated in cooperation with the University of Maine, Maine Department of Marine Resources, Maine Geological Survey, and Bigelow Laboratory for Ocean Sciences. In November 1988 the Academy added to its fleet by exercising an option to purchase the historic Arctic schooner *Bowdoin*. She provides training for students leading to an auxiliary sail license, aids in student recruitment and public information, and serves as an enduring symbol of Maine's seafaring heritage.

On Course for Greatness: The Campaign for Maine Maritime Academy was launched in January 1989. With a goal of \$10 million, this fund drive is the most ambitious ever attempted by a maritime college in the United States. As of September 1989, 70 percent of the goal had been achieved.

Collective bargaining came to the Academy during the 1988-89 academic year, with the Maine State Employees Association representing faculty, staff, and classified employees.

LICENSES, PERMITS, ETC.

- Bachelor of Science degree.
- Master of Science in Maritime Management.
- Associate degree.

PUBLICATIONS:

- Maine Maritime Academy Catalog(no charge)
- Maine Maritime Academy—The Formative Years 1941-1966*
by Howard C. Jordan \$5.00
- Maine Maritime Academy Viewbook(no charge)
- Cruise Planning Manual for the Research Vessel *ARGO MAINE*(no charge)

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

MARITIME ACADEMY

MAINE MARITIME ACADEMY

Statement of Current Fund Revenues, Expenditures and Other Changes Year Ended June 30, 1989 with comparative figures for 1988

	Unrestricted	Restricted	Total	Prior year
Revenues:				
Tuition and fees	\$1,908,532	0	1,908,532	1,717,136
Federal appropriations	100,000	0	100,000	234,067
State appropriations and grants	4,932,814	3,125	4,935,939	4,698,203
Federal grants and contracts	8,842	413,199	422,041	399,605
Private gifts, grants and contracts	554,647	7,700	562,347	435,170
Endowment income	42,760	655	43,415	64,850
Sales and services of auxiliary enterprises	2,025,389	0	1,747,799	1,747,799
Other income	535,119	0	437,856	437,856
Total current fund revenues	<u>10,108,103</u>	<u>424,679</u>	<u>10,157,929</u>	<u>9,734,686</u>
Expenditures and mandatory transfers:				
Educational and general:				
Instruction	2,733,692	19,050	2,752,742	2,499,236
Public service	183,993	16,609	200,602	149,015
Academic support	466,957	10,919	477,876	450,399
Student services	984,312	30,017	1,014,329	965,137
Institutional support	2,120,231	816	2,121,047	1,577,488
Operation and maintenance of plant	1,322,486	10,572	1,333,058	1,509,274
Scholarships and fellowships	95,630	324,375	420,005	267,734
	<u>7,907,301</u>	<u>412,358</u>	<u>8,319,659</u>	<u>7,418,283</u>
Mandatory transfers for:				
Principal and interest	277,354	0	277,354	152,787
Loan fund	31,796	0	31,796	12,649
Total mandatory transfers	<u>309,150</u>	<u>0</u>	<u>309,150</u>	<u>165,436</u>
Total educational and general expense	<u>8,216,451</u>	<u>412,358</u>	<u>8,628,809</u>	<u>7,583,719</u>
Auxiliary enterprises:				
Expenditures	1,733,648	12,321	1,745,969	1,812,677
Mandatory transfers for:				
Principal and interest payments	52,914	0	52,914	50,107
Total auxiliary enterprises	<u>1,786,562</u>	<u>12,321</u>	<u>1,798,883</u>	<u>1,862,784</u>
Total expenditures and mandatory transfers	<u>10,003,013</u>	<u>424,679</u>	<u>10,427,692</u>	<u>9,446,503</u>
Other transfers and additions (deductions):				
Excess of restricted receipts (expenditures)		0	0	(149,235)
Unrestricted gifts allocated to other funds			0	0
Net allocation of unrestricted resources from (to) other funds	<u>(94,849)</u>	<u>0</u>	<u>(94,849)</u>	<u>(245,430)</u>
Total transfers	<u>(94,849)</u>	<u>0</u>	<u>(94,849)</u>	<u>(394,665)</u>
Net increase in fund balance	<u>\$ 10,241</u>	<u>0</u>	<u>(364,612)</u>	<u>(106,483)</u>

MAINE MEDICAL LABORATORY COMMISSION

PHILIP W. HAINES, Dr. P.H., CHAIRPERSON

Central Office: Human Services Bldg., Augusta

Telephone: 289-2727

Mail Address: Statehouse Sta. #12, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 92; Unit: 359; Citation: 22 M.R.S.A., Sect. 2026

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories. The Commission advises on the enactment of appropriate rules and standards for laboratories, and may suggest changes in law.

ORGANIZATION: This Commission of seven professionals, three consumer members and the Chairperson oversees the application of the Maine Medical Laboratory Act. Members are appointed by the Governor for three year terms, with staggered expiration dates. Support is provided by staff from the Department of Human Services' Public Health Laboratory.

PROGRAM: During FY 89 the Commission met once and conducted business by mail on several occasions. The number of licensed laboratories is now 19, an increase of 9 over the previous year.

FY 89 saw the completion and enactment of entirely new rules for independent laboratories, and also, for the first time, rules for proficiency testing in physician's office labs. Considerable staff time was devoted to this effort.

The year also saw the enactment of legislation concerning labs performing material serum alpha-fetoprotein screening, and lab services performing health screening tests. These laws will both require development and promulgation of additional rules, and will require additional enforcement. The Commission may, in the future, find its options limited by lack of staff, as the number of labs grows, and staff holds constant. It will be important in FY 90 to consider these issues, as well as the growth of the laboratory field in Maine, and make responsible decisions concerning the public's health, and appropriate assurance of quality in laboratory testing.

LICENSES, PERMITS, ETC.

License:

Private Medical Laboratory

PUBLICATIONS:

1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free
3. Rules and Regulations—free

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$1,000.00 in FY 89 and are, by administrative decision, included with those of the Bureau of Health, Department of Human Services.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

SUSAN BROOKS PARKER, COMMISSIONER

RONALD S. WELCH, Associate Commissioner, Programs

RONALD R. MARTEL, Associate Commissioner, Administration

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

Telephone: 289-4200

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1939

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 191; Citation: 34B M.R.S.A., Sect. 1201

Average Count—All Positions: 2,270

Legislative Count: 2,481.5

Organizational Units:

Bureau of Mental Health
Bureau of Mental Retardation
Affirmative Action Office
Office of Advocacy
Bureau of Children with
Special Needs
Public Information Office
Office of Community
Support Systems
Division of Planning and
Management Information

Division of Quality Assurance
Residential Treatment Centers Advisory Group
Developmental Disabilities Office
State Planning & Advisory Council on
Developmental Disabilities
Maine Committee on Problems of the Mentally
Retarded
Maine Advisory Committee on Children with
Special Needs

PURPOSE: The Department of Mental Health and Mental Retardation was established to enhance the quality of life for persons with mental illness and developmental disabilities by helping them to meet their needs for personal, social, educational, vocational and economic development, to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine.

Its mission is to support and empower individuals and families to enjoy an improved quality of life through effective stewardship of public resources.

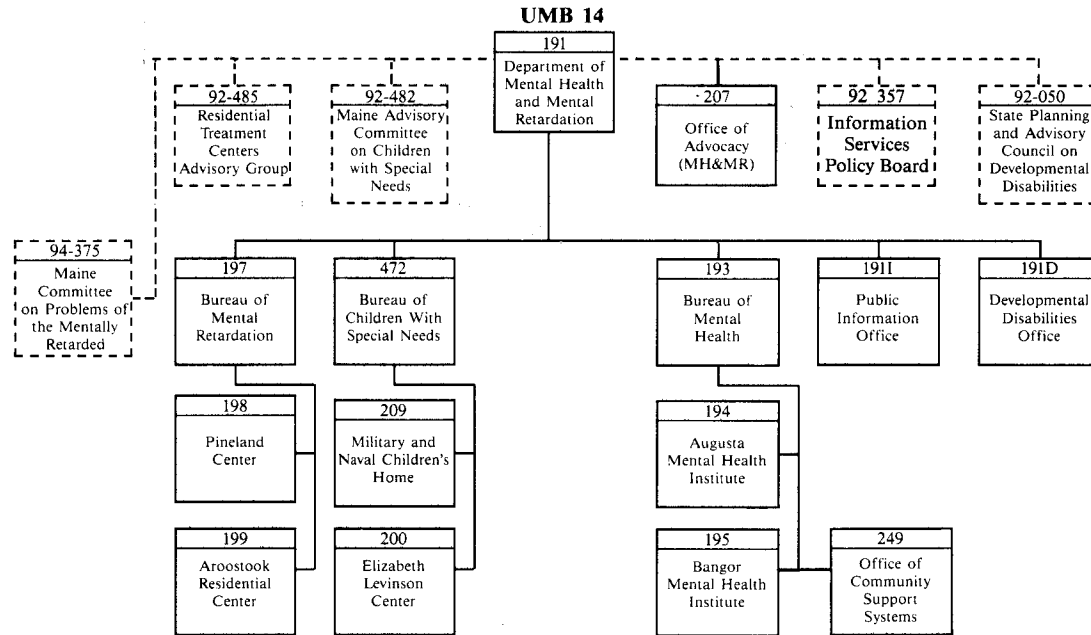
The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons under its jurisdiction. The Department also exercises general supervision, management of research, quality assurance and planning, grounds, buildings and property, employees and patients of the State institutions within its jurisdiction.

ORGANIZATION: The Department of Mental Health and Mental Retardation was established in 1939 as the Department of Institutional Services. Its present composition and designation evolved out of the development of a separate Department of Corrections by the Legislature in 1981. Intradepartmental divisions provide for the general administration, planning and management of Mental Health, Mental Retardation and Children's Services as required by statute. Additionally, the Legislature has established a number of advisory committees and councils that serve in an adjunct capacity to provide public input to the department's planning and decision-making processes.

Within the central administration the Commissioner provides the overall policy direction to each bureau and facility and the department's management infrastructure; the Associate Commissioner for Programs provides planning and policy direction for programs and services offered through the Department's Bureaus and institutions or contracted for through private agencies. The Associate Commissioner for Administration is responsible for all of the department's financial affairs as well as personnel and employee relations.

PROGRAM: Specific program information pertaining to FY 89 is included in separate reports prepared by the Department's subdivisions.

ORGANIZATIONAL CHART DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION



MENTAL HEALTH AND MENTAL RETARDATION

Approved by the Bureau of the Budget

MENTAL HEALTH AND MENTAL RETARDATION

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	49,976,829	49,071,120	284,209		621,500	
Health Benefits	4,294,339	4,223,718	28,598		42,023	
Retirement	10,348,113	10,172,107	54,336		121,670	
Other Fringe Benefits	408,770	400,877	3,723		4,170	
Computer Services—Comm	2,037	1,974			63	
Computer Services—State	80,603	79,103			1,500	
Other Contractual Service	6,910,851	5,900,209	522,887		487,755	
Rents	375,014	353,529	20,923		562	
Commodities	3,962,998	3,722,774	228,746		11,478	
Grants—Subsidies—Pensions	33,983,822	29,723,521	597,418		3,662,883	
Buildings and Improvement	691,668	691,668				
Equipment	579,976	554,291	5,466		20,219	
Interest—Debt Retirement	2,187	2,076	109		2	
Transfers to Other Funds	23,863		9,028		14,835	
TOTAL EXPENDITURES	111,641,070	104,896,967	1,755,443		4,988,660	

MENTAL HEALTH AND MENTAL RETARDATION

LICENSES, PERMITS, ETC.

Refer to Specific Program areas for details.

PUBLICATIONS:

Refer to Specific Program areas for details.

FINANCES, FISCAL YEAR 1989: The following financial displays were generated from Department accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

**DEPARTMENT OF MENTAL
HEALTH
& MENTAL RETARDATION
(Chief Administrative Unit)**

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,118,143	2,118,143				
Health Benefits	136,827	136,827				
Retirement	392,222	392,222				
Other Fringe Benefits	14,355	14,355				
Computer Services—Comm	1,434	1,434				
Computer Services—State	39,762	39,762				
Other Contractual Service	1,178,313	1,178,313				
Rents	96,268	96,268				
Commodities	2,006,051	2,006,051				
Grants—Subsidies—Pensions	43,500	43,500				
Buildings and Improvement	682,509	682,509				
Equipment	41,793	41,793				
Interest—Debt Retirement	963	963				
TOTAL EXPENDITURES	6,752,140	6,752,140				

OFFICE OF ADVOCACY (MH & MR)

RICHARD A. ESTABROOK, ESQ., CHIEF ADVOCATE

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

Telephone: 289-4223

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 207; Citation: 34-B M.R.S.A., Subsec. 1205

Average Count—All Positions: 8

Legislative Count: 0

PURPOSE: The Office of Advocacy is established within the Department of Mental Health and Mental Retardation to investigate the claims and grievances of clients of the Department. The Office also advocates for compliance with all laws, administrative rules and regulations, and institutional and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments. In addition, the Office of Advocacy is designated investigatory agent of the Department under the mandate of the Adult Protective Services Act (22 M.R.S.A., Sect. 3470 *et seq.*).

ORGANIZATION: Advocacy services were created administratively in 1972 with the appointment of institutional resident representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. In 1975 the 107th Legislature officially designated the "Office of Advocacy."

Presently Pineland, AMHI, BMHI and the Levinson Center each have an advocate. In addition, there are five community advocates for mentally retarded individuals in the community. One community advocate position is split half-time at the Levinson Center.

MENTAL HEALTH AND MENTAL RETARDATION

The four community advocates and the advocate at Pineland: (1) investigate allegations of abuse, exploitation, and neglect of mentally retarded individuals; (2) approve and monitor the utilization of aversive behavior modification plans both at Pineland and in the community; (3) represent clients at inter-disciplinary team meetings at which programs for treatment, services, and goals are planned, developed and recorded; and (4) review policies and actions of the Bureau's regional offices and at Pineland suggest ways to better deliver high quality care to mentally retarded individuals.

The two institutional mental health advocates: (1) investigate allegations of abuse, mistreatment, and neglect; (2) assist in the investigation and resolution of patient grievances; (3) attend treatment team meetings to aid in having the patient's treatment desires met; and (4) review policies and practices to advocate for humane care at the hospitals.

The Office of Advocacy administers a contract under which civil legal services may be provided to clients and patients of the Department.

PROGRAM: The Office of Advocacy has provided assistance or information to upwards of 2,000 mentally ill and/or mentally retarded clients through investigations of alleged abuse, review of aversive programming, representation of clients at Interdisciplinary Team Meetings, and Pupil Evaluation Team meetings. The Office has been actively involved in the implementation of regulations assuring mentally ill patients' rights, and will be actively enforcing those rights. A major goal of the Office is to be able to provide to the Department suggestions which will not only impact upon individual client's lives, but will also aid the Department and clients in general through helpful systematic changes.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Advocate, Pineland Center, Box C, Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330.

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401.

Rights of Mentally Retarded Persons (Summary of 34 MRSA c. 186-A)—free

Rights of Recipients of Mental Health Services, free, obtainable from the Chief Advocate, State House Station #40, Augusta, Maine 04333, or either of the two institutional advocates.

The Office of Advocacy and each individual advocate working for the Office of Advocacy maintains a substantial library of information regarding clients' rights. These materials are available for on-site use and in many cases are available for loan to individuals involved in service provision for clients of the Department of Mental Health & Mental Retardation.

In addition copies of all documents and laws referred to in the Department's regulations, "Rights of Recipients of MH Services," are available for inspection at each office of an advocate with the Office of Advocacy.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: Lombard St. Ext., Presque Isle

Telephone: 764-4104

Mail Address: Box 1285, Presque Isle, Maine 04769

Established: 1972

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 199; *Citation:* 34-B M.R.S.A., Sect. 5403

Average Count—All Positions: 21

Legislative Count: 23

MENTAL HEALTH AND MENTAL RETARDATION

PURPOSE: The primary purpose of the Center is to provide residential services and behavioral training aimed at increasing functional independence to help the adult client learn to live in the mainstream of society.

Specific objectives include the provision of the following:

- A. Respite care to families who are in need of either temporary or emergency placement of their mentally retarded child or adult in the Center's two (2) available respite care beds;
- B. Residence for adults attending either a sheltered workshop or adult day activity program;
- C. Transitional programming for Pineland Center residents who are returning to Aroostook County;
- D. Transitional programming for all residents from more restrictive residential environments to less restrictive residential placements;
- E. Transitional apartment programming to teach residents skills of independent living over a period of approximately six to twelve (6-12) months; and
- F. Basic teaching activities in such areas as daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills and overall community socialization.

ORGANIZATION: The Aroostook Residential Center began operation in October 1972.

Pre-admission evaluations are conducted by the regional office of the Bureau of Mental Retardation with final screening conducted by the facility's Admissions Committee. Decisions to admit are based on specific program recommendations developed through a multi-disciplinary approach. Regular admissions require certification of eligibility for intermediate care facility for mentally retarded services.

Following admission, the resident is assigned a specific staff member who is responsible for the implementation of the resident's individual program plan. Quarterly monitoring and staff reviews are conducted to assess program effectiveness. Modification of the resident's program is made as the need arises and implemented by Center staff.

A professional experienced in mental retardation program administration directs the activities of the houseparents and coordinates resident related activities between the Center and community agencies. These houseparents are the primary teachers and care providers for the residents.

PROGRAM: The Center operates on a 24 hour per day/seven days per week basis. Residents must be 16 years or older and experiencing behavioral adjustment difficulties.

The Center has also focused on enhancing its behavior management capabilities. Contracts for expanded professional services, i.e., psychology, speech therapy, occupational and physical therapy, give the staff significant consultative support. As a result, the Center has been able to manage more difficult and complicated behavior.

Compliance with the standards for licensure as an intermediate care facility for the mentally retarded provides the initiative for developing a more intensive behavior stabilization program. Additional Federal revenues to the general fund generated as a result of the operation of a seven-day program equals approximately 50% of the Center's operating costs.

These services have helped to stabilize requests for Pineland Center admissions by providing services to Aroostook County residents closer to home.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MENTAL HEALTH AND MENTAL RETARDATION

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	449,346	449,346				
Health Benefits	35,156	35,156				
Retirement	97,969	97,969				
Other Fringe Benefits	4,388	4,388				
Other Contractual Service	76,583	76,583				
Rents	2,023	2,023				
Commodities	21,670	21,670				
Grants—Subsidies—Pensions	26,843	26,843				
Equipment	5,805	5,805				
Interest—Debt Retirement	48	48				
TOTAL EXPENDITURES	719,831	719,831				

AUGUSTA MENTAL HEALTH INSTITUTE

WILLIAM J. THOMPSON, INTERIM, SUPERINTENDENT

Central Office: Hospital Street, Augusta

Telephone: 289-7200

Mail Address: Box 724, Augusta, Maine 04330

Established: 1834

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 194; *Citation:* 34-B M.R.S.A., Sect. 3201

Average Count—All Positions: 649.5

Legislative Count: 777.5

Organizational Units:

Admission Unit
Young Adult Unit
Adult Unit
Older Adult
Pre-Discharge Unit
Forensic Treatment Unit
Adolescent Unit
Alternate Living Program
G.R.O.W. Workshop Programs

Senior Rehabilitation Unit
Nursing Home
Evaluation/Research
Staff Development
Hospital and Business Services
Health Sciences Library
Professional Consultants
Nursing, Social Work,
Psychology, Rehabilitation Services

PURPOSE: The Augusta Mental Health Institute is mandated to treat adults who require intensive 24-hour psychiatric services from the following counties: Androscoggin, Cumberland, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo and York. In addition, the Institute provides inpatient psychiatric treatment to adolescents from throughout the State. All services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Augusta Mental Health Institute is the only facility, for these counties, mandated and equipped to provide care and treatment in a hospital setting to the following categories of patients: those who require involuntary hospitalization; those who require a secure setting; those who require extended periods of inpatient treatment and/or rehabilitation; those committed under the criminal statutes for observation, care and treatment; and those who require certain highly specialized programs not available elsewhere. The demand for mandated services is such that voluntary admissions have to be refused, delayed or diverted to assure suitable accommodations for those most in need. In some cases, the lack of appropriate community alternatives requires that Augusta Mental Health Institute accept additional acute patients on a voluntary basis.

ORGANIZATION: The Augusta Mental Health Institute was established in 1834 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital and in 1973 to its present designation. Throughout most of its history the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. The development of the community mental health centers in the 1960's resulted in a redefinition of the Institute's role. It stands today as a necessary and valuable part of the comprehensive mental health system which provides a broad range of services to Maine residents.

The Augusta Mental Health Institute is organized on a system of functional treatment units in order to meet, as effectively and efficiently as possible, the needs of mental health clients in the counties previously mentioned. Each of the functional units is responsible for the total treatment and rehabilitation of its patients:

- A. Admission Unit: The 30-bed unit is primarily an intensive assessment, diagnostic and crisis intervention service, offering short term treatment such as chemotherapy, group therapy, activity therapy, and occupational therapy. Except for forensic patients and adolescents, approximately 50% of our patients are discharged within 7-9 days. This rapid stabilization and discharge function requires carefully planned aftercare services which are provided by various mental health agencies throughout the state.
- B. Forensic Treatment Unit: At present, the 33-bed Forensic Unit is divided into an 8-bed high security section and a 25-bed medium security section. The 8-bed section provides short term intensive diagnostic and treatment services in a secure setting for individuals referred from the courts for observation, care and treatment and for civil admissions from state and county correctional facilities. Those found Not Guilty by Reason of Insanity (NGRI's) or Incompetent to Stand Trial (Mental Disease or Defect) are generally treated on the medium security area unless otherwise indicated. The staff of this Unit monitor all legal hold patients, regardless of treatment unit or release status.
- C. Adult Program: This 40-bed program focuses on treatment and social intervention to adult psychiatric patients up to age 45. Most patients in this program are being served in a long term outpatient or community based programs with occasional inpatient episodes being necessary.
- D. Young Adult Program: A 40-bed short term intensive psychiatric program designed to meet the needs of patients 18-30 years of age. Many of these patients are best described as the young chronic mentally ill with the special problems of substance abuse and other social problems.
- E. Adolescent Unit: This 24-bed unit provides comprehensive diagnostic and treatment services in an inpatient setting to all those mentally ill Maine youths (ages 12-17) whose problems have not or cannot be resolved through less restrictive alternatives in the community.
- F. Older Adult and Other Special Treatment Populations: A 39-bed milieu program for clients over 52. This program focuses on remotivation, improvement in basic functional skills and is individualized by additional treatment modalities specific to assessed needs. Services accommodate the needs of the head injured and hearing impaired who are part of this program.
- G. Pre-Discharge Unit: Closely aligned with the Alternative Living Program, this unit houses patients needing little structure and supervision and emphasizes those skills related to living independently or in less structured group living situations. This unit also has the capacity to expand or contract as our patient population and staffing dictates.
- H. Alternative Living Program: The Alternative Living Program consists of six houses or apartments on the grounds with a capacity of 40 patients. Each house provides a small, supportive, homelike group setting which more closely parallels the experiences that the patients are likely to encounter in the community. The goal for the individual is to reach the highest level of independent functioning possible, with the ultimate goal being community integration.
- I. Rehabilitation Services: A multi-disciplinary group of action oriented therapies that provide a means for individuals to go from a dysfunctional to a functional state. Occupational therapy, recreational therapy, movement/dance therapy and art therapy, are among those professions currently represented at AMHI under the umbrella of Therapeutic Activities. Adult educators are available to provide skill development, formal academic training and many leisure time skill enhancement courses.

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- J. **Adult School:** An Adult School is provided as a major element in the rehabilitation process since ongoing assessments of patient needs find many with little formal education and/or with very low self-esteem and self-care ability. An adult education program provides skill development, formal academic training and many leisure time skill enhancement courses.
- K. **G.R.O.W. Workshop:** This comprehensive workshop program utilizes any funds generated over and above the wages paid to workshop clients to expand rehabilitation opportunities. Clients with disabilities comparable to those of AMHI patients are referred from the community mental health centers, Divisions of Vocational Rehabilitation, Bureau of Mental Retardation and other mental health related agencies. By extensive utilization of this modality, patients who would have remained untreated or whose treatment may have been inappropriate and ineffective have reentered the world of productive employment in varying degrees of self-sufficiency.
- L. **Nursing Home Unit:** Patients residing on this 70 bed ICF Unit show substantial physical and behavioral impairment. Their level of disability is generally such that management outside the hospital nursing home setting is not feasible. Previously, some work had begun in providing consultation to community nursing homes so that they might be better able to manage individuals with behavioral complications which compound their medical needs. It is expected that this consultation program will be expanding. The AMHI Nursing Home (Greenlaw) is fully Medicaid certified.
- M. **Senior Rehabilitation Unit:** This particular program was developed during FY 89 in response to the growing number of "frail elderly" individuals residing on psychiatric units where the full range of their medical and psychiatric disabilities could not be adequately addressed. The Senior Rehabilitation Unit has a 37 bed capacity and will ultimately be dually licensed as a SNF/ICF Program. In addition to nursing staff, this program is covered by primary care physicians and physician assistants. Regular psychiatric consultation is available through AMHI's psychiatric service.
- N. **Clinic:** The Clinic serves as a medical support service to the psychiatric units, Nursing Home and Infirmary. It is responsible for coordinating referrals to medical specialties not provided at AMHI but represented by consulting medical staff, including podiatry and dental services. In addition, AMHI is required to maintain well equipped medical support facilities including an X-ray department, laboratory, pharmacy, physical therapy department and a dental hygienist.
- O. **Ancillary and Support Services:** Chaplains, Volunteers, Staff Development, Library and a host of other specialized services augment the other treatment services available and add to the overall therapeutic environment.
- P. **Substance Abuse Project:** AMHI benefits from the Alcohol Premium Fund in the form of services provided through contract with Crisis and Counseling, Inc. This expanded service contract provides staff support to our inpatient programs and in the area of aftercare. Three full-time staff are assigned to inpatient units and provide services to the whole institute population, but the strong emphasis is on the young adult population. Two additional persons provide aftercare and community services to discharged patients.

PROGRAM: This past fiscal year, 1989, was a period of continuing programmatic change for Augusta Mental Health Institute. AMHI continued to respond to admissions pressures and overcrowding, especially during the first eight months of FY 89. AMHI's participation in the Medicare program was partially discontinued in large part due to the insufficient numbers of psychiatrists to manage the patient care load. FY 88 ended with a proposal developed for 18 additional staffing positions to begin responding to active treatment needs and Medicare deficiencies. AMHI continues to maintain Medicare coverage for a number of acute medical beds. Our 70 bed Nursing Home maintains full Medicaid certification and we continue to receive Medicaid support for our Adolescent Service.

A prolonged heat wave in the summer of 1988 and a poorly ventilated main building were identified by a review panel as significant factors seriously affecting patient care during the unprecedented heat.

These factors, along with ongoing development of the State Mental Health Plan led into a September Special Session which ultimately approved \$6.6 million to address both immediate AMHI programmatic needs and a level of community development which would ultimately benefit

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AMHI patients. AMHI received 64.5 full-time positions directed primarily toward relief of overcrowding and providing an increased capability for active psychiatric treatment.

Also in the fall of 1988, the Department of Human Services completed an assessment of its then 47 public wards who resided at AMHI. Several outside groups voiced concerns that many of these individuals were not receiving the full range of services necessary. The probate court has taken an increasing interest in the care provided to these individuals and AMHI has been working closely with DHS in a joint effort to ensure that these individuals receive a comprehensive range of services, including appropriate discharge planning and placement.

In December 1988, AMHI was surveyed by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Primary concerns arising from that survey focused on the need to further develop quality assurance mechanisms in the medical staff and nursing areas. Therapeutic environment concerns were also raised. In response to this survey, AMHI has worked vigorously to develop a comprehensive quality assurance system which is directed toward continuous monitoring of patient care activities and treatment outcomes.

AMHI became the focus of a series of Human Resource Committee hearings in February 1989, with the ultimate development of an AMHI Oversight Committee. This committee, working with the Department of Mental Health and Mental Retardation, engaged a consulting organization to review AMHI's programs and structure. Departmental staff worked with the Oversight Committee in processing the results of this consultation and responding to recommendations. Significant improvements have been made, including installation of air conditioning throughout the facility and enclosure of some of the exposed pipes. Staff continue to work on plans to cover the remaining pipes in all patient rooms.

Also in February, the Department initiated an Admissions Diversion Program which appears to have had a significant impact upon the admissions rate. This program involves referring agencies, local crisis stabilization teams and the hospital in a process which ensures that less restrictive treatment alternatives are thoroughly considered prior to an emergency referral to AMHI.

Eighty-one (81) staff were allocated in March to continue meeting health and safety needs of the patient population. This staffing complement added significantly to our medical capabilities and also to our capacity to reduce overcrowding.

Beginning in May 1989, AMHI began a working relationship with a consortium of five private hospitals, under the direction of an Interim Superintendent. Project groups were formed, drawing upon expertise from member hospitals and these groups assessed various AMHI systems with a goal of providing constructive suggestions for improving AMHI's organization and capacity to deliver quality care and treatment. Project groups will propose strategies aimed at improving nursing service organization, medical records, management information systems and administrative structure.

Because of the variety of programs offered at AMHI we function as an important teaching resource for physicians, psychologists, social workers, nurses, occupational/recreational therapists, as well as for students in other health related areas. Formal educational programs include Grand Rounds which bring in nationally known experts, as well as state and local presenters to provide a fresh and stimulating professional environment. This combines with AMHI's secondary function as a site for presentations sponsored by the Department of Mental Health & Mental Retardation, as well as providing a meeting site for the Maine State Alliance for the Mentally Ill, which encourages and strengthens that very productive relationship.

Visions for the future of AMHI encompass continuing development of our treatment programs in tandem with a close working relationship with community programs which currently exist or are under development. AMHI utilizes two mental health program coordinators, in addition to various CMHC liaison staff to promote smooth entry into local community after-care networks. In addition, the sheltered and extended employment programs provided by our GROW Industries Program and the independent living training provided by our half-way house programs add significantly to AMHI's efforts in reintegrating our patients into the main stream of society.

As FY 89 came to a close, AMHI received generous support from the Executive Branch of the Government and the Legislature in the June Legislative Session. Eighty-five (85) additional staff positions were allocated which will allow continued enhancement of the Medical Services area, as well as providing for weekend housekeeping services for the first time. An increased Staff Development budget and this will allow for continuing development of our nursing staff as well as hospital-wide training efforts. A significant allocation was approved to enhance

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the therapeutic environment, including additional enclosure of pipes, new patient furnishings and asthetic improvements such as wallpaper, paint, plants and carpeting. Physicians salaries were also improved which will allow AMHI to compete nationally for talented and highly qualified physicians.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUGUSTA MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,923,781	14,711,663	212,118			
Health Benefits	1,293,156	1,270,375	22,781			
Retirement	3,109,500	3,068,782	40,718			
Other Fringe Benefits	134,292	131,587	2,705			
Computer Services—State	25,134	25,134				
Other Contractual Service	1,384,397	1,324,414	59,818		165	
Rents	22,055	2,680	19,375			
Commodities	738,415	645,212	92,328		875	
Grants—Subsidies—Pensions	761,354	597,424	163,930			
Equipment	148,988	147,160	1,828			
Interest—Debt Retirement	15	15				
Transfers to Other Funds	2,903		2,893		10	
TOTAL EXPENDITURES	22,543,990	21,924,446	618,494		1,050	

BANGOR MENTAL HEALTH INSTITUTE

N. LAWRENCE VENTURA, SUPERINTENDENT

Central Office: Hogan Road, Bangor

Telephone: 941-4000

Mail Address: Box 926, Bangor, Maine 04401

Established: 1885

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 195; Citation: 34-B M.R.S.A., Sect. 3201

Average Count—All Positions: 580.5

Legislative Count: 619.5

Organizational Units:

Institute Services

Rehabilitative Services

Personnel

Quality Assurance

Adult Psychiatric Program

Program on Aging

PURPOSE: The mission of the Bangor Mental Health Institute is to diagnose, treat and improve the mental, social and physical health, and where appropriate, the vocational and economic usefulness of adults from the counties of Aroostook, Hancock, Penobscot, Piscataquis and Washington, who require intensive 24-hour psychiatric services. These services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Bangor Mental Health Institute is part of a comprehensive system of mental health services in Northern and Eastern Maine which includes community mental health centers with multiple branch offices, community hospitals and private providers. It is the only hospital serving two-thirds of the state's geographic area that provides services for those mentally ill patients who cannot be managed in less restrictive settings, such as community mental health outpatient programs and community hospital inpatient programs, boarding homes, or nursing homes.

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ORGANIZATION: The Bangor Mental Health Institute was established in 1901 as the Eastern Maine Insane Hospital. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, now the Department of Mental Health and Mental Retardation. Its present name was established by the Legislature in 1973.

The Bangor Mental Health Institute is a 299-bed psychiatric hospital with 619.5 full-time equivalent staff positions authorized. The Institute is organized by specific functional treatment programs with 15 in-patient wards (units), two halfway houses and a Day Hospital.

The Institute is organized by specific functional treatment programs, with 15 inpatient wards (units) and 2 Halfway Houses. The Adult Psychiatric Program consists of 169 beds which are located in 8 residential programs organized into 4 units. Those units include an Admission Unit which provides short term acute care and crisis management. The Skills Learning Program provides care for the longer term patients, is composed of 4 wards, and is organized in a leveling system in accordance with the patients' level of functioning and programs developed to address those needs. The Transitional Living Unit is located in a ward and also includes the Halfway House program for patients preparing to leave the Institute. The Forensic Program (ward) provides treatment for persons found innocent by reasons of mental disease, as well as persons admitted from jails and correctional facilities.

Additionally, in January of 1989 we began a Day Hospital (C.L.A.S.P.) to address the needs of the long term chronic, dependent patient attempting re-entry and transitioning services to community agencies. It is hoped that this will partially ease the overcrowding situation. There are approximately 70 patients utilizing this service, the vast majority of whom are out of the hospital and living in the community.

The Program on Aging consists of 130 beds in four units, each with two wards. The overall goal is to provide therapeutic patient centered gero-psychiatric rehabilitation promoting the optimal level of health consistent with the limitations of the aging process and leading to a less restrictive environment. Treatment philosophy is eclectic, designed to meet the combined emotional, social, and physical health needs of this varied population, and emphasizes acquisition of adaptive coping mechanism and skills learning in a supportive, normalized setting. Therapeutic Community Unit patients are primarily self-caring and exhibit a wide range of functional abilities and disorders, needing active psychosocial therapy and education to achieve improved behavior and movement to a less restrictive environment. Adaptive Living Skills Unit patients are functionally or cognitively impaired, needing remotivation to maintain or improve mental and physical status and needing a supportive environment to increase interpersonal communication, integrity, and control. Resocialization Unit patients are chronically mentally and physically impaired with regressive, confused and unpredictable behavior, needing close supervision, basic socialization and reality orientation to maintain social and ADL skills. Psychiatric Nursing Home Unit patients are extremely cognitively impaired, dependent in ADL, regressed psychosocially, and physically debilitated, needing restorative and rehabilitative nursing programs to enhance and maximize quality of life.

Major clinical departments providing clinical and administrative services are Office of the Superintendent, the Office of the Clinical Director, including psychiatrists and other medical specialists and consultants; the Department of Nursing, including Nursing Education; the Department of Psychology, and the Department of Social Work and Rehabilitative Services which include Chaplaincy, Occupational Therapy, Physical Therapy, Therapeutic Recreation, Education, Library and Volunteer Services. Other clinical departments that provide essential services to patients are the Medical Clinic, Dental Services, Lab, X-Ray, and the Pharmacy.

PROGRAM: Bangor Mental Health Institute (B.M.H.I.) continues to provide integrated mental health services as part of Maine's mental health system. In order to enhance linkages with community programs, B.M.H.I. Administration and staff have worked closely with the Community Health and Counseling Services Board and Aroostook Mental Health. Other B.M.H.I. departments are also working to improve coordination of services with community programs such as Social Work with Aftercare to ease the transition of patients to the community; Rehabilitative Services with Growth Resource Center, Vocational Rehabilitation, Phoenix, Together Place, and Penobscot Valley Industries to expand and coordinate vocational services for mental health consumers, and Program on Aging professional staff working with Bureau of Maine's Elderly and Maine Health Care Association and the Citizens' Interest Group to provide

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increased communication and advocacy for improved mental health services for older citizens of Maine.

Throughout the year there has been a substantial increase in transitional services, including community linkages and support and day programming for patients who are on leave, trial visit, or for recently discharged patients. The transitional focus has been, in part, a response to the burgeoning demand for limited bed space at B.M.H.I.

The Institute is accredited as a psychiatric hospital by the Joint Commission on Accreditation of Health Organizations.

The Program on Aging again received renewed Medicaid certification as an Intermediate Care Facility (I.C.F.) of 130 beds, under applicable state and federal standards.

The Benchmark Vocational Program has served over 100 B.M.H.I. patients over the past year and has undergone a series of revisions both in programs and staffing. Renovation for space is currently underway to house the Benchmark Vocational Program and two-day Treatment Programs.

The Psychiatric Rehabilitation Program at B.M.H.I. has continued to advance, with an additional group of four staff trained this year and a new training program in the Program on Aging.

The Institute also serves as the location for a number of state, regional, and local offices, including Environmental Protection, Office of Energy Resources, Worker's Compensation, Bureau of Taxation, Bureau of Mental Retardation—Region II, Pre-Release Center, and Inland Fisheries and Wildlife.

LICENSES, PERMITS, ETC.

Nursing Assistant Certificates

Medication Assistant Certificates

PUBLICATIONS:

Patient's Handbook—B.M.H.I. (Free to citizens, patients)

Staff Handbook (Free to staff)

Patients' Rights Manual (Free to citizens, patients)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,814,069	11,771,469	31,987		10,613	
Health Benefits	1,004,411	1,000,021	3,593		797	
Retirement	2,471,503	2,463,456	6,042		2,005	
Other Fringe Benefits	78,991	77,922	878		191	
Computer Services Comm.	540	540				
Computer Services—State	8,495	8,495				
Other Contractual Service	947,874	920,399	22,367		5,108	
Rents	54,762	53,214	1,548			
Commodities	597,032	467,383	129,390		259	
Grants—Subsidies—Pensions	739,080	727,027	12,053			
Equipment	199,957	196,219	1,709		2,029	
Interest—Debt Retirement	985	876	109			
Transfers to Other Funds	1,835		1,675		160	
TOTAL EXPENDITURES	17,919,534	17,687,021	211,351		21,162	

BUREAU OF CHILDREN WITH SPECIAL NEEDS

ROBERT E. DURGAN, Ph.D., DIRECTOR

Central Office: State Office Bldg., Augusta, 4th Floor
Mail Address: Statehouse Station #40, Augusta, Maine 04333

Telephone: (207) 289-4250

Established: 1985

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 472; Citation: 34-B M.R.S.A., Sect. 6204

Average Count—All Positions: 32.5

Legislative Count: 36.5

PURPOSE: The Bureau's legislative mandate is to serve "children in need of treatment," with particular reference to children aged "0 to 5 years who are developmentally disabled or who demonstrate developmental delays," and to children aged "6 to 20 years who have treatment needs related to mental illness, mental retardation, developmental disabilities or emotional and behavioral needs that are not under current statutory authority of existing state agencies." Through the development of definitions, explicit statements of departmental priorities and procedures, the conduct of needs assessments and program evaluations, and the presentation of specific children's service plans to biennial sessions of the Legislature, the Bureau is charged with expanding and improving services to Maine children with special needs who comprise its clients, and to their parents.

ORGANIZATION: The Bureau of Children with Special Needs came into existence in September, 1985, as the result of action by the first session of the 112th Maine Legislature. It succeeds the Office of Children's Services, established in 1973 by administrative action of the department. With the creation of the new bureau, the development and delivery of children's services was elevated to equivalent status and visibility with the department's other two main organizational units—the Bureau of Mental Health and the Bureau of Mental Retardation. Financial and staff resources of these two bureaus relating to children have been reassigned to the Bureau of Children with Special Needs; in addition, the Infant Development Center in South Portland and the Elizabeth Levinson Center (an intermediate care facility for severely handicapped children) in Bangor joined the Military-Naval Children's Home, in Bath, as programs under the administrative jurisdiction of the Bureau.

PROGRAM: During 1988-89, grants developed or administered by the Bureau of Children with Special Needs totaled approximately \$5,500,000. Services purchased through these grants fall primarily into the following categories, with the figures in parentheses representing the proportion of these services to the total budget:

- Mental Health Services (27%)
- Residential Treatment Services (23%)
- Homebased Family Services (18%)
- Early Intervention Services (18%)
- Day Treatment Services (10%)
- Other Family Support Services (4%)

In the majority of instances, funds from the Bureau are combined with those of other children-oriented programs or agencies, such as public schools, the Department of Human Services, the Department of Corrections, the Department of Educational and Cultural Services, and the Developmental Disabilities Planning Council. As a result, a major focus of the bureau's central office is devoted to continuation and strengthening of Maine's successful 11 year effort to coordinate child and family services between state agencies, represented by the Interdepartmental Committee.

Approximately 3000-3500 children receive services in programs that are assisted by Bureau grants. The Bureau also competes for appropriate federal grants and currently operates a federally-funded transdisciplinary early intervention program in southern Maine through the Infant Development Center; a multi-agency service coordination project for homeless youth in Portland, Maine; and a Transitional Housing Demonstration Program for adolescents at its Children's Home, in Bath, Maine.

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PUBLICATIONS:

Bureau of Children with Special Needs Biennial Plan (1989-90)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CHILDREN WITH SPECIAL NEEDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,015,213	813,844			201,369	
Health Benefits	78,343	67,534			10,809	
Retirement	192,083	153,735			38,348	
Other Fringe Benefits	9,830	8,189			1,641	
Other Contractual Service	266,102	243,297			22,805	
Rents	10,352	10,352				
Commodities	15,654	12,967			2,687	
Grants—Subsidies—Pensions	5,944,062	4,859,325			1,084,737	
Equipment	2,186	1,310			876	
Interest—Debt Retirement	7	7				
Transfers to Other Funds	2,013				2,013	
TOTAL EXPENDITURES	7,535,845	6,170,560			1,365,285	

OFFICE OF COMMUNITY SUPPORT SYSTEMS

SUSAN WYGAL, DIRECTOR

Central Office: State Office Bldg.; Floor: 4

Telephone: 289-4238

Mail Address: Statehouse Sta. #40, State Office Building, Augusta, Maine 04333

Established: January 16, 1984

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 249; Citation: 34B M.R.S.A., Sect. 3004

PURPOSE: The Office of Community Support Systems was established to promote and support the development, implementation and management of comprehensive systems of services for persons with severe and persistent mental illness and to ensure the integration and maintenance of a decent quality of life for such persons through the development of community support service systems in the local mental health service areas.

ORGANIZATION: The Office of Community Support Systems within the Bureau of Mental Health was established in January 1984, evolving from the federally-funded Community Support Systems Project, part of a national initiative to assess, plan, and develop community support systems for persons discharged from state psychiatric hospitals. As community-based services to persons with severe and persistent mental illness became a more predominant direction within the mental health system, the scope of these services grew to encompass a broader population including persons with mental illness who may have been institutionalized only briefly, or not at all. The Director of the Bureau of Mental Health appoints, consistent with Personnel Law, the Director of the Office. The Regional Program Coordinators, who work in the regional mental health service areas, report to the Director. Crisis Stabilization Program Staff report to the Regional Program Coordinators.

PROGRAM: The Office of Community Support Systems (OCSS) works directly with consumers of mental health community support services and their families. Through technical assistance, staff support and contracts, OCSS has promoted the development of twelve family support

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and advocacy groups as well as the statewide chapter of the National Alliance for the Mentally Ill. Through funding and technical assistance, OCSS has promoted the growth of consumer self-help groups throughout the state.

Staff of the Office of Community Support Systems also provide technical assistance and training to provider agencies and organizations either directly or through conferences, workshops, or other types of training and development activities. This enables providers to improve service delivery and design new programs.

FY 85 notably marked the establishment of three Crisis Stabilization Program sites which continue to provide in FY 88 around the clock crisis intervention services and short-term emergency and respite housing services to mentally ill persons to avert institutionalization. The Legislature appropriated funds for FY 87 for a fourth site in the Lewiston-Auburn area, through a contract with a local provider and with OCSS oversight. FY 89 saw increased capacity in crisis programs and the beginning of the CLASS (Community Linkage Assessment and Stabilization Services). These services attempt to divert unnecessary AMHI admissions through use of local community inpatient services. Additionally, in FY 89, intensive case management services have been developed in the five most populous areas of Maine. Contractual responsibility for these services is within OCSS.

OCSS also works with local and regional groups to conduct needs assessment and planning for service system development and to monitor existing services.

Goals and objectives for OCSS are contained in the State mental health report which is updated annually by the Bureau of Mental Health.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Health.

DEVELOPMENTAL DISABILITIES OFFICE

SUSAN B. PARKER, COMMISSIONER

PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Nash Building, Augusta;

Telephone: 289-4213

Mail Address: Statehouse Sta. #139, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191D; *Citation:* 34B M.R.S.A., Sect. 1211

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Department of Mental Health and Mental Retardation is designated as the sole agency of the State to administer any statewide plan for the construction, equipment, maintenance or operation of any facility for the provision of care, treatment, diagnosis, rehabilitation, training or related services; which plan is required under provision of PL 100-146, "The Developmental Disabilities Assistance and Bill of Rights Act of 1987."

The Developmental Disabilities Office provides staff support to the Maine State Planning and Advisory Council on Developmental Disabilities. The Developmental Disabilities Office assists the Council in improving and enhancing the network of services available to developmentally disabled persons of all ages in Maine.

ORGANIZATION: The Department of Mental Health and Mental Retardation is designated as the Administering agency for the Developmental Disabilities Council by 34B M.R.S.A. 1211 para. 4.

The Office is composed of an Executive Director, a Developmental Disabilities Planner and a Secretary.

The Office assists the State Planning and Advisory Council on Developmental Disabilities in examining the issues germane to the Council's mission and purpose.

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PROGRAM: Please reference the State Planning and Advisory Council on Developmental Disabilities.

PUBLICATIONS:

All FREE (limited availability on asterisked items)

- DD Dispatch (The Council's Bi-monthly newsletter)
- Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition)
- Three-year State DD Plan 1987-89
- Jargon and Acronyms: A Booklet of Descriptions and Definitions
- Special Education for Parents: Rights and Responsibilities
- Just Like Me: Disability Awareness Activities
- Perspectives: Looking at Maine's Planning & Advisory Council on Developmental Disabilities
- Transition: Beyond Special Education
- Caring for Families Who Care: The Report of the Family Contribution Study Advisory Committee

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are included with those of the Bureau of Mental Retardation.

ELIZABETH LEVINSON CENTER

GENEVA M. BENSMAN, DIRECTOR

Central Office: 159 Hogan Rd., Bangor

Telephone: 941-4400

Mail Address: 159 Hogan Rd., Bangor, Maine 04401-5697

Established: September 23, 1971

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 200; *Citation:* 34B M.R.S.A., Sect. 6252

Average Count—All Positions: 57

Legislative Count: 58

PURPOSE: The Elizabeth Levinson Center serves severely and profoundly retarded children, ages birth to twenty (20) in a combined residential and training program. Referrals for admission come through the Bureau of Mental Retardation regional offices and Bureau of Children with Special Needs located throughout the state.

The primary purpose of the Center is Respite Care, Evaluation and Training for severely and profoundly retarded children. The purposes of the Center are:

1. Provision of Emergency Respite Care and Respite Care for families with severely and profoundly retarded children.
2. Provision of residential and program services for severely and profoundly retarded children.
3. Provision of contracted training. This program provides a family and their child with six months (renewable) training and residential services. This program provides parents with specific evaluations and training methods or elimination of negative behaviors which may prevent that child from taking part in community and school programs.
4. Provision of short-term evaluation services of severely and profoundly retarded children resulting in recommendations for future program developments.
5. Support placement of severely retarded children in the community.
6. Provision of early intervention program for developmentally disabled children, birth to five years. Includes center-based and home-based services and consultations.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the director of the Bureau of Children with Special Needs and under the

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overall supervision of the Department of Mental Health and Mental Retardation. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

PROGRAM: The Center continues to provide residential and training programs to severely and profoundly retarded children and their families.

The Elizabeth Levinson Center accepts referrals for admission from the six regional offices of the Bureau of Mental Retardation and Bureau of Children with Special Needs. A regional office case worker and Center social worker makes an intake visit to the family and presents the case for consideration to the Admissions Committee (made up of professional staff, representatives of various disciplines, parents and public school personnel). A Service Contract is written stating goals, responsibilities of the parties, and date of discharge. An Individual Program Plan (IPP) is developed and program reviews are conducted monthly or quarterly, depending on the Service Agreement Contract. Throughout the child's residence, parents are actively involved with their individual program in order to mitigate the separation adjustment and to increase the potential of transition into the home once the child is discharged.

Activities of note include expanded outreach services and assistance to families in rural areas, expanded in-service training for Bureau and Center staff, increased Center involvement in public school staff training and the provision of training to community provider agencies.

The Center offers an Early Intervention Program providing Center-based and home-based services to children birth to five years of age. Consultation with Preschool Coordination sites is also available.

Education programs for school age children are now provided by attending local school programs in the Bangor and Brewer area.

PUBLICATIONS: (Free)

Elizabeth Levinson Center Brochure

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,185,616	1,185,616				
Health Benefits	107,787	107,787				
Retirement	245,417	245,417				
Other Fringe Benefits	10,988	10,988				
Other Contractual Service	99,895	91,158			8,737	
Rents	4,178	4,178				
Commodities	45,408	43,011			2,397	
Grants—Subsidies—Pensions	102,827	102,827				
Buildings and Improvement	2,159	2,159				
Equipment	11,651	10,008			1,643	
Interest—Debt Retirement	21	21				
Transfers to Other Funds	168				168	
TOTAL EXPENDITURES	1,816,115	1,803,170			12,945	

BUREAU OF MENTAL HEALTH

ROBERT J. HARPER II, DIRECTOR

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

Telephone: 289-4230

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

TTY: 289-2000

Established: 1959

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 193; Citation: 34B M.R.S.A., Sect. 3001

Average Count—All Positions: 21

Legislative Count: 28

Organizational Units:

Interstate Compact on Mental Health

Office of Community Support Services

PURPOSE: The Bureau of Mental Health is responsible for the direction of mental health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Mental Retardation, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. The Bureau is also mandated to promulgate rules aimed at protecting and enhancing the rights of recipients of mental health services.

ORGANIZATION: The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine. The Commissioner of Mental Health and Mental Retardation appoints, subject to Personnel Laws and with the advice of the Mental Health Advisory Council, the director of the Bureau of Mental Health. Legislation relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

PROGRAM: The Bureau of Mental Health is primarily engaged in promoting an effective, integrated, and coordinated comprehensive mental health care system. The Bureau's goals and objectives are contained in a State mental health report which is updated annually. The Mental Health Advisory Council reviews and advises the Commissioner on the development and content of the report. Goals included maintaining and improving the quality of both the institutional and community components of the comprehensive system. Priority for services was established for persons with severe and persistent mental illness, elderly persons, and deaf persons. Major objectives were accomplished through the continued and increasing cooperation and coordination of the various components of the service delivery system.

During FY 88 several major activities and accomplishments occurred. The Bureau has focused on improved and expanded contracting capacity through the initiation of a comprehensive review of contract procedures and programmatic standard development. The Bureau's Elderly Services Coordinator oversaw the implementation of two Federal grants to provide inservice training to nursing and boarding home personnel and to provide consultation services and client functional assessments in such facilities. The Bureau received a continuation of a Federal grant to study the life course of persons who have been discharged from the areas of emergency services, housing, and socialization, especially for persons with severe and persistent mental illness. The Bureau worked closely with families with mentally ill members and encouraged the development of family support and advocacy groups. The Bureau worked closely with the Maine deaf community to improve accessibility and special services to deaf persons with mental illness, as well as creating work opportunities for persons with severe and persistent mental illness.

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The Bureau has continued to improve accountability for resources through its performance contracting system. Specific accomplishments include the promulgation of regulations providing for uniform cost identification and principles of reimbursement for community mental health services. The Bureau also implemented a new client reporting system for large mental health providers, which will be expanded to other providers and will continue to be improved in the upcoming year. In another area of accountability, new licensing standards for mental health programs were promulgated, and a patient rights monitoring system was established in both the institutional and community systems.

The Office of Community Support Systems has continued to promote and support the development and improvement of comprehensive, coordinated community support systems for persons with severe and persistent mental illness. These efforts have primarily focused on the development of needed housing, vocational, and crisis services. The Office continued to manage crisis stabilization programs at three sites. In the last fiscal year, the Office also worked with a community agency to develop a fourth crisis intervention program in the Lewiston-Auburn area.

Maine has provided leadership in several areas of mental health policy during this past year. The Maine mental health system was named in a national evaluation survey released during FY 87 and FY 88 as among the top four systems in the country with respect to its institutional and community services for people with the most severe mental illnesses. The Bureau will continue in the upcoming year to work on a broad range of unmet needs, particularly in the area of housing and vocational services.

The Bureau's Coordinator of Elderly Services oversaw the implementation of the Geriatric Mental Health Resource Program to provide community based services in thirteen counties; continued administration of an NIMH Grant; provided training to staff in nursing and boarding homes in ten counties and provided mental health assessments/consultation in nursing homes in four counties.

LICENSES, PERMITS, ETC.

License:

Agencies for the Provision of Mental Health Services

1. Aroostook Mental Health Center
2. Valley AMI Center
3. Community Health & Counseling Services
4. St. Michael's Center (DHRS)
5. Blue Hill Memorial Hospital, Inc.
6. Three Hudson Street
7. The Together Place, Inc.
8. Families United of Washington County
9. Opportunity Housing, Inc.
10. Kennebec Valley Mental Health Center
11. Motivational Services, Inc.
12. Kennebec Valley Regional Health Agency
13. Kennebec-Somerset Home Aide Services
14. Crisis and Counseling Centers, Inc.
15. Youth & Family Services, Inc.
16. Tri-County Mental Health Services
17. 100 Pine Street Area III MHC
18. Spurwink School-Day Treatment
19. Western Maine Counseling Service
20. Amity Center
21. Shalom House, Inc.
22. Ingraham Volunteers
23. Holy Innocents Home Care Service (DHRS)
24. Community Counseling Center
25. Marriage & Family Counseling
26. York County Counseling Services, Inc.
27. Bath-Brunswick Mental Health Association
28. Mid-Coast Mental Health Center
29. Home Counselors, Inc.
30. Androscoggin Home Health

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31. Creative Health Foundation
 32. DHRS
 33. Encore Program
 34. Goodwill-Caron St.
 35. RAFTS
 36. Washington County Psychotherapy Associates
 37. YWCA Treatment Program
- Licensed by Interdepartmental Licensing Committee
38. The Homestead Project, Inc.
 39. The Spurwink School
 40. Sweetser Children's Home
 41. Spurwink Meadowview

PUBLICATIONS:

Annual mental health reports (most recent, 86-87)
 Rights of Recipients of Mental Health Services
 Your Rights as a Psychiatric Inpatient in Maine
 Service Definitions for the Prevention and Treatment of Mental Health Disorders
 Mental Health Licensing Review Protocol
 Guardianship
 Report of the Task Force on Mental Health Services to Elderly Persons
 Mental Health Services in Maine Series:
 Vocational Programs in Maine for Individuals with Psychiatric Disabilities
 Alternative Mental Health Residential Programs in Maine
 Mental Health Consumer Organizations and Social Clubs
 Family Self-Help Support Groups in Maine
 Comprehensive Mental Health Agencies in Maine
 State of Maine Mental Health Institutes
 Mental Health for Maine's Elderly
 Resources for Deaf Persons in Maine
 Biemmmium Report to Maine Legislature on Mental Health Services to Deaf Persons
 Maine Mental Health Plan

Available to interested individuals by contacting the Bureau.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	691,991	444,146	31,771		216,074	
Health Benefits	50,978	33,278	2,091		15,609	
Retirement	134,354	85,326	6,002		43,026	
Other Fringe Benefits	6,290	4,658	110		1,522	
Computer Services—Comm	63				63	
Other Contractual Service	1,078,697	422,078	303,900		352,719	
Rents	20,835	20,385			450	
Commodities	101,475	98,041	1,103		2,331	
Grants—Subsidies—Pensions	13,551,228	11,483,471	421,435		1,646,322	
Equipment	10,002				10,002	
Transfers to Other Funds	8,346		2,925		5,421	
TOTAL EXPENDITURES	15,654,259	12,591,383	769,337		2,293,539	

BUREAU OF MENTAL RETARDATION

BETSY J. DAVENPORT, DIRECTOR

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

Telephone: 289-4242

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: July 1, 1969

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 197; *Citation:* 34-B M.R.S.A., Sect. 5201

Average Count—All Positions: 152

Legislative Count: 168

PURPOSE: The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are equally available to individuals with mental retardation and individuals with autism and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated statewide community programs for persons with mental retardation and autism. The Bureau serves as liaison, coordinator and consultant to several state departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian and/or Conservator for citizens with mental retardation in need of this service.

ORGANIZATION: The Bureau of Mental Retardation was established in 1969. Central Office staff include a Director, a Manager of Field Operations, a Manager of Resource Development, a Guardianship Program Manager, a Quality Assurance Manager, Management Analysts and clerical support. The Bureau is responsible for the operation of the Aroostook Residential Center. In addition, community mental retardation programs are supported through grants by the Bureau to private, non-profit agencies. Administratively, the State has been divided into six regions with an Administrator in each. Community case management staff assist individuals in obtaining services, assist agencies in securing finances and developing programs, review all cases referred to and from institutions and provide program planning services to clients.

PROGRAM: During FY 89, the Bureau has continued its commitment to having parents and providers involved in the development of plans statewide as well as task groups and committees. A long range planning task force established in 1987 completed its work in December 1988 with the publication of "A Plan for People." This document outlines future direction for people with mental retardation and autism, and is being used as a planning guide by the Bureau and many community providers.

Transition services to young adults who are preparing to leave school and enter employment or adult services continued to be a major focus during FY 1989. An interagency committee (Committee on Transition) was established in 1987 to coordinate on policy and service direction for transition services. The Bureaus represented on the Committee continue to combine resources and issue requests for proposals in order to develop needed services.

During 1988, a pilot program for use of a voucher system of payment was initiated for people aged 20-26 who reside with their families. This program empowers people and families in having a greater say in how public funds are spent on their behalf.

Respite care and crisis intervention were important areas of focus for FY 89. An adult respite center was opened in Lewiston. The center serves adults with behavioral disabilities. A second respite center was opened in the Bangor area, with a third crisis/respite service scheduled to open in Portland.

Training continues to be a major emphasis of the Bureau. Several conferences aimed at collaboration and information exchange have occurred during the past year about topics such as supported employment, community integration and positive behavioral practices.

Over the coming year the Bureau will focus on consumer advocacy through the work of a "People First" Task Force. The Implementation Committee of the Long Range Planning Committee will work on coordinating implementation activities and strategies for "A Plan for People." One major initiative will be the creation of a task force to address sexuality issues for people with mental retardation or autism. Supported employment and community integration will also be a major thrust of the Bureau's activities.

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PUBLICATIONS:

The Maine Approach
Directory of Programs Serving Maine Citizens with Mental Retardation
Pineland Consent Decree (Appendices A & B)
Questions and Answers on Guardianship
Bureau of Mental Retardation Brochure
"A Plan for People"

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,937,430	3,747,004			190,426	
Health Benefits	301,099	286,420			14,679	
Retirement	749,073	711,352			37,721	
Other Fringe Benefits	39,564	38,801			763	
Computer Services—State	1,512	12			1,500	
Other Contractual Service	973,412	840,958	34,233		98,221	
Rents	134,264	134,152			112	
Commodities	42,923	36,826	3,667		2,430	
Grants—Subsidies—Pensions	11,392,572	10,460,748			931,824	
Equipment	12,725	6,621	435		5,669	
Interest—Debt Retirement	21	19			2	
Transfers to Other Funds	7,737		690		7,047	
TOTAL EXPENDITURES	17,592,332	16,262,913	39,025		1,290,394	

MILITARY AND NAVAL CHILDREN'S HOME

JOHN W. McCARTHY, SUPERINTENDENT

Central Office: 103 South Street, Bath

Telephone: 443-4251 or 443-9575

Mail Address: 103 South Street, Bath, Maine 04530

Established: February, 1866

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 209; Citation: 34 M.R.S.A., Sect. 2951

Average Count—All Positions: 21

Legislative Count: 21

PURPOSE: The Military and Naval Children's Home is a state institution, the purpose of which is the short term shelter and care of children, ages 10-18, of this State who for a variety of reasons are unable to stay with their families. Most reasons for placement fall under the general categories of lack of appropriate alternative shelter and care, potential or actual abuse or neglect, and family crisis and upheaval. Subject to the approval of the Superintendent, a child may remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATION: The Military and Children's Home, originally called the Children's Asylum, was founded in 1864. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. The Home received its present name in 1929 when it was placed under the Department of Health and Welfare. In 1939 it was transferred to what is now the Department of Mental Health and Mental Retardation.

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Services at the Home are delivered in 2 distinct program components: The Group Home and the Transitional Housing Demonstration Program. The Group Home program receives referrals for admittance from a wide variety of sources: The Department of Human Services, school social workers, juvenile intake officers, ministers, and parents seeking voluntary placement of children. All referrals are received by the Superintendent of the Home and reviewed in consultation with the Bureau of Children with Special Needs, Department of Mental Health and Mental Retardation, and such agencies or parents as may be involved in the placement. The admissions procedure also requires the completion of a program application, appropriate authorizations, releases, acknowledgements, appropriate historical information, medical information, behavioral summaries; clearly written plan summarizing program commitment for all concerned, services to be provided, and plans for discharge. All planning is reviewed a minimum of every three months or as needed. The child remains at the Home until the situation that necessitated placement is resolved or the family or legal guardian indicates that the child is to be returned home or to an acceptable placement.

PROGRAM:

The Military and Naval Children's Home is developing new programs, policies, procedures and philosophies of child care management as social change moves the Home from a history of custodial care to a required emphasis on the therapeutic management and facilitation of personal growth and development for residents. All children displaced from their families carry a degree of emotional disturbance to their placement at the Military and Naval Children's Home. The pervasive themes of physical and sexual abuse, family violence, alcoholism, and chemical abuse mark a majority of the children placed in the Home.

Care is given during intake to accept those children who can benefit from services at the Home and to refer children requiring either less restrictive programming (many parents are encouraged to keep children in their home and are directed to local community resources which can help accomplish this objective) or more intensive programming at other institutions.

No child is refused appropriate services at the Home because of financial reasons. Payment for services is on a sliding scale.

A Board of Visitors has been established to assist in the development of policy and program changes, and to monitor the progress of the Home. The Commissioner of the Department of Mental Health and Mental Retardation appoints members to this 9-member Board of Visitors.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY AND NAVAL CHILDREN'S HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	319,963	319,963				
Health Benefits	21,922	21,922				
Retirement	71,555	71,555				
Other Fringe Benefits	2,755	2,755				
Other Contractual Service	31,330	31,330				
Commodities	9,935	9,935				
Grants—Subsidies—Pensions	15,720	15,720				
Buildings and Improvement	7,000	7,000				
Equipment	499	499				
Interest—Debt Retirement	38	38				
TOTAL EXPENDITURES	480,717	480,717				

PINELAND CENTER

SPENCER A. MOORE, Ed.D., SUPERINTENDENT

Central Office: Pineland Center, New Gloucester, Maine
Mail Address: Box E, Pownal, Maine 04069-0902

Telephone: 688-4811

Established: March 6, 1907

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 198; Citation: 34-B M.R.S.A., Sect. 5402

Average Count—All Positions: 670

Legislative Count: 675.5

Organizational Units:

Aging Cluster	Volunteer Services
Therapeutic Cluster	Personnel
Practical Life Cluster	Staff Development
Fundamental/Practical Life Cluster	Clinical Support Services
Fundamental/Life Cluster	Medical Support Services
Work Activities/	Institutional Support Services
Competitive Employment Cluster	

PURPOSE: Pineland Center, a comprehensive center for the developmentally disabled, provides training, education, treatment and therapeutic care for persons who are mentally retarded. It is part of the comprehensive network of community and institutional services provided by the Bureau of Mental Retardation. The primary objectives are delivered through multiple components to ensure the level of client services, to maintain compliance with the Consent Decree, and to fulfill the Intermediate Care Facility/Mental Retardation Residential and Developmental Training Center regulations.

Specific objectives to achieve the most appropriate level of training, education, treatment and care for each client are as follows:

- a. To provide residential treatment, both long and short term, which emphasizes training in dressing, grooming, eating, toileting and other activities of daily living;
- b. To provide medical and psychological treatment which maintains or improves the residents' physical or psychological status;
- c. To provide a thorough evaluation and treatment program of physical, occupational, communication, psychological and recreation therapies to maintain or increase residents' levels of independence with skills and behaviors;
- d. To provide a total treatment program based on residents' needs through the Individual Program Plan (I.P.P.);
- e. To provide a structured day program to accomplish specific training and education as directed by the I.P.P.;
- f. To provide resident information to families, guardian and correspondents;
- g. To provide out-patient diagnostic and evaluation services;
- h. To provide the least restrictive residential and treatment program on a continuum from institutional placement through community placement; and
- i. To provide adequate preparation for staff involved with the training, education, treatment and care of long and short term residents.

A more general purpose is to provide preventive services through public education, and to serve as an educational and informational resource to interested and concerned agencies, groups and individuals on a statewide basis, on all aspects and problems of mental retardation.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the then Department of Institutional Services. This department later became the current Department of Mental Health and Mental Retardation. This institution's current name, Pineland Center, was authorized by the Legislature in 1973.

MENTAL HEALTH AND MENTAL RETARDATION

Pineland Center provides comprehensive education, training and residential care to 280 Maine citizens with mental retardation. Twenty-four residential units ranging in size from 6 to 16 beds offer a normalized and home-like living environment. Pineland Center also operates two community-based ICF/MR group homes in Freeport which accommodate a total of 12 clients. Structured day programming is provided through five developmental training centers located at Pineland Center and the Marti Wuori Sheltered Workshop in Freeport. This sheltered workshop was expanded to serve 20 additional clients in the Fall of 1985 and serves 75 enrollees per day. In addition to the day programming for 265 residential clients, 28 day students or sheltered workshop client employees participated in work and developmental activities.

During FY 89, Pineland Center instituted a comprehensive reorganization of its services. As a result, administration of residential and program services has been consolidated into 6 clusters based on client training needs and developmental levels. The goal realized through the reorganization included the development of a clear, more accountable administrative structure, establishment of a cohesive continuum of residential care, from more to less restrictive, creation of truer interdisciplinary teams and smaller, more functional work units, and greater continuity of services 24 hours a day.

Additionally, Pineland offers a variety of services to many other mentally retarded persons who are not court certified for admission:

- a. Respite and Temporary Care providing short term stays for respite care, medical examination, analysis and treatment and emergency restraints;
- b. Outpatient Services, including dental, medical, x-ray and laboratory testing; and
- c. Community Education, Information and Consultative Services.

PROGRAM: Pineland Center again received renewal of Certification as an Intermediate Care Facility-Mental Retardation (ICF-MR), thus assuring the highest levels of care and training.

The Center continued its comprehensive programs of education, training, nursing and medical care in a normalized and homelike living and teaching environment.

The census of this past year averaged 265. There were 27 community placements made, with 2 returning to Pineland Center. During the year there were 28 new judicial certifications. Of the total 127 admissions to Pineland Center, 18 were for respite care, 106 were for emergency restraint, and 3 were for medical reasons.

Pineland's outpatient services were maintained, making diagnostic, evaluative and treatment services available statewide to persons with mental retardation, for the assistance of their parents, guardians or other caretakers. Such programs included dental clinic services, psychiatric evaluations, medical evaluations, special clinics (orthopedic, scoliosis), X-ray, and laboratory work, as well as communications, occupational therapy, physical therapy, psychology and others. The dental clinic maintained its offices for outpatients at Pineland and also conducted an active outreach program, bringing dental services for persons with mental retardation to 1904 citizens in other locations throughout the state. X-ray services for visiting outpatients totaled 114, while the laboratory provided services to 343 outpatients, in addition to its work for outpatients with mental retardation, performing 359 biochemical and microbiological tests for individuals at other state facilities.

Pineland Center continued to offer a diverse training program for its own staff and others from the BMR network and community providers during FY 89. Comprehensive orientation was offered to new employees each month, and a substantial amount of training was provided by Pineland's professional staff on topics ranging from medication administration, Mandt training and verbal intervention techniques to CPR, psychological treatment programs and therapeutic techniques. This core training program was complemented with a significant amount of training by experts from various fields. Highlights include: an Ethics Conference on the Dignity of Risk; a series of team building workshops for each cluster conducted by Greg Newton; ACDD Self Assessment Survey training; 3 writing courses taught by Carol Kontos for direct care staff and clerical staff; the Back School training program provided by the Health Center in Auburn; Introduction to Working with Persons with Visual Impairments provided by staff from the Division of Eye Care; Transition to Supervision and Introduction to Performance Appraisal training provided at Pineland Center by the Bureau of Human Resources; Search and Rescue training provided by the Maine Warden Service and Maine State Police; a presentation on Swallow Studies presented by Mark Hammond from MMC; Aquatics for the Disabled conference presented by Jane Styer-Acevedo; training on Signs of Abuse and Neglect provided by Adult Protective Services; Positive Approaches to Challenging Behavior training provided by Herb

MENTAL HEALTH AND MENTAL RETARDATION

Lovett; Dictation and Transcription training was presented by Joanne Edwards; Behavioral Clinical Intervention for Aggression and Acting Out was presented by Dr. James Luiselli; and training on a Consultative Model for Communication and Language training was presented by Dr. Stephen Calculator.

Eight Pineland Center staff were recertified as Mandt Trainers and 1 new Mandt Trainer was trained; Pineland also hosted the training of Mandt Trainers from the BMR system.

Due to changes in the state regulations governing CNA training, we discontinued providing this training on grounds. Five employees were sent to Lewiston Adult Education to receive this training, and we are now entering into an agreement to provide CNA training at Pineland in cooperation with Lewiston Adult Education.

Thirty-three employees received tuition reimbursement and 18 employees were granted short term, part time educational leave to assist them in their educational goals.

PUBLICATIONS:

Pineland Center Maps & Directions	No Charge
Technical Manuals (assorted)	Cost of reproduction
Appendix "A" Pineland Center Standards	No Charge
Rights of the Retarded (A Summary of the Consent Decree)	No Charge
A Brief History of Pineland Center	No Charge
Pineland Center Training Catalogue	No Charge
Pineland Center Assessment Tool	No Charge
Pineland Observer	No Charge
Pineland Communicator	No Charge

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PINELAND CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,521,277	13,509,926	8,333		3,018	
Health Benefits	1,264,660	1,264,398	133		129	
Retirement	2,884,437	2,882,293	1,574		570	
Other Fringe Benefits	107,317	107,234	30		53	
Computer Services—State	5,700	5,700				
Other Contractual Service	874,248	771,679	102,569			
Rents	30,277	30,277				
Commodities	384,435	381,678	2,258		499	
Grants—Subsidies—Pensions	1,406,636	1,406,636				
Equipment	146,370	144,876	1,494			
Interest—Debt Retirement	89	89				
Transfers to Other Funds	861		845		16	
TOTAL EXPENDITURES	20,626,307	20,504,786	117,236		4,285	

PUBLIC INFORMATION OFFICE

RALPH LOWE, DIRECTOR OF INFORMATION AND PUBLIC AFFAIRS

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

Telephone: 289-4212

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 1911; Citation: 34-B M.R.S.A., Sect. 1204

Average Count—All Positions: 1

Legislative Count: 0

MENTAL HEALTH AND MENTAL RETARDATION

PURPOSE: The purpose of the administratively established Office of Information and Public Affairs is:

- a. To inform the general public of programs and services provided by the department and to provide information in an effort to eliminate the harmful stereotypes which have prohibited mentally ill and mentally retarded individuals from community participation;
- b. To assure that the department is attuned to public needs and attitudes in order to respond appropriately; and
- c. To coordinate the most comprehensive volunteer effort in state government in order to enhance services to clients through increased community awareness and participation.

ORGANIZATION: The Office of Information and Public Affairs is located within the Program Services Division. The Director is responsible for:

- a. Preparing news releases concerning events within the department;
- b. Maintaining daily contact with the news media;
- c. Preparing educational brochures regarding departmental services for public distribution;
- d. Preparing daily news summary for departmental officials;
- e. Consulting and advising the Volunteer Services Coordinators from the institutions; and
- f. Organizing honors recognition ceremonies for volunteers from the various programs who have made outstanding contributions to the volunteer effort.

PROGRAM: During the second half of 1988 and the first six months of 1989, the Office of Information and Public Affairs was involved in informational activities both regionally and statewide. The Office assisted in the following efforts:

1. Helped publicize the community accomplishments of the "Kids in Crisis Conservation Corps" at Augusta Mental Health Institute.
2. Issued an explanatory statement on the Governor's \$6.5-million dollar proposal to the legislative Special Session for improved mental health services.
3. Alerted the public to the appearance of Dr. E. Fuller Torrey in Maine to discuss what makes a good system of care for citizens with chronic mental illness. Plus issuing a news briefing advisory.
4. Announced the appointment of Michael Fleming as Director for the department's Office of Planning.
5. Publicized Mental Retardation Orientation to be conducted for the public.
6. Issued a statewide public service message for Mental Illness Awareness Week, October 2nd through the 8th.
7. Issued Commissioner's statement marking the 10th Anniversary of the Pineland Consent Decree and publicized series of panel discussions on the event.
8. Announced the appointment of Dr. Ulrich B. Jacobsohn as Medical Director for the Department.
9. Publicized the third annual Conference on Child Sex Abuse Prevention and Treatment.
10. Announced a public training session on integrating individual's with mental retardation into community life.
11. Issued a news release on Pineland Center's celebration of 80 years of continuous service.
12. Announced the resumption of Augusta Mental Health Institute's Family Forum Series, entering its sixth consecutive year.
13. Issued a statewide News Briefing Advisory on the results of the investigation into patient deaths at Augusta Mental Health Institute.
14. Announced that Bangor Mental Health Institute had received a full three-year national accreditation.
15. Announced the appointment of Merrill R. Bradford to chair the new Maine Commission on Mental Health.
16. Issued a statement by the Commissioner on the appointment and convening of a special advisory panel on AMHI patient deaths.
17. Announced the appointment of N. Lawrence Ventura as Superintendent of Bangor Mental Health Institute. Plus news briefing advisory.
18. Issued a news briefing advisory on Maine showing its "best practices" programming in Preschool Services for Children With Special Needs.
19. Issued a news briefing advisory on the AMHI Advisory Panel conclusions and recommendations on patient deaths at that institution.

MENTAL HEALTH AND MENTAL RETARDATION

20. Alerted the news media of the Governor's annual pre-holiday visit to Maine's state-run institutions and facilities.
21. Announced the resignation of AMHI's superintendent.
22. Issues a news release explaining how care and treatment of elderly citizens with mental illness would be improved in Cumberland and York counties.
23. Announced a new program serving citizens who are mentally ill and who need linkages to community services in the Greater Bangor and Southern Penobscot area. Issued separate release on such services in Lewiston/Auburn area. Also Kennebec County area. Also York County area.
24. Issued statewide public service message on the necessity of all citizens being involved as spokespersons for people with mental illness, mental retardation and other developmental disabilities.
25. Announced the appointment of Joyce S. Harmon as Coordinator of Elderly Mental Health Services.
26. Announced the debut of a new long-range plan to help citizens with mental retardation and the inauguration of a new distinguished lecture series dedicated to the memory of William T. Twarog.
27. Issued statewide public service message on how it takes two to make a better one, referring to the involvement of both parents in avoiding drinking during pregnancy to head off birth defects.
28. Reported the increase in use of mental health services by Maine citizens who are deaf or hearing-impaired.
29. Issued statement by Commissioner on lawsuit filed on behalf of AMHI patients.
30. Announced Robert Perske as keynote speaker at first annual Twarog Distinguished Lecture Series on Mental Retardation.
31. Wrote Commissioner's editorial response on AMHI situation.
32. Announced the appointment of Richard Hanley as Acting Superintendent at Augusta Mental Health Institute.
33. Announced the winning of the Concannon Public Policy Achievement Award by Betsy J. Davenport.
34. Announced the appointment of Susan B. Parker to the Federal Advisory Committee on Housing for Handicapped Families.
35. Issued statement by Commissioner on how private hospitals are working with AMHI to divert admissions.
36. Announced a new advocacy resource for families with persons who are mentally ill.
37. Issued news release on AMHI's Nursing Home retaining Medicaid certification.
38. Issued Governor's/Commissioner's statement on the call for AMHI closure.
39. Issued news release that Governor would be keynote speaker and presenter at 10th Annual Volunteer Services Recognition Ceremony.
40. Publicized names statewide of Institutional-based and Community-based Volunteers-of-the-Year.
41. Publicized Maine Association for Infant Mental Health Conference.
42. Wrote and set-up statewide public service announcement on the "Sweep Away Stigma" campaign, featuring Governor as narrator.
43. Announced the appointment of Dr. George E. Davis as new Internist Physician at Augusta Mental Health Institute.
44. Announced community services programs for the AMHI Family Conference.
45. Publicized special workshop on recruiting staff for community mental health agencies.
46. Announced that Marie Balter would keynote "Sweep Away Stigma" Conference.
47. Announced new initiative to alert public to fetal alcohol and drug effects.
48. Issued news release on the winners of the Dorothea Dix Media Merit Awards.
49. Issued news release on Governor declaring "Sweep Away Stigma" Week in Maine, May 21st through the 27th.
50. Issued statewide news briefing advisory for the "Sweep Away Stigma" Conference principals to outline to the news reporters the problems and possible and recommended solutions.
51. Distributed news release on principal awards and Governor's keynote address highlights for Employee Recognition Day at Augusta Mental Health Institute.
52. Issued news release on Pineland Center efforts to meet Medicaid standards.

MENTAL HEALTH AND MENTAL RETARDATION

53. Announced the appointment of the Bureau of Mental Retardation's new Quality Assurance Manager, Kathryn E. Cook.
54. Distributed statement by Richard Hanley, Assistant Superintendent at AMHI, that police investigations disclaimed any "gang-rape" of a patient.
55. Announced the names of the Departmental Employees-of-the-Year.
56. Distributed letters-to-the-editor by the Commissioner and Bureau of Mental Health Director on the commitment to community services and the development of such services.
57. Distributed statewide public service message on "Sweep Away Stigma" utilizing a pitchman/trick card specialist, concluding: "Stigma's no card trick. No illusion. Neighbors with mental illness need understanding and fair treatment. You won't find that in the cards. You'll find that in your heart."

PUBLICATIONS:

"Mental Health: Keep It In Mind" Sticker
Report Magazine
Mental Health Services Directory
Maine Mental Health Plan
Stress Pamphlet
Volunteer Services Booklet—Elizabeth Levinson Center
"A Pregnant Woman Never Drinks Alone"
Posters, bumper stickers (French and English) Brochures.
"Treat Yourself to a Friend Today" sticker
Booklet: Guardianship, Questions and Answers
"To Keep Pace In Life's Race, Children Need Plenty Of Lap Time" Sticker
"Sweep Away Stigma" Stickers and Buttons

ALL ARE FREE

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

MAINE COMMITTEE ON PROBLEMS OF THE MENTALLY RETARDED

MATTHEW HUNTER, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Telephone: 289-4242

Established: 1967

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 94; Unit: 375; Citation: 34-B M.R.S.A., Sect. 1210

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The main purpose of the Maine Committee on Problems of the Mentally Retarded is to serve in an advisory capacity to the Commissioner and the Director of the Bureau of Mental Retardation in assessing present programs, planning future programs and in developing means to meet the needs of persons with mental retardation.

ORGANIZATION: The Maine Committee on Problems of the Mentally Retarded is composed of 11 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 9 representative citizens appointed by the Governor, who designates a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

1989 PL Chap. 73, enacted in April, changes the name of this unit to Maine Advisory Committee on Mental Retardation. The change will take effect September 30, 1989.

PROGRAM: The Committee holds monthly meetings that are well attended by membership. The Committee's major initiative this year is the development of a parent network to provide support to and advocacy for families with members who have mental retardation and/or autism. The Committee has initiated in conjunction with the Bureau of Mental Retardation, the publication of a quarterly newsletter entitled "For Families and Friends." This newsletter is geared to meeting the information needs of families.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Retardation (MH&MR).

MAINE MUNICIPAL BOND BANK

STEPHEN R. CROCKETT, CHAIRMAN

ROBERT O. LENNA, Executive Director

Central Office: 286 Water Street, Augusta
Mail Address: Box 2268, Augusta, Maine 04338

Telephone: 622-9386

Established: 1972

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 376; *Citation:* 30-A MRSA, Sect. 5901

Average Count—All Positions: 8

Legislative Count: 0

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: In July of 1988, the Maine Municipal Bond Bank issued \$31,860,000 enabling sixty governmental units to participate in the 1988 Farmers Home Administration Discount Purchase Program which resulted in a total savings of just over \$18,000,000 for the participants. In October of 1988, a bond offering was issued for \$43,445,000 which helped thirty-two governmental units finance their capital projects. In May 1989, another bond offering was issued in the amount of \$76,180,000 of which \$61,880,000 helped twenty-seven governmental units finance their capital needs and \$14,300,000 enabled sixteen governmental units to participate in the 1989 Farmers Home Administration's Discount Purchase Program resulting in a savings of \$1,700,000 for the participants. All issues were rated Aa by Moody's Investors Service, Inc., and AA by Standard & Poor. Concurrently with the bond issue, the Maine Municipal Bond Bank assists governmental units, particularly the smaller units, with their long-term financial plans and debt management problems.

PUBLICATIONS:

Annual Report

FINANCES, FISCAL YEAR 1989: The State accounting records for FY 89 do not contain any accounts assigned to this unit. Operating expenses are covered by income from investment of reserve and operating funds.

MUNICIPAL RECORDS

MUNICIPAL RECORDS BOARD

JAMES S. HENDERSON, CHAIRMAN

Central Office: L-M-A Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1973

Sunset Termination Scheduled for 9-30-89 per 1989 PL c. 304, §6

Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 377; *Citation:* 30 M.R.S.A., Sect. 2214

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Municipal Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of municipal records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the municipal level. Program services are provided to municipal governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The Municipal Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of municipal records. The Board consists of five members, including the State Archivist as Chairman ex officio and the State Registrar of Vital Statistics, and three municipal officials appointed by the Governor for terms of three years upon the recommendation of the Maine Municipal Association, the State Archivist, and the State Registrar of Vital Statistics. The headquarters of the Municipal Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the Municipal Records Board serve without compensation.

PROGRAM: The Board acts upon requests to destroy specified records submitted by various municipalities. In cooperation with the Municipal Records Board, the Maine State Archives provides technical assistance to a number of municipalities in such areas as microfilming standards, conservation concerns, and records management problems.

During the 1987-88 fiscal year, the Board began the process of updating its rules and expanding its General Disposition Schedule for Municipal Records. This project was continued into the 1988-89 fiscal year with additional record series common to Maine's municipalities, including those series generated by local law enforcement. Relief of serious storage problems should result, as municipalities will be able to dispose of records that are of no further value—either by confidential destruction, or by transfer to other authorized institutions.

LICENSES, PERMITS, ETC.

The Municipal Records Board is responsible for authorizing the destruction of municipal records having no permanent value (30 M.R.S.A., Sect. 2213). Procedures for the disposition of such records have been prescribed by the Board in accordance with the Administrative Procedures Act. Action taken by the Municipal Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records*.

FINANCES, FISCAL YEAR 1989: 30 MRSA Sections 2215 & 2216 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

**(BOARD OF DIRECTORS)
MAINE MUNICIPAL AND RURAL
ELECTRIFICATION COOPERATIVE AGENCY**

GORDON L. WEIL, ADMINISTRATIVE OFFICER

Central Office: Two Central Plaza, Augusta

Telephone: 622-4406

Mail Address: Two Central Plaza, Augusta, Maine 04330

Established: 1981

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 431; *Citation:* 35 M.R.S.A., Sect. 4101

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Municipal and Rural Electrification Cooperative Agency (MMRECA) is a joint action agency of Maine's consumer-owned electric utilities. It is to provide tax-exempt financing for joint projects.

ORGANIZATION: The Board of Directors is composed of 8 members appointed by member utilities, one member appointed by the Governor, and the Director of the Office of Energy Resources or his designee. The Board appoints an Administrative Officer. Staff services are provided by the Dirigo Electric Cooperative, Inc.

PROGRAM: The Board met on July 21, 1989, to elect officers. No budget was established. It was decided that MMRECA should continue to rely on the Dirigo Electric Cooperative, Inc. for administrative support. Dirigo is funded by MMRECA member utilities.

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

NEW ENGLAND BOARD OF HIGHER EDUCATION

ROBERT L. WOODBURY, CHAIRMAN OF MAINE DELEGATION

Central Office: 45 Temple Place, Boston, Mass. 02111

Telephone: (617) 357-9620

Maine Delegation Liaison Office: Division of Higher Education Services,

9 Weston Street, Augusta

Telephone: 289-2183

Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: 1955

Sunset Review: Not Established

Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 081; *Citation:* 20A M.R.S.A., Sect. 11002

Average Count—All Positions: 20

Legislative Count: 0

PURPOSE: The New England Board of Higher Education is a congressionally authorized regional, non-profit agency that seeks to encourage cooperation and efficient use of educational resources among the region's six states and 260 public and private colleges and universities. Basic funding comes from the six states, private foundations and New England corporations. The Board seeks to increase New England educational opportunities and services; promote regional coordination and cooperation among New England state governments and public and private institutions of higher education; analyze and publish regional information related to higher education; and sponsor studies and forums on regional public policy.

ORGANIZATION: Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

PROGRAM: The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Commission on Higher Education and the Economy, New England Regional Student Program, New England Commission on Academic Health Centers and the Economy of New England, Task Force on Minority Student Enrollment and Retention, Commission on Legal Studies and Practice in New England, International Education and the Economy of New England, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and Legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

The Maine Delegation to the New England Board of Higher Education for FY 88 is as follows:

NEW ENGLAND BOARD OF HIGHER EDUCATION

Robert L. Woodbury, Chancellor of the University of Maine System (Chairman of the Maine Delegation)
Representative Nathaniel J. Crowley, Sr., Stockton Springs (Vice Chairman of New England Board of Higher Education)
Eve Bither, Augusta
Senator Stephen C. Estes, Kittery Point
Scottie Higgins, Waterville
Bennett Katz, Augusta
Sandra J. Kearns, Kennebunk
Sally H. Maxwell, South Portland

PUBLICATIONS:

Connection: New England's Journal of Higher Education and Economic Development
A Quarterly magazine which is devoted to discussion of the region's higher education community and its link to regional economic prosperity. (Subscription \$12.00/yr.)
New England Regional Student Program Enrollment Report (Free)
New England Regional Student Program Offerings (Undergraduate and Graduate) (\$2.00)
New England Higher Education and the Economy:
Commission Prospectus (\$2.00)
Issues Reports (\$1.00)
Preliminary Report, A Threat to Excellence (\$3.00)
Business and Academia, Hoy and Bernstein (\$12.00)
New England's Vital Resource: The Labor Force, Hoy and Bernstein (\$12.00)
Financing Higher Education: The Public Investment (\$19.95)
Renewing Excellence (\$5.00)
Biomedical Research & Technology: A Prognosis for International Economic Leadership (\$5.00)
Equity and Pluralism: The Report of the Task Force on Black and Hispanic Enrollment and Retention in New England Higher Education (\$5.00)

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

PINE TREE LEGAL ASSISTANCE

PAMELA B. ANDERSON, EXECUTIVE DIRECTOR

ELINOR G. MILLER, Program Administrator

Central Office: 4 Milk Street, Portland
Mail Address: P.O. Box 547, DTS, Portland, Maine 04112

Telephone: 774-4753

Sunset Review: Not Established

Reference: Policy Area: 03; Umbrella: 99; Unit: 479; Citation: P.L. 1983, C. 477B

PURPOSE: Pine Tree Legal Assistance, Inc. is a Maine not-for-profit corporation incorporated to provide assistance to low income persons with civil legal problems.

ORGANIZATION: PTLA is governed by a 36 member Board of Directors composed of attorneys appointed by the Maine State Bar Association and of eligible clients. The Program is administered by an Executive Director and Program Administrator located in a Central Office in Portland and additionally maintains local service offices in Portland, Lewiston, Augusta, Bangor, Machias and Presque Isle, a Native American component in Augusta and a Farmworker component in Bangor, and is a co-sponsor of the Maine Volunteer Lawyers Project with the Maine State Bar Association and the Maine Bar Foundation. The Volunteer Lawyers Project has a toll free number, (800) 442-4293.

PROGRAM: Pine Tree Legal Assistance, Inc. receives its funding, about \$1.8 million in calendar 1987, from a number of governmental and private sources. The Program's primary funding source is the Legal Services Corporation, which distributes federal funds to legal services programs nationwide. Additional funding comes from the State of Maine, United Way, the Maine Bar Foundation's IOLTA Program, and other private sources. Pine Tree represents Maine citizens and groups at or below 125% of the Federal poverty level and estimates a client eligible population of 210,000 persons or 18.7% of the state's population.

PTLA provides direct legal services to eligible clients throughout the state. In 1988 its six area offices and special units closed 11,990 legal matters for eligible clients. Of these, 9,293 eligible clients received legal assessment and simple advice, printed informational materials, referral to another source of help or brief service by PTLA staff. Substantial legal representation was provided in 1,764 cases, including representation before the Maine District Court, the Maine Superior Court, the Maine Supreme Judicial Court and before local and state administrative agencies, legislative committees, review boards, advisory councils, federal district and appellate courts, and federal agencies. An additional 162 cases were closed for clients referred through a contract with the Maine Departments of Mental Health and Mental Retardation and Corrections, and 220 cases were closed for clients who were victims of domestic violence under the Cumberland County United Way grant. The Volunteer Lawyers Project handled 7,114 calls; of those calls, 1,198 cases were referred to volunteer lawyers for representation. A total of 5,285 cases were closed by the Volunteer Lawyers Project in 1988; substantial legal representation was provided in 559 of those cases.

PTLA accepts cases for representation based on a case acceptance priority plan. Cases involving termination or denial of governmental benefits and cases involving landlord/tenant and other housing problems generally receive the highest priority. Of all cases closed by PTLA's offices in 1988, 4,873 or 41% were in the housing area; 3,352 or 28% were in the government benefits area; 1,632 were in the family law area; 1,061 were in the consumer law area, and the remaining 1,245 cases in the areas of employment, health, education, individual rights, juvenile, and other miscellaneous areas. The case priorities for the Volunteer Lawyers Project complement those of PTLA. Of all cases closed by the VLP in 1988, 2,760 or 52% were in the family law area; 727 were in the consumer law area; 465 were in the government benefits area; 456 were in the housing area, and the remaining 877 cases were in the areas of education, health, individual rights, and other miscellaneous areas.

PINE TREE LEGAL

PUBLICATIONS:

Pine Tree maintains client education materials, which are available at no charge to income eligible callers in 40 substantive areas of the law. These brochures may be obtained by calling any of Pine Tree's six local service offices or by calling the Maine Volunteer Lawyers Project at (800) 442-4293. The most popular brochures cover landlord-tenant, General Assistance, and domestic violence issues.

SERVICE OFFICES: Portland Area (Cumberland, York, Sagadahoc Counties: 774-8211). Lewiston Area (Androscoggin, Oxford, Franklin Counties: 784-1558). Augusta Area (Kennebec, Knox, Lincoln, Somerset Counties: 622-4731). Bangor Area (Penobscot, Waldo, Piscataquis Counties: 942-8241). Machias Area (Washington, Hancock Counties: 255-8656). Presque Isle Area (Aroostook County: 762-1341). Farmworker Unit (942-1558). Native American Unit (622-4731).

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

**PINE TREE LEGAL ASSISTANCE, INC.
SUPPORT, REVENUE AND EXPENSES — STATE OF MAINE FUNDS
July 1, 1988 — June 30, 1989**

SUPPORT & REVENUE

State of Maine Grant Award	\$90,000
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EXPENSES

Salaries, Wages & Benefits	
Lawyers	28,208
Non-lawyers	24,864
Employee Benefits & Payroll Taxes	10,258
Sub-Total	\$63,330

Contracted Services	102
Travel & Meetings	2,674
Space & Occupancy	3,925
Office & Consumable Support	3,961
Telephone	7,971
Equipment Rental & Maintenance	1,305
Litigation & Court Costs	167
Library Maintenance	1,082
Other Expenses	5,483
Sub-Total	\$26,670

TOTAL	\$90,000
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Excess (Deficiency) of Support & Revenue over Expenses	0
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Fund Balance, at beginning of year	0
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Fund Balance, at year end	0
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Please Note: Pine Tree's fiscal year runs January 1 to December 31. Therefore, our financial statements are audited on that basis and the above statement is not final and absolute because year end distributions can be only approximately calculated.

POLICY REVIEW BOARD

POLICY REVIEW BOARD

RONALD R. MARTEL, CHAIRPERSON (July-January, 1989)

JANE L. LINCOLN, CHAIRPERSON (Effective January 1989)

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4459 (voice)

Mail Address: State House Station #4, Augusta, Maine 04330 289-4537 (TDD)

Established: July 1, 1986

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 358; *Citation:* 5 M.R.S.A., Sect. 7041

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Policy Review Board was established to advise and assist the Commissioner of Administration and the Director of Human Resources on matters affecting personnel in Maine State Service. In addition to general policy development, the Board is directed by its enacting legislation to review, study and develop policy for specific program areas including: longevity incentive, educational leave and job performance evaluation. Policy recommended or approved by the Board may be subject to collective bargaining negotiations.

ORGANIZATION: The Policy Review Board was established on July 1, 1986. The Board is comprised of the Commissioners of Transportation, Human Services, Mental Health and Mental Retardation, Conservation and Labor (or the designees of these named Commissioners), a representative from the Office of the Governor and two members chosen from private sector personnel systems. The Commissioner of Administration serves as an ex-officio, non-voting member. The private sector members serve a two-year term.

PROGRAM: During FY '89 the Board held regular monthly meetings on the policy issues mandated by the Civil Service Law and to advise the Director of Human Resources on other policy issues under consideration by the Bureau for improvement of the State's Civil Service System. The key issues which were reviewed and evaluated by the Board during this reporting period were:

- The design of a new performance appraisal system and users' handbook, and the selection of departments to be used for pilot testing for this new program;
- The design and implementation of a system for the decentralization of "CORE" training programs to major departments;
- A study of the classification and pay system used for confidential employees;
- The development of a process for identifying job classes with recruitment difficulties sufficient enough to warrant a labor market adjustment;
- The development of a process and criteria for identifying job classes for which recruitment, examination and selection could be effectively carried out at agency level;
- The development of a system by which the State would have the capability to contract with one or more providers of temporary help services to help meet the emergency short-term employment needs of line agencies.

In addition, the Board continued to monitor the progress of the Labor-Management Committee formed to study the State's educational leave program and identified its priorities for the next fiscal year.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are included with those of the Bureau of Human Resources.

POLICY REVIEW BOARD (Governor Baxter School for the Deaf)

Central Office: Mackworth Island, Falmouth
Mail Address: P.O. Box 799, Portland, Maine 04104

Established: November, 1983

Reference: Policy Area: 02; Umbrella: 92; Unit: 467; Citation: 20-A M.R.S.A., Sect. 7503

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Governor shall appoint a 7-member Policy Review Board to review and make recommendations relative to the Governor Baxter School for the Deaf. The board shall have access to the school, but may not participate in the administration of the day-to-day operations of the school. The board shall make annual recommendations to the commissioner relative to the management of the school, with copies being sent to the members of the joint standing committee of the Legislature having jurisdiction over education. The board's specific duties include, but are not limited to:

- A. Making policy recommendations to the superintendent and the commissioner;
- B. Reviewing policy development by the superintendent and commissioner;
- C. Reviewing the implementation of policy;
- D. Reviewing staff recruitment, retention, promotion and evaluation policies and procedures;
- E. Holding hearings for staff, parents, students, alumni, special education directors and general public and otherwise soliciting the opinions of individuals in those groups concerning the operation and role of the school; and
- F. Conducting exit interviews with the staff members terminating employment with the school.

ORGANIZATION: The Governor shall appoint a 7-member Policy Review Board.

- A. The term of office shall be 3 years.
- B. The initial appointments shall be as follows:
 - (1) Three members for 3 years;
 - (2) Two members for 2 years; and
 - (3) Two members for one year.
- C. Replacements for board members who do not complete their term of office shall be for the remainder of the unexpired term.
- D. No member of the Legislature may serve on the board.
- E. The board members shall be representative of a broad range of professionals, parents and citizens interested in the education of deaf and hearing impaired students. They may include:
 - (1) Professionals not employed by the Governor Baxter School for the Deaf who serve deaf and hearing impaired students;
 - (2) Parents of deaf and hearing impaired students at the Governor Baxter School for the Deaf and in school administrative unit programs;
 - (3) Representatives of handicap advocacy groups;
 - (4) School administrative unit administrators or special education directors;
 - (5) Members of the deaf and hearing impaired community; and
 - (6) Interested citizens.

PROGRAM: A 7-member Policy Review Board was appointed by the Governor in November, 1983. Each year, one, two and three-year terms are staggered. Originally, the Board met four times annually at GBSD. However, in September 1987, the Board altered its function to afford greater involvement in school planning and now meets monthly during the school year. The Policy Review Board chair prepares an annual report to the Commissioner of Education regarding Board activities.

FINANCES, FISCAL YEAR 1989: No board member received any pay from the school. Travel expenses were covered under the administrative section of the school's budget.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

SUSAN M. COLLINS, COMMISSIONER

Central Office: Gardiner Annex, Northern Ave., Gardiner

Telephone: 582-8700

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973

Sunset Review Required by: 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 027; *Citation:* 10 M.R.S.A., Sect. 8001

Average Count—All Positions: 2

Legislative Count: 15

Organizational Units:

Divisions:

Administrative Services Division
Licensing and Enforcement Division

Bureaus:

Bureau of Banking
Bureau of Insurance
General Lines Agent Examination
Advisory Board
Life Agent Examination Advisory
Board

Bureau of Consumer Credit
Protection

Commissions:

Maine Athletic Commission
Real Estate Commission
Maine State Pilotage
Commission

Boards:

Acupuncture Licensing Board
Arborists Examining Board
Board of Accountancy
Board of Licensing of Auctioneers
Board of Certification of Geologists and
Soil Scientists
Board of Chiropractic Examination and
Registration
Board of Commercial Driver Education
Board of Commissioners of the Profession
of Pharmacy
Board of Registration of Dietetic Practice
Board of Examiners in Physical Therapy
Board of Funeral Services
Board of Hearing Aid Dealers and Fitters
State Board of Licensure of Professional
Foresters
State Board of Registration for Land
Surveyors
Board of Licensure of Railroad Personnel
State Board of Substance Abuse
Counselors
Board of Respiratory Care Practitioners
Electricians Examining Board
Manufactured Housing Board
Nursing Home Administrators Licensing
Board
Occupational Therapy Board of Practice
Oil and Solid Fuel Board
Plumbers Examining Board
Radiologic Technology Board of
Examiners
State Board of Barbers
State Board of Examiners of Psychologists
State Board of Examiners on Speech
Pathology and Audiology
State Board of Social Worker Licensure
State Board of Veterinary Medicine

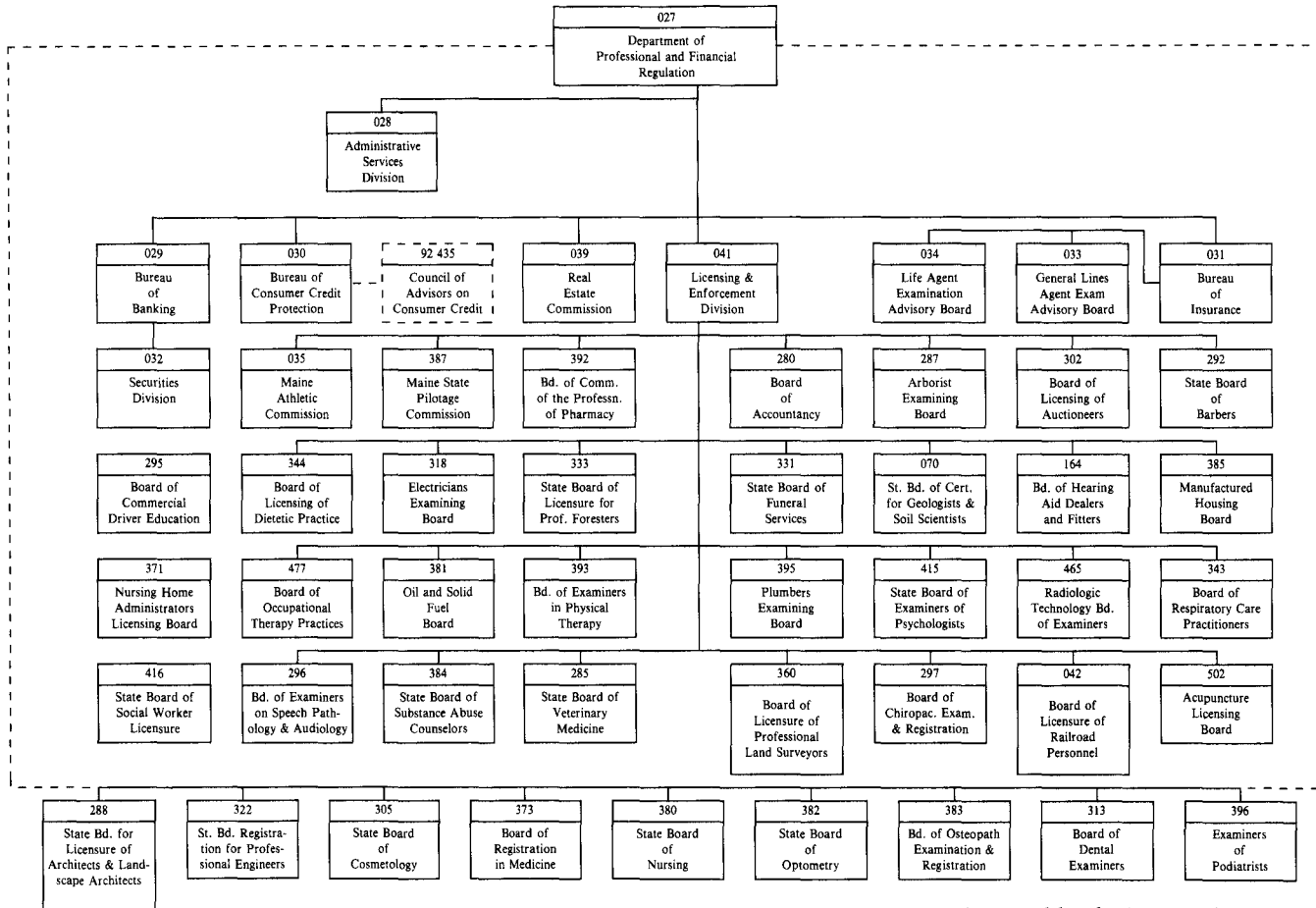
AFFILIATED BOARDS:

Maine State Board for Licensure of Architects and Landscape Architects
State Board of Cosmetology
Board of Dental Examiners
State Board of Registration for Professional Engineers
Board of Registration in Medicine
State Board of Nursing

ORGANIZATIONAL CHART

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

UMB 02



PROFESSIONAL AND FINANCIAL REGULATION

Approved by the Bureau of the Budget

PROFESSIONAL AND FINANCIAL REGULATION

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,837,458	399,994	3,437,464			
Health Benefits	291,841	25,018	266,823			
Retirement	699,561	62,027	637,534			
Other Fringe Benefits	31,245	3,218	28,027			
Computer Services—Comm.	1,163		1,163			
Computer Services—State	17,224		17,224			
Other Contractual Service	2,405,120	99,387	2,305,733			
Rents	437,569	15,472	422,097			
Commodities	153,559	7,604	145,955			
Grants—Subsidies—Pensions	63,249		63,249			
Equipment	293,814	2,021	291,793			
Interest—Debt Retirement	38		38			
Transfers to Other Funds	116,150	480	115,670			
TOTAL EXPENDITURES	8,347,991	615,221	7,732,770			

PROFESSIONAL AND FINANCIAL REGULATION

State Board of Optometry
Board of Osteopathic Examination and Registration
Examiners of Podiatrists

PURPOSE: The Department serves the public by examining and overseeing all state-chartered financial institutions, regulating bank holding companies, regulating insurance companies, agencies and agents, grantors of consumer credit, the real estate industry, commercial boxing and wrestling, approving the sale in Maine of oil and solid fuel heating equipment, and licensing and regulating numerous professions and occupations.

The Department protects Maine consumers through its licensing, examining, and auditing activities; by conducting programs aimed at increasing voluntary compliance with State laws; by investigating possible violations of law; and by undertaking enforcement actions. The Department responds to consumer complaints and requests for information and conducts educational and outreach programs to make consumers aware of their rights under Maine laws.

In order to encourage the development of sound ethical businesses which serve the needs of Maine citizens, the Department fosters a healthy business environment through competent, impartial and efficient regulation.

ORGANIZATION: The Department of Business Regulation was created in October 1973, as part of State government reorganization designed to consolidate related agencies along functional lines and to strengthen executive direction. Original agencies placed under the jurisdiction of the Department were the Bureau of Banking, the Bureau of Insurance, the Real Estate Commission, the Maine State Boxing Commission (renamed Maine Athletic Commission), the State Running Horse Racing Commission, and the Land Damage Board (renamed State Claims Board), later transferred by statute to the Department of Finance and Administration. The Administrative Services Division was established by the Commissioner in 1974 and by statute in C. 553, P.L. 1983. The Special Session of the 106th Legislature established the Bureau of Consumer Protection (renamed the Bureau of Consumer Credit Protection) to enforce the Maine Consumer Credit Code, which became effective on January 1, 1975.

The 107th Legislature transferred the Oil Burner Men's Licensing Board (renamed the Oil and Solid Fuel Board) and the Electricians' Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature established the Central Licensing Division and transferred the Board of Examiners on Speech Pathology and Audiology and the State Board of Examiners of Psychologists from independent agency status to the Department. The 108th Legislature created the Board of Registration of Substance Abuse Counselors and the Manufactured Housing Board and transferred the Board of Examiners of Arborists from an independent agency status to the Department. In its second session, the 108th Legislature transferred the Social Worker Registration Board from an independent agency status to the Department. The 109th Legislature transferred the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists and the Board of Examiners in Physical Therapy from an independent agency status to the Department. It also created the Auctioneers Advisory Board.

The First Session of the 110th Legislature attached the State Board of Registration for Professional Engineers, the State Board of Registration for Land Surveyors and the Penobscot Bay and River Pilotage Commission to the Department. It also created the Commercial Driver Instructors Licensing Board and transferred the Registration of Charitable Solicitors from the Secretary of State to the Department.

The Second Session of the 110th Legislature transferred from the Department of Human Services to the Department of Business Regulation: the Plumbers Examining Board, the Board of Hearing Aid Dealers and Fitters, and the Board of Funeral Service, all effective July 1, 1983.

The First Session of the 111th Legislature, at the Department's request, enacted Public Law Chapters 171, 413 and 553. The first completely reorganized the Real Estate Commission, its staff and functions. The second conformed the statutes of all boards within or affiliated with the Department to the Administrative Procedure Act and recent Federal and State court decisions, and standardized many of the powers and procedures of the licensing boards.

It created a new Division of Licensing and Enforcement to include the Department's Computer Services Section; provided that the Superintendents of the three bureaus be General Fund responsibilities, took the Manufactured Housing Board and Athletic Commission out of the General Fund and made them dedicated accounts, and renamed the Department the Depart-

PROFESSIONAL AND FINANCIAL REGULATION

ment of Business, Occupational and Professional Regulation.

The Second Session of the 111th Legislature created and placed within the Department the Board of Occupational Therapy Practice; it placed within the Department the Penn Bay Pilotage Commission and extended the Department's authority over the remaining six attached licensing boards. It reviewed and to some extent standardized the per diem and expenses of licensing board members and provided that legislators could not be licensing board members.

The First Regular Session of the 112th Legislature transferred the Board of Administrators of Medical Care Facilities from independent status to this Department, effective June 4, 1985; and it created the Board of Registration of Dietetic Practice and the Board of Respiratory Care Practitioners and placed them within the Department, both effective September 19, 1985.

The Second Regular Session of the 112th Legislature conducted the first ever audit and program review of the Department and left it fundamentally unchanged. The audit was useful in every respect. It redefined important relationships, eliminated outdated statutory provisions, and helped the Department in the areas of housing and personnel.

The process repealed the Itinerant Photographers Registration Act and defined for all licensing boards the definition of a "public member."

The Legislature also transferred the Radiologic Technologist Board from Human Services, the Veterinarians Board from Agriculture, and the Barbers Board from affiliated status, and put them within this Department, effective 7/16/86. It affiliated with the Department the boards which license chiropractors, dentists, medical doctors, nurses, optometrists, osteopaths, pharmacists and podiatrists. It directed that by 1990 all licensing boards be physically located in the Capital area. It created statutory standards to be met by groups seeking additional licensing boards. The registration of Sellers of Business Opportunities was transferred to the Securities Division of the Bureau of Banking.

During 1987, the First Session of the 113th Legislature enacted legislation placing the Board of Accountancy within the Department and strengthening the Board's licensing law. The Legislature also passed legislation significantly revising the licensing statute used by the Real Estate Commission and created a new licensing board to regulate acupuncturists, which is located in the Department. In 1988, the Legislature approved legislation transferring the Board of Commissioners of the Profession of Pharmacy to the Department.

In 1989, the First Session of the 114th Legislature approved bills proposed by the Department which strengthened the disciplinary powers of the licensing boards, provided limited confidentiality of investigative records, and brought the Board of Chiropractic Examination and the Board of Registration for Land Surveyors within the Department. The Legislature also created a new board to license counsellors.

PROGRAM: The Commissioner is the administrative head of the Department and, as such, budgets for the Department, initiates and coordinates all planning, directs the activities of the Department's two divisions and those of all units and employees not part of a major subdivision. The Commissioner is responsible for most personnel matters and directs the day-to-day management of the Department.

The Commissioner is responsible for reviewing the operation of agencies within the Department, and to assure that each "complies fully with its statutory and public service responsibilities." However, the Commissioner lacks authority "to exercise or to interfere with the exercise of discretionary regulatory or licensing authority" which is vested by statute directly in the Bureaus, Boards and Commissions of the Department.

In the case of affiliated boards, the Commissioner and the Department act as a liaison with the Governor and with other units of state government. Affiliated boards prepare their own budgets and submit them through the Department.

The Commissioner develops the Department's legislative program, and coordinates it within the Department and with the Administration. The activities of the Department during FY 89 are discussed in the reports of its component parts.

LICENSES, PERMITS, ETC.:

See individual agencies.

PUBLICATIONS:

See reports of component units.

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1989: The following financial displays were generated from Department accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	74,797	74,797				
Health Benefits	3,565	3,565				
Retirement	6,219	6,219				
Other Fringe Benefits	772	772				
Other Contractual Service	50,264	50,264				
Commodities	2,190	2,190				
Transfers to Other Funds	440	440				
TOTAL EXPENDITURES	138,247	138,247				

BOARD OF ACCOUNTANCY

LORENZO A. BELLEFLEUR, PA, CHAIRMAN

WILLIAM L. RANDALL, Secretary

DAWN L. TEED, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1967

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 02; Unit: 280; Citation: 32 M.R.S.A., Sect. 3971

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, as established by Title 5, section 12004, subsection 1, shall consist of 5 members appointed by the Governor. Each member of the board shall be a citizen of the United States and a resident of this State. Three members shall be persons registered in accordance with subchapter III and whose principal occupation has been in active practice as a certified public accountant for at least the 5 preceding years. One member shall be a person registered in accordance with subchapter IV and whose principal occupation has been in active practice as a noncertified public accountant for at least the 5 preceding years. One member of the board shall be a representative of the public. Appointments shall be for 3-year terms, except that the terms of 2 members other than the public member shall expire each calendar year and appointments of less than 3 years may be made in order to comply with this limitation. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon the expiration of his term of office, a member shall continue to serve until his successor shall have been appointed and shall have qualified, and the successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only a period actually served which exceeds 1/2 of the 3-year term shall be deemed a full term. The Governor shall remove from the board any member whose permit to practice has become void, revoked or suspended, and may, after hearing, remove any member of the board for cause.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: The duties of the Board of Accountancy include holding Certified Public Accountant (CPA) and Public Accountant (PA) examinations, issuing CPA and PA certificates, issuing annual permits to practice to qualified certificate holders, investigating complaints against certificate holders and taking appropriate action where necessary.

During fiscal year 1989 the Board of Accountancy met 10 times, held 2 examinations, and issued 84 certificates based on the examination results. A total of 757 Public Accountants and Certified Public Accountants secured annual permits to practice.

The department, upon request, prepares a register of licensed practitioners in the state for a minimal fee.

Currently there are 865 CPAs licensed and 100 PAs licensed in the State of Maine (965 total).

LICENSES, PERMITS, ETC.:

Certification:

Public Accountants

Certified Public Accountants

Annual Registrations:

Offices

Public Accountants

Certified Public Accountants

PUBLICATIONS:

Roster of Licensees (nominal fee)

State Laws

Board Rules & Regulations

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ACCOUNTANCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,912		14,912			
Health Benefits	1,829		1,829			
Retirement	2,746		2,746			
Other Fringe Benefits	52		52			
Other Contractual Service	52,799		52,799			
Rents	6,692		6,692			
Commodities	758		758			
Transfers to Other Funds	185		185			
TOTAL EXPENDITURES	79,973		79,973			

ACUPUNCTURE LICENSING BOARD

JULIE BOWMAN, CHAIRMAN

KAREN BOSSIE, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 9/29/87

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 02; Unit: 502; Citation: 32 M.R.S.A., Sect. 12406

Average Count—All Positions: 0

Legislative Count: 0

PROFESSIONAL AND FINANCIAL REGULATION

PURPOSE: The Acupuncture Licensing Board was established to protect the public interest through the regulation of the practice of acupuncture in the State of Maine. The primary responsibilities of the Board are to issue licenses to qualified applicants, to issue yearly renewal of licenses, to investigate written complaints brought before the Board, to answer correspondence, to maintain financial records, and to set fees for annual licensure of acupuncturists.

ORGANIZATION: There is within the Department of Professional and Financial Regulation the Acupuncture Licensing Board as established in Title 5, chapter 379. The Board consists of 5 members appointed by the Governor. Three members shall be licensed acupuncturists, one member shall be a licensed, practicing medical or osteopathic doctor and one member shall be a member of the public who is not licensed to practice any healing art or science and who is not an acupuncturist. Appointments shall be for 3-year terms and no member shall serve more than 3 full consecutive terms.

PROGRAM: During FY 1989 the Board met (six) 6 times during which seven (7) individuals were licensed as acupuncturists in the State of Maine. In June 1989, the 114th Legislature enacted emergency Legislation to broaden the licensure requirements for persons currently practicing acupuncture. This allows the Board to grandfather in numerous individuals who, under the original requirements, did not qualify for licensure. During the two weeks immediately following the enactment of this legislation, the Board licensed an additional six (6) individuals.

LICENSES, PERMITS, ETC.:

Licensed Acupuncturists

PUBLICATIONS:

Laws and Regulations

List of licensed acupuncturists (nominal fee)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ACUPUNCTURE LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	2,608		2,608			
Commodities	52		52			
Transfers to Other Funds	16		16			
TOTAL EXPENDITURES	2,676		2,676			

DIVISION OF ADMINISTRATIVE SERVICES

LINDA S. GILSON, DIRECTOR

PAUL A. SAYWER, Director, Planning and Management Information Systems

Central Office: Gardiner Annex, Gardiner, Maine 04333

Telephone: 289-3917

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 028; Citation: 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 9.5

Legislative Count: 0

PROFESSIONAL AND FINANCIAL REGULATION

PURPOSE: This Division was established to provide administration for all of the bureaus, boards and commissions within the Department and for the Department itself.

Its major responsibilities are Accounting, Budgeting, Personnel Management and Purchasing. The Division provides centralized accounting and budgeting, centralized purchasing and property recording, and centralized personnel services, including the preparation of payrolls and related recordkeeping. Most reports required of the Department, and of small agencies within it, are prepared by this Division.

The Information Systems Support Services section was transferred from the Division of Licensing and Enforcement to this Division during this fiscal year for the purpose of coordinating automation and electronic communication initiatives.

The Information Systems Support Services section was established as part of the Administrative Services Division for the purpose of coordinating automation and electronic communication initiatives, to create and administer a comprehensive computer network enhancing each agencies' ability to fulfill their mission and to administer a centralized licensing database. Using a planning committee, consisting of representatives of each agency, the committee studies issues, sets standards and develops policies relating to the Department's automation and communication initiatives.

ORGANIZATION: This division consists of a Director, a personnel clerk, one Accountant II, one Accountant I, one Account clerk II and one Receptionist.

Within the Administrative Services Division there are three functional units. The first is Financial which provides centralized accounting, budgeting and fiscal services for the department as well as the centralization of purchasing and property accounting. The second section, Personnel, is responsible for all personnel transactions for the department including the preparation of payrolls, affirmative action and contract administration. The last section, Information Systems Support Services, is responsible for the coordination of automation and electronic communication within the department.

The staff of the Information Systems Support Services section consists of a Director, a part-time Systems Analyst, a Data Control Specialist, and an Information Systems Support Specialist.

PROGRAM: The Administrative Services Division provides the services described above for the entire Department of Professional and Financial Regulation. Additionally, the Division is responsible for ordering and arranging for the services provided to all units by outside staff agencies, the landlord, and by private parties and vendors. It has computerized its functions on the department's minicomputer in order to provide better and more varied management information reports.

The Information Systems Support Services section program includes administration of the Department's centralized licensing database (approximately 76,000 licensee records). The section provides quality control for licensing system data as well as printing of licenses and renewal notices, as well as printing of rosters and mailing labels for the licensing agencies and the public. Support Services provided by this section include training, local area network administration, micro computer support, coordinating the acquisition of hardware and software, limited software programming and facilitating the sharing of resources. Consistent with effort a desktop publishing facility has been established for use by agencies within the Department. Finally this section coordinates telecommunications services and equipment for all agencies.

PUBLICATIONS:

Department of Professional and Financial Regulation, Affirmative Action Planno charge

Department of Professional and Financial Regulation, Expense Account Manualno charge

The Gardiner Gazette, Newsletterno charge

Requests and mailing labels for all licensees are printed upon request. Lists are available in many formats and can be as brief or as complete as necessary. The Division has also recently begun providing information on 5¼" and 3½" diskettes in ASCII or DIF format for those who wish to have the data for use with their own computer systems. These materials are available for a nominal fee.

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	216,622		216,622			
Health Benefits	15,570		15,570			
Retirement	44,655		44,655			
Other Fringe Benefits	1,045		1,045			
Other Contractual Service	59,361		59,361			
Commodities	19,152		19,152			
Grants—Subsidies—Pensions	35		35			
Equipment	969		969			
Interest—Debt Retirement	1		1			
Transfers to Other Funds	2,149		2,149			
TOTAL EXPENDITURES	386,591		386,591			

ARBORIST EXAMINING BOARD

HENRY L. THIBODEAU, CHAIRMAN
SUSAN GREENLAW, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1933

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 02; Unit: 287; Citation: 32 M.R.S.A., Sect. 2001

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy; issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give scheduled examinations.

ORGANIZATION: The Arborist Examining Board, created in 1933, is comprised of six members appointed by the Governor—one a plant pathologist from either the State or University of Maine staff, two licensed commercial arborists, one public member; one member from the Bureau of Forestry; and one member with the state registration of pesticides from the Department of Agriculture; all are appointed for a five year term.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Professional & Financial Regulation essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are issued on an annual basis.

PROGRAM: During FY 89, the Arborist Examining Board administered 74 exams. All of these exams were given in the category of General Tree Care. Also during FY 89 the Board began working on implementing a practical exam to be given in conjunction with the written exam. The Board also is in the process of completely revising the currently used Study Guide for examinations.

The current number of licensed arborists is 387.

PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

Arborist Study Guide—Sent upon receipt of application fee.

Roster—at cost.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	400		400			
Other Contractual Services	6,682		6,682			
Commodities	78		78			
Transfers to Other Funds	57		57			
TOTAL EXPENDITURES	7,217		7,217			

MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS AND LANDSCAPE ARCHITECTS

ALAN BALDWIN, CHAIRMAN

GEORGE TERRIEN, Secretary

Central Office: 142 High St., Portland

Telephone: 774-0039

Mail Address: 142 High St., Rm. 614, Portland, Me. 04101

Established: 1945

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 288; Citation: 32 M.R.S.A., Sect. 211

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine State Board for Licensure of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination and licensure of persons who wish to practice architecture, or Landscape Architecture in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title 'architect' or 'landscape architect' and engage in performing the functions of each; to issue licenses and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for licensure, and employs legal advice and such other assistance as it may deem necessary. Also, records of its proceedings and a register of all applicants for licensure are kept by the Board.

ORGANIZATION: Appointments shall be for 3-year terms, except that no more than 3 members' terms may expire in any one calendar year. Appointments for terms of less than 3 years may be made in order to comply with this limitation. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only, a period actually served which exceeds $\frac{1}{2}$ of the 3-year term shall be deemed a full term. Upon expiration of a member's term, he shall serve until his successor is qualified and appointed. The successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. Any vacancy shall be filled by appointment for the unexpired term. A member may be removed by the Governor for cause.

The Board annually elects a chairman and a secretary. The Board must meet at least once a year to conduct its business; additional meetings being held as necessary for the purpose of examining candidates for registration.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations for the protection of the public health, safety, and welfare, as necessary for the performance of its duties of establishing and maintaining high standards of professional qualifications and ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

In FY 1989, 14 residents in the state were licensed as architects; 9 by examination, 1 by reciprocity with licensure in another state and 4 through reciprocity with a National Council of Architectural Registration Boards record.

There were 67 nonresidents licensed as architects: 61 through the National Council of Architectural Registration Boards and 6 through direct reciprocity with licensure in another state.

There were 10 resident landscape architects licensed: 6 by examination and 4 through reciprocity.

Six nonresident landscape architects were licensed: 1 by examination and 5 through reciprocity.

There are 242 resident architects licensed and 779 nonresident architects licensed. There are 62 resident landscape architects licensed and 59 nonresidents.

There were 19 complaints of unlicensed practice handled by the Board and 2 complaints of improper practice by licensed landscape architects.

LICENSES, PERMITS, ETC.:

Licensure:

Architects and Landscape Architects

PUBLICATIONS:

The Board has copies of the Laws/Rules & Regulations of the Maine State Board for Licensure of Architects & Landscape Architects, which are available upon request. A current list of all registered architects and landscape architects may be purchased from the Board upon payment of \$5.00.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS AND LANDSCAPE ARCHITECTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,470		1,470			
Other Contractual Service	35,506		35,506			
Rents	2,968		2,968			
Commodities	299		299			
Transfers to Other Funds	125		125			
TOTAL EXPENDITURES	40,368		40,368			

MAINE ATHLETIC COMMISSION

HARRY J. DALTON, CHAIRMAN

CAROL HOLT, Executive Secretary

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1939

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 035; Citation: 32 M.R.S.A., Sect. 13501

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Maine Athletic Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public. In 1977, professional wrestling was added to the Commission's jurisdiction. In 1987, amateur and professional kick-boxing was added to the Commission's jurisdiction. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing and kickboxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to license all professional wrestlers and officials for professional wrestling contests for mental or physical reasons; to recommend revocation of licenses to the Administrative Court under the Administrative Procedures Act; and to ensure payment into the General Fund by promoters of five percent of gross receipts from boxing and wrestling contests and exhibitions.

ORGANIZATION: The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Professional & Financial Regulation. On May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

The Commission consists of five members appointed by the Commissioner of Professional & Financial Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Professional and Financial Regulation employs personnel and provides administrative assistance as required.

PROGRAM: During FY 89 the Athletic Commission held 7 Board meetings. There were 6 boxing shows, 1 kick-boxing show and 25 wrestling shows held.

The Commission now holds monthly meetings.

LICENSES, PERMITS, ETC.:

Boxing

Referee
Manager
Physician
Second
Timekeeper
Boxer
Promoter
Knockdown timekeeper
Judge

Wrestling

Referee
Matchmaker
Manager
Physician
Timekeeper
Wrestler
Promoter

Kickboxing

Assistant Scorekeeper
Judge
Kickboxer
Knockdown Timekeeper
Kickjudge
Matchmaker
Manager
Physician
Promoter
Referee
Second
Timekeeper

PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS: Statutes and Rules relating to boxing, wrestling and kick-boxing in the State of Maine are available.

Roster—Publishing fee

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE ATHLETIC COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,541		4,541			
Health Benefits	209		209			
Retirement	858		858			
Other Fringe Benefits	27		27			
Other Contractual Service	9,339		9,339			
Commodities	65		65			
Transfers to Other Funds	4,170		4,170			
TOTAL EXPENDITURES	19,209		19,209			

BUREAU OF BANKING

H. DONALD DeMATTEIS, SUPERINTENDENT

COLETTE L. MOONEY, Deputy Superintendent

PAUL F. PETERSON, Deputy Superintendent

Central Office: 124 Northern Ave., Gardiner

Telephone: 582-8713

Mail Address: Statehouse Sta. #36, Augusta, Maine 04333

Established: 1827

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 029; *Citation:* 9-B, M.R.S.A., Sect. 121

Average Count—All Positions: 27

Legislative Count: 9

PURPOSE: The Bureau of Banking was established to supervise all financial institutions chartered by the State in a manner to maintain and promote safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare; and to assure that investors and the general public have the full and accurate information needed to make investment decisions, and that transactions in securities be effected fairly and honestly.

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once every 36 months; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to approve or deny applications for new charters and applications by existing financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter. The Bureau is also required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

Within the Bureau of Banking, there is created a Securities Division headed by an Administrator appointed by the Superintendent of Banking who, under the direction of the Superintendent, has charge of the enforcement of the Maine Securities Act and makes any necessary investigations under that Act.

PROFESSIONAL AND FINANCIAL REGULATION

Securities Division. To administer and enforce the Revised Maine Securities Act; to review applications to register securities for sale in Maine and to deny registration to offerings which are made on unfair, unjust or inequitable terms or which involve illegal activities or which would work a fraud on purchasers; to review filings for exemptions from registration; to license securities brokers, dealers and sales representatives transacting business in Maine, as well as persons acting as investment advisers in Maine; to suspend or revoke such licenses for misconduct as defined in the Securities Act; to respond to consumer complaints; to investigate possible violations of the law, and when warranted by the circumstances, to issue cease and desist orders or refer matters to the Attorney General for civil or criminal action. Effective July 16, 1986, the Bureau was given responsibility for administering and enforcing the Business Opportunity Law and the State Commodity Code.

ORGANIZATION:

Banking. From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The title of Bank Commissioner was changed to Bank Superintendent and the statutes provided for one or more Deputy Superintendent. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures and non-deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976. In 1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

In early 1985, a reorganization of the administrative staff of the Bureau was implemented. The Banking Division was divided into two functional groups with the responsibility for coordination and development of each area delegated to a Deputy Bank Superintendent. The Deputy Superintendent of Examination supervises the Bureau's professional field staff, and coordinates and monitors examinations and problem bank supervision. The Deputy Superintendent of Research/Administration is responsible for the development of the Bureau's data base, bank monitoring systems, legislative/rule-making activities and manages the office staff. A Financial Analyst position was also added to the Bureau's administrative staff, recognizing the need for more comprehensive, continuous analysis of changes in the financial services industry and the Bureau's role in monitoring these developments. The 1987 Agency Review conducted by the Joint Standing Committee on Audit and Program Review recommended that the Bureau increase the visibility of its role as the State's regulator of financial institutions and its complaint mediation process. The Bureau has developed a Consumer Outreach Program and employs one individual to direct this program.

Securities Division. The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine and to provide for a full-time securities examiner and later to pro-

PROFESSIONAL AND FINANCIAL REGULATION

vide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to expand further the definition of securities, to add civil liability and anti-fraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. Significant amendments effective in 1980 and 1981 also redefined certain terms, provided new or expanded exemptions, and added new enforcement authority. In 1984 the securities law was further amended to accommodate electronic registration of agents and to provide authority to order stale applications abandoned.

In June 1985, the One-Hundred-and-Twelfth Legislature passed, and the Governor signed into law, An Act to Revise the Maine Securities Act. The new law, based on a modified version of the draft Revised Uniform Securities Act, became effective September of 1985. Among the many changes brought about by this legislation, the revised Act expands the enforcement authority of the State, requires the licensing of investment advisers, and provides for the registration of securities by notification, coordination, and qualification. To implement these changes, the Bureau has created new supervisory positions in the registration and enforcement areas.

Legislation enacted in 1986 gave the Bureau enforcement powers with respect to the sale of certain types of business opportunities and commodity contracts. The Bureau exercises these new responsibilities through the Securities Division. During the same legislative session, the Takeover Bid Disclosure Law, which had been administered by the Division, was repealed because of concern over its constitutionality.

PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities Divisions.

Banking. Statutes require the examination of state-chartered financial institutions once every three years; a computer based system also monitors bank performance between examinations. To further educate Maine consumers in the more complex aspects of financial services, the Bureau has developed a Consumer Outreach Program. The Bureau produced several public service announcements, aired on local television stations, advising the public as to our role as the state's primary bank regulator and the availability of informational pamphlets prepared by this agency. The Bureau has distributed over 22,000 copies of these booklets. Our latest booklet, "A Student's Guide to Banking and Personal Money Management," is being used in over 80 high schools statewide, and a representative of the Bureau has made presentations at 20 of these schools. The Bureau is presently developing a video to supplement this educational program.

The Bureau's complaint resolution program has been expanded to include two staff members who, during the fiscal year 1988-89, responded to over 800 consumer complaints and/or inquiries. The Bureau has also developed a voluntary program for resolution of complaints involving federally chartered banks not subject to the direct supervision of the Bureau of Banking. Through these efforts, the Bureau has effected about \$9,600 in restitution for Maine consumers.

In 1983, the Maine Banking Code was amended to provide a notification process for the opening, closing, or relocation of a branch office of a financial institution. The Superintendent retains the right to require a comprehensive application for such transactions as circumstances warrant. During fiscal year 1989, 24 notification letters were processed: 14 to open or relocate branches, and 10 to close branches. Maine's financial institutions continue to expand satellite facilities networks. There are now over 400 shared satellite facilities available in this state and nationwide networks are now accessible to Maine consumers travelling throughout the country.

Maine continues to experience the national trend toward consolidation and repositioning within the financial industry precipitated by deregulation and the advent of interstate banking. During this past fiscal year, the Bureau approved an application from a Maine financial institution holding company to acquire an out of state bank. The Bureau also approved the acquisition of indirect control of a Maine financial institution by a foreign banking organization by virtue of its acquisition of the institution's out of state parent. In addition, the Bureau approved two other merger/acquisition applications. In other transactions, one savings bank was given permission to form a subsidiary trust company and another to form two non-banking subsidiaries; one such application is pending. A multi-bank owned subsidiary corporation was also permitted to engage in various non-banking activities through its acquisition of a bank-owned service corporation.

PROFESSIONAL AND FINANCIAL REGULATION

Administrative personnel of the Bureau participated in programs offered by industry groups, professional associations and federal regulatory agencies. Advanced examiner training involved several examiners in interagency schools designed to increase the level of expertise in bank examination and supervision. One principal examiner also serves as an instructor at schools sponsored by the Education Foundation of State Bank Supervisors. The Bureau broadened the scope of its examination responsibilities to include electronic data processing, bank holding companies, and a formal compliance review.

Securities Division. During fiscal year 1988-89, the Securities Division received and processed 3,304 applications to register securities, 298 notifications to perfect exemptions for private offerings, 578 notifications to perfect exemptions for exchange-listed securities, and 121 notifications to perfect exemptions for transactions with existing security holders. This represented an annual decrease in total securities filings of approximately 4%, indicating that the securities markets had not yet recovered from the effects of their precipitous drop in October, 1987.

By contrast, the number of securities professionals continued to grow. At the end of the fiscal year, there were licensed in Maine 857 broker-dealers, 123 investment advisers, and 16,715 sales representatives. These represented annual increases of 1%, 38%, and 7%, respectively.

The Division's practice of carefully screening licensing applicants with disciplinary problems in other jurisdictions produced significant results. Thus, 298 sales representative licensing applications were withdrawn because of objections raised by the Division, an increase of 77% over the previous fiscal year. For broker-dealers, there were 11 such withdrawals.

While the Division continued its intensive enforcement efforts, the cases tended to result in fines rather than restitution. This is reflected in the fact that cases initiated by the Division produced \$202,000 in fines and penalties during the fiscal year.

A major accomplishment in the enforcement area was the successful completion of an investigation jointly conducted with Connecticut, New Hampshire, and Vermont. The case, involving the widespread sale of bank stock by unlicensed sales representatives, produced aggregate penalties of \$320,000, of which Maine's share was \$75,000.

The Division also continued to work with the Attorney General's office to curb abusive practices in connection with the sale of penny stocks. Thus, in addition to bringing another civil action against a penny stock broker, the Attorney General's office secured a five-count indictment against a penny stock sales representative operating from Florida. The indictment, stemming from an investigation conducted by the Division, alleged deceptive practices, licensing violations, and the filing of a false affidavit with the Division.

The Division also took steps to provide additional consumer education materials to the people of Maine. As part of a consent decree with a brokerage firm allegedly selling unregistered securities, the Superior Court ordered that the firm put \$28,000 in a special account to be used by the Division to produce a consumer education booklet. It is expected that this publication will be available sometime during the Fall of 1989.

LICENSES, PERMITS, ETC.:

License:

- Broker-Dealer
- Sales Representative
- Investment Adviser
- Negotiable Money Orders (Company and Agent)

PUBLICATIONS:

- Maine Bureau of Banking Regulations and Bulletins—(\$65.00)
- Annual Updates—Regulations and Bulletins—(\$20.00 per year)
- Report of the Superintendent, Bureau of Banking, for the Ten Year Period June 30, 1972-June 30, 1982—(\$5.00)
- Report of the Superintendent, Bureau of Banking, Status of Maine's Financial Institutions (Annually 1/15/85 through 1/15/89)—\$5.00 each)
- Revised Maine Securities Act—(Free)
- Investor Alert—(Free)
- Bureau of Banking—Consumer Outreach Program—(Free*)
- A Consumer's Guide to Home Mortgage Financing in the 1980's—(Free)
- A Consumer's Guide to Understanding Mortgage Points and Other Settlement Costs—(Free*)

PROFESSIONAL AND FINANCIAL REGULATION

A Student's Guide to Banking and Personal Money Management—(Free*)

*Free to Maine residents only; non-Maine residents—\$1.50 per publication.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF BANKING	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	736,912	218,897	518,015			
Health Benefits	51,222	14,948	36,274			
Retirement	134,722	43,837	90,885			
Other Fringe Benefits	5,110	1,396	3,714			
Other Contractual Service	217,295	33,508	183,787			
Rents	53,968	15,472	38,496			
Commodities	16,522	4,976	11,546			
Equipment	19,937	2,021	17,916			
Transfers to Other Funds	23,443		23,443			
TOTAL EXPENDITURES	1,259,131	335,055	924,076			

STATE BOARD OF BARBERS

PHILLIP A. DAVIS, CHAIRMAN

RAYMOND L. HODGKINS, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1937

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 292; Citation: 32 M.R.S.A., Sect. 351

Average Count—All Positions: 1

Telephone: 582-8723

Ext: 2317

Legislative Count: 0

PURPOSE: The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a license for the practice or instruction of barbering in the State of Maine; to issue and renew annually such licenses to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the license of any barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom licenses are issued.

ORGANIZATION: The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology). The Board became a part of Professional and Financial Regulation in August, 1986. This Board now consists of four members: one is a lay person representing the public and three are active barbers. The four are appointed by the Governor for a term of three years. The Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a full time executive secretary.

PROGRAM: During FY 1989, the Board held 5 organized meetings; 3 administered examinations for 19 candidates and 1 barber instructor candidate. One candidate failed the barber examination.

PROFESSIONAL AND FINANCIAL REGULATION

There were 462 barber shop inspections made in FY 1989.

The following number of licenses, registrations and permits were issued this fiscal year: apprentice registrations 6, barber resident licenses 760, barber non-resident licenses 34, barber shop licenses 367, barber booth licenses 80, instructor licenses 11, student permits 13 and technician licenses 2.

There were six complaints filed at the Board office. All cases were settled by the Board. One case necessitated an adjudicatory hearing. The result of the hearing was the licensee's barber and barber shop licenses were suspended for 15 days.

1989 Public Law Chp. 162 was enacted which would allow licensed barbers to provide barbering services on persons in their private businesses provided the services comply with Board Rules.

LICENSES, PERMITS, ETC.:

License:

Barber Shop

Barber

Instructor

Registration:

Technician

Barber Apprentice

Permit:

Work

Barber Student

PUBLICATIONS:

Rules and Regulations pertaining to Barber Shops (free)

State Board of Barber Laws Pertaining to Barbers (free)

Rules Pertaining to Barber Instructors (free)

Rules Pertaining to Licensure Fees (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF BARBERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	24,439		24,439			
Health Benefits	2,450		2,450			
Retirement	4,736		4,736			
Other Fringe Benefits	74		74			
Other Contractual Service	15,368		15,368			
Rents	6,908		6,908			
Commodities	129		129			
Grants—Subsidies—Pensions	17		17			
Equipment	2,288		2,288			
Transfers to Other Funds	119		119			
TOTAL EXPENDITURES	56,528		56,528			

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

JOHN D. REEDER, PRESIDENT
TIMOTHY P. DENNIS, Secretary
DAWN L. TEED, Board Clerk

Central Office: 122 Northern Ave., Gardiner
Mail Address: Station 35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1923

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 297; *Citation:* 32 M.R.S.A., Sect. 501

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: During FY 89, 45 persons took the Board of Chiropractic Examination; 45 passed and were licensed. No licenses were awarded by reciprocity. Two applications were rejected due to applicants lacking proper pre-chiropractic requirements. Four Board meetings were held to transact business of the Board. During FY 89, the Board also held two seminars for educational purposes. Board members attended seminars in Las Vegas, Nevada, for the purpose of assessing a new clinical competency exam and to get information on improving our own practical exam. Effective 4/27/89, the Chiropractic Board accepts the Written Clinical Competency portion of the National Board of Chiropractic Examiners in lieu of taking our board examination. Applicants will still be required to sit for the State practical examination.

LICENSES, PERMITS, ETC.

License:

To practice chiropractic in Maine

PUBLICATIONS:

"Laws and Rules and Regulations Governing the Practice of Chiropractic"—No charge.
List of all licensees—At cost.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,350		1,350			
Retirement	21		21			
Other Contractual Service	21,376		21,376			
Rents	120		120			
Commodities	46		46			
Transfers to Other Funds	64		64			
TOTAL EXPENDITURES	22,977		22,977			

BOARD OF COMMERCIAL DRIVER EDUCATION

RUSSELL COTNOIR, CHAIRMAN

DIANE BRADSTREET, BOARD CLERK

Central Office: 122 Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: January 1, 1982

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 02; Unit: 295; Citation: 32 M.R.S.A., Sect. 9552

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Commercial Driver Education was created for the purpose of examining and licensing commercial driver education schools and instructors as well as investigating all complaints of noncompliance with or violation of the law and/or established rules and regulations.

ORGANIZATION: The Board of Commercial Driver Education is composed of 5 members appointed by the Governor. Two members are representatives of Class A schools, as defined in section 9601, one is a representative of Class B schools, as defined in section 9601, one member is a public representative and one member is the Director of the Division of Motor Vehicles or his designee.

The term of office of each member is 4 years, except that, of the 3 school members on the first board appointed under this subchapter, one was appointed for 2 years and one for 3 years.

PROGRAM: The Board of Commercial Driver Education strives to improve consumer awareness of commercial driver education facilities, to improve communications between commercial schools and the board; and to provide an in-service training program for staff development in all commercial driver education schools.

The Board evaluates the qualifications of applicants; examines and licenses commercial driver education schools and instructors; investigates all complaints; and conducts hearings when necessary.

A total of 286 commercial driver education schools and instructors are currently licensed; 94 Class A schools; 3 Class B schools; 120 Class A instructors; and 69 Class B instructors.

LICENSES, PERMITS, ETC.:

Class A Commercial Schools

Class B Commercial Schools

Class A Commercial Instructors

Class B Commercial Instructors

PUBLICATIONS:

Roster—at cost

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMERCIAL DRIVER EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	175		175			
Other Contractual Service	12,003		12,003			
Commodities	13		13			
Transfers to Other Funds	1,349		1,349			
TOTAL EXPENDITURES	13,540		13,540			

BUREAU OF CONSUMER CREDIT PROTECTION

WILLIAM N. LUND, Superintendent

Central Office: Gardiner Annex, Northern Ave., Gardiner

Telephone: 582-8718

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333-0035

Established: 1975

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 030; *Citation:* 9-A M.R.S.A., Sect. 6-103

Average Count—All Positions: 16

Legislative Count: 1

PURPOSE: The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conform to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Collection Agencies, Simplified Consumer Loan Contracts, Credit Reporting Agencies, and Credit Services Organizations.

ORGANIZATION: The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature changed the name of the Bureau to the Bureau of Consumer Credit Protection.

PROGRAM: The Bureau's activities are composed of three (3) basic functions: A comprehensive examination program, a consumer complaint division and a consumer education program.

The examination staff, consisting of 4 field examiners and supervisory personnel, expend the majority of their time in the examination of financial institutions and mortgage banking companies. Collection agencies and large retail creditors are also examined on a regular basis. The trend of centralization of records at out-of-state locations by large retailers has continued, resulting in a requirement for increased out-of-state travel for the examination staff.

During FY '89, 487 creditors and 18 collection agencies were examined. During this period, creditors refunded approximately \$223,830 to consumers as a result of violations discovered during the examination process. The Bureau cited 630 violations of Truth-in-Lending Laws and 2,322 Consumer Credit Code violations after reviewing 28,712 transactions. Fifty-nine percent (59%) of the refunds were the result of creditors making improper or incomplete disclosures of 30-day retroactive credit accident and health insurance premium requirements, with 1,252

PROFESSIONAL AND FINANCIAL REGULATION

consumers each receiving an average refund of \$105.43. Fines totaling \$9,500 were levied against two collection agencies for violating the collection agencies statute.

The Bureau's Complaint Division responded to approximately 1,657 consumer grievances, including 288 formal written complaints. Many were mediated informally, by telephone, while others required conferences, hearings and/or formal resolutions. As a result of the efforts of the Complaint Division, an additional \$137,946 was refunded to consumers. This amount has more than doubled since FY '87, a result attributable in part to reorganized staffing and increased computerization of the functions of this division.

The Examination Staff and the Complaint Division cooperated on several investigations during FY '89, when consumer inquiries concerning creditor practices led to full-scale examinations of those creditors, large refunds to various classes of borrowers, and disciplinary sanctions imposed on several lenders.

The Bureau fulfilled its consumer education responsibilities by speaking to a variety of groups and organizations, including many seminar panel appearances and service club presentations. The Bureau has also established a distribution network with officials of the ASPIRE program, and informational brochures were provided to persons and groups seeking assistance under that program.

The Bureau received filings or licensed the following creditors in FY 89:

Supervised Financial Organizations (banks, credit unions—including branches)	526
Supervised Lenders	68
Other Creditors (excluding branches)	926
Sales Finance Companies	41
Collection Agencies	45
Total	1,606

LICENSES, PERMITS, ETC.:

License:

Collection Agencies

Supervised Lenders-Consumer Credit Code

Registration:

Consumer Credit Code Notification

PUBLICATIONS:

Down Easter's Pocket Credit Guide (free to Maine residents)

Down Easter's Guide to Consumer Rights and Debt Collectors (free to Maine residents)

Cut Rate Auto Financing (free to Maine residents)

Downeaster Consumer Guide to Credit Bureaus and Credit Reports (free to Maine residents)

For Sale by Owner (free to Maine residents)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	344,522	43,477	301,045			
Health Benefits	26,319	2,699	23,620			
Retirement	66,755	10,191	56,564			
Other Fringe Benefits	1,637	147	1,490			
Other Contractual Service	102,844		102,844			
Rents	33,019		33,019			
Commodities	9,415		9,415			
Equipment	24,237		24,237			
Interest—Debt Retirement	13		13			
Transfers to Other Funds	18,438		18,438			
TOTAL EXPENDITURES	627,199	56,514	570,685			

PROFESSIONAL AND FINANCIAL REGULATION

STATE BOARD OF COSMETOLOGY

DAWN GILBERT, Chairperson

GERALDINE L. BETTS, Executive Secretary

Central Office: Gardiner Annex, Northern Ave., Gardiner, Me. *Telephone:* 582-8745

Mail Address: Statehouse Sta. #62, Augusta, Maine 04333

Established: 1933

Sunset Review Required by: June, 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 305; Citation: 32 M.R.S.A., Sect. 1601

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Board was established to administer, coordinate and enforce Chapter 23; evaluate the qualifications and examine applicants for registration; and at its discretion investigate allegations of violations, in order to protect the consuming public.

ORGANIZATION: The Board consists of 6 members appointed by the Governor. Five shall be engaged in the practice of Cosmetology for at least 3 years immediately prior to this appointment. One member shall be a representative of the public. Term of office shall be 3 years and no one shall serve more than 3 consecutive terms.

PROGRAM: The Board of Cosmetology conducted nineteen cosmetology examinations during the FY 1988-89. A total of 408 candidates were examined with 134 candidates failing the original exam and 132 returning to retake the portion(s) of the exam failed. Of the candidates re-examined, 113 passed. A total of 5 cosmetology instructor examinations were conducted. In addition, the Board held six board meetings.

During FY 89 legislation was passed to allow 'freelancing'—a licensed cosmetologist practicing on persons in their private businesses. The Board has also acquired the authority to impose disciplinary actions against licensees as necessary.

A major change has been the conversion of the program onto a new computer system for licensing.

The Board has formulated an examination for aestheticians and is currently working to revise rules and regulations.

LICENSES, PERMITS, ETC.:

License:

- Aesthetic License
- Cosmetology License
- Cosmetology Instructor License
- Manicuring License
- Demonstrator License
- Beauty Shop License

Permits:

- Cosmetology Student Permit
- Temporary Permit to Practice Cosmetology

Registration:

- Apprentice Cosmetology Registration
- Apprentice Manicurist Registration

PUBLICATIONS:

- Rules and Regulations Pertaining to Beauty Shops (free)
- State Board of Cosmetology Laws Pertaining to Cosmetology 1984 (free)
- Rules of Practice (free)
- Rules Relating to Apprentice, Manicurist
- Rules for Certifying Cosmetology Instructors (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

STATE BOARD OF COSMETOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	98,047		98,047			
Health Benefits	9,499		9,499			
Retirement	16,973		16,973			
Other Fringe Benefits	1,045		1,045			
Other Contractual Service	58,644		58,644			
Rents	19,358		19,358			
Commodities	3,628		3,628			
Grants—Subsidies—Pensions	423		423			
Equipment	824		824			
Transfers to Other Funds	529		529			
TOTAL EXPENDITURES	208,970		208,970			

BOARD OF DENTAL EXAMINERS

NORMAN J. VALLIERE, D.M.D., PRESIDENT

ROBERT HUTCHINSON, D.M.D., VICE-PRESIDENT

FRANK R. LOWREY, D.D.S., SECRETARY-TREASURER

Central Office: 2 Bangor Street, Augusta, Maine 04333

Telephone: 289-3333

Mail Address: Statehouse Station #143, Augusta, Maine 04333

Established: 1891

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 313; *Citation:* 32 M.R.S.A., Sect. 1071

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for a certificate to practice dentistry, dental hygiene, or denture technology or radiography in Maine; collect payment of specified fees to register dentists and dental hygienists biannually, denture technologists annually and radiographers every five years who are practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with, or violations of, the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

ORGANIZATION: The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession, a consumer for a term of five years and a dental hygienist appointed by the Governor for a term of four years. Dentist members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, a vice-president and a secretary-treasurer. To practice dentistry, it uses the results of the National Board exam and the Northeast Regional Board exam.

PROGRAM: The Board of Dental Examiners met at least monthly in Augusta with lengthy agendas. Agenda items included: interviews for licensure; consumer complaints, dentist complaints; advertising; discussions of complaints with recommendations to the Department of the Attorney General for prosecution in Administrative Court or investigation by that department; and informal hearings with dentists, consumers and their attorneys.

PROFESSIONAL AND FINANCIAL REGULATION

In FY 89, 47 dentists were newly licensed. A total of 1,032 are registered for the biennium 1988-1989. Of these 393 do not practice in the State. The Board issued 36 new licenses to dental hygienists in the past fiscal year. While there are currently 826 registered for the 1989-1990 biennium, 109 of these currently reside out of state. As for Radiographers, 48 were newly licensed while there are currently 362 registered. There are no denture technologists currently registered in this state.

During FY 89 the Board moved its office from Minot to Augusta, directly across from the offices of the Board of Registration in Medicine. Continuing Education rules are now being established and should be a requirement for the next reregistration period. Updated Dental Practice Act has been printed.

The office is in the process of becoming computerized, a result of which should be an updated Dental Directory in the near future.

LICENSES, PERMITS, ETC.

Certificate of Ability to practice:

Dentists
Dental Hygienists
Denture Technologists
Dental Radiographers

PUBLICATIONS:

Directory, 1983—Dentists & Dental Hygienists. Fee \$5.

Laws Relating to the Practice of Dentistry, Dental Hygiene and Denture Technology (Free).

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	19,205		19,205			
Health Benefits	1,622		1,622			
Retirement	3,264		3,264			
Other Fringe Benefits	57		57			
Other Contractual Service	25,799		25,799			
Rents	5,537		5,537			
Commodities	587		587			
Grants—Subsidies—Pensions	85		85			
Interest—Debt Retirement	12		12			
Transfers to Other Funds	835		835			
TOTAL EXPENDITURES	57,003		57,003			

ELECTRICIANS' EXAMINING BOARD

ROGER DAVIS, CHAIRMAN

DOLORES DRAKE, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: State House Sta. #35, Augusta, Maine 04333

Established: 1953

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 02; Unit: 318; Citation: 32 M.R.S.A., Sect. 1151

Average Count—All Positions: 8

Legislative Count: 0

PROFESSIONAL AND FINANCIAL REGULATION

PURPOSE: The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power and other purposes, and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician, Apprentice, Journeyman-In-Training, or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Electricians' Examining Board was created in 1953, and administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installation of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation) (renamed the Department of Professional & Financial Regulation).

The Board consists of the Commissioner of the Department of Professional and Financial Regulation or her representative, and six members appointed by the Governor; one master electrician, one inside electrician from organized labor, one electrical inspector, one master electrician from the education field, one person experienced in the electrical field and one representative of the public. All appointive members, except the public member, have at least ten years experience in the electrical field. The Board meets at least twice a year. At the first meeting in each calendar year the appointive members elect a chairman.

PROGRAM: During FY 1989, the Electricians' Examining Board held 17 meetings, administered 675 examinations, of which 55% passed. A total of 9,390 people hold licenses issued by the Board.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the State. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFPA #70). During FY 89, the inspectors made 2,619 commercial inspections, 1,008 residential, and 3,346 complaints, license checks, and other investigations.

The Board also checks electrical vocational school students' projects and approves code classes throughout Maine that inform electricians of important code changes.

The inspectors assist the State Fire Marshal's Office with investigations of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installations.

The Board utilizes a national exam.

LICENSES, PERMITS, ETC.:

License:

- Apprentice Electrician
- Helper Electrician
- Journeyman-in-Training
- Journeyman Electrician
- Limited Electrician
- Master Electrician
- Electrical Permits
- Certifications

PUBLICATIONS:

- Statutes of the Electricians Examining Board
- Roster of licensed electricians (nominal fee)
- Newsletter—biannually

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	156,018		156,018			
Health Benefits	14,613		14,613			
Retirement	29,172		29,172			
Other Fringe Benefits	2,351		2,351			
Other Contractual Service	72,341		72,341			
Rents	7,598		7,598			
Commodities	4,753		4,753			
Grants—Subsidies—Pensions	5,793		5,793			
Equipment	44,995		44,995			
Transfers to Other Funds	7,310		7,310			
TOTAL EXPENDITURES	344,944		344,944			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

RALPH L. BEAN, PE, CHAIRMAN
WALTER J. VERRILL, Secretary

Central Office: Terminal Building, Augusta State Airport
Mail Address: Statehouse Sta. #92, Augusta, Maine 04333

Telephone: 289-3236

Established: 1935

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 01; Umbrella: 02; Unit: 322; Citation: 32 M.R.S.A., Sect. 1301

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistent with State laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers and one representative of the public, appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary. The latter may or may not be a member of the Board.

PROGRAM: During FY 1989, 314 candidates successfully completed the requirements for registration as Professional Engineers. Of that number, 93 qualified through written examination, 199 by Comity with other jurisdictions, and 22 by oral examination. Of the 199 qualified by Comity, 34 were listed with NCEE. These candidates are rapidly registered as their credentials have been previously gathered and verified. As of June 30, 1989, a total of 4329 engineers were registered for the remainder of the two year period ending December 31, 1989.

During FY 1989, 245 applicants were examined for certification as Engineer-in-Training. Of those examined, 150 passed.

PROFESSIONAL AND FINANCIAL REGULATION

The Board maintains membership in the National Council of Engineering Examiners (NCEE). Members fully participate in the activities of the Council. Several serve on Council Committees and in some cases serve as chairman of a committee. Individual members of the Board also maintain membership in the several state and national engineering societies. These efforts help in keeping abreast of the activities of the engineering profession.

The Board used the Uniform Written Examination as provided by the NCEE for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the State Boards that desire to use them and are graded and returned by the NCEE at cost. Boards of all 50 states, the District of Columbia and 4 territorial jurisdictions use the NCEE examinations. This is an aid in attaining better uniformity in conducting comity among the several state boards.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. Fall examinations were given at Augusta on October 28, 1988, for 101 Professional Engineer candidates and on October 29, 1988, for 32 Engineer-in-Training candidates. Also, on October 29, 1988, 51 Engineer-in-Training candidates sat for examination in Orono. Of the 101 taking the P.E. exam, 49 passed. Of the 83 taking the EIT exam, 51 passed.

The spring examinations were also given at Augusta and Orono. On April 14, 1989, 70 candidates sat for the P.E. exam in Augusta. On April 15, 1989, 38 candidates sat for the FE exam in Augusta. Also on April 15, 1989, 117 candidates sat for the EIT exam at Orono. Of the 70 taking the P.E. exam, 44 passed. Of the 162 taking the EIT exam, 99 passed.

All 22 of the candidates who sat for oral examinations granted were found qualified and registered as Professional Engineers.

The Board held 5 meetings during FY 89. These were held September 14 and 15, 1988, January 19, March 6, and June 22, 1989.

LICENSES, PERMITS, ETC.:

Registration:

Professional Engineer

Engineer-in-Training

PUBLICATIONS:

"Forty-eighth Annual Report With Roster of Professional Engineers" as of January 1, 1989 (free)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers" (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,541		2,541			
Computer Services—State	2,854		2,854			
Other Contractual Service	59,450		59,450			
Rents	1,836		1,836			
Commodities	738		738			
Transfers to Other Funds	355		355			
TOTAL EXPENDITURES	67,774		67,774			

STATE BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS

ROBERT SEYMOUR, CHAIRMAN
KELLY B. WEBSTER, Board Clerk

Central Office: 122 Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1975
Reference: Policy Area: 01; Umbrella: 02; Unit: 333; Citation: 32 M.R.S.A., Sect. 5004
Average Count—All Positions: 0

Telephone: 582-8723
Sunset Review Required by: June 30, 1997
Legislative Count: 0

PURPOSE: The purpose of the State Board of Licensure for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by licensing professional foresters, and has the power to revoke or suspend the license of a professional forester for cause.

ORGANIZATION: The Board consists of 5 licensed professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1,2,3,4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the term of any initial board member, the Governor appoints members for a 5-year term. Each board member holds office until the expiration of the term or until such member's successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and executive secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the Board itself.

PROGRAM: In FY 1989, 112 new applicants applied for licensure as Professional Foresters. At the end of the fiscal year, there were 895 professional foresters licensed. The Board held 4 meetings. One complaint was processed by the Board.

Areas of consideration to the Board were complaints, continuing education, new legislation, and correspondence. The Board submitted legislation to the 114th Legislature which passed successfully. This legislation, effective September 1, 1989, will require new foresters to go through an internship and pass an examination before being granted a license.

LICENSES, PERMITS, ETC.:

License:
 Licensed Professional Forester

PUBLICATIONS: (Upon Request)

Laws and Rules of the Maine State Board of Licensure for Professional Foresters.
 Listing of all Licensed Professional Foresters-Names, Addresses, and License Numbers.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	750		750			
Other Contractual Service	9,209		9,209			
Commodities	50		50			
Transfers to Other Funds	707		707			
TOTAL EXPENDITURES	10,716		10,716			

STATE BOARD OF FUNERAL SERVICE

DAVID DESMOND, CHAIRMAN

KAREN BOSSIE, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1903

Sunset Review Required By: June 30, 1993

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 331; *Citation:* 32 M.R.S.A., Sect. 1451

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Funeral Service was established to protect the public through regulation of the practice of funeral service in the State of Maine. The primary responsibilities of the Board are to examine and license qualified applicants for a license to practice funeral service; to inspect funeral establishments; and to revoke or refuse to renew any license after proper notice and hearing.

ORGANIZATION: The State Board of Funeral Services consists of 7 members, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members are appointed by the Governor for terms of 4 years. In the case of vacancy by any reason, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments.

The Board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

PROGRAM: During FY 1989 the Board met six (6) times. In June 1989, the 114th Legislature passed emergency legislation to clean up several technical areas of Board statute, and to re-establish the licensure categories of "embalmer" and "director." This will allow those who wish to specialize to do so without having to complete all the training required for a full practitioner license. This legislation also added another public member to the Board, increasing the number of members to eight (8). The Board spent a great deal of time revising their Rules and Regulations to include these categories and further clarify all other areas.

There are currently licensed 344 practitioners, 166 funeral homes, 23 practitioner trainees, 198 funeral attendants, 1 embalmer, and 7 funeral directors.

LICENSES, PERMITS, ETC.:

Licenses:

Practitioner

Funeral Director

Embalmer

Registration:

Funeral Home

Practitioner Trainee

Funeral Attendant

PUBLICATIONS:

Roster of licensees (fee: at cost)

Rules and Regulations

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR		Special			
	ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,803		3,803			
Health Benefits	52		52			
Retirement	526		526			
Other Contractual Service	17,853		17,853			
Commodities	257		257			
Grants—Subsidies—Pensions	3,876		3,876			
Transfers to Other Funds	1,626		1,626			
TOTAL EXPENDITURES	27,993		27,993			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

MARY E. CASWELL, C.P.C.U., CHAIRMAN
JOSEPH A. EDWARDS, Superintendent

Central Office: Northern Ave., Gardiner, Me. 04345

Telephone: 582-8707

Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 033; Citation: 24A M.R.S.A., Sect. 1525

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

ORGANIZATION: The General Lines Agent Examination Advisory Board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of the State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent, so far as practicable, must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and, so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of other insurers authorized to do a property, casualty or surety insurance business in this State, and one of whom shall represent the public.

The board may, in addition, consult with the superintendent with respect to possible Legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The General Lines Agent Examination Board conferred as necessary during this fiscal year. Testing by Educational Testing Service is performed in three locations twice a month. Continuing evaluation by representatives of Educational Testing Service and members of the Board are periodically done to monitor and keep current that portion of each examination which relates to Maine law and to assure that the questions that are contained on the examinations administered by ETS reflect contemporary legal precepts and conditions.

LICENSES, PERMITS, ETC.:

The Board issues no licenses itself, but participates in preparation of examinations used as a basis for licensing by the Bureau of Insurance.

FINANCES, FISCAL YEAR 1989: 24A MRSA, Section 1526, provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

BARRY S. TIMSON, CHAIRMAN

DAWN L. TEED, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 070; *Citation:* 32 M.R.S.A., Sect. 4907

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experienced background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, within the Professional and Financial Regulation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Department of Professional and Financial Regulation.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: The Board held five regular meetings during FY 89 to conduct its business. No complaints are under investigation. Thirty-six new applications were received. Nine Geologists and eleven Soil Scientists became licensed. As of June 30, 1989, 140 Geologists and 74 Soil Scientists hold valid licenses in the State.

LICENSES, PERMITS, ETC.:

Certification:

Geologists

Soil Scientists

PUBLICATIONS:

Roster: (at cost)

Laws and Rules and Regulations (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC System.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	450		450			
Other Contractual Service	3,513		3,513			
Commodities	91		91			
Transfers to Other Funds	479		479			
TOTAL EXPENDITURES	4,533		4,533			

BOARD OF HEARING AID DEALERS AND FITTERS

ANNE GIROUX, CHAIRPERSON

CAROL HOLT, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 164; *Citation:* 32 M.R.S.A., Sect. 1660A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Hearing Aid Dealers and Fitters was established to protect the public by regulating the practice of selling and fitting of hearing aids in the State of Maine.

Trainee permits are issued by the Board to qualified applicants at least 30 days prior to the next scheduled exam date. During this period, the trainee is required to work under the direct supervision of a licensed hearing aid dealer and fitter or a physician.

The Board currently uses the testing services provided by the National Hearing Aid Society to qualified applicants followed by an oral and practical examination established by the Board as part of the licensing requirement. Full exams are scheduled at least twice a year.

A business license is issued to any qualified corporation, partnership, trust, association or other like organization engaged in the business of selling or offering for sale hearing aids at retail in the State.

All licenses expire annually on January 31st.

PROFESSIONAL AND FINANCIAL REGULATION

ORGANIZATION: The Board consists of 9 members; 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one representative of the public.

All members of the Board are appointed by the Governor. The term of office of each member shall be 3 years. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer.

PROGRAM: The Board met six (6) times during the fiscal year ending June 30, 1989. Five (5) trainees were examined in October of 1988 and eight (8) were examined in May of 1989.

The Board currently has 90 licensed hearing aid dealers and fitters, 50 business licenses and 10 trainee permits.

LICENSES, PERMITS, ETC.:

License:

Business

Hearing Aid Dealers and Fitters

Permit:

Trainee

PUBLICATIONS:

Rules and Regulations

Roster—at cost

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF HEARING AID DEALERS AND FITTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,355		1,355			
Other Contractual Service	8,953		8,953			
Rents	66		66			
Commodities	242		242			
Transfers to Other Funds	782		782			
TOTAL EXPENDITURES	11,398		11,398			

BUREAU OF INSURANCE

JOSEPH A. EDWARDS, SUPERINTENDENT

Central Office: Northern Ave., Gardiner, Me. 04345

Telephone: 582-8707

Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1870

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 031; *Citation:* 24A M.R.S.A., Sect. 200

Average Count—All Positions: 64

Legislative Count: 1

Organizational Units:

General Lines Agent Examination Advisory Board
Life Agent Examination Advisory Board
Property and Casualty Division
Examination Division
Consumer Services Division
Computer Division
Securities Division

Administrative Division
Licensing Division
Life and Health Division
Actuarial Division
Legal Division
Market Conduct Division
Self-Insurance Division

PROFESSIONAL AND FINANCIAL REGULATION

PURPOSE: To regulate all insurance companies granted a certificate of authority in Maine, to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

The Bureau examines domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance agents, brokers, consultants and adjusters. Also, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

The Bureau is responsible for authorizing and reviewing self-insurance status for both individual and group self-insurers for workers compensation.

The Bureau may seek suspension or revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of Title 24-A.

ORGANIZATION: In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

PROGRAM: The program of this Bureau is implemented through its twelve divisions.

Property and Casualty Division. This Division processed approximately 7,862 rate, rule and form filings and items of correspondence, and responded to approximately 5,720 telephone inquiries from consumers and insurance practitioners.

The Day Care Market Assistance Plan obtained insurance for 142 day care centers.

Staff participated in the creation of several items of legislation, primarily in the areas of professional education, and title, automobile and property insurance.

In participation with the General Lines Agents Examination Advisory Board, the Division created a new Adjuster's Licensing Exam and updated the Agents' Licensing Exam. It approved three new study programs.

In conjunction with the Market Conduct Division, the Division wrote and published consumer guides in the areas of Automobile, Mobile Home, and Homeowners Insurance.

Life and Health Division. The Life and Health Division received, during fiscal year 1988-89, 7,101 policy forms/rate filings for review; 1,762 of which required further correspondence; 474 forms/rate filings were subsequently disapproved and 6,627 approved or placed on file. This Division also processed 231 consumer requests for information or help concerning problems of marketing or claim settlement. This Division also updated the Medicare Supplement Comparison Chart, assisted in promulgating rules on microfiche requirements, nursing home care and long-term care insurance, and AIDS informed consent forms.

Consumer Services Division. The Consumer Services Division served 1,421 complaints and 4,507 inquiries during the fiscal year 1988/89. One hundred ninety-four (194) hearings were scheduled on cancellation or nonrenewal of insurance policies; 114 hearings were held with 56 of the cases decided in favor of the insured; 80 hearings were cancelled because either the insurer agreed to continue the policy in force or the insured requested cancellation of the hearing.

Licensing Division. During the fiscal year 1988-89, the Licensing Division processed licenses for 31 new companies (14 companies withdrew), 1,643 new agents, 25 adjusters, 177 brokers, and 2 consultants. There were 868 agent cancellations. The net gain for the fiscal year was 775.

There are currently 8,326 licensed agents, 341 adjusters, 1,249 brokers, 80 consultants, and 750 companies. There are 15 road service organizations, 3 medical companies, and 4 health maintenance organizations. There are 11,702 charged licenses on the Board.

The Bureau administered or caused to be administered 1,732 examinations for occupational

PROFESSIONAL AND FINANCIAL REGULATION

licenses. Educational Testing Service performed 1,546 of these examinations on behalf of the Bureau.

Examination Division. The Examination Division completed 4 domestic insurance company examinations and 5 policy reserve valuations. Statistical reports were compiled on insurance written in the State of Maine.

Actuarial Division. The Actuarial/Statistical Division consists of a life and health actuary, a property and casualty actuary and two statisticians. The Property and Casualty actuarial unit is responsible for technical support to the Examination Division regarding the adequacy of claims' reserves held by insurers, self-insurers and non-profit health plans. Another primary duty of this unit is to analyze and recommend rate levels respecting property and casualty rate changes.

The Life and Health actuarial unit has similar responsibilities for health insurance rate filings and evaluates reserve levels held by life and health insurers, non-profit health service organizations and health maintenance organizations.

Although statistics for rate filings and price changes in insurance costs are reported under the Property and Casualty and Life and Health divisions, the actuarial and statistical staff have major responsibilities in these areas. Additionally, data bases are maintained concerning workers' compensation claims, mandated health and substance abuse benefits, and the Maine High Risk Health Pool.

Market Conduct Division. The Market Conduct Division performs compliance examinations related to unfair trade practices, claims practices, underwriting practices, and misrepresented advertising and policy solicitations. Target examinations were conducted on workers' compensation safety projects and loss control survey records. Agencies were surveyed concerning the youthful operator impact on automobile insurance.

Six new Consumer Guides were coordinated and produced. Approximately 5,000 copies of each were distributed to various agencies and consumer groups.

An educational and outreach program for Maine's retired citizens through video presentations has alerted the elderly of unfair sales practices regarding Medicare Supplement Policies and Nursing Home Policies. Insurance premiums of \$29,500 were recovered for unnecessary coverage. Several agents are under investigation for unethical marketing practices.

Securities Division. This Division consists of a full-time Financial Analyst and part-time services of a Statistician II and clerical support. The duties falling to this newly established unit will include evaluation of equity and debt markets, valuations and credit worthiness of businesses, and monitoring of emerging investment trends.

Legal Division. The Legal Division provides in-house legal support services to the Superintendent and Bureau staff as necessary. It participates in the drafting of proposed legislation, rules, bulletins, administrative decisions, and other documents; participates in administrative hearings; and assists in the analysis of regulatory issues in which the Bureau is involved. The Legal Division works in close cooperation with the Office of the Attorney General.

Administrative Unit. The Administrative Unit provides clerical support for the Superintendent and two Deputy Superintendents. Major responsibilities include operation of the switchboard and organization and maintenance of administrative and legislative files.

Self-Insurance Division. This Division received and processed 21 applications for self-insurance. Eleven applications were approved. Two were disapproved. Three applications were withdrawn or became inactive and five remain pending at year end.

The Division also participated in the drafting of new legislation and coordinated the filing of reports, documents, and information with other agencies and departments.

Computer Division. The Computer Division is responsible for the automation needs of all the divisions within the Bureau. The Division is responsible for training Bureau staff in word processing and other computer operations. In fiscal year 88-89 the Division developed several database applications including a database of appointed agents for the Licensing Division; a legislative bill tracking system for the Administrative Division; mailing address labels for several divisions; microfiche tracking systems for the Property and Casualty and Life and Health divisions; a computer equipment and software database within the computer division; and a data entry application for the annual assessment database.

LICENSES, PERMITS, ETC.:

License:

Insurance Agents (Res. & Nonres.)

Insurance Brokers (Res. & Nonres.)

PROFESSIONAL AND FINANCIAL REGULATION

Insurance Adjuster (Res. & Nonres.)
Surplus Lines Insurance Brokers
Road Service Co. & Agents
Insurance Consultants (Res. & Nonres.)
Insurance Companies
Rating Organizations
Inter-Insurers
Health Maintenance Organization
Authority:
Self-Insurer Worker's Compensation Exposure
Surplus Line Insurance Companies
Registration:
Preferred Provider Organizations

PUBLICATIONS:

Consumer Guide to Homeowners' Insurance. June 1989 Maine Bureau of Insurance, State House Station #34, Augusta, ME 04333. 10 Pgs.

Consumer Guide to Cancellation or Non-Renewal Personal Automobile & Property Insurance. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta, ME 04333. 4 Pgs.

Consumer Guide to Youthful Drivers. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta, ME 04333. 4 Pgs.

Introduction to Insurance. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta, ME 04333. 11 Pgs.

Consumer Guide to Avoiding Insurance Problems. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta, ME 04333. 4 Pgs.

Consumer Guide to Understanding Your Health Insurance Plan. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 4 Pgs.

Consumer Guide to Mobile Home Insurance. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 6 Pgs.

Consumer Guide to Nursing Home Insurance. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 4 Pgs.

1989 Medicare Supplement Comparison Chart. June 1989 Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 7 Pgs.

1989 Guide to Health Insurance for People with Medicare. 1989 U.S. Department of Human Services, Health Care Financing, Administration, Baltimore, MD 21207. 34 Pgs.

Automobile Premium Comparison Report. May 1988 Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 4 Pgs.

These are only given out after a completed application for the exams is received:

A Guide to Preparing for the State of Maine Insurance General Lines Consultants Examination. Prepared by the General Lines Insurance Advisory Board, Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 7 Pgs.

A Guide to Preparing for the State of Maine Insurance Adjustors Examination. Prepared by the General Lines Advisory Board. Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 7 Pgs.

ALL PUBLICATIONS ARE FREE.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,245,890	53,401	1,192,489			
Health Benefits	88,931	2,699	86,232			
Retirement	227,956		227,956			
Other Fringe Benefits	11,525	870	10,655			
Other Contractual Service	822,126	8,291	813,835			
Rents	115,887		115,887			
Commodities	54,494		54,494			
Grants—Subsidies—Pensions	1,576		1,576			
Equipment	61,812		61,812			
Interest—Debt Retirement	12		12			
Transfers to Other Funds	4,215		4,215			
TOTAL EXPENDITURES	2,634,424	65,261	2,569,163			

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

J. MICHAEL HASKELL, CHAIRMAN
CAROL HOLT, Board Clerk

Central Office: 122 Northern Avenue, Gardiner, Maine

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1967

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 01; Umbrella: 02; Unit: 360; Citation: 32 M.R.S.A., Sect. 1671

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Registration for Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a roster of the names of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to refer cases to the Administrative Court for disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

Effective September, 1989, the Board, through legislation of the 114th Legislature, will become known as the Board of Licensure of Professional Land Surveyors. This legislation makes the Board internal to the Department of Professional and Financial Regulation, which will now provide all staffing for the Board. In addition, this new law will stiffen licensure requirements, greatly increase the Board's disciplinary powers and provide adequate funding to carry out the Board's legislative mandate.

ORGANIZATION: The State Board of Registration for Land Surveyors, established in 1967, consists of five land surveyors and one public member appointed by the Governor, for terms of five years. Effective September of 1989, the Board will add an additional public member. Land Surveyor members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary. Legislative action effective July 1, 1981, made the Board affiliated with the then Department of Business Regulation.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: The State Board of Registration for Land Surveyors meets a minimum of four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year to determine the competency of the applicants. Prerequisites to taking the examination are five years of apprenticeship and land surveying or three years apprenticeship with academic training, or three years apprenticeship with a Land Surveyor-in-Training certificate.

A Land Surveyor-in-Training examination is given twice a year. This is the first part of the Land Surveyor examination and includes the fundamentals and mathematics of surveying. It is the first step toward registration.

During fiscal year 1989, the total number of registrants was 993. Of this number, 216 are non-residents. There are now 553 certified Land Surveyors-in-Training.

LICENSES, PERMITS, ETC.:

Land Surveyor Registration

Land Surveyor-in-Training Certificate

Effective September 1989:

Professional Land Surveyor License

Professional Land Surveyor-in-Training License

PUBLICATIONS:

Roster—at cost.

Land Surveyor Rules and Regulations—free

FINANCES, FISCAL YEAR 1989:The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	20,898		20,898			
Rents	400		400			
Commodities	115		115			
Transfers to Other Funds	59		59			
TOTAL EXPENDITURES	21,472		21,472			

BOARD OF LICENSING OF AUCTIONEERS

SUSAN GREENLAW, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: State House Sta. #35, Augusta, Maine 04333

Established: September 14, 1979

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 02; Unit: 302; Citation: 32 M.R.S.A., Sect. 271

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Licensing of Auctioneers was created for the purpose of advising the commissioner of the Department of Professional and Financial Regulation or his designee on the administration of the laws relating to auctioneers.

ORGANIZATION: Created effective September 14, 1979, the Board of Licensing of Auctioneers is composed of 3 members, 2 of whom are auctioneers and one who is a public member. The members are appointed by the Governor and serve for initial terms of one, two and three years

PROFESSIONAL AND FINANCIAL REGULATION

respectively without compensation. Members are reimbursed for actual expenses for attendance at meetings. After the expiration of the terms of the initial members, succeeding members serve for a term of 3 years. The advisory board meets at least once each year in the department offices and at other times as the commissioner deems necessary. The Board, during FY 1987, became a full licensure board.

PROGRAM: The Board received 36 new applications, and 43 auctioneers became licensed during FY 1989. As of June 7, 1989, a total of 286 auctioneers are licensed; 222 resident and 64 non-resident.

LICENSES, PERMITS, ETC:

Auctioneer

PUBLICATIONS:

Roster (at cost)

Laws (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF LICENSING OF AUCTIONEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	5,735		5,735			
Commodities	39		39			
Transfers to Other Funds	1,187		1,187			
TOTAL EXPENDITURES	6,961		6,961			

DIVISION OF LICENSING AND ENFORCEMENT

BRUCE G. DOYLE, DIRECTOR

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: July 30, 1976

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 041; Citation: 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 8

Legislative Count: 0

PURPOSE: Most, if not all, Maine Occupational and Professional Licensing Boards are too small to develop, or to afford by themselves, specialized technical services, or even adequate administrative procedures. Also, because Licensing Boards meet annually and additionally when necessary, they are not in a position to supervise their employees nor to coordinate their legislative programs and to communicate effectively with their appointing authority. This division assists to do all of those things for Licensing Boards within the Department and to enable the Commissioner to meet his responsibility to see that each Licensing Board "meets its statutory and public service responsibility."

ORGANIZATION: Currently the staff consists of a Director, 18 clerical staff assigned to thirty-two boards, 13 inspectors and the Director of the Manufactured Housing Board.

The Division has on file with the Department of Human Resources a request to reorganize

PROFESSIONAL AND FINANCIAL REGULATION

the Division in order to provide more vertical depth within the structure and provide less width of supervisory responsibility for the Director. This reorganization will also create a full time secretary for the Director, create a full time case compliance coordinator to handle complaint tracking and processing, and create 3 supervisory positions to be known as coordinators. The coordinators would each be responsible for administering boards of similar purposes, such as trades boards, health boards and service boards. The implementation date of the reorganization is planned for either August or September of 1989.

PROGRAM: The Division, in addition to providing administrative help for the Boards, assists them in matters pertaining to examinations, investigations, disciplinary actions, and enforcement. By means of the Department's Computer Services Section, the clerks issue all original and renewal licenses, maintain and sell licensee rosters and issue renewal notices.

During FY89, the Division improved its record keeping and tracking of complaints and now averages 50 open complaints at the end of each month. The Division receives approximately 6 to 10 complaints per month and closes out a like number. The Division has limited resources to conduct lengthy or intensive investigations and refers such work to the Maine Attorney General's Office.

The Division is also, under law, responsible for conducting two registration functions—those for Itinerant Vendors and Charitable Organizations and Solicitors.

Under the Itinerant Vendor law, businesses selling in this State, that have no permanent place of business in the State, must register with the Division and post a bond. During FY89, there were 24 companies and 168 employees licensed by the Division.

During FY89, 334 charities registered with the Department, thus indicating they intended to do fund raising in the State of Maine. In addition, 46 professional fund raisers registered and posted a surety bond. During the 114th legislative session, the Department had legislation passed to remove the requirement that exempt charitable organizations register, to change the filing date of annual reports, to charge a small registration fee for registrations and, lastly, to require professional fund raisers to make a disclosure statement.

LICENSES, PERMITS, ETC.

- Charitable organization
- Professional fundraiser
- Commercial co-venturer
- Itinerant Vendor (company)
- Itinerant Vendor (individual)

PUBLICATIONS: Rosters of all licensees of Boards, Bureaus or Commissions are printed upon request. Lists are available in many formats and can be as brief or as complete as necessary. Enabling statutes and the Rules of all Boards within the Department are published regularly. These materials are free or available for a nominal fee.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF LICENSING AND ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	196,892		196,892			
Health Benefits	19,733		19,733			
Retirement	37,969		37,969			
Other Fringe Benefits	1,064		1,064			
Other Contractual Service	68,919		68,919			
Rents	68,452		68,452			
Commodities	13,808		13,808			
Equipment	50,483		50,483			
Transfers to Other Funds	3,506		3,506			
TOTAL EXPENDITURES	460,826		460,826			

STATE BOARD OF LICENSING OF DIETETIC PRACTICE

KATHRYN THOMPSON, CHAIRPERSON

LINDA DUFFY, Board Clerk

Central Office: 122 Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: September 19, 1985

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 02; Unit: 344; Citation: 32 M.R.S.A., 9903

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board was established in Fiscal 1986 in order to recognize the professional qualifications of dietitians and dietetic technicians and to assure the availability to the public of information regarding those who hold themselves out to be dietitians and dietetic technicians.

ORGANIZATION: Under the Department of Professional and Financial Regulation, the Board of Licensing of Dietetic Practice consists of two public members, two dietitians and a dietetic technician. All members of the Board are appointed by the Governor.

PROGRAM: The State Board of Licensing of Dietetic Practice held 6 meetings during fiscal year 1989.

During Fiscal 1987, the 113th Legislature passed a bill, which was signed by the Governor, changing the registration function of the Board to a licensure function.

There are 186 dietitians and 111 dietetic technicians licensed which is a total of 297. The Board adopted Rules and Regulations pertaining to continuing education requirements for license renewals in January 1988.

LICENSES, PERMITS, ETC.:

Licensed:

Dietitian

Dietetic Technician

PUBLICATIONS:

1. Register of Dietitians and Dietetic Technicians. (fee: at cost)
2. Board of Licensing of Dietetic Practice Act and Regulations.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION OF DIETETIC PRACTICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,820		1,820			
Other Contractual Service	6,699		6,699			
Commodities	65		65			
Transfers to Other Funds	2,217		2,217			
TOTAL EXPENDITURES	10,801		10,801			

LIFE AGENT EXAMINATION ADVISORY BOARD

BETTY CUSHMAN, CHAIRPERSON

Central Office: Northern Ave., Gardiner, Me. 04345

Telephone: 582-8707

Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1970

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 034; Citation: 24A M.R.S.A., Sect. 1525

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the times and places within the State where examinations shall be held.

ORGANIZATION: The board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent, so far as practicable, must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of life insurance by licensed life agents. The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The Life Agents Advisory Board met as necessary for the purpose of writing new test questions for the use of Educational Testing Service in their Administration of Maine Agent license examinations. The Board will meet as necessary to evaluate the performance of the new test questions and their overall effect on the pass/fail ratio.

The Board will continue to work on the Life Consultant examination and to consider any matters pertinent to Insurance Broker testing.

FINANCES, FISCAL YEAR 1989: 24-A M.R.S.A., Section 1526, provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF LICENSURE OF RAILROAD PERSONNEL

PETER P. DUFOUR, CHAIRPERSON

KELLY B. WEBSTER, Board Clerk

Central Office: Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: April 28, 1988

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 042; Citation: 32 M.R.S.A., Sect. 4145

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The purpose of the Board of Licensure of Railroad Personnel is to provide for the safety of railroad workers, the general public, and property by requiring certain railroad personnel to demonstrate adequate training and competency through a licensure process.

ORGANIZATION: The Board is located in the Department of Professional & Financial Regulation. The Board will have nine members, one of whom shall be the Commissioner of Labor or the Commissioner's designee, one of whom shall be a State railroad inspector, and seven of whom shall be appointed by the Governor. Two of the members appointed shall represent railroad labor, two shall represent railroad management, and three shall be representatives of the general public.

PROGRAM: The Board held 13 meetings. Rulemaking procedures were implemented which will require licensing of Locomotive Operators, Conductors, Carman and Dispatchers. Applicants must pass an examination before they may be licensed. Examinations are expected to begin in July 1989.

LICENSES, PERMITS, ETC.:

Locomotive Operator

Conductor

Carman

Dispatcher

PUBLICATIONS:

Roster of licensees (fee: printings available on request at cost)

Laws and Rules of the Board of Licensure of Railroad Personnel

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF LICENSURE OF RAILROAD PERSONNEL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,422	9,422				
Health Benefits	1,107	1,107				
Retirement	1,780	1,780				
Other Fringe Benefits	33	33				
Other Contractual Service	7,324	7,324				
Commodities	438	438				
Transfers to Other Funds	40	40				
TOTAL EXPENDITURES	20,144	20,144				

MANDATED BENEFITS ADVISORY COMMISSION

DAVID CLOUGH and RICHARD LEIGHTON, CO-CHAIRS

Central Office: Northern Ave., Gardiner, Me. 04345

Telephone: 582-8707

Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: September 29, 1987

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 503; *Citation:* 24 M.R.S.A., Sect. 2325B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Mandated Benefits Advisory Commission is comprised of eleven members who are appointed by the Governor. A representative of the Superintendent of Insurance serves in an ex officio capacity but does not vote concerning deliberations of the Commission. The chairperson of the Commission is elected within the membership of the Commission.

ORGANIZATION: The Commission is charged with the following responsibilities:

- To develop a system and program of data collection to assess the impact of mandated benefits regarding, inter alia, employer costs, treatments rendered, number of providers and cost savings in the health care system.
- To serve as advisor to the Bureau of Insurance in the development of regulations regarding mandated benefits.
- To study mandated benefits in the context of alternative delivery systems.

PROGRAM: The Commission met nine times during the fiscal year. A statement of goals was adopted and a list of questions relevant to mandated benefits was developed. The Commission also participated in the development of legislation which will increase the responsibility of the Commission in future years.

PUBLICATIONS:

Bi-Annual Report to the Legislature (free)

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

MANUFACTURED HOUSING BOARD

GLENN A. CHADBOURNE, CHAIRMAN

DAVID F. PREBLE, Executive Director

Central Office: 122 Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1977

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 385; *Citation:* 10 M.R.S.A., Sect. 9003

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that such housing is free from hazardous defects and that installation is performed properly. Increasing numbers of persons are turning to manufactured housing, which includes mobile and modular homes, as an affordable way to own a private home.

ORGANIZATION: The Manufactured Housing Board is currently comprised of seven members, all appointed by the Governor. One member must represent each of the following: professional

PROFESSIONAL AND FINANCIAL REGULATION

engineers, dealers, an owner or operator of a mobile home park with 15 or fewer lots, a builder of manufactured housing, a municipal code enforcement official, and a manufactured housing owner. The term of the members is four years. In late September of 1989, the composition of the Board will increase by two members. There will be three manufactured housing owners rather than one. Two of the owners must be from a mobile home park or similar rental community and one must be an owner whose home is not located in a mobile home park or rental community.

PROGRAM: The Board has five responsibilities: (1) the certification of all modular housing manufactured for delivery and installation in the State of Maine, (2) the licensing of dealers, mechanics, and manufacturers who engage in the business of manufacturing, selling, installing or servicing manufactured housing, (3) the investigation of any complaint of alleged violations of any licensee or regulations adopted by the Board, (4) being a State Administrative Agency to enforce the United States Department of Housing and Urban Development mobile home standard, and (5) the licensing of mobile home parks.

The Board issued 565 seals of approval for new State-certified manufactured housing (modular). Two thousand seven hundred twenty-five (2,725) Federal certified manufactured housing (mobile) were manufactured or shipped into the State of Maine.

The Board investigated sixty (60) complaints involving Federal certified manufactured homes under the State Administrative Agency (SAA) program.

The Board's major emphasis is the upgrading of all mobile home parks to meet the requirements of being a safe and decent place to reside.

The Board met twelve (12) times during the year.

LICENSES, PERMITS, ETC.:

- Dealers
- Manufacturers
- Mechanics
- Mobile Home Parks

PUBLICATIONS:

- Manufactured Housing Act 10 M.R.S.A., Part II, Chapter 951
- Regulations for Qualification as Authorized Inspection Agency
- Regulation for Licensing Manufacturers, Dealers and Mechanics
- Regulation for State Certification of Manufactured Housing
- Regulation for Consumer Complaint Handling for Federal Certified Manufactured Housing Units.

Rules of the Department of Professional and Financial Regulation Relating to Mobile Home Parks.

All of the publications listed above are free.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	46,202		46,202			
Health Benefits	4,617		4,617			
Retirement	8,692		8,692			
Other Fringe Benefits	161		161			
Other Contractual Service	23,863		23,863			
Rents	283		283			
Commodities	1,050		1,050			
Grants—Subsidies—Pensions	83		83			
Equipment	4,287		4,287			
Transfers to Other Funds	1,659		1,659			
TOTAL EXPENDITURES	90,897		90,897			

BOARD OF REGISTRATION IN MEDICINE

ELIZABETH SERRAGE, M.D., CHAIRMAN

EDWARD F. BRADLEY, JR., SECRETARY-TREASURER

Central Office: 2 Bangor Street, Augusta

Telephone: 289-3601

Mail Address: State House Sta. #137, Augusta, Maine 04333

Established: 1895

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 373; *Citation:* 32 M.R.S.A., Sect. 3263

Average Count—All Positions: 5

Legislative Count: 0

Organizational Units:

Examiners of Podiatrists

Physician Assistant Advisory Committee

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon documentation of certain continuing medical education requirements, professional conduct and standards, and payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians. In addition, the Board has various responsibilities in connection with administration of the Board of Examiners of Podiatrists.

ORGANIZATION: As established in 1895, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Today, members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by authorizing the appointment of a public member. In 1983 the Board again was enlarged by two for a total of nine members. Seven members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment; two members must be representatives of the public. The Board meets in July of uneven-numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. In addition, meetings are held in January, May and September.

Two members of the Board together with appointees by the Governor constitute the Board of Examiners of Podiatrists.

To aid in the formulation of rules and regulations governing Physician Assistants/Physician Extenders, the Board has appointed a Physician Assistant Advisory Committee consisting of two Board members, representatives of the Physician Assistant profession, and licensed physicians employing and supervising physician extenders in their Maine practices.

PROGRAM:

Meetings. The Board of Registration in Medicine continued its practice of holding scheduled meetings every two months in order to manage the responsibilities mandated to it in a timely manner. In addition to three statutorily required meetings in July and November, 1988 and March, 1989, the Board also met in September, 1988, January and May, 1989. All meetings were attended by the public. Board standing and special purpose committees held work ses-

PROFESSIONAL AND FINANCIAL REGULATION

sions on three other occasions during the year and a Public Hearing on revised rules regulating the registration and medical practice of Physician Assistance and Certified Nurse Practitioners was held in August, 1988. In September, 1988, the Board was represented by a delegation at the Annual meeting of Council of State Governments—Clearinghouse on Legislation, Enforcement, and Regulation in Washington, D.C. In April, 1989, the Board was represented at the Annual Conference of the Federation of State Medical Boards of the United States in Chicago.

Licensure. The Board utilizes the nationally standardized "Federation Licensing Examination" (FLEX) as its tool for validating an applicant's basic competency for licensure to practice medicine in Maine. In addition to a requirement of passage of one or more comprehensive written examinations on basic medical science and clinical skills and knowledge, each applicant for license must pass an oral examination by a Board representative and submit to an extensive background investigation to verify credentials, past professional conduct and experience.

During the past 12 months the Board issued the following licenses by category:

Permanent License: 235
Resident/Intern Education Certificates: 322
Camp Physicians: 177
Temporary & Locum Tenens: 118

Four permanent licenses were reinstated from having previously been lapsed or withdrawn from registration.

Four applications for permanent license, one for Locum tenens license, and one for Temporary Educational Certificate (Resident Training) were found not qualifying and were denied.

Pursuant to 32 M.R.S.A. §3280, all physicians holding a Maine medical license were required to renew registration of their license as of June 30, 1988. The following reflects the results of license renewals this year:

	Total	In State	Out of State	Retired
License Renewal:	4,762	2,042	2,657	63
Lapsed Registration:	230	35	195	—
Withdrawn Registration:	178	53	125	—
Deceased:	18	8	10	—

There was a decline in number of licenses registered 6/30/86-6/30/88 of 445. 107 licenses were not renewed by physicians residing within the state, 338 out-of-state physicians did not renew their licenses at June 30, 1988.

Physician Assistants: Pursuant to 32 M.R.S.A. §33270 A-D, the Board of Registration in Medicine certifies qualified Physician Assistants and registers them to assist licensed Maine medical doctors as extenders of the physician's medical practice. During Fiscal Year 1989, the Board certified, registered, and renewed registration of 170 physician assistants to work under the supervision of Maine licensed physicians in practice within the state.

Complaints, Investigation, and Discipline: The Board of Registration in Medicine is empowered to discipline licensees and registrants by complaint seeking suspension or revocation of practice privilege in the Maine Administrative Court. In reaching a decision as to the facts which might demonstrate ground for a complaint seeking such discipline, the Board has power to investigate and hold hearings. The Board received complaints from the public, from the profession, from other state and national agencies, hospital governing bodies, and law enforcement authorities. The investigation of complaints and their prosecution through hearing and trial in Administrative Court is supported by the resources of the Department of Attorney General.

During FY 89 the Board reviewed 70 complaints against licensees from all sources (28 of which were carried over from the previous year). The Board accepted voluntary surrender of three licenses in lieu of prosecution, placed conditions on six licenses, filed one complaint seeking revocation which is pending trial in Administrative Court. The Board found that 34 of the 70 complaints did not merit disciplinary proceedings. 24 complaints were open and under investigation at year end.

Legislation. The First Session, 114th Maine Legislature enacted three bills which directly affect the functioning of the Board:

- L.D. 30 was enacted as P.L. 89 Ch. 58 on February 10, 1989, and amended the Medical Practice Act in regard to qualifications necessary for foreign medical graduates to be licensed and also modified language referred to the requirements for comprehensive written examination.
- L.D. 305 was enacted as P.L. 89 Ch. 450 on June 22, 1989 and gave this Board and others assigned or affiliated with the Department of Professional and Finan-

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- L.D. 1407 cial Regulation the powers to reprimand, censure, fine up to \$1,500, or suspend a license for up to 90 days for each count of misconduct by a licensee classified as a ground for discipline in the Medical Practice Act.
- was enacted June 24, 1989 as P.L. 89 Ch. 462. This act adds an additional public member to the Board for a total of 3 public members and 7 physician members, requires the Board to report numbers of complaints received and disposed of to the Legislature annually, provides funding to the Department of Attorney General to provide up to two attorneys and two investigators to work on disciplinary cases before the Board, and requires the Board to design and implement public information materials instructing the public on its rights to present complaints to the Board and the procedure for doing so.

Other Activities.

- The Board revised and published new rules governing registration and medical practice of physician extenders.
- The Board continued committee work to create and implement a Long Range Plan.
- Offered office space to the Board of Dental Examiners and Board of Osteopathic Examination and Registration. Both agencies co-located with this Board providing for economical sharing of common office equipment and sharing of information and ideas.

LICENSES, PERMITS, ETC.:

License:

License to Practice Medicine and Surgery
 Certificate of Reregistration
 License to Practice Medicine and Surgery as a Camp Physician
 License to Practice Medicine and Surgery as Locum Tenens
 Temporary License to Practice Medicine and Surgery
 Temporary Educational Permit
 Physician/Physician Assistant Certificate of Qualification
 Physician/Physician Assistant Certificate of Registration

PUBLICATIONS:

Medical Practice Act (Free)

(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)

Medical Directory (\$20.00) (Lists all licensees through most recent reregistration period with selected demographic data. Includes reprint of applicable laws and rules and regulations.)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION IN MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	127,738		127,738			
Health Benefits	9,143		9,143			
Retirement	21,610		21,610			
Other Fringe Benefits	2,058		2,058			
Computer Services—Comm.	1,163		1,163			
Other Contractual Service	57,061		57,061			
Rents	37,383		37,383			
Commodities	7,188		7,188			
Grants—Subsidies—Pensions	50,000		50,000			
Equipment	21,683		21,683			
TOTAL EXPENDITURES	335,027		335,027			

STATE BOARD OF NURSING

BETTY B. CLARK, R.N., CHAIRMAN

JEAN C. CARON, R.N., EXECUTIVE DIRECTOR

Central Office: 295 Water St., Augusta

Telephone: 289-5324

Mail Address: 295 Water St., Augusta, Maine 04330

Established: 1915

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 380; *Citation:* 32 M.R.S.A., Sect. 2151

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to approve such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw approval from such nursing educational programs for failure to meet requirements; to approve the credentials of registered nurses who have completed an educational program that prepare registered nurses to perform services in the diagnosis of illness or prescription of therapeutic or corrective measures, when those services are delegated by a licensed physician; and to approve programs of training and instruction that prepare certified nursing assistants to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

In 1985, the Board of Nursing was increased from seven to nine members, as follows: five registered professional nurses, two licensed practical nurses, and two representatives of the public. All members are appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman and a secretary. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM: During fiscal year 1988-89, the Board met in seven regular sessions for a total of nine days. In addition, Board members participated in committee meetings; served as proctors for licensure examinations; served as visitors on site visits to educational programs in nursing; served on committees of the National Council of State Boards of Nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

Licensure of Nurses. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1988-89, the examination for registered nurse licensure was administered on July 12-13, 1988 and February 14-15, 1989 and the examination for practical nurse licensure on October 18, 1988 and April 18, 1989.

PROFESSIONAL AND FINANCIAL REGULATION

EXAMINATION FOR REGISTERED NURSE LICENSURE

July 1, 1988 - June 30, 1989

	First Time Writers	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	213	185	28	35	23	12
Other States	29	25	4	9	5	4
Total	<u>242</u>	<u>210</u>	<u>32</u>	<u>44</u>	<u>28</u>	<u>16</u>

EXAMINATION FOR PRACTICAL NURSE LICENSURE

July 1, 1988 - June 30, 1989

	First Time Writers	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	134	133	1	0	0	0
Other States	8	8	0	0	0	0
Total	<u>142</u>	<u>141</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>

NURSES LICENSED BY ENDORSEMENT REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE

July 1, 1988 - June 30, 1989

Registered Nurses		Licensed Practical Nurses	
From Other States	632	From Other States	125
From Other Countries:		From Other Countries:	
with examination	16	with examination	2
without examination	16	without examination	2
Total	<u>664</u>	Total	<u>129</u>
		Registered Nurses	Practical Nurses
Licensed by:			
Examination		238	141
Endorsement		664	129
Renewal		12,472	4,076
Reinstatement		365	190
Total		<u>13,739</u>	<u>4,536</u>

Nursing Education. A second major responsibility of the Board of Nursing is approval of all basic educational programs in nursing that prepare persons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every four to six years. The criteria for approval are contained in the *Board's Rules and Regulations, Chapter 7 Standards for Educational Programs in Nursing*.

During FY 88-89, site visits were made to two basic educational programs in nursing: Kennebec Valley Vocational Technical Institute Associate Degree Nursing Program and the University of Southern Maine School of Nursing. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing approval to the two basic programs in nursing.

Currently, Maine has nineteen Board-approved educational programs in nursing: fourteen to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follows.

Educational Programs in professional nursing are of two types, i.e., baccalaureate degree nursing programs and associate degree nursing programs. Baccalaureate degree nursing programs include the University of Southern Maine School of Nursing, Portland; St. Joseph's College

PROFESSIONAL AND FINANCIAL REGULATION

Department of Nursing, North Windham; Husson College/Eastern Maine Medical Center, Bangor; and the University of Maine School of Nursing, Orono, the University of Maine at Fort Kent Division of Nursing; and Westbrook College—Maine Medical Center. Associate degree nursing programs include Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta Division of Nursing; the Westbrook College Department of Nursing Education, Portland; the Kennebec Valley Vocational Technical Institute ADN Program, Fairfield; the Northern Maine Vocational Technical Institute ADN Program, Presque Isle; the Central Maine Vocational Technical Institute ADN Program, Auburn; the Eastern Maine Vocational Technical Institute ADN Program, Bangor; the Southern Maine Vocational Technical Institute ADN Program, South Portland; and the University of New England Division of Nursing, Biddeford.

Educational Programs in Practical Nursing are offered at N.M.V.T.I., E.M.V.T.I., K.V.V.T.I., C.M.V.T.I. and S.M.V.T.I.

SUMMARY OF BOARD ACTION

A brief summary of Board action in FY 88-89 follows:

- reviewed and accepted for filing the quarterly financial reports and the annual financial statement.
- received reports on renewals and reinstatements of R.N. and L.P.N. licenses during year.
- approved applications for admission to the examinations for registered nurse and practical nurse licensure.
- reviewed results of all licensure examinations and statistical reports on each series and form.
- approved a second transfer from Board funds of \$50,000 for FY 89 to the Governor's Commission on Nursing Supply and Educational Accessibility.
- voted to continue to support pass/fail scoring for the licensure examinations.
- determined that it does NOT support the administration of the licensure examination beyond the boundaries of U.S. jurisdictions.
- granted approval to E.M.V.T.I. to extend its P.N. program to Washington County for one year.
- granted approval to S.M.V.T.I. to extend its P.N. program to Rockland for one year.
- granted approval to the Washington County V.T.I. to plan a generic A.D.N. program.
- ruled that a registered nurse, who has had appropriate instruction and supervision, may inject an anesthetic medication prior to the insertion of a peripheral intravenous line for the purpose of providing comfort to the patient, providing that the procedure has been delegated to the nurse by a physician.
- ruled that a registered nurse, who has had the appropriate training and supervised practice, (1) may administer an anesthetic agent into an epidural catheter for pain management, under the conditions indicated in the Board's June 1987 ruling re this matter; and (2) may administer epidural narcotics via direct intermittent injection.
- ruled that it is NOT within the scope of nursing practice to remove epidural catheters.
- ruled that it is NOT within the scope of nursing practice to insert arterial lines.
- voted unanimously that nurse anesthesia IS the practice of nursing.
- voted to establish an advisory committee composed of certified registered nurse anesthetists for the purpose of proposing rules relating to the practice of nurse anesthesia.
- ruled that registered nurses do NOT have to be ACLS certified to use a defibrillator.
- ruled that registered nurses may NOT delegate the teaching of insulin administration to certified nursing assistants, on the basis that health teaching is an activity of the registered nurse and may be delegated only to a licensed practical nurse.
- ruled that home health aides may NOT be delegated the task of pre-filling insulin syringes.
- ruled that the procedure of manual chest stretching may NOT be delegated by licensed nurses to certified nurse assistants, on the basis that such procedure is complex and, if not done correctly, could result in serious injury to the client.
- clarified that the important principle to keep in mind re transcription of physician orders is that all such orders MUST be reviewed by a licensed nurse PRIOR TO THEIR IMPLEMENTATION, no matter what system is used.
- ruled that a licensed practical nurse, who has had appropriate training and supervision by a registered nurse, MAY insert nasogastric tubes.
- ruled that peritoneal dialysis MAY be performed by a licensed practical nurse who has received the required educational preparation and supervised clinical practice by a registered nurse with expertise in this area.

PROFESSIONAL AND FINANCIAL REGULATION

- ruled that licensed practical nurses who are certified in I.V. therapy MAY reconstitute unit dose medication for I.V. therapy.
- ruled that a certified nursing assistant who has completed a Board-approved medication course may NOT be delegated the administration of medication in the HOME setting.
- ruled that certified nursing assistants MAY use betadine for cleansing and apply neosporin ointment.
- ruled that a home health aide (C.N.A.) MAY use hydrogen peroxide for simple dressings or cleansing of superficial wounds, under the delegation and supervision of a registered nurse. It is NOT appropriate for a home health aide to use Dakin's solution for patient treatments.
- clarified that Class II drugs may be administered ORALLY by a certified nursing assistant who has completed a Board-approved medication course, if such administration does not include P.R.N. orders.
- clarified that certified nursing assistants who have completed a Board-approved medication course MAY administer medicated suppositories and topical ointments.
- ruled that a certified nursing assistant MAY administer over-the-counter enemas to patients who are on a long standing bowel regimen, provided the C.N.A. is under the close supervision of a registered nurse.
- ruled that male orderlies may perform catheterizations on male clients if they are taught to do so by a registered nurse.
- reviewed thirty (30) complaints of illegal or unsafe nursing practice and took the following actions: dismissed complaint (11); terminated probation (2); issued a warning (1); reinstated license (1); reinstated license on probation (5); placed license on probation (3); accepted voluntary surrender of license (5); and referred for revocation of license (1).
- was represented at the 1988 Delegate Assembly of the National Council of State Boards of Nursing held in Des Moines, Iowa.
- was represented at the 1989 annual meeting of Area IV of the National Council of State Boards of Nursing held in Atlantic City, New Jersey.

LICENSES, PERMITS, ETC.:

License:

Registered Professional Nurse

Licensed Practical Nurse

Provisional License (pending Maine licensure for graduates of foreign nursing schools)

Permit:

90 day permit to practice (pending Maine licensure)

Authorization to Practice (pending results of licensure examination)

PUBLICATIONS:

Law Regulating the Practice of Nursing (free to Maine citizens)

Rules and Regulations of the Maine State Board of Nursing (free to Maine citizens)

Prescribed Curriculum for Nursing Assistant Training Program (\$10.00)

Newsletter (\$2.00 per year)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
STATE BOARD OF NURSING						
EXPENDITURES						
Salaries and Wages	126,231		126,231			
Health Benefits	9,417		9,417			
Retirement	23,657		23,657			
Other Fringe Benefits	1,250		1,250			
Computer Services—State	14,370		14,370			
Other Contractual Service	59,427		59,427			
Rents	12,691		12,691			
Commodities	2,656		2,656			
Grants—Subsidies—Pensions	42		42			
Equipment	5,883		5,883			
Transfers to Other Funds	2,355		2,355			
TOTAL EXPENDITURES	257,979		257,979			

NURSING HOME ADMINISTRATORS LICENSING BOARD

CHARLENE KINNELLY, CHAIRMAN
DIANE BRADSTREET, Board Clerk

Central Office: 122 Northern Ave., Gardiner, Me. 04345
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1973

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 371; *Citation:* 32 M.R.S.A., Sect. 63A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including, but not limited to, standards for courses of study for administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one year period.

ORGANIZATION: The State Board of Licensure of Administrators of Medical Care Facilities Other Than Hospitals was renamed and reconstituted by Chap. 233 of the Public Laws of the first session of the 112th Legislature, effective June 4, 1985. The board was transferred from the Department of Human Services to the Department of Professional and Financial Regulation. The membership was reduced from 8 to 7 members. Its new statute requires that one member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. One member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. The three remaining members are nursing home administrators with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 3 consecutive full terms.

PROGRAM: The Board held meetings monthly throughout the year. There are two written examinations given each year. Licenses are granted when all the qualifications have been met. The Board requires 24 continuing education hours every year to meet the requirements for relicensure.

The present rules require that the Continuing Education Certificates for 24 hours be attached to the administrator relicensing request. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses and reciprocity. All applications were acted on at Board meetings.

There are: 248 Resident Administrators
9 Non-Resident Administrators
8 Temporary Administrators

LICENSES, PERMITS, ETC.

License:

Administrator

Temporary Administrator

PUBLICATIONS:

Continuing Education Guidelines (free)

Rules, Regulations and Statutes Concerning the Board (free)

Listing of Board Approved Correspondence Courses (free)

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NURSING HOME ADMINISTRATORS LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,950		1,950			
Other Contractual Service	13,546		13,546			
Commodities	91		91			
Transfers to Other Funds	2,341		2,341			
TOTAL EXPENDITURES	17,928		17,928			

BOARD OF OCCUPATIONAL THERAPY PRACTICE

ELIZABETH SMITH, CHAIRPERSON

PATRICIA BEAUDOIN, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: April 12, 1984

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 01; Umbrella: 02; Unit: 477; Citation: 32 M.R.S.A., Sect. 2271

PURPOSE: It is the purpose of this chapter to provide for the regulation of persons offering occupational therapy services in order to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons; to assure the highest degree of professional conduct on the part of occupational therapists and occupational therapy assistants; and to assure the availability of occupational therapy services of high quality to persons in need of those services.

ORGANIZATION: The Board consists of 5 members appointed by the Governor. The persons appointed to the board, other than the public member, must have been engaged in rendering occupational therapy services to the public, teaching or research in occupational therapy for at least 2 years immediately preceding their appointments. At least 3 board members shall be occupational therapists. The 4th member shall be either an occupational therapist or an occupational therapy assistant, if available. These members shall at all times be holders of valid licenses for the practice of occupational therapy in the State, except for the members of the first board, all of whom shall fulfill the requirements for licensure of this chapter. The remaining member shall be a representative of the public.

All members are appointed for 3 year terms, but no person may be appointed to serve more than 2 consecutive terms.

PROGRAM: The Board met 9 times during this fiscal year. There are 280 occupational therapists, 29 occupational therapy assistants, and 1 inactive occupational therapy assistant, for a total of 310 licensees. The Board passed continuing competency requirements in February, 1989, which means that licensees will have to document continuing education for the renewal in 1991.

LICENSES:

- Temporary Occupational Therapist
- Permanent Occupational Therapist
- Temporary Occupational Therapy Assistant
- Permanent Occupational Therapy Assistant

PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

Statutes, rules and regulations (free)
Occupational Therapy Practice Act and Rules and Regulations (free)
Roster of Licensees (fee: determined by computer division at cost)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OCCUPATIONAL THERAPY PRACTICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	8,342		8,342			
Rents	366		366			
Commodities	432		432			
Transfers to Other Funds	1,941		1,941			
TOTAL EXPENDITURES	11,081		11,081			

OIL AND SOLID FUEL BOARD

VACANT, CHAIRMAN

MARY ANN CAMPBELL, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1955

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 381; *Citation:* 32 M.R.S.A., Sect. 2351

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Oil and Solid Fuel Board was established to protect life and property from fire hazards in the installation of oil and solid fuel burners and related equipment and to insure competency of oil and solid fuel burner installers. The Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil and solid fuel burners and related equipment; to ensure the competence of oil and solid fuel burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Technician, Journeyman Technician, Apprentice Oil Technician, Master Solid Fuel Technician, or Apprentice Solid Fuel Technician; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Oil and Solid Fuel Board, created in 1955, was originally administered by the Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Professional and Financial Regulation).

The Board consists of five members appointed by the Governor for terms of two years, the Commissioner of Public Safety or his designee, and the Commissioner of Professional and Financial Regulation, or his designee. Two members are appointed, each from a slate of three persons nominated by the Maine Oil Dealers Association. Three of the appointive members must be oil burner men who are active in the trade, one must be a representative of the solid

PROFESSIONAL AND FINANCIAL REGULATION

fuel burning industry, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the Second Session of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Board.

PROGRAM: During FY 89, the Oil and Solid Fuel Board held 10 meetings and administered 7 licensing examinations for 547 applicants. Of those tested, 255 passed. At the end of FY 89 there were 3,887 (total) licensed: 1,715 Masters, 1,229 Journeyman and 774 Apprentices.

The Board also approves all oil or solid fuel central heating equipment before it can be sold or offered for sale in the State of Maine. During FY 88, the Board granted temporary approval to 5 applications for product approval and full approval to 1 unit.

The Board compliance officers, during FY 89, conducted 599 investigations; the majority of these as a result of complaints filed with the Board. These officers also completed 279 residential inspections and 155 commercial inspections. They also investigated 2 explosions and 30 fire sites to determine if the fires originated from the heating equipment.

The Board submitted to the 114th Legislature a bill to strengthen the powers of the compliance officers and to license all companies.

The Board now holds monthly meetings as well as administers monthly examinations.

LICENSES, PERMITS, ETC.:

License:

- Oilburner Technician Apprentice
- Oilburner Technician Journeyman
- Oilburner Technician Master
- Solid Fuel Apprentice
- Solid Fuel Master

PUBLICATIONS:

- Rules and Regulations upon request
- Roster—publishing fee

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OIL AND SOLID FUEL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	68,154		68,154			
Health Benefits	6,845		6,845			
Retirement	12,160		12,160			
Other Fringe Benefits	342		342			
Other Contractual Service	20,187		20,187			
Rents	152		152			
Commodities	3,405		3,405			
Equipment	19,127		19,127			
Interest—Debt Retirement	10		10			
Transfers to Other Funds	4,004		4,004			
TOTAL EXPENDITURES	134,386		134,386			

PROFESSIONAL AND FINANCIAL REGULATION

STATE BOARD OF OPTOMETRY

PAULINE V. BEALE, O.D., PRESIDENT

BRIAN HALLOWELL, O.D., SEC.-TREAS.

Central Office: P.O. Box 254, E. Winthrop 04343

Telephone: 395-4545

Mail Address: P.O. Box 254, E. Winthrop, Maine 04343

Established: 1909

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 382; *Citation:* 32 M.R.S.A., Sect. 2415

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATION: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

PROGRAM: The Board of Optometry held 5 meetings during FY 89 on 7/8/88, 9/30/88, 12/3/88, 3/17/89, and 6/9/89. Maine Board Examinations were scheduled for July 8, 1988. The Board issued 169 active renewals, 38 nonactive and 30 auxiliary office licenses.

LICENSES, PERMITS, ETC.

License:

Optometrist

Diagnostic Drug License

Therapeutic Drug License

PUBLICATIONS:

“The Maine Optometry Law”, 1984—free on request

“Rules of Practice”—free on request

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

STATE BOARD OF OPTOMETRY	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,450		1,450			
Other Contractual Service	15,771		15,771			
Rents	231		231			
Commodities	100		100			
Transfers to Other Funds	1,585		1,585			
TOTAL EXPENDITURES	19,137		19,137			

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

ARTHUR VAN DERBURGH, D.O., CHAIRMAN
DONALD K. McFADDEN, D.O., Secretary/Treasurer
DOREEN M. PHAIR, Executive Secretary

Central Office: 2 Bangor St., Augusta, Me.

Telephone: 289-2480

Mail Address: State House Station #142, Augusta, Maine 04333

Established: 1919

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 383; Citation: 32 M.R.S.A., Sect. 2561

Average Count—All Positions: .5

Legislative Count: 0

PURPOSE: The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board makes such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION: The Board of Osteopathic Examination and Registration, when it was established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, have been actively engaged in professional practice in Maine for at least five years. The Board meets annually in June of each year. A chairman and a secretary-treasurer are chosen by and from the members of the Board. The sixth appointee is a lay member.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in the June 1982 meeting to become effective January 1983. The Board, at its meeting on July 8, 1987, made plans for increasing the registration fee to increase the revenue to meet the increased expenses. Revised statutes also specify one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Re-registration fees have been increased from \$25 to \$100 each year, beginning January 1, 1988.

Continuing medical education requirements were increased from ten hours to fifty hours annually. Individual files have been established for each physician as an aid in processing and

PROFESSIONAL AND FINANCIAL REGULATION

documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. Occasionally, the Board has to pass judgment on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

Election of officers at the June annual meeting at the Board office in Augusta, Maine: Arthur VanDerburgh, D.O., Chairman, and Donald K. McFadden, D.O., Secretary for the coming year.

LICENSES, PERMITS, ETC.

License:

To Practice, including Physician's Assistants—45

Certificate:

Of Renewal, including Physician's Assistants—405

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,929		8,929			
Health Benefits	26		26			
Retirement	1,288		1,288			
Other Fringe Benefits	21		21			
Other Contractual Service	11,868		11,868			
Rents	4,452		4,452			
Commodities	626		626			
Equipment	3,878		3,878			
TOTAL EXPENDITURES	31,088		31,088			

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

DENISE F. DOYON, PRESIDENT

Central Office: 122 Northern Ave., Gardiner, Maine

Telephone: 582-8723

Mail Address: State House Station #35, Augusta, Maine 04333

Established: 1877

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 02; Unit: 392; Citation: 32 M.R.S.A., Sect. 2851

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, con-

PROFESSIONAL AND FINANCIAL REGULATION

sistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed, to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of seven members, including five pharmacists and two public members, all serving three year terms and appointed by the Governor. A president and a secretary are elected annually by the Board from its membership.

PROGRAM: During FY89, the Board of Commissioners of the Profession of Pharmacy licensed 942 Pharmacists, 18 Qualified Assistant Pharmacists, and 247 Pharmacy licenses. Reciprocity was granted to 42 Pharmacists. Eleven candidates took the NABPLEX exam during FY89 (3 of 4 passed in January; June results not available at this time). Currently 127 Wholesalers are licensed (including manufacturers and distributors). Seventy-seven Pharmacists are licensed as Inactive.

During FY89 the Board's office was moved from Lewiston to the Department of Professional & Financial Regulation's Gardiner location. Many hours have been spent revising the rules and regulations governing pharmacy to go along with the Maine Pharmacy Act passed in April 1988. The Board met every month during FY89, devoting all morning sessions and some afternoons to this process.

Seven complaints were reviewed by the Board during FY89.

The Board entered into consent agreements with three pharmacists—two for substance abuse problems and one for violation of rules and regulations governing continuing education. Two other pharmacists voluntarily surrendered their licenses. Two pharmacists who had given up their licenses in the past appeared before the Board to request reinstatement.

A notice reminding all licensed pharmacies of the biennial Controlled Substances inventory mandated by the DEA was mailed in April.

The Board meets the first Tuesday of every other month at its new headquarters at 122 Northern Avenue in Gardiner, Maine, as well as other times as necessary.

LICENSES, PERMITS, ETC.

License:

- Pharmacy
- Pharmacist
- Qualified Assistant Pharmacist
- Wholesaler
- Manufacturer
- Distributor

PUBLICATIONS:

Laws Relating to Pharmacy Title 32, 22 and the Rules and Regulations Revised 1981—Free Roster of Licensees (at cost)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	29,172		29,172			
Health Benefits	1,095		1,095			
Retirement	3,741		3,741			
Other Fringe Benefits	107		107			
Other Contractual Service	34,069		34,069			
Rents	400		400			
Commodities	670		670			
Transfers to Other Funds	777		777			
TOTAL EXPENDITURES	70,031		70,031			

BOARD OF EXAMINERS IN PHYSICAL THERAPY

ALLAN BROWN, PT, CHAIRMAN
SUSAN GREENLAW, Board Clerk

Central Office: 122 Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: 1955

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 393; *Citation:* 32 M.R.S.A., Sect. 3112

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: By law the primary responsibilities of the Board are to review credentials of, examine, and license qualified applicants for licensure as physical therapists or physical therapist assistants in Maine; authorize issuance of initial certificates of licensure and biennial license renewals; promulgate rules and regulations as necessary; order investigation of complaints of noncompliance with or violation of the law governing the practice of physical therapy or rules adopted by the Board; conduct hearings and take disciplinary action as required or report its findings to the Administrative Court for prosecution; and to establish reasonable fees for the conduct of its business.

ORGANIZATION: Under the Department of Professional and Financial Regulation, the Board of Examiners in Physical Therapy consists of two physical therapists, one physical therapist assistant, one public member and one physician. The Board quorum is three members. Each member is appointed by the Governor and serves a four-year term of office. The Board elects a chairman and a secretary for a two-year term. A Board member may not serve more than two consecutive terms.

PROGRAM: The Board held 2 meetings in Fiscal Year 1989.

Examinations: The licensing examinations utilized by the Board are the nationally accepted examinations for the physical therapist and physical therapist assistant developed by the Professional Examination Service in cooperation with the American Physical Therapy Association.

Examinations were conducted by the Board on July 1, 1988; November 2, 1988; and February 1, 1989. Thirty-one (31) candidates were examined for licensure as physical therapists. Four (4) candidates were examined for licensure as physical therapist assistants.

Licensure: A total of 80 physical therapists and 8 physical therapist assistants were licensed during Fiscal Year 1989.

As of June 7, 1989, Board records show 599 physical therapists and 75 assistants licensed in the State of Maine.

PROFESSIONAL AND FINANCIAL REGULATION

LICENSES, PERMITS, ETC.:

License:

Physical Therapist

Physical Therapist Assistant

PUBLICATIONS:

1. Register of physical therapists and physical therapist assistants licensed in the State of Maine. (fee: Printings available on request at cost)
2. Physical Therapist Practice Act and Rules and Regulations. (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS IN PHYSICAL THERAPY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	300		300			
Other Contractual Service	15,147		15,147			
Commodities	65		65			
Transfers to Other Funds	2,214		2,214			
TOTAL EXPENDITURES	17,726		17,726			

MAINE STATE PILOTAGE COMMISSION

ARTHUR FOURNIER, CHAIRPERSON

KELLY B. WEBSTER, Commission Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 387; *Citation:* 38 M.R.S.A., Sect. 89

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine State Pilotage Commission was established to provide a system of state pilotage devoted to the preservation and protection of lives, property, and vessels entering or leaving specified waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying to act as a pilot in the waters of Seguin Island to Bath, Penobscot Bay, Penobscot River, Frenchman's Bay, Eastport Harbor, Cobscook Bay, Penamquan River and Friar Roads; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots as are necessary to permit adequate pilotage in the above areas; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

The 113th Legislature passed a law changing the Maine State Pilotage Commission's jurisdiction. The jurisdiction now includes all Maine coastal waters and navigable waters with the exception of the Piscataqua River, those waters specifically exempted by the Maine State Pilotage Commission and Portland Harbor.

ORGANIZATION: The Maine State Pilotage Commission (September 1985) (formerly The Penobscot Bay and River Pilotage Commission, created in 1969), consists of five members

PROFESSIONAL AND FINANCIAL REGULATION

appointed by the Governor, for terms of three years. Three shall be licensed pilots representing Penobscot Bay and River, Bar Harbor-Eastport and Bath; one shall represent the marine industry interests; and one, with a marine background, shall represent the public. Legislative action attached this Commission to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The Commission held 2 meetings.

LICENSES, PERMITS, ETC.:

Licenses:

Licensed Pilot

PUBLICATIONS:

Roster of licensees (fee: printings available on request at cost)

Rules and Regulations

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE PILOTAGE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	2,094		2,094			
Transfers to Other Funds	24		24			
TOTAL EXPENDITURES	2,118		2,118			

PLUMBERS' EXAMINING BOARD

GEORGE M. RAY, SR., CHAIRMAN

PHYLLIS MAE VIOLETTE, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta.#35, Augusta, Maine 04333

Established: 1937

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 395; Citation: 32 M.R.S.A., Sect. 3401

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: To preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Plumbers Examining Board consists of five members appointed by the Governor; two master plumbers, two journeyman plumbers and one consumer. Exams are given at least three times a year. The Board meets at least once a year and whenever necessary to conduct the business of the Board. Legislative action transferred this Board from the Department of Human Services to the Department of Business Regulation (renamed the Department of Professional and Financial Regulation) July 1, 1982.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: During FY 88/89 three examinations were held for Journeyman and Master Plumbers. A total of 522 individuals were examined; 252 passed. During the year, 733 new licenses were issued; 328 Trainee Plumbers, 198 Journeyman Plumbers, 172 Master Plumbers, 6 Corporations, and 29 Journeyman-in-Training.

Since reciprocity became effective on August 1, 1984, we have a total of 310 reciprocal licenses with the State of New Hampshire, 249 Master Plumbers, 5 Corporations, and 56 Journeyman Plumbers.

At present there are 37 Corporations, 80 Journeyman-in-training, 983 Journeyman, 1,821 Master Plumbers and 1,106 Trainee Plumbers making a total of 4,027 plumbers ending FY 89.

During the fiscal year the State Plumbing Inspector made 434 inspections, 854 license checks, 63 investigations, and disposed of 163 complaints.

The Board conducted 2 Hearings for violations of the Maine State Plumbing Code and allowing Trainee Plumbers to work without *direct supervision*.

LICENSES, PERMITS, ETC.:

License:

Corporation

Journeyman

Master

Journeyman-in-training

Trainee

PUBLICATIONS:

List of licensed Master and Journeyman Plumbers can be purchased through the Central Licensing Division, Department of Professional and Financial Regulation for a fee, depending on type of list requested.

Rules (\$5.00).

Maine State Plumbing Code (cost \$5.00, purchased through Plumbers Examining Board, Department of Professional and Financial Regulation for the purpose of taking the Plumbers Exam or for Plumbers in general. *Anyone else can purchase a code from the Division of Health Engineering, Department of Human Services for a fee.*)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	45,165		45,165			
Health Benefits	4,499		4,499			
Retirement	8,102		8,102			
Other Fringe Benefits	439		439			
Other Contractual Service	39,932		39,932			
Rents	418		418			
Commodities	2,377		2,377			
Equipment	8,521		8,521			
Transfers to Other Funds	2,810		2,810			
TOTAL EXPENDITURES	112,263		112,263			

PROFESSIONAL AND FINANCIAL REGULATION

EXAMINERS OF PODIATRISTS

JAMES N. WHIPPLE, D.P.M., CHAIRMAN
BRINTON T. DARLINGTON, M.D., Secretary

Central Office: 2 Bangor Street, Augusta

Telephone: 289-3601

Mail Address: State House Sta. #137, Augusta, Maine 04333

Established: 1933

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 396; Citation: 32 M.R.S.A., Sect. 3601

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to license, and renew licensure biennially upon documentation of continuing education activities and payment of specified fees, to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; and to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

ORGANIZATION: The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine. The Examiners include two members of the Board of Registration in Medicine, two podiatrists and a representative of the public appointed by the Governor, for terms of four years. The secretary-treasurer of the Board of Registration in Medicine also serves as secretary-treasurer of the Board of Examiners of Podiatrists.

PROGRAM: The Board met in July and November, 1988, and in March, 1989, as required by statute.

Ten applicants were granted licensure to practice podiatric medicine and surgery during the year. At June 30, 1989, there were 85 licensees registered with the Board. This is an increase of seven over the 78 registrants with the Board on June 30, 1988.

The Board received four complaints from the public during the year. After investigation, three were dismissed by majority vote of the Board as grounds for discipline pursuant to the Podiatric Practice Act were not found to exist. One complaint was still under investigation at year end.

The Board continued to evaluate its Rules and Regulations during the year to insure their current applicability. No proposals for revision to rules were put forth during the year. The Board adopted as its standard comprehensive licensing examination the "PMLexis Examination" offered nationally by the Federation of State Boards of Podiatric Examiners. All applicants for license after April 1, 1989, will be required to have taken and passed this examination if not otherwise qualified through reciprocity in licensing with the Podiatric Licensing Board of another state or province of Canada.

LICENSES, PERMITS, ETC.

License:

License to Practice Podiatric Medicine and Surgery

PUBLICATIONS:

Podiatric Practice Act, Board Rules and Regulations and Roster of Licensees (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	325		325			
Other Contractual Service	1,047		1,047			
TOTAL EXPENDITURES	1,372		1,372			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

BRIAN RINES, CHAIRPERSON

LINDA DUFFY, Board Clerk

Central Office: 122 Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1968

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 02; Unit: 415; Citation: 32 M.R.S.A., Sect. 3821

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and oral, and determines those to be licensed. The Board conducts hearings and takes disciplinary action as mandated by statute.

ORGANIZATION: The State Board of Examiners of Psychologists is composed of nine members, 6 psychologists, 1 psychological examiner and 2 public members. Members of the Board are appointed by the Governor for a term of 3 years. The members elect a chairman and secretary yearly.

PROGRAM: The Board held 12 meetings. It conducted 31 oral exams. There are 408 licensees. A total of 25 psychologists and 12 psychological examiners took the written exam.

The Board held numerous hearings on license denials and also held adjudicatory hearings. The Board received 11 complaints and 8 are pending.

LICENSES, PERMITS, ETC:

License:

Psychologist—327

Psychological Examiner—81

PUBLICATIONS:

Roster of licensees (fee: determined by computer division at cost)

Rules and Regulations (free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,094		4,094			
Other Contractual Service	41,303		41,303			
Commodities	284		284			
Transfers to Other Funds	284		284			
TOTAL EXPENDITURES	45,965		45,965			

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

ROBERT P. ANDREWS, CHAIRPERSON

KELLY B. WEBSTER, Executive Secretary

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: 1983

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 465; *Citation:* 32 M.R.S.A., Sect. 9853

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Radiologic Technology Board of Examiners was established to protect the public from the effects of excessive and improper exposure to ionizing radiation. The primary responsibilities of the Board are to examine and license radiographers, nuclear medicine technologists, and radiation therapy technologists upon payment of specified fees; to renew all licenses biennially upon payment of specified fees; to investigate all complaints and all cases of non-compliance with the law relating to licensing; to make and adopt such rules consistent with the law; and to hold regular meetings at least once per year to conduct its business.

ORGANIZATION: The Radiologic Technology Board of Examiners, established in 1983, consists of 12 members: 2 radiologists; 3 radiographers; one nuclear medicine technologist; one radiation therapy technologist; one radiation physicist; 2 licensed practitioners who are not radiologists; one representative of the Department of Professional and Financial Regulation who shall be the executive secretary and nonvoting member; and one public member who shall not be affiliated with the medical or any allied health profession.

PROGRAM: The Radiologic Technology Board of Examiners promulgated its rules on September 1, 1984. These rules outlined the examination and licensing requirements for radiologic technologists who applied ionizing radiation to human beings. Meetings were held 6 times during the period July 1, 1988 to June 30, 1989.

LICENSES, PERMITS, ETC.

License:

Radiographic Technologist

Nuclear Medicine Technologist

Radiation Therapy Technologist

PUBLICATIONS:

90-465 CMR 1 "Medical Radiation Technology Licensing Rules" — no charge.

90-465 CMR 2 "Educational Requirements for Limited Licensure"—no charge.

Roster—at cost.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	19,379		19,379			
Commodities	152		152			
Transfers to Other Funds	1,863		1,863			
TOTAL EXPENDITURES	21,394		21,394			

REAL ESTATE COMMISSION

HOBART F. HARNDEN, CHAIRMAN
CAROL J. LEIGHTON, Director

Central Office: Gardiner Annex, Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8727

Established: March 25, 1937

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 039; Citation: 32 M.R.S.A., Sect. 4051A

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: The Commission is charged with supervising real estate licensees in a manner to insure that they meet standards of conduct which will promote public understanding and confidence in the business of real estate brokerage. Primary responsibilities of the Commission are to license qualified applicants as real estate agencies, real estate brokers, real estate associate brokers, timeshare agents, home service contract companies and home service sales agents; to investigate alleged violations of the law; impose sanctions; prescribe curricula and standards for real estate educational programs and the Commission is authorized to defray the cost of an educational course for licensees and/or the public.

ORGANIZATION: The Real Estate Commission, originally created in 1937, was reorganized pursuant to P.L. 1983, c. 171 effective in September of 1983. The Commission now includes four members whose vocation for at least five years prior to appointment has been that of a real estate broker or associate broker; and one public member with no professional or financial connection with the real estate business. Members are appointed by the Governor, subject to confirmation by the Senate, for three year terms and not more than one member from any one county may serve simultaneously. The members of the Commission are responsible for policy and rulemaking and serve as an adjudicatory panel hearing complaints filed by the director against licensees and to hear appeals of administrative decisions rendered by the director. The director is appointed by the Commissioner of the Department of Professional and Financial Regulation with the advice of the Real Estate Commission. The director is responsible for management of the Commission's affairs within guidelines adopted by the Commission and for carrying out duties allocated to the director by law.

PROGRAM: Seventeen (17) meetings of the Commission were held, including twenty-six (26) adjudicatory hearings. In April 1989 the Commission held a rule hearing to receive comments on amendments to the rules defining the educational requirements for licensure. The amended rules were adopted on April 17, 1989. Due to the demand for the Commission's consumer booklet, the Commission ordered an additional 50,000 copies for distribution to licensees and the public. The Commission prepared and distributed to all licensees a newsletter on a quarterly basis.

Enforcement. This part of the program is designed to promote compliance with licensing laws and to encourage resolution of consumer complaints filed against real estate licensees. Two hundred and ninety-four (294) cases were under investigation during the year, one hundred twenty-two (122) of which were closed. Because of its enforcement process, the Commission was able to influence resolution of complaints resulting in financial benefits to consumers totaling \$81,102.00. In addition, the following penalties were imposed through consent agreements or by Commission order: Two (2) licenses were revoked, four (4) licenses were suspended, eighteen (18) licenses were denied and \$36,348.76 in fines were imposed.

Licensing. This part of the program includes processing of applications, licensing and administration of license examinations. The following is a breakdown of applications processed:

Real Estate Licensees

Record modification applications	3,579	
Renewal license applications	4,621	
License examination applications	1,596	
New license applications	3,060	
Total applications processed		<u>12,856</u>

PROFESSIONAL AND FINANCIAL REGULATION

On June 30, 1989, the following licenses were in effect:

Real Estate Agencies

Individual Proprietors	1,824	
Corporations	600	
Branch Offices	220	
Partnerships/Associations	68	
Total Agencies		2,712

Active Licenses

Brokers	4,537	
Associate Real Estate Brokers	3,388	
Timeshare Agents	43	
Total Active Licensees		7,968

Inactive Licenses

Real Estate Brokers	397	
Real Estate Associate Brokers	3,011	
Total Inactive Licenses		3,408

Home Service Contracts

Sales Agents	59	
Companies	4	
Total Home Service		63

TOTAL ALL LICENSES		<u>14,993</u>
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License examinations were administered thirty-two (32) times at the Commission office in Gardiner to five hundred ninety-nine (599) examinees.

Education and Examinations. This part of the program includes dissemination of information to encourage compliance with licensing laws, prescribing curriculum for the sales agent course, associate broker course and designated broker course, approving courses for continuing education and maintaining a valid bank of license examination questions. During the year the Commission continued its program of allowing course instructors the opportunity to review the license examination bank. Further, the Education Director met with prelicense course sponsors twice and with instructors once. The Supervisor of Licensing and Exams met with continuing education course sponsors and instructors once. During the year the Commission developed and implemented the nonresident, renewal, and timeshare examinations. The Commission also revised the licensing handbook to include information regarding nonresident, renewal, and timeshare licensing procedures.

LICENSES, PERMITS, ETC.:

License:

- Real Estate Agency
- Real Estate Broker
- Real Estate Associate Broker
- Sales Agent
- Branch Office
- Time Share Agent
- Home Service Contract Company
- Home Service Contract Sales Agent
- Home Service Contract Sales Associate

PUBLICATIONS:

- Real Estate Licensing Law and Rules—Free
- Catalog of Continuing Education Programs—Free
- Buyer/Seller Informational Booklet—Free
- Real Estate Licensing Handbook—Free

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	200,668		200,668			
Health Benefits	17,924		17,924			
Retirement	38,847		38,847			
Other Fringe Benefits	1,925		1,925			
Other Contractual Service	186,315		186,315			
Rents	31,122		31,122			
Commodities	5,900		5,900			
Grants—Subsidies—Pensions	1,319		1,319			
Equipment	24,890		24,890			
Transfers to Other Funds	15,097		15,097			
TOTAL EXPENDITURES	524,007		524,007			

BOARD OF RESPIRATORY CARE PRACTITIONERS

BARBARA LARSSON, CHAIRMAN
KAREN BOSSIE, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: September 19, 1985

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 343; *Citation:* 32 M.R.S.A., 9703

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Under the Department of Professional and Financial Regulation, the Board of Respiratory Care Practitioners exists to safeguard the public health, safety and welfare by protecting the public from incompetent and unauthorized conduct on the part of respiratory care practitioners.

ORGANIZATION: Operating in conjunction with the Department's Division of Licensing and Enforcement, the Board of Respiratory Care Practitioners consists of three respiratory care practitioners and two public members all appointed by the Governor. The Board meets at least once a year and at other times as needed.

PROGRAM: The Board met eleven (11) times during FY 89. The total number of licensees to date is: 148 respiratory therapists; 218 respiratory care technicians; and 15 temporary respiratory care technicians (graduates).

Areas of consideration to the Board were complaints, continuing education, new legislation, and correspondence.

Goals for FY 90.

1. Rule-Making
 - a. Continuing Education
 - b. Student Registration
 - c. Changes to reflect 2-year licenses beginning May 1, 1990.
2. Reciprocity
3. Maintain Communication and Establish Services for Licensees

PROFESSIONAL AND FINANCIAL REGULATION

- a. Newsletter
- b. Offering conferences for outlying areas
- c. Offering grants for use by facilities for continuing education purposes.

LICENSES, PERMITS, ETC.:

Temporary Technician (graduate)
Permanent Respiratory Therapist
Permanent Respiratory Care Technician

PUBLICATIONS:

1. Register of Respiratory Therapists and Respiratory Care Technicians licensed in the State of Maine (nominal fee)
2. Respiratory Care Practitioners Practice Act and Regulations

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF RESPIRATORY CARE PRACTITIONERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,260		1,260			
Other Contractual Service	7,388		7,388			
Commodities	65		65			
Transfers to Other Funds	1,544		1,544			
TOTAL EXPENDITURES	10,257		10,257			

STATE BOARD OF SOCIAL WORKER LICENSURE

NEVA CRAM, CHAIRPERSON
PATRICIA BEAUDOIN, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1989

Reference: Policy Area: 01; Umbrella: 02; Unit: 416; Citation: 32 M.R.S.A., Sect. 7026

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Maine State Board of Social Worker Licensure was established to provide for the regulation of persons offering social work services in order to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons and to assure the highest standards of practice on the part of the social worker.

The Board is authorized to evaluate the qualifications and supervise examinations of applicants, to grant licenses to those who satisfactorily qualify, investigate or cause to investigate all complaints made to it and all cases of noncompliance with this chapter. The board may adopt rules as may be reasonably necessary in carrying out its duties and the administration thereof. Hearings may be conducted to assist with investigations, to determine whether grounds exist for suspension, revocation or denial of a license, or as otherwise deemed necessary in fulfilling the Board's responsibilities.

ORGANIZATION: The Board was created in 1969. There are 7 members appointed by the

PROFESSIONAL AND FINANCIAL REGULATION

Governor, including two consumer members. Terms of office are for three years and all members hold office until their successors are appointed and qualified.

PROGRAM: The Board met monthly during the FY 1989 to conduct its regular business.

The Board contracts with a national testing company who administers the exam twice a year, October and April. A member of the Board was an overseer of the exam to ensure that proper procedures were taken. The exams are graded by the testing company and the results are returned to the Board who then informs the applicant. A total of 229 exams were administered. The total number of licensees is 2,862.

The Board has been going through a review by the Program and Audit Review Committee and has satisfactorily completed that process. The recommendation is being made by the committee to extend the licensing board.

Eleven complaints were received by the Board. Five have been closed, all of which were found not to be in violation of the statute; the remainder are still in the investigative stages.

The Board has begun a study of its rule regarding the setting in which a licensed master social worker can gain clinical experience to qualify for licensed clinical social worker licensure. Currently, the rules narrow the setting to mental health centers. Should the proposed rules be adopted, this will allow a broader field in which one can work to acquire this experience. While in the rule-making process, the Board is looking at updating the existing rules to make them more current and applicable.

LICENSES, PERMITS, ETC.:

Licensed Social Worker

Licensed Social Worker/Conditional I and II

Licensed Master Social Worker

Licensed Master Social Worker/Conditional I and II

Licensed Clinical Social Worker

PUBLICATIONS:

Roster—publishing fee

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SOCIAL WORKER LICENSURE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	16,477		16,477			
Health Benefits	1,554		1,554			
Retirement	3,112		3,112			
Other Fringe Benefits	150		150			
Other Contractual Service	34,943		34,943			
Commodities	128		128			
Interest—Debt Retirement	—10		—10			
Transfers to Other Funds	927		927			
TOTAL EXPENDITURES	57,281		57,281			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

LOUIS PELLETIER, Sc.D., CHAIRPERSON

CAROL HOLT, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta.#35, Augusta, Maine 04333

Established: 1976

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 296; Citation: 32 M.R.S.A., Sect. 6010

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

The Board generally holds monthly meetings for the purpose of reviewing all applications to assure that only qualified applicants become licensed; reviews application forms for prior approval of continuing education activities with accredited sponsorship; reviews applications for the registration of speech pathology aides under the licensed speech pathologist.

Hours submitted by the licensee to satisfy the continuing education requirements for license renewal must be approved by the Board. Audits may be conducted by the Board.

Permanent licenses expire biennially on February 28th. Temporary licenses shall expire one year from date of issuance and may only be renewed once. Registrations remain in effect until the Board is notified in writing of termination.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary

PROGRAM: The Board met eleven (11) times during FY 1989.

Current licenses:

- 229 permanent speech pathologists
- 16 temporary speech pathologists
- 37 permanent audiologists
- 1 temporary audiologist
- 4 permanent speech pathologist/audiologists
- 12 registered speech pathology aides

LICENSES, PERMITS, ETC.:

- Speech Pathology
- Speech Pathology, temporary
- Audiology
- Audiology, temporary
- Speech Pathology and Audiology
- Speech Pathology and Audiology, temporary
- Speech Pathology Aide Registration

PUBLICATIONS:

Law and the Rules and Regulations of the Maine Board of Examiners in Speech Pathology and Audiology are available.

Roster—Publishing fee.

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,525		1,525			
Other Contractual Service	10,953		10,953			
Commodities	91		91			
Transfers to Other Funds	1,537		1,537			
TOTAL EXPENDITURES	14,106		14,106			

STATE BOARD OF SUBSTANCE ABUSE COUNSELORS

CLIFTON LEAVIS, CHAIRMAN
DIANE BRADSTREET, Board Clerk

Central Office: 122 Northern Ave., Gardiner, Me. 04345
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1977

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 384; Citation: 32 M.R.S.A., Sect. 6201

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Substance Abuse Counselors was established to assess and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The State Board of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of nine members appointed by the Governor, for terms of three years; 7 members shall be licensed, certified or registered substance abuse counselors, 2 members are non-providers, one of whom is a consumer.

PROGRAM: The Board met 17 times during FY 1989 primarily for the purpose of orally reviewing applicants for licensure as Substance Abuse Counselors.

The Board of Examiners gives written examinations twice a year. All applicants are granted an oral review and may be granted a license as either an Associate Substance Abuse Counselor or as a Licensed Substance Abuse Counselor.

There are: 202—Licensed Substance Abuse Counselors

11—Associate Substance Abuse Counselor

360—Registered Substance Abuse Counselors—No examination required for this license.

LICENSES, PERMITS, ETC.:

Registered Substance Abuse Counselor
Licensed Substance Abuse Counselor
Associate Substance Abuse Counselor

PUBLICATIONS:

Application Manual for Substance Abuse Counselors
Registration (including bibliography). FREE

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	19,104		19,104			
Commodities	117		117			
Transfers to Other Funds	60		60			
TOTAL EXPENDITURES	19,281		19,281			

THERAPEUTIC PHARMACEUTICAL MONITORING PANEL

SENATOR CAROL M. ALLEN, CHAIRPERSON

Central Office: Capitol Building, Augusta

Telephone: 622-3185

Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: July 1, 1987

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 504; Citation: 32 M.R.S.A., Sect. 2428

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Therapeutic Pharmaceutical Monitoring Panel was established to collect data concerning side effects, ineffective drugs and drug misuse as they apply to the services of optometrists and ophthalmologists.

ORGANIZATION: The Panel is comprised of 5 members to be appointed as follows: one licensed optometrist; one licensed ophthalmologist; one member of the State Senate; one member of the House of Representatives; and, lastly, a licensed physician with a specialty in internal medicine.

The panel may employ and prescribe the duties of other personnel as the panel deems necessary.

PROGRAM: The panel prepares reports to be submitted to the Governor, the President of the Senate, the Speaker of the House, the State Board of Optometry and the State Board of Registration in Medicine. The reports shall summarize the findings of the panel regarding the use of therapeutic pharmaceutical agents and shall be signed by all members of the panel.

All expenses of the Panel are to be paid for by the state Board of Optometry and the State Board of Registration in Medicine on an equal basis.

The law shall be repealed on May 15, 1990.

FINANCES, FISCAL YEAR 1989: This unit had no expenditures in FY 89.

STATE BOARD OF VETERINARY MEDICINE

CHARLES GAUGER, DVM, CHAIRMAN

ALLAN R. COREY, DVM, Secretary

SUSAN GREENLAW, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: February 22, 1905

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 285; *Citation:* 32 M.R.S.A., Sect. 4854

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to administer State Board examinations to qualified animal medical technicians and issue certificates of registration; to issue yearly renewal registration to registered animal medical technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; to answer correspondence and maintain financial records; to issue and set fees for annual registration of all veterinarians holding a Maine Veterinary license; and to issue and set fees for Animal Medical Technicians.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October 1973 when legislation assigned the Board to the Department of Agriculture. The 112th Legislature transferred the Board in September of 1986 to the Department of Professional and Financial Regulation.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met four times during FY 89 and conducted two state examination sessions for veterinary applicants. The Board also conducted two National Examinations for animal technician applicants. The Board responded to complaints, correspondence, and questionnaires. As of June 7, 1989, a total of 478 veterinarians and 207 animal technicians are licensed.

LICENSES, PERMITS, ETC.:

Registration:

Animal Medical Technicians

License:

Veterinarians

PUBLICATIONS:

Laws and Regulations relating to Maine Veterinary Practice—(free)

List of Licensed Veterinarians and Registered Animal Technicians—(nominal fee)

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF VETERINARY MEDICINE	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,485		1,485			
Other Contractual Service	10,473		10,473			
Rents	230		230			
Commodities	138		138			
Transfers to Other Funds	726		726			
TOTAL EXPENDITURES	13,052		13,052			

PROPERTY TAX REVIEW

STATE BOARD OF PROPERTY TAX REVIEW

DANIEL DESMOND, CHAIRMAN

FRANK M. DRIGOTAS, VICE-CHAIRMAN

Central Office: 179 Mt. Vernon Ave., Augusta

Telephone: 623-4158

Mail Address: Statehouse Sta. #87, Augusta, Maine 04330

Established: July 1, 1986

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 391; *Citation:* 36 MRSA, Sect. 271

Legislative Count: 1

PURPOSE: The Board has been established to hear and determine tax abatement appeals arising under (1) the tree tax law (36 MRSA 571 et seq), (2) the farm and open space law (36 MRSA 1101 et seq), and (3) as provided in 36 MRSA 272, 843, 844 & 2865.

ORGANIZATION: The Board is established under 5 MRSA 12004 and consists of 15 members appointed by the Governor. Except for appointments made at the formulation of the board, the term of each member is for three years. An appointment to fill a vacancy shall be for the remainder of the unexpired term. Membership is divided equally among attorneys, real estate brokers, engineers, retired assessors and public members. The chairman, who is elected by the body, assigns five members to hear a given appeal with three constituting a quorum. Such hearings are held de nov. After hearing the Board has the power to raise, lower or sustain the original finding.

PROGRAM: This Board held its annual meeting on September 28, 1988.

Hearings held and decisions rendered	—	10
Cases withdrawn	—	3
Pending cases	—	6
Total cases		19

In addition, the administrative staff received numerous inquiries which were resolved by telephone or correspondence.

PUBLICATIONS:

State Board of Property Tax Review—Rules of Procedure

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF PROPERTY TAX REVIEW	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	21,700	21,700				
Health Benefits	1,622	1,622				
Retirement	3,485	3,485				
Other Fringe Benefits	64	64				
Other Contractual Service	3,147	3,147				
Rents	3,300	3,300				
Commodities	324	324				
TOTAL EXPENDITURES	33,642	33,642				

DEPARTMENT OF PUBLIC SAFETY

JOHN R. ATWOOD, COMMISSIONER

Central Office: 36 Hospital Street, Augusta

Telephone: 289-3801

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219; *Citation:* 25 M.R.S.A., Sect. 2901

Average Count—All Positions: 593

Legislative Count: 538.5

Organizational Units:

Bureau of State Police

Maine Criminal Justice Academy

Office of the State Fire Marshal

Board of Trustees Criminal Justice Academy

Bureau of Capitol Security

Bureau of Safety

State Bureau of

Maine Highway Safety Commission

Identification

Bureau of Intergovernmental Drug Enforcement

Bureau of Liquor Enforcement

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the State Fire Marshal, the Bureau of Liquor Enforcement and the Bureau of Intergovernmental Drug Enforcement.

The Commissioner of Public Safety may organize the Department into such divisions, in addition to the Bureau of State Police, as he deems necessary.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety.

In 1978 the 108th Legislature added the Bureau of Capitol Security to the organization of the Department. Executive Order 6 Fy 80/81 transferred responsibility for administering the Highway Safety Program in Maine from the Department of Transportation. Through this Executive initiative, the Bureau of Safety was removed from the Department of Transportation with the Maine Highway Safety Committee reorganized to advise the Department of Public Safety and the Governor on highway safety matters.

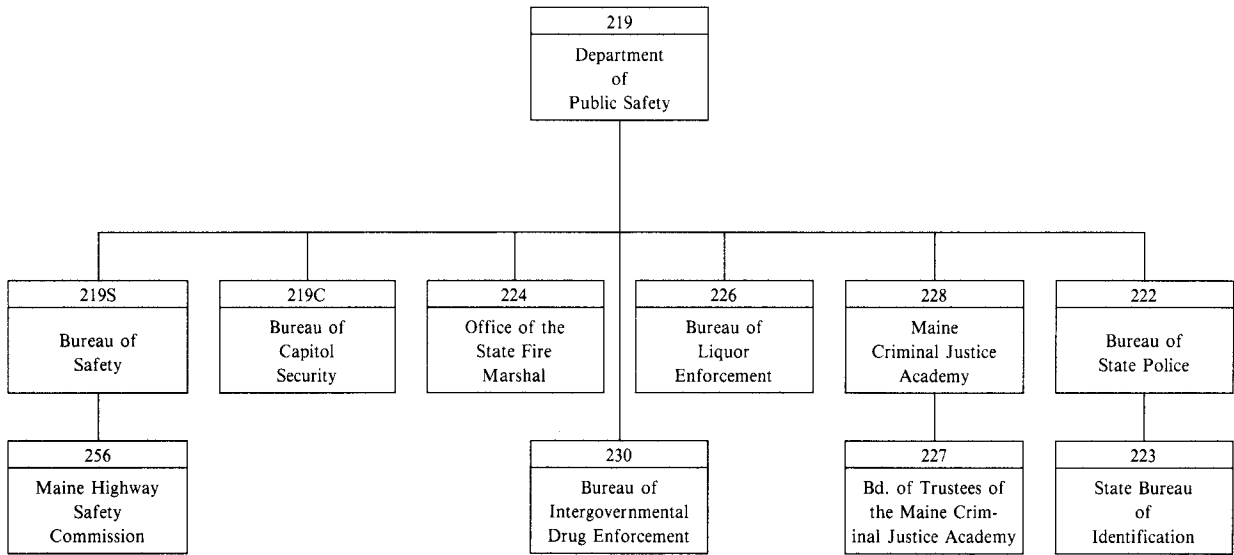
PROGRAM: Other than Administration, the activities of the Department during FY 89 are discussed in the individual reports of its components.

Administration. Effective with fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office" following the appointment by the Governor of the first civilian Commissioner of the Department of Public Safety. This program included the Commissioner and the Director, Administrative Services. The Department further formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to the Bureaus and Divisions of the Department in the areas of Finance, Personnel, and Audit, as described below.

Finance Office: This office provides accounting and budgetary services to the organizational units of the Department, which include the processing of bills for payment, preparation of purchase orders, maintenance of accounting records and transactions, maintenance of accounts receivable, preparation of bills and charges for services, analysis of expenditures and revenues, preparation of work programs and allotments, maintenance of vehicle accident and industrial accident reports, preparation of financial reports and comparative financial data, and the maintenance of capital equipment and real property inventory control records.

For fiscal year 1989, this office has continued to emphasize effective budget planning at

**ORGANIZATIONAL CHART
DEPARTMENT OF PUBLIC SAFETY
UMB 16**



Approved by the Bureau of the Budget

PUBLIC SAFETY

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF PUBLIC SAFETY

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	16,030,478	5,727,578	2,691,852	7,099,278	511,770	
Health Benefits	1,298,175	116,294	219,249	924,024	38,608	
Retirement	6,001,480	1,357,713	857,351	3,667,077	119,339	
Other Fringe Benefits	187,623	15,959	32,877	132,752	6,035	
Computer Services—State	110,286	99	2,585	106,638	964	
Other Contractual Service	5,791,954	1,817,795	832,732	2,529,308	612,119	
Rents	318,906	16,864	51,474	228,072	22,496	
Commodities	581,075	92,156	99,230	345,901	43,788	
Grants—Subsidies—Pensions	1,325,906	23,944	28,032	1,047,683	226,247	
Purchases of Land	25,000					25,000
Building and Improvement	3,743	3,743				
Equipment	2,912,185	55,238	468,471	1,559,738	442,363	386,375
Interest—Debt Retirement	2,960	17	210	2,733		
Transfers to Other Funds	497,858		85,622	366,978	45,258	
TOTAL EXPENDITURES	35,087,629	9,227,400	5,369,685	18,010,182	2,068,987	411,375

PUBLIC SAFETY

all levels of the Department in order to maintain appropriate financial management and control of Department finances. Financial accountability at the lowest level of management responsibility is a particular goal of the Finance Office with respect to the Bureau of State Police. This effort has taken on special significance to the State Police in conjunction with their "Policing By Objectives" program.

Personnel Office: This office administers all procedures for the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations for 624.5 employees in the department who comprise 88 different authorized classifications.

Audit: This office is responsible for the external audit of all National Highway Traffic Administration project grants in the State of Maine in accordance with National Highway Traffic Safety Administration guidelines, the applicable highway safety plan, the HS-1 project grant contract and the requirements of Office of Management and Budget Circulars A-102, A-87, and A-128; and, the internal audit of the Bureau of Safety Planning and Administration function and Highway Safety Program in compliance with Office of Management and Budget circular A-128.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	789,627	179,277	74,377	535,973		
Health Benefits	68,382	10,306	6,494	51,582		
Retirement	250,784	38,971	15,050	196,763		
Other Fringe Benefits	6,226	608	710	4,908		
Computer Services—State	11,291	99		11,192		
Other Contractual Service	141,218	35,645	5,771	99,802		
Rents	1,060	1,060				
Commodities	16,565	396	2,746	13,423		
Purchases of Land	25,000					25,000
Building and Improvement	3,743	3,743				
Equipment	415,646		3,893	25,378		386,375
Transfers to Other Funds	84,727		12,929	71,798		
TOTAL EXPENDITURES	1,814,269	270,105	121,970	1,010,819		411,375

BUREAU OF CAPITOL SECURITY

DONALD SUITTER, CHIEF

Central Office: State Office Bldg., Augusta

Telephone: 289-3477

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1977

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 06; Umbrella: 16; Unit: 219C; Citation: 25 M.R.S.A., Sect. 2901A

Average Count—All Positions: 12

Legislative Count: 12

PURPOSE: The Bureau of Capitol Security is charged with the securing of buildings and properties during and after the hours of operation and the enforcement of all State Laws and departmental rules and regulations as they pertain to the Capitol Complex and Augusta Mental Health Institute Complex. The Bureau is also charged with supplying the control of traffic flow and parking at the Capitol Complex and the Augusta Mental Health Institute Complex.

PUBLIC SAFETY

ORGANIZATION: The Bureau of Capitol Security was established by the Legislature in 1977 as a branch of the Department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvements. In its present form the Bureau is made up of an administrative head with the title of Director, one supervisor (Sergeant), nine security officers, and one Clerk Typist.

PROGRAM: During the fiscal year 1989, the Bureau of Capitol Security processed over 3,000 complaints, dealt with 1 bomb threat, investigated 43 automobile accidents and issued over 6,000 parking tickets, which generated over \$15,000.00 to the State's General Fund, dealt with 10 major Legislative hearings and 5 minor demonstrations at the capitol complex.

The major objective of the Bureau of Capitol Security for the fiscal year 1990 is to continue meeting the security needs for the State House Complex and the Augusta Mental Health Institute Complex on a 24-hour a day basis.

LICENSES, PERMITS, ETC.

Capitol Area Activity Permit.

Other licenses and permits as specified in individual reports.

PUBLICATIONS:

Capitol Area Security Regulations.

Rules and Regulations relating to parking on State Property.

Other licenses and permits as specified in individual reports.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	220,822	220,822				
Health Benefits	20,981	20,981				
Retirement	44,832	44,832				
Other Fringe Benefits	4,055	4,055				
Other Contractual Service	8,425	8,425				
Commodities	5,511	5,511				
Grants—Subsidies—Pensions	10,641	10,641				
TOTAL EXPENDITURES	315,267	315,267				

MAINE CRIMINAL JUSTICE ACADEMY

MAURICE C. HARVEY, DIRECTOR

Central Office: 93 Silver Street, Waterville

Telephone: 289-2788

Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: 1973

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 228; Citation: 25 M.R.S.A., Sect. 2801

Average Count—All Positions: 15

Legislative Count: 15

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance;

PUBLIC SAFETY

and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioners, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesignated Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

In 1983 the Legislature further amended the training act to include required training for reserve or part-time law enforcement officers. This amendment applied to municipal or county officers who have been given the power to arrest and the authority to carry a weapon.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

PROGRAM: During FY 89 the Trustees certified 151 Law Enforcement Officers, 202 Corrections Officers and 257 Reserve Officers. They also waived 11 law enforcement training requirements. The "Board" issued 49 Instructor Certificates. They recognized 9 Chiefs and Sheriffs who met the required experience, training and education for Executive Certification. The Academy sponsored 202 specialized and refresher in-service courses that were conducted for approximately 3,747 law enforcement and correction officers. Also during FY 89, outside agencies utilized the Academy's facilities with 2,218 persons in attendance.

LICENSES, PERMITS, ETC.

- Doppler Traffic Radar Certificate
- Intoxilyzer Operation Certificate
- Aircraft Speed Enforcement Observer Certificate

PUBLICATIONS:

- Administrative Provisions Manual
- Newsletter
- Law Enforcement Officer's Manual
- All Points Bulletin

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PUBLIC SAFETY

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	375,472	305,060	39,642		30,770	
Health Benefits	31,854	26,138	3,730		1,986	
Retirement	73,055	59,755	7,488		5,812	
Other Fringe Benefits	2,837	2,598	159		80	
Other Contractual Service	321,607	186,402	130,541		4,664	
Rents	1,006	474	532			
Commodities	78,769	44,919	33,850			
Grants—Subsidies—Pensions	140,051	2,357	10		137,684	
Equipment	8,500		8,500			
Interest—Debt Retirement	27	12	15			
Transfers to Other Funds	1,895		1,729		166	
TOTAL EXPENDITURES	1,035,073	627,715	226,196		181,162	

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

GERARD T. MAHONEY, CHAIRMAN

Central Office: 93 Silver Street, Waterville

Telephone: 289-2788

Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: 1969

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 227; *Citation:* 25 M.R.S.A., Sect. 2802

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and, finally, to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and corrections officers.

ORGANIZATION: In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees currently consists of 15 members as follows: the Commissioner of Public Safety, the Attorney General, the Game Warden Colonel in the Department of Inland Fisheries and Wildlife, and the Commissioner of Corrections, all ex officio; and the following members who are appointed by the Governor; a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen, a municipal officer and one non-supervisory corrections officer representing a state or county correctional facility. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of Trustees, to conduct the Academy's training programs, and finally, to accept any federal

PUBLIC SAFETY

funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise day-to-day operations of the Academy and to carry out the policies of the Trustees.

PROGRAM: See the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.

- Basic Certificate (full-time law enforcement/corrections personnel)
- Chief/Sheriff Certification
- Instructor Certification
- Course Certification
- Reserve Officer Certification
- Certificate of Eligibility (Law Enforcement, Corrections, Reserve Officer)
- Municipal Ordinance Prosecutor's Certification

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Maine Criminal Justice Academy.

BUREAU OF INTERGOVERNMENTAL DRUG ENFORCEMENT

FRANCIS E. AMOROSO, DIRECTOR

Central Office: Pownal

Telephone: 879-4320

Mail Address: RR 1, Box 1432, New Gloucester Rd., Pownal, Maine 04069

Established: September 29, 1987

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 230; *Citation:* 25 M.R.S.A., Sect. 2955

Legislative Count: 8

PURPOSE: The purpose is to provide a central administrative structure for the establishment, coordination, and control of specialized narcotics and narcotics related investigative units within the State of Maine. The investigative staff of the Bureau will be drawn from the ranks of state, county, and local law enforcement agencies. In addition to the consolidation of investigatory resources, the Bureau of Intergovernmental Drug Enforcement will also integrate state and federal prosecutive personnel with the day-to-day case work of investigators. The prosecutors will assist in the development of priorities and establishment of investigatory strategies.

ORGANIZATION: The Bureau of Intergovernmental Drug Enforcement was created by the 113th Legislature by passage of 25 M.R.S.A. Chapter 353. Funding of the Bureau was established by the Anti-Drug Abuse Act of 1986. This Bureau has been placed within the organizational structure of the Department of Public Safety, and requires that it be managed by a Director who reports to the Commissioner of Public Safety. It further allows the creation of investigative task forces for the purpose of conducting narcotics related criminal investigations.

PROGRAM: The Bureau has primarily been meeting its man-power and equipment needs, while maintaining ongoing investigations and intelligence gathering. At the current time all seven (7) of the investigative units have multiple active investigations being conducted in the areas of smuggling, cocaine distribution, marijuana distribution, and drug diversion.

The goal of the Bureau is to immobilize drug trafficking organizations by incarcerating their members, seizing their drugs, obtaining drug-related asset forfeitures, and deporting alien traffickers. A successful investigation and prosecution strategy reduces drug trafficking and abuse, as well as related criminal activities, such as money laundering, tax evasion, and corruption.

PUBLIC SAFETY

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INTERGOVERNMENTAL DRUG ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	176,481				176,481	
Health Benefits	13,855				13,855	
Retirement	31,899				31,899	
Other Fringe Benefits	2,305				2,305	
Other Contractual Service	1,014,444	544,040			470,404	
Computer Services—State	814				814	
Rents	17,238	10,174			7,064	
Commodities	30,977	9,955			21,022	
Grants—Subsidies—Pensions	12				12	
Equipment	358,060				358,060	
Interest—Debt Retirement	4	4				
TOTAL EXPENDITURES	1,646,089	564,173			1,081,916	

OFFICE OF THE STATE FIRE MARSHAL

DONALD M. BISSET, STATE FIRE MARSHAL

LADD G. ALCOTT, Assist. State Fire Marshal

Central Office: 99 Western Ave., Augusta

Telephone: 289-FIRE

Mail Address: Statehouse Sta. #52, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 224; Citation: 25 M.R.S.A., Sect. 2396

Average Count—All Positions: 30

Legislative Count: 0

PURPOSE: The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage, transportation, sale, and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

ORGANIZATION: The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims resulting from set fires. The last four and a half decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory

PUBLIC SAFETY

authority has broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of State Fire Marshal.

We are continuing to provide quick response to emergency situations and investigations; however, increased construction and additional child care facilities have slowed delivery of our services in these areas. Incendiary fires have increased very slowly during the past year and we are able to effectively provide our investigators' services.

The Inspection Division has utilized six fulltime inspectors during the past fiscal year who have conducted in excess of 6,300 inspections. There continues to be a slow but steady increase in the number of participants in several of the child care programs conducted by the Department of Human Services. During the past year, the Inspection Division has issued four Orders of Closures on facilities who make little or no attempt to provide the Life Safety Code measures provided by the Code.

The Fire Protection Section is now staffed with two fulltime positions who are processing nearly 900 construction blueprints a year. This Section has seen an increase in the number of commercial facilities. The 114th Legislative Session enacted a law governing the installation of automatic sprinkler systems which will probably require two additional Fire Protection Specialists during the next biennium.

PROGRAM: The first regular session of the 114th Legislature continued the practice of the last session of the 113th Legislature in giving the Fire Marshal the continued responsibilities of administering the funding for Fire Service Training.

The fire premium tax for FY 88-89 continues to show a modest increase which permits the office to continue recovery from the losses experienced four years ago.

In calendar year 1988, Maine lost 35 men, women, and children by fire. This tragic loss continues to take a disproportionate number of the very young and the older Maine citizens. The causes of the fires resulting in death have been analyzed in hope of focusing on a program for public education. The only common threat in all the fires appears to be lack of smoke detectors or smoke detectors failing to operate.

The Assistant Fire Marshal has continued with his program as a partner with the National Fire Administration which encourages communities to develop innovative and unique fire safety programs. Four grants were awarded to four Maine communities to continue their unique fire and life safety programs.

LICENSES, PERMITS, ETC.

License:

- Traveling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
- Theaters & Motion Picture Houses.
- Motor Vehicle Racing.
- Fireworks Display.
- Fireworks, Competent Operator.
- Dance

Permit:

- Construction Permits & Plans Review.
- Explosives, Transportation & Storage.
- Flammable Liquids, Above-Ground.

PUBLICATIONS:

- Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).
- Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).
- Rules and Regulations Governing Storage and Display of Fireworks (No Fee).
- Maine Safety Rules for Amusement Devices and Midways (No Fee).
- Rules and Regulations Governing the Tents and Equipment of Circuses and Traveling Amusement Shows (No Fee).
- Rules and Regulations Relating To Structures Used by The Public As Spectators During Motor Vehicle Racing (No Fee).

PUBLIC SAFETY

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	789,352		789,352			
Health Benefits	63,452		63,452			
Retirement	149,788		149,788			
Other Fringe Benefits	11,568		11,568			
Computer Services—State	2,585		2,585			
Other Contractual Service	564,228	82,543	473,690		7,995	
Rents	32,285		32,135		150	
Commodities	26,691		26,673		18	
Grants—Subsidies—Pensions	22,900		19,900		3,000	
Equipment	117,823		117,823			
Interest—Debt Retirement	155		155			
Transfers to Other Funds	9,237		9,193		44	
TOTAL EXPENDITURES	1,790,064	82,543	1,696,314		11,207	

MAINE HIGHWAY SAFETY COMMISSION

ALBERT L. GODFREY, SR., CO-CHAIRMAN
GLENYS LOVETT, CO-CHAIRMAN

Central Office: Gardiner Annex

Telephone: 582-8776

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1957

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 256; Citation: 25 M.R.S.A., Sect. 2902

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Highway Safety Commission is established to advise the Commissioner of Public Safety on those matters relating to highway safety. The Commission serves as liaison between the Maine Department of Public Safety, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of greater mutual understanding of the total highway safety effort.

ORGANIZATION: The Maine Highway Safety Committee was established in 1957 with members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create a new advisory committee as he deems necessary, subject to approval of the Governor. The Maine Highway Safety Committee was re-established administratively in 1974 to consist of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner. The 110th Maine Legislature enacted new legislation in 1981 which transferred the Committee to the Department of Public Safety with members again appointed by the Governor. In 1987, the 113th Legislature changed the name to the Maine Highway Safety Commission. The duties, however, remain the same.

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PROGRAM: The Maine Highway Safety Commission program involves regular meetings of the full commission, usually on a quarterly basis. The Commission is further divided into sub-committees, such as Driver and Occupant Safety; Public Information and Education; Transportation Safety; Medical, Pedestrian and Cycle Safety, and Alcohol and Other Drugs, that meet on a regular basis and report to meetings of the full Commission. Major objectives of the year have been to assist in lowering alcohol-related accidents, promotion of occupant restraint use, increasing public information activities, and promoting driver safety in general. In planning for fiscal year 89, the Commission has selected alcohol control, alcohol and drug education, judicial review, defensive driving, occupant restraint use, and public information as major areas of concern.

PUBLICATIONS:

1. How To Spot Drunk Drivers Guide.
2. What Everyone Should Know About Bicycle Safety Booklet.
3. Safety Belts—A History Lesson For Adults Brochure.
4. Under 21—Drinking/Driving Law Brochure.
5. Maine's New Tougher OUI Law.
6. The Automobile Safety Belt Fact Book.
7. Maine's New Child Restraint Law.
8. Questions Students Ask About Safety Belts.
9. Child Restraint Systems For Your Automobile.
10. Maine's Liquor Laws And You.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$6,400.00 in FY 89 and are, by administrative decision, included with those of the Bureau of Safety.

STATE BUREAU OF IDENTIFICATION

ANDREW E. DEMERS, JR., CHIEF, STATE POLICE

CAPT. EDWARD WILSON, DIRECTOR

Central Office: 36 Hospital Street, Augusta

Telephone: 289-2296

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1937

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 223; Citation: 25 M.R.S.A., Sect. 1541

Average Count—All Positions: 15

Legislative Count: 0

PURPOSE: The major goals, objectives, functions and responsibilities remain basically the same as when created by Act of Legislature in 1937. This consisted of creating a central repository of all criminal records in the State of Maine based upon compulsory submission by criminal justice agencies of fingerprint forms and other forms provided, under the rules adopted in order to have a comprehensive and accurate system available for Criminal Justice and other purposes as authorized by law.

Duties and responsibilities include: the receipt, evaluation and classification of incoming fingerprint cards and the identification of persons charged with the commission of a crime or juvenile offense through technical search by fingerprints; the maintenance of CHRI; the receipt and processing of inquiries and the dissemination of CHRI to all agencies within the criminal justice system, to federal, state and local government agencies and to the public; establishing rules and regulations for the management of CHRI.

Services from this Bureau are worldwide to all elements of the Criminal Justice System, county and municipal governments, organizations and the general public.

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In 1974 by Legislative Act the Uniform Crime Reporting program was added to the State Bureau of Identification.

The goal of the State Bureau of Identification UCR Division is to establish a statewide comprehensive crime reporting system for the following reasons: to inform the Governor, Legislature, other governmental officials, and the public as to the nature of the crime problem in Maine — its magnitude, its trends; to provide law enforcement administrators with criminal statistics for administrative and operational use; to determine who commits crimes by age, sex and race in order to find the proper focus for crime prevention and enforcement; to provide proper base data and statistics to measure the workload and effectiveness of Maine's Criminal Justice System; to provide base data and statistics for research to improve the efficiency, effectiveness and performance of criminal justice agencies; to provide base data and statistics to measure the effects of prevention and deterrence programs; and to provide base data to assist in the assessment of social and other causes of crime for the development of theories of criminal behavior.

The means utilized to obtain these objectives are: to measure the extent, fluctuation, distribution, and nature of serious crime in the State of Maine through presentation of data on the Crime Index offenses; to measure the total volume of serious crime known to the police; and to show the activity and coverage of law enforcement agencies through arrest counts, crime clearance data and police employee strength data.

The State Police Investigative Records Division acts as a central repository of all State Police Criminal and Civil Cases and maintains files by case number and by names of parties involved. These files are used by members of the State Police and other authorized agencies and individuals.

ORGANIZATION: The Director of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Director has the authority to hire civilian personnel subject to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

Presently SBI is composed of three divisions consisting of the Identification Division, the Uniform Crime Reporting Division, and the State Police Investigative Records Division. Each division has specific duties and all divisions are subject to specific laws affecting their operation.

PROGRAM: The Identification Division has the responsibility and the authority to collect fingerprint—supported and other Criminal History Record Information (CHRI) from all criminal justice agencies within the State in order to preserve and provide complete criminal history record information. (MRSA Title 25, §2542-A). This Division also has the responsibility for the timely and appropriate dissemination of CHRI to criminal justice agencies and others as authorized by law (MRSA Title 16, §611 through §622).

In October 1981 a fee system was established to cover the cost of processing requests for CHRI from non-governmental agencies and individuals. A change in the law governing the dissemination of CHRI, which authorized the release of adult, conviction data to anyone for any purpose, increased the work volume and necessitated the fee system.

The criminal files located in the Identification Division continue to be upgraded in compliance with existing privacy and security laws for the efficient dissemination of the information.

A continued liaison is maintained by the Director with all contributing agencies in order to maintain and improve the record system. An intensified training program has been developed and effected at the Maine Criminal Justice Academy for State, Municipal and County recruits and with law enforcement agencies throughout the State of Maine Law as it relates to CHRI, Privacy and Security, and the submission of fingerprints and other CHRI data. This training has resulted in increased compliance which is necessary for the accuracy and completeness of CHRI maintained within the Unit and its eventual participation in the computerized Interstate Identification Index (III).

The Interstate Identification Index (III) is a nationwide system for the exchange of criminal history information. This system, already in place and functioning, in varying degrees, in twenty states, is a decentralized criminal history record system which contains personal descriptors and state and federal identification numbers which serve as a "pointer" for directing inquiries for CHRI to the State in which an offender's record is held. There would be no duplication of records at the National level and States would retain management and control over the lawful dissemination of their records. Inquiries are handled electronically through the National Law

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Enforcement Telecommunications Network (NLETS) and NCIC. The implementation of this system would eventually make the State Bureau of Identification the sole source focal point for all incoming and outgoing CHRI for the State of Maine.

Inquiries for Criminal History Record Information in this Division continue to increase each year. During 1978 the Division processed 24,443 inquiries from criminal justice agencies and others requesting CHRI data. During 1988 the Division processed 78,776 inquiries (an increase of 222.3%).

Other activity performed within the Identification Division during 1988 includes the following:

- 6,500 Criminal fingerprint cards received
- 3,041 Identifications made with existing records
- 3,459 Criminal fingerprint cards classified, technical searches performed and new records established
- 4,128 Final disposition sheets received, identified and filed
- 3,182 FBI records received and filed
- 26,861 Abstracts of Court Record of Criminal Violation processed
- 78,776 Requests for CHRI received and processed
- 9,654 Criminal History Records evaluated, prepared and disseminated
- \$64,625 Fees collected for processing requests for CHRI

During 1987 the 113th Legislature passed a bill that authorized the formation of a *Commission to Implement Computerization of Criminal History Record Information*.

The State Bureau of Identification's plan for the computerization of criminal history record information, which is part of the overall Department of Public Safety plan, is nearing the final stages of preparation and the Bureau expects to enter into the implementation stage in the near future.

In 1976, State Police Investigative Records were assigned as a Division of SBI. This Division is the central repository of the investigative records of the Maine State Police.

In 1984, the investigative reference file, developed as a by-product of the investigative records, was automated on a computer terminal for the first time.

Starting with the original assigned case number, each report is entered into a computerized master name file by complainant's name, victim, witnesses, interviews, medical, and respondent. Every name that appears on the investigative report is entered into the system. 102,547 names have been entered to the master name file from 1983 to present. In 1988 alone, 20,186 names were entered to this file.

Entered along with the names are the date of birth, their involvement in the case, the case number, the date reported and the character of the case (IBR code).

On microfilm the master name file dates back to 1955 and is used as a pointer system to retrieving actual reports. All reports are microfilmed after they have been closed and each report can be recalled and a copy provided at any time.

In the latter part of 1986 a new microfilmer and reader/printer were purchased. This new equipment has greatly improved the quality of the microfilm records and has increased efficiency in the handling of incoming cases.

In 1988, 764 inquiries were checked in the Unit's master name file. The inquirers of this system are primarily State Police, who use this system for investigative purposes and background checks. Other inquirers include SBI-Identification Section, State Prison and correctional centers, and Probation and Parole.

This Division deals with confidential investigative records. (25 MRSA). Every effort is made to cooperate with persons or agencies with vested interests for information on file as permitted by applicable law or Departmental policy. Principal inquiries are from insurance companies verifying claims. All non-criminal justice agencies, attorneys, insurance companies and private individuals are charged a fee of \$5.00 to cover administrative and clerical costs when they request copies and/or verification of reports from the investigative files. These fees are turned over to the Finance Division for submission to the State's General Fund account.

Activity within the Investigative Record Division during 1988 consisted of the following:

CRIMINAL CASES Received/Filed	7,274
CRIMINAL CONTINUATION Received/Filed	4,071
CIVIL CASES Received/Filed	495

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CIVIL CONTINUATIONS Received/Filed	247
NAMES ADDED TO MASTER NAME FILE	20,186
INSURANCE REQUESTS Received/Answered	334
PRISON REQUESTS Received/Answered	11
INQUIRIES (Name Checks)	764
CASES MICROFILMED	6,529

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Troop	Criminal Cases Received	Criminal Continuations Received	Civil Cases Received	Civil Continuations Received
CID I	261	475	0	0
CID II	363	562	1	0
CID III	334	475	0	0
A	652	183	141	73
B	592	56	58	2
C	1,060	212	31	4
D	1,080	514	0	76
E	871	352	108	0
F	1,057	971	45	40
G	399	84	97	48
J	603	186	14	4
N	2	1	0	0
Lab	0	0	0	0
TOTALS	7,274	4,071	495	247

Uniform Crime Reporting is mandated by Maine Law, Title 25, MRSA §1544 amended, and requires the full cooperation of all Maine Law Enforcement Agencies.

Crime data is collected in a summary based format on eight Part I crime offenses (murder, rape, robbery, assault, burglary, larceny, motor vehicle theft and arson). Data is also collected on specially designed forms providing the data bank with information on the age, sex and race of persons arrested for criminal violations of both Part I and Part 2 offenses, description of property stolen and recovered, assaults and police officers, domestic assaults, employee data, and other meaningful supplemental data. In 1987 the Maine Legislature joined several other states in enacting legislation intent upon identifying and reporting crimes referred to as "Hate Violence" or "Bias Crime." It is anticipated that Harassment Law violations will follow the supplementary reporting procedures similar to the Domestic Violence report format.

During 1988 the UCR Division conducted in-depth analysis on the identified increasing trends on Homicide and Rape as reported in Maine. The division released special briefing papers on the nature and extent of homicides throughout the state for use by the media, researchers and the academic community. Based on the increase in reported rapes the UCR staff joined with the Commissioner of Public Safety, the Maine Coalition on Rape and the Maine Crime Prevention Association, Inc. to develop strategies to address this major crime problem. The UCR program designed a specialized data collection form to improve the ability for analysis and increased public information concerning the nature of the offense and prevention guidelines.

A 1985 study commission by the FBI and Bureau of Justice Statistics entitled *Blueprint for the Future of the Uniform Crime Reporting Program* recommended wide and sweeping changes to the nationwide UCR program. The major point of revision is the change from a summary-based reporting program to incident-based reporting where information on each offense, offender, victim and arrestee is linked by a common incident number.

In July 1988 the FBI released the final data elements and offense specifications. At that time the Maine program, which received a federal grant award to improve its statewide crime data collection system, commenced a careful implementation of the enhanced program.

In April of 1988, the publication entitled "Crime in Maine" was compiled, printed and released. This annual publication, concerning crime activity for the calendar year 1987, serves as a report to the Governor, Legislature, law enforcement officials and the general public on the existing status of index crimes within the State of Maine.

A brief bulletin with data covering the period January-June 1988 was generated and forwarded to all contributors and related criminal justice agencies.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of State Police.

BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR

RICHARD W. ALLEN, ASST. DIRECTOR

Central Office: 10 Water Street, Augusta

Telephone: 289-3571

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 226; *Citation:* 25 M.R.S.A., Sect. 2902

Average Count—All Positions: 22

Legislative Count: 22

PURPOSE: The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor enforcement officers who work under the direction of the chief enforcement officer and an assigned supervisor, but normally acts independently in the field. Each officer is responsible for the conduct of approximately 300 liquor outlets within his designated territory. The officer is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28-A) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative purposes. Liquor Enforcement officers spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. In the course of work, an officer has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

ORGANIZATION: The Maine Liquor Commission was established by the Legislature in 1933 with liquor enforcement under its control. In 1947, the liquor enforcement division was placed under the State Personnel Law, which forced prospective officers to take State examinations in order to be eligible for enforcement positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, (Portland, Lewiston, Augusta, Bangor, and Presque Isle) each commanded by a liquor enforcement officer II with the rank of sergeant. In recent years the Lewiston and Augusta areas have been combined.

In 1977, full arrest powers for any offense committed in the presence of a liquor enforcement officer were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas with regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field officers monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

PROGRAM: The Bureau is holding meetings with civic groups and schools throughout the State. This program has not only been informative but has brought an awareness to the Bureau of some of the problems that face our schools and the community.

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Warning Systems. The Bureau issued 2116 written warnings during FY 89 for minor infractions of the liquor laws and the Commission's rules and regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints that had been received so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the State and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY 89 the Bureau completed its visitations to clubs throughout the State, talking to the club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of the club officials, directors, and managers.

Premise Inspection Reporting System (PIRS). Throughout the year the Bureau conducted a total of 3,551 licensee premise inspections; and a total of 12,616 licensee premise checks were conducted during both day and night patrols. Furthermore, a total of 2,160 violations as a result of the PIRS were corrected in the field by Liquor Enforcement officers.

During FY 89 a total of 348 violations against licensed premises were cited before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the State as a result of the above activities is \$62,497.00 with 106 license suspension days. As a result of criminal citations in Maine Courts, \$82,384.00 was paid in fines, thus total fines amounted to \$144,881.00 for FY 89.

As with most dynamic agencies in State Government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

Instructors. The Bureau to date has six (6) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These six individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy and at numerous in-service schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor-related problems.

Increased Manpower. At present the Bureau consists of a Director, Assistant Director, 17 officers, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. There are some 4,000 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.-1 A.M. and on Sundays 12 Noon-1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem, as are illegal sales and possession of intoxicating liquor with the intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

Procuring for Minors. Procuring is the act of an individual purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentations and closer working relationships with the Maine liquor licensee holder. Part of the presentation given is the identification of false identification cards. The Bureau received permission from the 112th Legislature to use blue lights and sirens to stop motor vehicles, and this has been a big help to our officers.

Illegal Importation. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

Agency Stores. During FY 89 the number of agency stores in the State of Maine rose to 73. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future. There are at this time 76 agency stores.

During FY 88 two officers of the Bureau of Liquor Enforcement were involved with the problem of drug and alcohol abuse. They attended seminars, and gave presentations on the abuse of alcohol, and the effects it has on alcoholics and their families. This involvement has been an asset to the Bureau, because working close to those that have a problem with liquor helps alleviate potential problems for the Bureau and Liquor Licensees.

We now have one officer involved in the D.A.R.E. Program in Houlton.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	599,026	599,026				
Health Benefits	48,612	48,612				
Retirement	126,241	126,241				
Other Fringe Benefits	7,330	7,330				
Other Contractual Service	50,672	50,672				
Commodities	22,782	22,782				
Grants—Subsidies—Pensions	10,933	10,933				
Equipment	53,780	53,780				
TOTAL EXPENDITURES	919,376	919,376				

BUREAU OF SAFETY

RICHARD E. PERKINS, DIRECTOR

Central Office: Gardiner Annex

Telephone: 582-8776

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: December 13, 1980

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 219S; Citation: Exec. Order 6 FY 81

Average Count—All Positions: 9

Legislative Count: 8.5

PURPOSE: The current Bureau of Safety was created by Executive Order to be responsible for the state's highway safety program and was authorized to: develop and implement a process for obtaining information about the highway safety programs administered by other state and local agencies; provide and facilitate the provision of technical assistance to other State Agencies and political subdivisions to develop highway safety programs; and provide financial and technical assistance to other State Agencies and political subdivisions in carrying out highway safety programs.

ORGANIZATION: The Bureau of Safety was originally initiated in the Department of Transportation in 1974 and, during an organizational change to provide more effective and efficient government, was placed within the Department of Public Safety in December, 1980.

PROGRAM: The Bureau of Safety's major objective is the planning, development, implementation, and evaluation of the Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. To this end, the Bureau is involved in a working relationship with other State, county, and municipal agencies. Activities in this area include, but are not limited to, motor vehicle occupant restraints, child restraints, 55/65 MPH Enforcement, local speed enforcement, enforcement training programs, alcohol countermeasures, emergency medical services, driver training, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, identification and surveillance of accident locations, Traffic Records Systems, and traffic engineering services. The Bureau provides financial and technical assistance in carrying out these programs.

The Bureau also directs the Defensive Driving program in the State of Maine.

PUBLICATIONS:

1. How To Spot Drunk Drivers Guide.
2. What Everyone Should Know About Bicycle Safety Booklet.
3. Safety Belts—A History Lesson For Adults Brochure.
4. Under 21—Drinking/Driving Law Brochure.
5. Maine's New Tougher OUI Law.

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6. The Automobile Safety Belt Fact Book.
7. Maine's New Child Restraint Law.
8. Questions Students Ask About Safety Belts.
9. Child Restraint Systems For Your Automobile.
10. Maine's Liquor Laws and You.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SAFETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	212,356	25,053	9,920	89,136	88,247	
Health Benefits	18,362	1,609	1,035	8,088	7,630	
Retirement	41,748	4,732	1,873	17,868	17,275	
Other Fringe Benefits	2,317	468	175	817	857	
Computer Services—State	150				150	
Other Contractual Service	457,963	296,792	51,273	28,594	81,304	
Rents	23,272		2,583	13,296	7,393	
Commodities	16,035		2,442	2,587	11,006	
Grants—Subsidies—Pensions	85,200				85,200	
Equipment	49,130		14,560		34,570	
Transfers to Other Funds	62,670		8,728	15,728	38,214	
TOTAL EXPENDITURES	969,203	328,654	92,589	176,114	371,846	

BUREAU OF STATE POLICE

COL. ANDREW E. DEMERS, JR., CHIEF
LT. COL. ALFRED SKOLFIELD, Deputy Chief
LT. COL. DANIEL COTE, Deputy Chief

Central Office: 36 Hospital Street, Augusta

Telephone: 289-2155

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1925

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 222; *Citation:* 25 M.R.S.A., Sect. 1501

Average Count—All Positions: 391

Legislative Count: 442

Organizational Units:

Field Divisions
Office of Planning and Research
Personnel and Training
Crime Laboratory
Support Services
Radio Repair
Internal Affairs

Public Information Office
Traffic Division
Criminal Division
Organized Crime Unit
Data Processing
Communications
Community Relations

PURPOSE: The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

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Among the other responsibilities are the duties of the Traffic Division, which include the supervising and licensing of approximately 1,983 motor vehicle inspection stations; enforcing motor vehicle inspection laws; developing programs of information on motor vehicle safety; enforcing truck weight laws; microfilming accident reports and processing more than 1.08 million annual motor vehicle inspections.

Criminal Investigation is another facet of State Police work which concerns itself with investigating all crimes and criminal complaints brought to the attention of the Bureau authorities, with special emphasis on homicides and narcotic and drug related cases. The Bureau of Identification is responsible for the classification of incoming fingerprint cards and for answering criminal record inquiries, along with maintaining a sufficient repository for all State criminal records.

ORGANIZATION: The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriff's departments. In 1931 a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

For operational purposes, the State is divided into two field divisions, each under the direction of a Captain. These divisions are comprised of a total of eight troops located throughout the State. Patrol officers assigned to these troops provide law enforcement services throughout the rural areas of the State including accident investigation, and enforcing motor vehicle and criminal statutes.

PROGRAM: The program of the Bureau of State Police is illustrated through the activities of the component divisions.

Fleet Services Division. The Fleet Services Division operates State Police garages in Augusta, Houlton, Orono, and Scarborough. Nine mechanics were responsible for performing virtually all aspects of automotive maintenance and repair. Eight transmissions and five engines were completely overhauled. Rebuilt components such as these were kept available throughout the year, so that the down time for the cruisers was kept to a minimum. A major undertaking was the replacement of eight cruiser frames. This resulted in the salvaging of seven nearly brand new cars that would have otherwise been declared total losses and would not have been replaced. Replacement of major body panels such as doors, fenders, and windshields was a common occurrence in 1988.

Criminal Division. The Criminal Division, commanded by a captain, is responsible for Criminal Investigations and the Crime Laboratory.

Criminal Investigations: The Maine State Police has by statute original and concurrent jurisdiction to enforce the criminal laws of Maine and to investigate any non-compliance. Criminal investigations dealing with major crimes such as homicides are the responsibility of the northern, central and southern Criminal Investigation Divisions (CIDS) with central headquarters in Augusta.

The primary function of each CID is to investigate homicides, suspicious deaths, other major crimes within its respective geographical areas, and to assist uniformed personnel and other law enforcement agencies with criminal investigations they are conducting. Other major crimes investigated include: burglary, bank robbery, forgery, conspiracy, escapes, deceptive business practices, kidnapping, rape, aggravated assaults, extortion, terrorizing, and gross sexual crimes, etc. In addition, each CID coordinates investigations and prosecutions, as necessary, with the Maine Department of the Attorney General; assists in the training of State and local police in criminal investigative techniques; and provides detectives for speaking engagements before various civic groups and schools.

During 1988, the investigation of homicides increased from 27 in 1987 to 30 in 1988. The

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CIDs began use of the FBI's violent Criminal Apprehension Program (VICAP) in their unsolved homicides and other major violent crimes in which there may be a criminal profile on an individual. The VICAP data base gathers information from law enforcement agencies nationwide and also provides information to assist CID investigators in solving cases.

In addition to State Police investigation requests, the CIDs assisted other in-State and out-of-state criminal justice agencies. Much of the work done by the detectives was facilitated by State Police Officers assigned to the field divisions.

Crime Laboratory: The new Maine State Police Crime Laboratory has successfully completed its second year of operation with a 40% increase in examinations performed. The turn around time on cases has also been greatly reduced enabling laboratory personnel to provide more efficient service to all of Maine's law enforcement agencies.

The scientific examination of evidence submitted to the Maine State Police Crime Laboratory has been one of the most persuasive forms of testimony available to all law enforcement agencies within the State. Positive connections can be established between the suspect and the victim or between the suspect and the crime scene. Equally important, innocent suspects, towards whom circumstance has pointed the finger of suspicion, can be exonerated by the use of scientific evidence and expert testimony.

One responsibility of the Crime Laboratory is to provide personnel trained in the collection, preservation and documentation of physical evidence at major crime scenes. Evidence is then assigned to the appropriate laboratory section for examination. In addition, Crime Laboratory personnel provide instructor support to the Maine Criminal Justice Academy (MCJA) in all aspects of the Forensic Sciences.

Crime Scenes processed	79
Autopsies attended	61
Classroom Lectures	154
Superior Court Cases	46

Photography Section: The photography section provides photographic support for all field activities. In addition to recording major crime scenes the section provides fingerprint photography for the Crime Laboratory's fingerprint section and meets the needs of the other Laboratory sections as well.

In addition, the photography technician conducts training sessions and schools to familiarize law enforcement officers with proper crime scene coverage and use of photographic equipment. The Photography Section provides the full service of all photo lab functions:

- a) development and printing of color film
- b) development and printing of black and white film
- c) furnishes enlargements, duplicates, etc. as required
- d) provides files for all negatives and log of the same
- e) provides portrait services as necessary
- f) provides identification photos as necessary
- g) orders photographic supplies and film for the department

Photography	Rolls	Prints
35mm color	1,138	20,318
35mm black and white	157	1,292
2¼ color	45	564
2¼ black and white	45	472
35mm slides	64	N/A
4 x 5's	185	297
Special Projects	<u>441</u>	<u>13,617</u>
Total	2,075	36,560

Firearms Section: Firearms examinations deal with answering questions relating to the use of firearms in the commission of a crime. The examinations include identifying the gun from which a questioned bullet was fired, functional and operational tests of firearms, determination of the distance from which a shot was fired by gunpowder, shot pattern tests, and the determination of the type of weapon used in firing a questioned bullet or cartridge case.

Toolmark identification, by using the same principles used in firearms identification, can identify the tools that made the marks left by pry bars, screwdrivers, chisels, hammers and other objects used by criminals at the scene of a crime.

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Serial number restoration is a method of restoring obliterated numbers, identifying altered or restamped serial numbers in metal objects by use of chemical means and microscopic examination.

Firearms Identification	
Firearms Examinations	7,572
Items Examined	1,164
Gunpowder Residue Examinations	
Gunpowder Residue Exams	19
Items Examined	11
Toolmark Identification	
Toolmark Examinations	8
Items Examined	2

Latent Fingerprint Section: The Latent Fingerprint Section is capable of examination of most items, regardless of texture, for latent fingerprint impressions by powder and chemical means.

Fingerprint examination provides law enforcement with the only unchangeable and infallible means of positive identification. Being adapted to the field of criminal identification, the fingerprint presents a means of identifying offenders by the examination of tiny, almost indistinguishable impressions left carelessly behind.

In addition to its criminal application, fingerprints are used to identify missing persons and resolves uncertainty by establishing the identity of victim(s) involved in tragic accidents.

Footwear/tire comparison is the examination of class and accidental characteristics found on the tread of the respective item. The State Police Crime Laboratory is presently improving its capabilities in this area.

Fingerprint Processing	
Items Examined	7,282
Items Processed	3,974
Fingerprint Comparison	
Comparisons	11,411
Cases	180
Footwear/Tire Comparisons	
Items Examined	277
Cases	12

Forensic Chemistry Section: The Forensic Chemistry Section of the Crime Laboratory is responsible for the examination, identification and comparison of several types of physical evidence that are encountered in criminal investigations. The technical capacity in each area is to be improved in the coming year with the acquisition of new instrumentation and the hiring of additional personnel.

Capabilities of the Forensic Chemistry Section is as follows:

Blood

- Determination of the presence of blood in trace amounts and in visible stains on clothing, weapons, vehicles, etc.
- Determination of the species of bloodstains
- Determination of the blood group (ABO) of bloodstains

Seminal Fluid/Sperm Cells

- Determination of the presence of seminal fluid/sperm cells on clothing, bedding, objects, etc.
- Determination of the blood group (ABO) of seminal fluid stains

Saliva

- Determination of the presence of saliva on various objects
- Determination of the blood group (ABO) of saliva stains

Hairs

- Determination of the species of hairs
- Determination of body area of origin of human hairs
- Comparison of hair samples to determine possible common source of origin

Fibers

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—Identification of fibers

—Comparison of fiber samples to determine possible common source of origin

Paint

—Identification of paint on clothing/tools etc.

—Comparison of automotive/structural paint samples to determine possible common source of origin

Glass

—Identification of glass on clothing/tools, etc.

—Comparison of glass samples to determine possible common source of origin

Urine, Feces

—Identification of urine and feces on clothing, bedding, objects, etc.

Hair and Fiber Examination

Items Examined	5,147
Cases	168

Serology Examinations

Items Examined	10,640
Cases	221

Paint/Glass Examinations

Items Examined	640
Cases	88

Field Force: The Field Force of the Maine State Police is divided into two divisions, with each division being commanded by a division captain.

The division captains are charged with the planning, coordinating and directing of the activities within a respective division. Responsibilities include: periodic inspections of property and personnel; and insuring State Police officers work in harmony with other law enforcement agencies.

The following is a breakdown of the Field Force:

Division I

Troop A (Scarborough)—responsible for York and southwest Oxford counties

Troop B (Scarborough)—responsible for Cumberland, southwest Androscoggin and central Oxford counties and Interstate 95 from Scarborough to Brunswick.

Troop D (Thomaston)—responsible for Sagadahoc, Knox, Lincoln, Waldo, southern Kennebec and central Androscoggin counties, and Interstate 95 from Brunswick to the Gardiner toll of the Maine Turnpike.

Troop G (Scarborough)—responsible for the Maine Turnpike.

Division II

Troop C (Skowhegan)—responsible for Franklin, Somerset, northern Kennebec and northern Androscoggin counties, and Interstate 95 from Augusta to Newport.

Troop E (Orono)—responsible for Penobscot and Piscataquis counties and Interstate 95 from Newport to Sherman.

Troop F (Houlton)—responsible for Aroostook County, and Interstate 95 from Sherman to Houlton (Canadian Border)

Troop J (E. Machias)—responsible for Hancock and Washington counties.

First Field Division: The First Field Division, consisting of Troops A, B, D, and G, had an active year with generally increased calls for service. For instance, Troop A experienced an 18% increase over the previous year.

Troop A instituted a new computer program called "office profile" enabling supervisors to record enforcement activity and determine violation trends. Data gathered enables the troop to compare demand for service with patrol coverage and re-direct efforts if necessary.

The computer system has been valuable in the analysis of drunk driving arrests, traffic accidents and criminal intelligence.

Troop A has stepped up training in the area of patrol drug interdiction techniques. The troop recorded a 34% increase in patrol drug arrests. Of major concern is a 22% increase in weapons-related complaints, along with increases in assaults, burglaries and traffic accidents.

One of Troop A's major responsibilities involves working with U.S. Secret Service to ensure the protection of President George Bush and his family during his frequent stays in Kennebunkport. Troopers participate in inner-perimeter protection of the President 24 hours a day.

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With the passage of the Public Safety Bond Issue in November, work will soon begin on the construction of a new Troop A barracks in Alfred, the geographic center of the troop area.

The officers of Troop B responded to over 5,000 calls for service in 1988, ranging from criminal cases to accident investigations and public speaking. Major incidents included deployment of troopers at a paper company labor strike in Jay, and crowd control at a rock concert in Oxford whose crowds exceeded 40,000.

Troop B initiated a Section Investigation Program designed to provide professional investigative response to rural crime scenes without a corresponding reduction in uniformed patrol coverage.

Planning is underway on design and construction of a new Troop B barracks to be built in Gray. The new location provides easy access to major highways and population centers within the troop to facilitate increased efficiency and improved service.

Troop D continues to be one of the most active in the state. Over 6,300 calls for service were recorded. A new 911 system was activated in the town of Windsor and China. Four hundred fifty-three calls for service were dispatched via this system. As a result of the \$3 million bond issue, Troop D barracks at Thomaston will receive \$100,000 in structural improvements.

Troop G (Maine Turnpike) maintains four primary objectives in order to provide the highest level of highway safety:

- Maintain an acceptable level of compliance with the National Maximum Speed Limit (55/65 m.p.h.)
- Reduce alcohol-related accidents through increased enforcement of Operating Under the Influence of Alcohol/Drug violations.
- Reduce the number of commercial vehicle-related accidents.
- Increase the number of drug-related arrests and drug seizures from motor vehicles using the Maine Turnpike.

During 1988 accidents on the Maine Turnpike declined from the 1987 total of 834 to 822.

This reduction can be largely attributed to the efforts of Troop G personnel. Their contact with the motoring public increased by 18.6% or 8,078 incidents. During the same period traffic increased by more than 3 million new vehicles using the system. The total travel volume for 1988 exceeded 35 million vehicles.

This increase in public interaction has also aided in reducing the average speed from 65.4 MPH in 1987 to 64.5 in 1988. Despite these efforts three fatal motor vehicle accidents occurred during the year, which claimed the lives of five people. Two accidents involving multiple deaths were attributed to operators under the influence of prescription medication or alcohol and other drugs. The third fatal involved an individual traveling too fast for the slushy road conditions.

Troop G has continued its emphasis on drug-related seizures and arrests working closely with members of the newest bureau within the Department of Public Safety, the Bureau of Intergovernmental Drug Enforcement (BIDE).

During the last quarter of 1988, truck crash congestion was responsible for numerous traffic delays and temporary system closures. Efforts are underway to place more emphasis on operators of commercial vehicles in order to reduce truck related accidents. Troop G officers are focusing their efforts on sleepy drivers, drivers involved in passing violations, and tailgating in order to reduce the incidents of commercial vehicle accidents.

Second Field Division. In the Second Field Division, calls for service and numbers of incidents investigated have increased dramatically in each of the troops within the Division.

The labor relations problems experienced at the International Paper Company in Jay came to an end in October after being the source of much concern. State Police presence in both reactionary response and special emphasis patrol more than likely kept a frequently tense situation from further escalation.

A few officers from each troop in the Division received cross-training from the federal government and were designated as U.S. Customs Agents.

Drug Abuse Resistance Education (D.A.R.E.) programs were initiated in Troops C and F. The intent of the program is to impact young people in a positive way regarding chemical abuse resistance.

New Motorola Centracom II radio consoles have been installed in the Houlton and Orono Regional Communications Centers. Additional improvements in the communications system are expected in the near future.

K-9 activities Division-wide have been diversified and successful. In-service training has continued within the program and our handler/canine teams continue to enjoy a high degree

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of expertise and credibility.

Training has continued to be a major item of importance in the Division with officers receiving training in nearly all areas of need. Additionally, Division officers have made large contributions serving as instructors in State, County, and local training programs.

Intelligence gathering and swapping has continued to take place on many fronts with local and Tri-State Task Force liaisons. Further, we have continued to foster a spirit of cooperation within the entire law enforcement community.

Second Division officers have earned recognition in many areas of effort. Awards have been given for outstanding achievement, meritorious service, and bravery.

Internal Affairs. The Maine State Police Internal Affairs Division is responsible for the investigation or the administration of investigations of all allegations of misconduct on the part of State Police Officers. The Division processed 162 complaints during 1988. Close liaison was maintained with the various members of the criminal justice community as well as with members of the private and business sectors.

Automation of data pertaining to Division activities continued. This statistical data provided assistance in the overall management of agency operations.

Gambling Investigations: The Licensing Section of the Maine State Police is responsible for the enforcement, licensing and administration of over 800 Beano and Games of Chance organizations Statewide. It also maintains close and effective cooperation with other law enforcement agencies.

Routine inspections of licensed games are made as frequently as possible with all complaints fully investigated.

Summary of enforcement activities for 1988 included, but were not limited to:

1568 Administrative Hours

10 Court Hours

220 Investigations (complaints) for a total of 458 hours

85 Premise Inspections for a total of 240 hours

105 Special workshops or audits for a total of 328 hours

84 New application investigations for a total of 248 hours

21 Speaking Assignments for a total of 40 hours

Summary of licensing activities for 1988:

Beano and Bingo

—Total Beano organizations licensed—422

—Total number of Beano licenses issued—3,957

—Total revenue received by State of Maine from license fees—\$83,710

—Total operating expenses for 1988 year—\$66,165

—Surplus from Beano license fees for 1987-88 year—\$16,588

Games of Chance

—Total Games of Chance organizations licensed—450

—Total number of Games of Chance licenses issued—8,579

—Distributors licensed—10

—Total revenue received by State of Maine from Games of Chance license fees—\$181,540

—Total operating expenses for 1988 year—\$148,717

—Surplus from Games of Chance licenses for 1987-88 year—\$47,212

The State Police accepts applications, investigates backgrounds and issues licenses for private investigators and private security guard services.

Similar background investigations are conducted for non-resident concealed weapon applicants plus ex-felons who may only apply for non-concealable firearms permits.

	Private Investigators	Assistant Private Investigators	Private Security Guard Agencies
New	21	23	7
Renewal	121		43
	Non-Resident Concealed Firearm	Possession by Ex-Felon	
New	414	21	

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Special Investigations.

Executive Security: Officers assigned to the Executive Security section of the Unit are given the responsibility of providing security to the Governor. In addition to their assigned duties, the officers also provide security to visiting dignitaries, the Senate and House of Representatives and various hearings as the particular situation or need dictates.

Attorney General's Investigations: Officers assigned to the Attorney General section of the Unit are assigned primarily those cases referred to the Investigative section and involve a typical criminal complaint, including the investigation of government officers, physicians, and attorneys charged with malpractice and other offenses of an administrative nature.

In 1988 the three state police investigators assigned to the Attorney General's Investigation Division were assigned 192 new cases.

Support Services. The Support Services Division, directed by a captain, administers the following functions: Communications, Management Information Systems, Planning & Research, Community Relations, Traffic and Safety, and Training/Special Services.

Communications and Radio Maintenance.

Communications: The Maine State Police, Communications Division, located at State Police Headquarters in Augusta, functions as a support service to law enforcement statewide on a twenty-four hour basis. Its primary responsibilities include, but are not limited to:

1. Provide radio dispatch for the Maine Department of Public Safety (State Police, State Fire Marshal, Liquor Enforcement, Capitol Security and the Criminal Justice Academy), the Department of Marine Resources, and the Department of the Attorney General as well as several other State and federal agencies.
2. Act as a receiving point for complaints from the public on traffic accidents and reported crimes.
3. Record pertinent data of and make assignments to investigate these complaints and motor vehicle accidents.
4. Relay police type information to the police community through general broadcasts over the police radio systems.
5. Provide general information and direction to the public upon request.
6. Seek information for and assist all units on the radio system in any way possible so they might be more effective in accomplishing their tasks.
7. Operate and maintain a computerized message switch for the transmission of police teletype messages throughout the State and the Nation.

Management Information Systems. The Management Information Unit is responsible for accurate and timely reporting of administrative and statistical computer systems for Public Safety. The areas of responsibility include: Data Entry, Computer Operations, Program Development and Program Maintenance.

During 1988, the Management Information Unit, with the assistance of the Office of Information Services, developed a five year computer plan designed to give the Department of Public Safety a direction and blueprint for the replacement of their aging computer systems.

Developing the plan required countless hours interviewing Department heads, managers, and end users throughout Public Safety. The information gathered during this process gave the planning group the necessary data to assess the Department's needs, and provided project teams with sufficient information to study various alternatives for hardware configurations and computer software.

The plan addresses areas such as: replacement and upgrade of the message switch, computerization of the State Bureau of Identification, development of a Law Enforcement system using new technologies and sophisticated software, and development of a computer network linking the barracks and Regional Communication Centers to a host computer at headquarters.

It is anticipated that the initial phases of the five year plan will be implemented during 1989.

Planning & Research. The Maine State Police Planning and Research Office has as its prime functions:

1. Provide management support at both the administrative and operational levels.
2. Continual evaluation of current agency operations and programs to determine if they are meeting the intended organizational goals.
3. Responsibility for carrying out a continuing program of research and planning projects of a variety of types to strengthen the operations of the Maine State Police and to improve its effectiveness and efficiency in the future.

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4. Responsibility for providing inputs into State and federal plans for research and for planning projects and securing special grants for such purposes, in addition to the preparation of Agency and inter-agency plans.
5. Responsibility for carrying out the established priorities for research as determined by the Chief of the Maine State Police.

Responsibilities include:

1. Focus time and attention on administrative and procedural planning as well as operational planning.
2. Provide its full resources to any commander or staff member. Assists any member of the Maine State Police or allied police agency when called upon for its many varied services. Furnishes the public with services which fall within its jurisdiction.
3. Perform detailed research and special studies relating to agency operations, including coordination of State Police evaluation projects.
4. Make recommendations relative to present and future needs. Studies and analyzes existing trends.
5. Writes projects; prepare initial budgetary data and coordinate all federal funding through the National Highway Traffic Safety Administration.

Community Relations. In 1988 the Community Relations Office (CRO) was staffed with one uniformed state trooper. Emphasis was concentrated in the areas of public safety education, state trooper recruitment and enhancing the image of the agency.

A number of issues were addressed including OUI Enforcement and Prevention, Safety Belts, Child Safety Seats, Crime Prevention and other topics to increase awareness and help foster public cooperation. Trooper recruitment, with an eye toward attracting more women and minority candidates, continues to be a high priority. The Community Relations Office coordinated the production of a new television spot on state police career opportunities which aired on commercial and cable television stations in Maine and New Hampshire. Radio announcements were aired and a newly designed print advertisement was utilized in newspapers and in other publications. Troopers manned displays at college campuses and conducted speaking engagements to provide students with first-hand information with which to better make career decisions. In September, the Community Relations Office set up a two week long display at the Maine building at the Eastern States Exposition in Springfield, Massachusetts. The main purposes were recruitment and public education, but it also afforded the department an extraordinary public relations opportunity.

The Community Relations Office worked with WPXT-TV and Dunn and Sons Productions to produce a television documentary for the Inside New England series. The program, entitled *Maine State Troopers—The People Behind the Badge*, explored the personal and professional aspects of the job. It was shown on WPXT and other stations in New England. The program is also being used on a continuing basis to enhance our community relations and recruitment activities.

Supply. The Supply Office is responsible for the purchase, storage, and distribution of clothing, office supplies, office equipment, departmental forms and support equipment to approximately 500 sworn and civilian members, as well as supplying forms, intoxilyzer materials and other related items to municipal police departments and county sheriff offices. The Supply Office has implemented a computer system for all inventory control. Supply is also responsible for obtaining any new products that could be beneficial to the Department, and with the aid of field personnel, tests these products for economic and durability factors.

Traffic & Safety. The Traffic Division is responsible for the administration of Accident Reconstruction, Accident Records, Air Enforcement, Commercial Vehicle Enforcement, Fleet Safety Program, Hazardous Materials, and Motor Vehicle Inspection.

Accident Reconstruction: The Accident Reconstruction Program continues to be active and, like many other programs, has been effected by promotions, transfers, and current working schedules and contracts.

The reconstruction program has completed nine years with over 2,300 reconstruction cases logged, and averages slightly more than 200 cases each year, ranging from speeding to motor vehicle manslaughter. Although all reconstructionists are assigned duties with the Field Troops, the technical, supervisory, and administrative functions of all reconstructionist activity are assigned to the Traffic Division and the Senior Accident Reconstructionist Specialist.

Accident Records: The Accident Records Section is maintained in compliance with Maine Motor Vehicle Laws, and as such receives, reviews, processes, and maintains files of all ac-

cidents reported in Maine. Reports from every police agency in the State, are checked for completeness, accuracy, and compliance with the guidelines of the Accident Reporting Manual.

All reports, more than 44,500 annually, are kept in microfilm files and are made available to interested parties in compliance with the Maine Law. Annual sales of accident report copies exceed \$45,000.

The Accident Records Section also maintains separate files on all fatal motor vehicle accidents and is responsible for daily updates of fatal accident statistical data. Constant coordination is maintained with the Bureau of Safety, the Governor's Highway Safety Representative, the Maine Department of Transportation, and the Department's Data Processing Unit to insure up to date accident data.

Air Wing: The State Police Air Wing consists of two full time pilots with duties including: aircraft enforcement of the national maximum speed limit, marijuana eradication, coastal smuggling, aircraft smuggling, aircraft theft, criminal surveillance, aerial searches, administrative transportation, maintenance of aircraft, proficiency training, and instruction to other agencies. The State Police aircraft are based in the greater Portland area, with a state-wide response time of 1 hour in most cases.

Commercial Vehicle Enforcement: The Commercial Vehicle Enforcement Unit has the responsibility of enforcing the size, weight, and other laws as they apply to commercial vehicles using Maine's roadways. During 1988, officers within the Commercial Vehicle Enforcement Unit checked over 90,000 commercial vehicles at checkpoints throughout the state. The unit weighed 52,305 trucks and inspected another 6,187 for compliance with safety laws. These contacts resulted in the issuance of 3,143 citations for weight violations and 3,397 citations for other motor vehicle law violations. Three thousand seven hundred ninety-two commercial vehicles were placed "out-of-service" for safety defects or driver non-compliance with safety rules. Twenty-six thousand seven hundred ninety-eight safety defects were detected during these inspections. Many inspections were conducted with the assistance of federal funds received from the Motor Carrier Safety Assistance Program. Permanent weigh stations in Kittery and York were in regular use throughout the year, as were portable scales, which can be set up and made operational in minutes virtually anywhere in the state. State Police weigh stations are often used in conjunction with the Federal Office of Motor Carrier Safety and other state and federal agencies.

The Motor Carrier Section registered and issued operating permits to 8,093 for-hire motor carriers. Vehicle identification stamps were issued for 191,434 trucks being operated by motor carriers. There were 5,905 temporary telegraphic authorities issued to motor carriers in order to expedite legal movement of their vehicles into and through the state.

Total revenue generated from motor carrier operations was \$1,618,553. That figure represents an increase of approximately \$3,000 over calendar year 1987.

Fleet Safety Program: The Director of the Traffic Division also serves as the Chairman of the State Police Fleet Safety Board. All fleet accidents and reports of fleet vehicle damage are forwarded to the Fleet Safety Board for review, and those records are maintained within the Traffic Division.

The Fleet Safety Board, made up of sworn personnel, reviews all reports in compliance with State Police Policy and makes decisions regarding the preventability of the events. The Board also makes frequent recommendations to the Chief regarding overall fleet vehicle safety.

Individual officer files are also maintained by the Board and it is these files that are the basis for the issuance of the Safe Driver Award pins that are worn on the State Police Uniform.

Hazardous Materials: The Traffic Division continues to be involved in hazardous materials safety and enforcement. The major concerns for the Traffic Division is the safe transportation of hazardous materials over the highways. The Hazardous Materials Coordinator works cooperatively with Maine Department of Environmental Protection and the Maine Bureau of Civil Emergency Preparedness on matters concerning the overall safety of the public.

Motor Vehicle Inspection: The Motor Vehicle Inspection Unit, consisting of nine uniformed officers, is responsible for the monitoring and licensing of the 2,024 inspection stations and 7,103 certified inspection mechanics in the State. The inspection officers must inspect each of the 2,450 school buses twice a year. Their duties also include motor vehicle inspection complaint investigations, speaking engagements, vehicle autopsy, accident reconstruction, and providing instructors at the Maine Criminal Justice Academy.

Training/Special Services.

State Police Training: The primary training program is the Maine State Police School which

PUBLIC SAFETY

prepares recruits to perform the responsibilities of State Police Trooper. The School is staffed by a cadre of State Police officers who administer the 18-week education and training program required for recruits who comprise a training troop.

In addition to various in-service training programs, the State Police Training Officer coordinates women and minority recruitment programs, law enforcement orientation programs for high school students, and State Police participation in the NESPAC (New England State Police Administration Compact) Non-Commissioned Officers Academy.

Support and instruction were provided in the areas of:

1. The Maine Warden School.
2. Three Municipal/County Basic Police Schools.
3. Five Corrections classes.
4. Student Law Enforcement Program.
5. Administration of Physical Aptitude Test (PAT's) for applicant and special team members.
6. Classes to various fire and ambulance services on Motor Vehicle Law.
7. New Law update at 15 off-campus locations.
8. Instruction at the New England State Police Schools (NESPAC), FTO, NCO and Homicide.
9. Coordination of the applicant process.
10. Two full-time canine trainers, provided training to State, County and Municipal K-9 Teams throughout the year.
11. Two Women's Orientation Programs were conducted at the Academy.
12. Firearms Re-qualification for all members of the department.
13. Participated in several career day activities at the high school and college level.

Special Services: State Police Special Services is comprised of the Canine Unit, Hostage Negotiation Team, the Tactical Team, and the Underwater Recovery Team.

Canine Unit: The Maine State Police Canine Unit increased its activity by over 400 calls during 1988.

The activities were broken down as follows:

Tracking	457 calls
Drug Searches	291 calls
Backing Up other officers	238 calls
(During life threatening situations)	
Deterrent	125 calls
(People stopped violent behavior on sight of dog)	
Building searches	100 calls
Evidence searches	85 calls
Cadaver searches	15 calls

The Canine Team conducted 218 public demonstrations to enhance the image of the Maine State Police and to help deter crime.

Total use of the Canine Unit, 19881,577 calls

Tactical Team: The Maine State Police Tactical Team consists of specially trained Troopers who, for the most part, are centrally located within the State in order to ensure maximum Team mobility. The purpose of the Team is to respond to extreme emergencies in which serious injury or death could neutralize the effect of any person(s) threatening the lives and safety of the public.

The Team responded to numerous requests for assistance from local, county, and State agencies with requests ranging from:

- Armed individuals
- Barricaded individuals threatening the lives of others or the public
- Hostage situations

The Team was able to accomplish each mission without injury or loss of life.

Underwater Recovery Team: The Maine State Police Underwater Recovery Team (URT) was established to assist in selected areas of criminal investigations and to provide URT services to any policy agency making a request that may include, but is not limited to, the recovery of murder victims, evidence relating to a crime, and vehicles.

When assistance in the search and recovery of presumed and known drowning victims is requested by the U.S. Coast Guard, Maine Department of Marine Resources, the Maine Depart-

PUBLIC SAFETY

ment of Inland Fisheries and Wildlife, or any other agency, the URT responds as is appropriate.

During 1988 nineteen operational dives were conducted with a success rate of 91%. Items recovered included evidence in a homicide case, several drowning victims, two ATVs, motor vehicles and stolen property from several different cases. In addition to the operational dives, training sessions were conducted in order to maintain diver proficiency.

LICENSES, PERMITS, ETC.:

License:

BEANO—GAMES OF CHANCE—Private Investigators, Security Guards and Weapon Licensing

The Department reviews applications and, upon qualification issues licenses for private investigators under MRSA, Title 32, Section 6051-6066 and for security guards under Title 32, Section 3761-3783.

PUBLICATIONS:

Laws, Rules and Regulations Relating to Games of Chance (Free)

Laws, Rules and Regulations Relating to Beano (Free)

Motor Vehicle Inspection Manual (\$3.50)

Personal Property Record & Inventory (Free)

Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)

The Maine Department of Public Safety (Free)

The Maine State Police "Annual Report" (Free)

Private Investigator (Free)

Private Security Guard (Free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,867,342	4,398,340	1,778,561	6,474,169	216,272	
Health Benefits	1,032,677	8,648	144,538	864,354	15,137	
Retirement	5,283,133	1,083,182	683,152	3,452,446	64,353	
Other Fringe Benefits	150,985	900	20,265	127,027	2,793	
Computer Services—State	95,446			95,446		
Other Contractual Service	3,233,397	613,276	171,457	2,400,912	47,752	
Rents	244,045	5,156	16,224	214,776	7,889	
Commodities	383,745	8,593	33,519	329,891	11,742	
Grants—Subsidies—Pensions	1,056,169	13	8,122	1,047,683	351	
Equipment	1,909,246	1,458	323,695	1,534,360	49,733	
Interest—Debt Retirement	2,774	1	40	2,733		
Transfers to Other Funds	339,329		53,043	279,452	6,834	
TOTAL EXPENDITURES	26,598,288	6,119,567	3,232,616	16,823,249	422,856	

PUBLIC UTILITIES COMMISSION

CHARLES A. JACOBS, ADMINISTRATIVE DIRECTOR

Central Office: 242 State St., (Old M.V. Bldg.), Augusta; *Floor:* 2 *Telephone:* 289-3831
Mail Address: Statehouse Sta. #18, Augusta, Maine 04333-0018

Established: 1913

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 65; *Unit:* 407; *Citation:* 35-A M.R.S.A., §103-7

Average Count—All Positions: 69

Legislative Count: 67

Organizational Units:

Administrative Division

Consumer Assistance Division

Legal Division

Technical Analysis Division

Finance Division

PURPOSE: The Public Utilities Commission's purpose is to protect the public by ensuring that utilities operating in the State of Maine provide adequate and reliable service to the public at rates that are reasonable and just. The Commission is a quasi-judicial body which rules on cases involving rates, service, financing, and other activities of the utilities it regulates. The Commission also has investigatory and rulemaking authority. The Commission currently has jurisdiction over 150 water utilities, 15 electric utilities, 1 gas utility, 19 telephone and telegraph utilities, 4 water carriers, 3 resellers of telephone services, radio common carriers, cocots and cellular service providers.

The Commission is divided into five operating divisions with respective powers and duties as follows:

Administrative Division. The Administrative Division is responsible for fiscal, personnel, contract and docket management, as well as physical plant. The Division provides support services to the other divisions and assists the Commission in coordinating its activities. The Division has primary responsibility for public information and assists the General Counsel of the Legal Division in providing information to the Legislature.

Included within the Administrative Division is the Information Resource Center.

Consumer Assistance Division. The Consumer Assistance Division (CAD) receives, analyses and responds to complaints from Maine utility customers. The CAD assists individual customers in resolving their disputes with the utility and analyzes those complaints to determine what utility practices, if any, need to be corrected. When a utility practice is identified that requires correction action, it is brought to the attention of the utility for appropriate resolution.

Legal Division. The Legal Division represents the Commission before federal and State appellate and trial courts and agencies. It provides hearings examiners and staff attorneys in cases before the Commission and assists in preparing and presenting Commission views on legislative proposals. Examiners preside over Commission proceedings, rule on questions of procedure and evidence, and prepare written recommended decisions for the Commission. Staff attorneys organize and present the staff's case before the Commission, cross-examine the cases of other parties, file briefs on the issues, and engage in negotiations with the parties for the settlement of all or some of the issues in a case. Complete legal services are provided by the Division on all legal aspects of matters within the Commission's jurisdiction from major rate cases to individual consumer complaints.

Finance Division. The Finance Division is responsible for conducting financial investigations and analysis of telephone, electric, gas and water utilities, and for conducting other research about Maine utilities. The Division analyzes all applications of utilities to issue stocks, bonds or notes. The Division prepares testimony and other material concerning fuel clauses, cost of capital, rate base, revenues, expenses, depreciation and rate design for rate cases. The Division assists in the preparation of questions for cross-examination on accounting and finance matters, presents direct testimony, evaluates rate case exhibits and advises the Commission on financial and economic issues.

Technical Analysis Division. The Technical Analysis Division analyzes the technical aspects of filings made by utilities. Specifically, the Division analyzes and evaluates rate design exhibits,

PUBLIC UTILITIES

assists in the preparation of engineering related cross-examination and provides expert witnesses in rate proceedings. The Division prepares and reviews cost allocations and rate studies, reviews plans and specifications on all major utility construction projects, conducts on-site inspection of system improvements, advises the Commission and CAD regarding line extensions, inspects gas pipelines to ensure safe operations and conducts on site investigations of gas explosions and electrical accidents involving loss of human life. Finally, the Division reviews standards of service, utility reports, fuel clauses and fuel generation rates, using computer modeling techniques where appropriate.

ORGANIZATION: The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and conferred upon the Public Utilities Commission all powers vested in that Board, as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for-hire over any street or highway in Maine. Pursuant to Chapter 469 of the Public Laws of 1981, the Commission's jurisdiction over for-hire freight and passenger surface transportation was removed and transferred to the Bureau of State Police and the Department of Transportation, effective January 1, 1982. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay under Chapter 174 of the Private and Special Laws of 1963.

Chapters 207 and 617 of the Public Laws of 1983 specifically exempted dealers of gas in liquid form from Commission jurisdiction, which had not been previously exercised. Central tanks serving more than 10 customers are still subject to PUC jurisdiction. Chapter 304 of the Public Laws of 1983 deregulated one-way paging service. Chapter 802 of the Public Laws of 1983 conferred PUC jurisdiction over cable TV systems providing service like telephone companies and pole attachment charges for cable TV systems.

The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Legislative Committee having jurisdiction over public utilities and to confirmation by the Legislature, for terms of six years. One member is designated by the Governor as Chairman, and all three members devote full time to their duties.

PROGRAM:

During FY 88/89 the Commission issued a rule which establishes a framework for the development of competitive telecommunications services. The rule provides for direct competition in the provision of intra-state toll service, makes possible the provision of enhanced services by allowing direct access to the local exchange network and provides for joint planning and bidding for provision of inter-exchange facilities.

Also in FY 88/89 the Commission accepted a stipulation in the New England Telephone Company (NET) rate case. The stipulation provided that:

1. NET shall reduce its Maine intra-state long distance rates effective June 15, 1989 by \$8 million.

2. NET shall make a one-time credit to every Maine residence and business line in the amount of \$1.00.

3. NET shall eliminate one-time service and equipment connection charges that apply when touch-tone calling service is provided to customers.

4. The Company will not make any general rate case filing during the term of the stipulation (2 years) and except under certain circumstances, NET's earnings shall not be grounds for increasing or decreasing the Company's rates.

NET agreed to initiate a series of actions to improve its customer services. NET also agreed to certain actions with regard to the deployment of new technology and the provision of special contracts. Finally, the Commission agreed to commence a proceeding to investigate the possibility of incentive regulation.

In January of 1989 the Commission rejected the petition of Central Maine Power Company for approval of its contract to purchase power and capacity from Hydro-Quebec. In a 2-1 decision the majority of the Commission stated the economic benefits of the proposed con-

PUBLIC UTILITIES

tract were not large and that the availability of lower cost small power production, conservation and load management alternatives had not been addressed adequately by the company. The majority determined it is likely that more of these resources are, or will be, available at prices near to, or better than, the Hydro-Quebec contract price. The Commission did not foreclose the possibility that power contracts can be successfully consummated with Canadian sources in the future.

Finally, in FY 88/89 the Commission revised its rules regarding disconnection of service and deposits. The modifications to the Commission's rules provided more comprehensive standards for residential utility service (such as billing and payment standards, credit standards for new applicants and record maintenance provisions), clarification of provisions based on the rule's previous history and a "plain language" rewrite to make administering and complying with the rule easier. In addition, "small utilities" (1500 residential customers or less) were exempted from many provisions of the rules in order to reduce the administrative burdens.

Consumer Assistance Division: During the calendar year 1988 the Commission's Consumer Assistance Division closed 4,551 contacts and complaints from utility customers. The Division issued 90 determinations of violation of the Commission's Rules. Investigations of Customer complaints by the Division resulted in refunds of \$288,479.63 to customers for 1988.

Legislation: Legislation initiated by the Commission and enacted during the 1989 session includes legislation which:

- (1) Increases the Public Utilities Commission Regulatory Fund Assessment and establishes a new Consumer Assistance Specialist position;
- (2) Clarifies the rights of tenants when the landlord fails to pay utility bills;
- (3) Clarifies the jurisdiction of the Public Utilities Commission over the construction of transmission lines by electric utilities;
- (4) Authorizes the Public Utilities Commission to assess civil fines for violations of the utility statutes; and
- (5) Makes miscellaneous minor changes in the utility statutes.

LICENSES, PERMITS, ETC.

Electric Utilities — Application for Certificate of Convenience and Necessity to construct or purchase generating facilities or energy.

Providers of Telephone, Electric or Gas Utility Services—Application for approval to provide telephone, electric or gas service in a municipality in which an existing utility is furnishing or authorized to furnish service upon declaration by the Commission that the public convenience and necessity requires a second public utility.

Carriers of Passengers and Freight by Water in Casco Bay — Application for Certificate of Convenience and Necessity to provide service.

PUBLICATIONS:

Annual Report to Joint Standing Committee on Utilities of the Maine Legislature. (No Charge)

Rules (No Charge)

*Decisions and Orders—(Semi-Annual Fee \$73.00—mailed monthly)

*Agenda—(Semi-Annual Fee \$12.00—mailed weekly)

*Docket—(Semi-Annual Fee \$10.00—mailed monthly)

*Consumer Assistance Division Annual Report (No Charge)

At Your Service: A Guide To The Rights And Responsibilities Of Residential Utility Customers (No Charge)

Do You Have A Utility Complaint? (No Charge)

*There is no charge for parties or interested persons in cases.

FINANCES, FISCAL YEAR 1989: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PUBLIC UTILITIES

CONSOLIDATED FINANCIAL CHART FOR FY 89 PUBLIC UTILITIES COMMISSION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,956,671	728,429	1,228,242			
Health Benefits	131,485	40,913	90,572			
Retirement	357,142	98,166	258,976			
Other Fringe Benefits	14,755	4,221	10,534			
Computer Services—Comm	—10		—10			
Computer Services—State	4,361		4,361			
Other Contractual Service	508,784	49,682	459,102			
Rents	3,235		3,235			
Commodities	30,270		30,270			
Buildings and Improvement	24,852		24,852			
Equipment	44,753		44,753			
Interest—Debt Retirement	2		2			
Transfers to Other Funds	104,822		104,822			
TOTAL EXPENDITURES	3,181,122	921,411	2,259,711			

PUBLIC UTILITY FINANCING BANK

MAINE PUBLIC UTILITY FINANCING BANK

H. DONALD DE MATTEIS, CHAIRMAN

ROBERT O. LENNA, Executive Director

Central Office: 286 Water Street, Augusta

Telephone: 622-9386

Mail Address: Box 2268, Augusta, Maine 04338

Established: 1981

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 401; *Citation:* 35-A M.R.S.A., Sect. 2904

Average Count—All Positions: 8

Legislative Count: 0

PURPOSE: The Maine Public Utility Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf or payable by the State.

ORGANIZATION: The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex officio. The Board of Commissioners shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

PUBLICATIONS:

Audit Report

FINANCES, FISCAL YEAR 1989: The State records do not contain any accounts assigned to this unit. Operating expenses will be covered by fees and charges to the participating public utility.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE

DAVID D. BROWN, CHAIRMAN

Incoming WATS: Emergency Only: 1-800-452-8735
Central Office: State Office Bldg., Augusta Telephone: 289-4080
Mail Address: Statehouse Station #72, Augusta, Maine 04333
Established: 1981 Sunset Review Required by: June 30, 1991
Reference: Policy Area: 01; Umbrella: 92; Unit: 400; Citation: 37B M.R.S.A., Sect. 954
Average Count—All Positions: 0 Legislative Count: 0

PURPOSE: Radiological Emergency Preparedness, Chapter 444, P.L. 1981 “An Act to Establish an Emergency Radiological Response System” was enacted in June 1981. This act established the Radiological Emergency Preparedness Committee to oversee Nuclear Emergency Planning and manage annual funding which, originally was set at \$50,000, Legislative action raised this to \$200,000 for FY 89. The monies are obtained by a fee on nuclear reactor license holders.

Rulemaking (Rule Number 87-462) established secondary emergency planning zones around nuclear power plants. The committee allocated funds in the FY 89 budget for secondary EPZ Planning.

The REP Committee has completed its eighth annual budget. Monies from the budget (\$200,000), were used to enhance emergency public notification, communications and planning within the sixteen (16) primary and eleven (11) secondary EPZ towns around the Maine Yankee Nuclear Power Plant.

The Maine Emergency Management Agency provides the REP Committee administrative and financial services.

PUBLICATIONS:

1. “State of Maine Emergency Procedures in the event of a Maine Yankee Incident.” Free to citizens.

2. Radiological Emergency Preparedness—“Handbook for emergency workers and notifier teams in the Maine Yankee Emergency Planning Zone.” This handbook is directed to emergency personnel and services, not for general distribution to the public.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit’s accounts as recorded in the files of the Bureau of the Budget’s PLA-BAC system.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	12,419		12,419			
Commodities	24,828		24,828			
Grants—Subsidies—Pensions	72,107		72,107			
Equipment	41,127		41,127			
Interest—Debt Retirement	18		18			
Transfers to Other Funds	18,668		18,668			
TOTAL EXPENDITURES	169,167		169,167			

ADVISORY COMMISSION ON RADIOACTIVE WASTE

REP. JAMES MITCHELL, CHAIR

COMM. DEAN MARRIOTT (D.E.P.), VICE-CHAIRMAN

Central Office: Maine State Retirement Building, Augusta

Telephone: 289-3058, 3059

Mail Address: Statehouse Sta. #120, Augusta, Maine 04333

1-800-453-4013

Established: 1985

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 05; Umbrella: 94; Unit: 433; Citation: 38 M.R.S.A., Sect. 1453

Average Count—All Positions: 14

Legislative Count: 0

PURPOSE:

- A. Study the management, transportation, storage and disposal of radioactive waste, including low-level and high-level radioactive waste generated in or near this State;
- B. Evaluate methods and criteria for siting and constructing low-level radioactive waste disposal or storage facilities;
- C. Evaluate methods and criteria for siting and constructing high-level radioactive waste repositories or storage facilities;
- D. Advise the Governor and the Legislature on the findings and recommendations of the commission;
- E. Assist the Governor in regional efforts to manage radioactive waste; and
- F. Provide opportunities for public input, disseminate information to the general public and promote public understanding concerning radioactive waste issues.

ORGANIZATION:

Membership; appointment. The commission shall consist of 14 members, who shall be appointed as follows. The Governor may appoint a person from the Executive Department, Office of the Governor; the Commissioner of Environmental Protection; the Commissioner of Human Services; and the State Geologist, or their designees shall be members of the commission. The President of the Senate shall appoint 3 Senators, 2 from the majority party and one from the minority party; one person from an organization that holds a license for the use of radioactive material; and one person from the general public. The Speaker of the House of Representatives shall appoint 3 Representatives, 2 from the majority party and one from the minority party; one person from an organization that holds a license for the use of radioactive material; and one person from the general public. The terms of legislative members of the commission shall expire the first Wednesday in December 1986, and in even-numbered years. The terms of the public member appointed by the President of the Senate and the licensee member appointed by the Speaker of the House of Representatives shall expire December 31, 1986, and every 2 years thereafter; and the terms of the public member appointed by the Speaker of the House of Representatives and the licensee member appointed by the President of the Senate shall expire December 31, 1987, and every 2 years thereafter. Notwithstanding this subsection, any public member or licensee member may be removed by the appointing authority, at the pleasure of the appointing authority and a new member may be appointed to complete the term of the preceding appointee. Members may continue to serve until their replacements are designated. Vacancies shall be filled by the appointing authority to complete the term of the preceding appointee.

The commission shall elect a chairman from its legislative membership. The Commissioner of Environmental Protection shall serve as vice-chairman.

PROGRAM: The Advisory Commission on Radioactive Waste was established as a successor to the previous Low Level Waste Siting Commission. The Commission advises the Governor and the Legislature on matters relating to radioactive waste management and has the duties specified under **PURPOSE**.

High-level Radioactive Waste. Although Maine is no longer under immediate consideration as a national high-level repository site, the Advisory Commission, fearing another change

RADIOACTIVE WASTE

in federal policy, continued to monitor the U.S. Department of Energy's high-level radioactive waste disposal program and maintained contact with Maine's Congressional delegation on this issue. The Commission recommended that the Legislature continue to support scientific studies by the Maine Geological Survey and other appropriate agencies that have the ability to provide information on Maine's technical unsuitability as a site for a high-level radioactive waste repository. The Commission intends to keep informed of developments in the United States and abroad that may have future impacts on Maine. Through newsletters and other printed and electronic information sources and personal contacts, the Commission has and will continue to monitor technical and political developments as DOE tries to develop a repository in Nevada.

Low-level Radioactive Waste. The Advisory Commission continues to support Maine's two-track approach to low-level waste disposal, urging continued efforts to negotiate a contract or compact for out-of-state disposal and continued progress toward developing an in-state site if one is necessary. The Commission recommends that the Governor's office continue to pursue all possible avenues for out-of-state disposal of Maine's low-level radioactive waste. The Commission also recommends that the Legislature provide political and financial support for the Low-Level Radioactive Waste Authority as it undertakes the difficult assignment of siting and building a Maine disposal facility and that the Legislature and legislators individually seek to promote public understanding of low-level radioactive waste management and informed public review of the Authority's plans. Commission members testified on several bills concerning radioactive waste during the first session of the 114th Legislature. Fact sheets and the Commission's newsletter *UPDATE* are produced periodically and distributed to the public and media. A 49-page Low-Level Radioactive Waste Backgrounder document was produced primarily as a reference handbook for media people but is available to anyone upon request. A toll free 800 telephone line is maintained to provide current information and accept messages from the public on both high and low-level waste issues.

PUBLICATIONS:

- State of Maine Low-Level Radioactive Waste Activity Report, 1988—Free.
- Monthly newsletter on Radioactive Waste—Free.
- Backgrounder, 49-page document on Low-Level Radioactive Waste—Free.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Oil and Hazardous Materials Control, Department of Environmental Protection.

RECYCLING ADVISORY COUNCIL

RECYCLING ADVISORY COUNCIL

JOHN MADIGAN, CO-CHAIR

TADE MAHONEY, CO-CHAIR

Central Office: 219 Capitol Street, Augusta

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: June 29, 1987

Reference: Policy Area: 01; Umbrella: 92; Unit: 507; Citation: 38 M.R.S.A., Sect. 1310L

Average Count—All Positions: 13

Telephone: 289-6800

Legislative Count: 0

PURPOSE: The purpose of the Recycling Advisory Council is to provide information and advice to the Office of Waste Recycling and Reduction. Through the expertise of its members, the Council will review the activities and progress of the Office as it develops the State recycling plan and serve as a resource in the development of that plan. Council members may assist the Office by participating in research, conferences, and meetings of the purpose of information collection and dissemination.

ORGANIZATION: The Council consists of 13 members, with 2 members each representing municipal governments, statewide and local environmental organizations, the recycling industry and the waste disposal industry, one member representing industrial waste generators and 3 members from the general public. The Commissioner of Environmental Protection is an ex officio member. All members, except the Commissioner, are appointed for a 3-year term. The Council is required to meet at least four times a year. Staff support to be provided by the Office of Waste Recycling and Reduction.

PROGRAM: During this year, the Council met approximately on a monthly basis. The Council assisted the Office of Waste Recycling and Reduction in the development of the "State of Maine Waste Reduction and Recycling Plan." The Council members also provided the office with data and information used in the office's clearinghouse function.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

RESIDENTIAL TREATMENT CENTERS ADVISORY GROUP

Central Office: 87 Winthrop Street, Augusta

Telephone: 289-3863

Mail Address: Statehouse Sta. #146, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 03; Umbrella: 92; Unit: 485; Citation: 22 M.R.S.A., Sect. 8154

PURPOSE: To consult with the Children's Residential Treatment Committee on the development of overall state policies for placement of children in need of treatment in residential treatment centers. The Children's Residential Treatment Centers Committee is composed of the Commissioner of Educational and Cultural Services; the Commissioner of Human Services; the Commissioner of Mental Health and Mental Retardation; and, the Commissioner of Corrections, or their designees.

ORGANIZATION: The Advisory Group is composed of a representative from each residential treatment center and 2 members who represent community mental health services. Additional members may be added at the request of the Children's Residential Treatment Committee resulting in the addition of a representative of the Maine Association of Directors Services for Exceptional Children.

PROGRAM: The Residential Treatment Centers Advisory Group meets on a quarterly basis, or more frequently as needed, with the Children's Residential Treatment Committee. During the past year, meetings were held with a broad range of children's services providers to encourage an ongoing dialogue and working relationship between public and private agencies serving children.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

JOHN P. BIBBER, CHAIRPERSON, BOARD OF TRUSTEES
CLAUDE R. PERRIER, EXECUTIVE DIRECTOR

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Central Office: 1 Central Plaza, Augusta

Mail Address: Statehouse Sta. #46, Augusta, Maine 04333

Established: 1947

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; Umbrella: 94; Unit: 411; Citation: 5 M.R.S.A., Sect. 17101

Average Count—All Positions: 75

PURPOSE: The major goal of the Board of Trustees of the Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and benefits to survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the System including the State Group Life Insurance plan, and Survivor Benefit plan. The administrative responsibility is vested in the Executive Director who is appointed by the Board, who is also the State Administrator for Social Security as it applies to Maine's political subdivisions.

ORGANIZATION: A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary, state police officers employed before 1943, and members of the Legislature who became members after December 2, 1986), and the employees of 270 cities, towns, counties, various municipal type units, and certain educational institutions, was created by the Legislature in 1947.

The System is under the supervision of a seven-member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include four members appointed by the Governor, subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Senate. One of these four members shall be a retired teacher, one shall be receiving a retirement allowance as a state employee or retired participating local district employee, and two of these four members shall be qualified through training or experience in the field of investments, accounting, banking, insurance or law. The remaining three members shall include one member elected by the Maine Teachers Association, one member elected by the Maine State Employees Association, and one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district. The State Treasurer is an ex-officio, non-voting member. The Board elects a chairman from its membership and designates an actuary, whose duties include the computation of all retirement benefits and the costing of requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System is also provided for under the law.

PROGRAM: Membership in the Maine State Retirement System at June 30, 1989, was comprised of 46,001 active members (21,319 teachers, 15,684 state employees and 8,998 employees of participating local districts). In addition, there were 32,953 inactive accounts on the System's records (17,398 teachers, 10,744 state employees and 4,811 participating local district employees).

Trust fund reserves of the System at June 30, 1989, totalled \$1,508,522,376.85, an increase of \$203,229,915.56 over reserves at the beginning of the year. The year end composition of these reserves was as follows:

RETIREMENT SYSTEM

	Trust Fund Reserves
State Employees	\$479,741,288.90
Teachers (Post 7/1/24)	668,715,766.84
Teachers (Pre 7/1/24)	(196,922,170.18)
Participating Local Districts	377,559,666.79
Consolidated Disability AD&D, & Sur-Benefits	179,427,824.50
Total	\$1,508,522,376.85

The increase in trust fund reserves was reflected for the most part in the Members Contribution Fund, which was \$81,626,557 more than the previous year's end balance, the Retirement Allowance Fund, which was \$118,006,128 greater than at the previous year end, and the Survivor Benefit Fund, which was \$3,597,231 greater than the previous year end. Of major significance to the funding integrity of the System is the continued funding for the old system teacher retirement plan; appropriations of \$21,541,070 were authorized for 1988-89.

State contributions to the System during the past year totalled \$187,128,244, of which \$94,619,923 was made on account of teachers and \$66,501,626 was made on account of state employees. Participating local district employees made contributions on behalf of employees totalling \$26,006,694.09. Individual members made contributions totalling \$61,303,632 as compared with \$55,866,375 in the previous year, as may be seen by the following tabulation:

	FY 1989	FY 1988
Teachers	\$31,832,112	\$28,621,088
State Employees	18,907,956	17,701,438
Participating Local Districts	10,563,564	9,453,849
Total	\$61,303,632	\$55,866,375

Retirements processed during the last fiscal year totalled 960, representing 292 teachers, 374 state employees and 294 participating local district employees. This represents an decrease of 68 retirement authorizations as compared with the previous year. As of June 30, 1989, there were 22,806 persons on the retirement payroll which amounted to \$13,332,681.66. There were 8,490 teachers, 8,448 state employees, and 5,059 employees retired from participating local districts, 791 disability recipients, and 18 beneficiaries receiving accidental death benefits on the June, 1989 payroll.

Retired persons and their beneficiaries were paid retirement allowances of \$157,472,156 during the year, an increase of \$14,046,043 over benefits paid during the previous year. The increase was largely due to the addition of new retirees and the cost-of-living increase paid in September 1988. The cost-of-living increase was 4.0%. This cost-of-living increase was paid to all state employees, teachers, and employees of those participating districts that accepted this cost-of-living benefit.

Survivor benefit allowances are paid to survivors (spouse-children-parents) of former members of the System, whose deaths occurred prior to retirement. Total survivor benefits paid to beneficiaries under this program were \$2,186,009 during the year.

Administrative expenses for the fiscal year were \$3,033,491.32.

The retired state employee health insurance premiums totalled \$4,576,126 during the fiscal year as compared to \$3,262,837 during the previous year. This is an increase of 40 per cent.

During the past fiscal year staff members of the System met with numerous groups including public school teachers, state employees, and employees of participating local districts (active and retired) to review and explain the System's benefit provisions with respect to retirement, survivor benefits, disability retirement, and group life insurance.

RETIREMENT AND SURVIVOR BENEFITS

<i>Fiscal Year Ending June 30</i>	<i>Retirement Payments</i>	<i>Survivor Benefit Payments</i>
1989	\$155,286,147	\$2,186,009
1988	\$143,426,113	\$2,139,130
1987	\$133,329,267	\$2,231,083
1986	\$125,371,133	\$2,034,197
1985	\$116,707,875	\$1,955,484
1984	\$108,349,618	\$1,955,484

RETIREMENT SYSTEM

1983	\$ 99,371,049	\$1,914,680
1982	\$ 90,499,330	\$1,656,799

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,397,350					1,397,350
Health Benefits	137,942					137,942
Retirement	288,374					288,374
Other Fringe Benefits	12,097					12,097
Computer Services—State	454,753					454,753
Other Contractual Service	3,998,336					3,998,336
Rents	172,723					172,723
Commodities	156,647					156,647
Grants—Subsidies—Pensions	116,435,458					116,435,458
Equipment	357					357
Interest—Debt Retirement	1,321,054					1,321,054
Transfers to Other Funds	167,097,823	149,515				166,948,308
TOTAL EXPENDITURES	291,472,914	149,515				291,323,399

SACO RIVER CORRIDOR COMMISSION

MARGARET M. ROY, EXECUTIVE DIRECTOR

Central Office: Main Street, Cornish, Maine
Mail Address: Box 283, Cornish, Maine 04020

Telephone: 625-8123

Established: 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 94; Unit: 412; Citation: 38 M.R.S.A., Sect. 954

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to Establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION: The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff presently consisting of an Executive Director and a part-time administrative assistant which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM: In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure for development activities within the statutorily defined corridor. The Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary permit application form. During this fiscal year, the Commission conducted 28 public hearings and considered 131 applications for permits or variances. The Commission also considered 25 amendments to permits or variances previously granted and considered 3 requests for reconsideration. During the past year, Commission staff travelled 1,848 miles in performing site inspections and other Commission business.

The figures cited above reflect the continuing surge of development activities within the corridor. (Prior to 1983, the Commission was considering an average of 45-55 applications annually.) The development proposals reviewed by the Commission in the past year continue to reflect a diversity of uses for the river and its adjacent lands, and the Commission's discussions and decisions regarding various applications are, in part, a reflection of a major purpose of the Saco River Corridor Act: the assurance that diversity of use is balanced by the avoidance of the mixture of incompatible uses.

SACO RIVER CORRIDOR

During the past fiscal year, the Commission adopted a formal enforcement policy in order to provide more uniformity and specific guidance to staff and the public regarding how violations of the Saco River Corridor statute will be resolved. In addition, the Commission's Rules Committee reviewed drafts of revisions to the Commission's procedural rules and regulations to be brought to the full Commission for consideration after public hearing during the next fiscal year. One of the Commission's members represented the agency on the Natural Resources Committee, one of a number of committees formed to aid the regional planning commission in developing a comprehensive plan for the region.

Of continuing concern to the Commission and its staff is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist valley citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other full-time local government officials, the Commission staff is often sought by the area citizens to provide direction or advice concerning environmental laws and regulations.

In summary, the Commission's first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

LICENSES, PERMITS, ETC.

Permits:

- Building — within the statutorily defined corridor
- Filling — within the statutorily defined corridor
- Excavating — within the statutorily defined corridor

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" (\$5.00).
2. *The Saco River Corridor: The View From the Valley* — the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of \$6.00.
3. Informational pamphlet (free).

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Special Federal Misc. Funds
EXPENDITURES						
Salaries, Wages & Benefits	\$25,943.60	\$15,000.00				\$10,943.60
Rent	3,300.00					3,300.00
Operating Expenses	7,053.69					7,053.69
Utilities	314.62					314.62
Contractual Services	3,181.50					3,181.50
Capital Supplies	848.27					848.27
TOTAL EXPENDITURES	\$40,641.68	\$15,000.00				\$25,641.68

COMMISSION ON SAFETY IN THE MAINE WORKPLACE

CHARLES WEEKS, CHAIR

JOHN FITZSIMMONS, VICE CHAIR

Central Office: Hallowell Annex, Central Building

Telephone: 289-6400

Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: July 1, 1985

Sunset Review: Not Established

Reference: Policy Area: 04; *Umbrella:* 92; *Unit:* 489; *Citation:* 26 M.R.S.A., Sec. 63, sub-2 A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Commission on Safety in the Maine Workplace was created by 1985 Public Law, Chapter 372, to consist of knowledgeable citizens who will examine safety attitudes, programs and procedures in Maine's workplaces; and identify initiatives to reduce the frequency, severity and cost of work-related injuries and illnesses; and to promote and improve best-practice safety programs. The Commission is charged with making recommendations to the Legislature, the Governor, educators, safety professionals, employers and workers on a continuing basis, for actions that will improve employer, worker and public attitudes toward safety in the workplace. It seeks to create continuing public/private and employer/employee partnerships in the area of workplace safety and health. The Workers' Compensation Reform Act of 1987 (Public Law chapter 559, effective 11-20-87) added the responsibility for reviewing requests made by employers, to the Safety Loan Fund, which had previously been within the purview of the Occupational Safety Loan Review Panel.

ORGANIZATION: The Commission consists of not more than twelve members, three with expertise and professional qualifications in the field of occupational safety and health, two representatives of private employers, two representatives of employees, and additional members as the Governor deems necessary and appropriate, all knowledgeable in the area of workplace safety. The Commissioner of the Department of Labor is an ex officio member and serves as Vice Chair. Staffing is provided by the Bureau of Labor Standards.

PROGRAM: The Commission held eleven meetings during the year. It established by-laws for the functioning of the Commission. The group reviewed two Safety Loan requests and recommended that the Commissioner of Labor approve both loans. One loan was for air cleaning equipment for a manufacturing paint shop; the other was for asbestos removal equipment. The Commission recommended increasing the funding ceiling for loans.

The Commission also heard presentations on the activities of several agencies involved with occupational safety and health, including Central Maine Vocational Technical Institute's new Occupational Safety and Health Training Center, the Bureau of Labor Education, and the U.S. Occupational Safety and Health Administration area office.

The Commission also worked on a strategy to better coordinate health and safety efforts, and to increase public awareness and understanding of workplace safety issues.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards, Department of Labor.

MAINE SARDINE COUNCIL

JEFFREY H. KAEIN, EXECUTIVE DIRECTOR

Central Office: 470 North Main Street, Brewer
Mail Address: P.O. Box 337, Brewer, Maine 04412

Telephone: 989-2180
Fax: 207-989-2154

Established: 1951

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 94; Unit: 414; Citation: 36 M.R.S.A., Sect. 4693

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

ORGANIZATION: In 1951, Maine sardine packers asked the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed marketing and quality control services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active packers appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was then established. The Council was charged with responsibility for administering the various industry development programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976, the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. At the request of the industry, the tax was increased to 30 cents per case in 1981 to help make up part of the budgetary shortfall that was a result of the low volume of sardine production in 1980. Because only six companies were packing sardines in Maine, the 113th Legislature agreed to legislation that reduces the number of packers making up the Council to no fewer than five. In 1988, there were five Council members and alternates may now be appointed to make it easier for the Council to establish a quorum at their business meetings. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during FY 89 with varying degrees of emphasis as requirements and funds would permit. Since 1960 the industry has been faced with a declining supply of fish for canning and, therefore, tax income has decreased accordingly. Long-term planning has been most difficult due to the continuous uncertainty of fish supply and income. Where the Sardine Council's tax income prior to 1961 averaged from \$500,000 to \$600,000 a year, presently it can be projected to a maximum of approximately \$300,000 barring an unexpected, but much needed and hoped for, improvement in the fish supply. Major items of expense include the financing of the Quality Control and Research Laboratory at Brewer and the development of programs to meet State and Federal requirements for pollution control, plant sanitation and safety, and the U.S. Food and Drug Administration's food inspection and labeling regulations. Recent Congressional interest in the establishment of a National Seafood Inspection Program and the negotiation of a U.S./Canada Free Trade Agreement also demanded the attention of Council staff during fiscal year 1989. In recent years, formerly active consumer and market research and advertising programs have been curtailed. During fiscal year 1987 and 1988, however, the Council developed a new quality promotion campaign, producing new promotional material for the first time in several years.

SARDINE

Council staff also has participated in food trade shows again during fiscal year 1987, 1988 and 1989.

Fisheries Conservation and Management: Since the enactment of the Fisheries Conservation and Management Act in 1977, much staff time has been devoted to representing the Maine Sardine Industry at the New England Fisheries Management Council meetings and the Herring Oversight Committee meetings. In recent years, more emphasis has been placed on the New England coastal states' management of the herring resource inasmuch as most of the herring processed today is caught in waters under state control. During fiscal year 1987 the Maine and Canadian sardine industries established the U.S./Canada Sardine Industry Working Group whose goal is to better understand and manage the transboundary herring stocks from which both countries, the State of Maine, and the Provinces of New Brunswick realize significant economic benefits. Activities during fiscal year 1988 and 1989 continued to support those goals.

Sardine Industry Production: During the 1988 season, ending January 1, 1989, the industry's production of sardines increased to 796,026 cases from the 560,510 cases packed in 1987. Steaks, kippers, and other canned herring production during 1988 decreased, however, from the 321,668 cases packed during 1987 to 184,800 cases. This production change reflects a greater availability of small herring suitable for canning as sardines. In 1988, significant numbers of small fish were available from the Bay of Fundy and Grand Manan regions of Canada while fish availability on the Maine Coast continued to be a problem for the industry. A conservative estimate of the wholesale value of the Maine Sardine Industry's production again approached \$40 million during the 1988 season making the Maine Sardine Industry one of the most significant value-added industries in the State.

LICENSES, PERMITS, ETC.:

Maine law empowers the Maine Sardine Council to develop regulations governing the use of a State of Maine trademark when used in the processing and sale of Maine Sardines. During Fiscal Year 1987, the Council adopted a quality seal which was registered as a trademark of the industry both in the State and nationally.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland"—free
 "The Sardine Story"—free

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	117,604		117,604			
Health Benefits	9,340		9,340			
Retirement	23,224		23,224			
Other Fringe Benefits	546		546			
Computer Services—Comm	130		130			
Other Contractual Service	72,696		72,696			
Rents	2,115		2,115			
Commodities	4,992		4,992			
Grants—Subsidities—Pensions	200		200			
Equipment	4,802		4,802			
Transfers to Other Funds	10,892		10,892			
TOTAL EXPENDITURES	246,541		246,541			

MAINE SCHOOL BUILDING AUTHORITY

EVE M. BITHER, CHAIRMAN

LINDA L. SAWYER, Secretary-Treasurer

Central Office: Education Bldg., Augusta

Telephone: 289-5902

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: August 20, 1951

Sunset Review: Not Established

Reference: Policy Area: 02; Umbrella: 99; Unit: 078; Citation: 20A M.R.S.A., Sect. 15704

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine School Building Authority was created in recognition of the fact that general diffusion of the advantages of education is essential to preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals and finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

ORGANIZATION: The Authority, established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services. A Secretary-Treasurer is elected by the membership from the Department of Educational and Cultural Services, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 89 as outlined above.

Although this is an annual report for FY 89, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

- 57 elementary schools
- 5 additions to elementary schools
- 9 high schools
- 2 junior high schools
- 4 lessees have financed additions with the aid of the Authority.
- 26 lessees have constructed additions to projects with local funds.
- 1 lessee converted an elementary school to a high school.

Financial Aspects During the Years

Total bonds issued for construction	\$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,899,525.41
Federal funds for construction (2 projects)	294,444.03
Accrued interest on bonds sold	230,868.23
Interest earned on all construction fund investments	740,791.68

SCHOOL BUILDING AUTHORITY

Refunds	3,628.92
Total cost of all projects (Estimated)	23,002,908.00
Balance credited to accounts	127,535.99

From January 1, 1987 through January 1, 1988 the Maine School Building Authority is making the following financial report relative to its bonds:

Debt Outstanding at Beginning of Period	\$2,776,000.00
Bonds Issued During 12 Month Period	None
Bonds Retired During 12 Month Period	\$ 433,000.00
Outstanding Bonds at End of Period	\$2,343,000.00

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1989.

PUBLICATIONS:

Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF THE SECRETARY OF STATE

G. WILLIAM DIAMOND, SECRETARY OF STATE

Central Office: Nash School, Augusta; *Floor:* 2

Telephone: 289-1090

Mail Address: Statehouse Sta. #148, Augusta, Maine 04333

Established: 1820

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 410

Legislative Count: 415

Organizational Units:

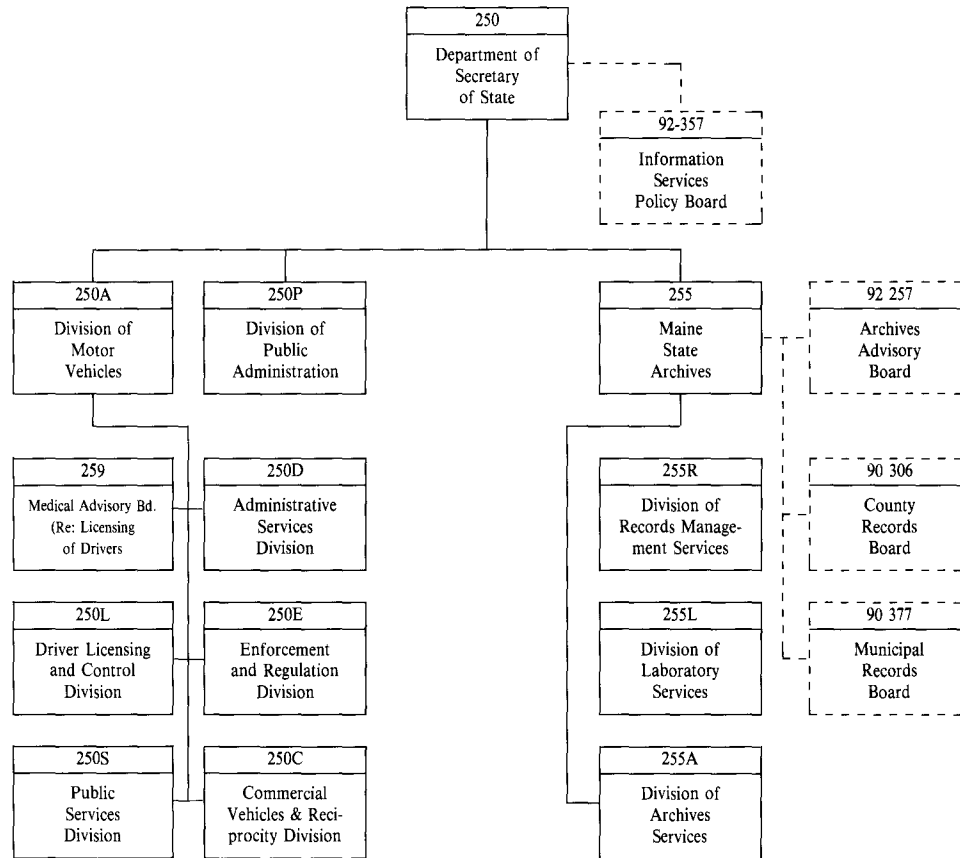
Public Administration Division
Administration Bureau
Administrative Procedures Office
Commissions and Pardons Bureau
Corporation Bureau
Elections Bureau
Public Disclosure Bureau
UCC Bureau

Maine State Archives
Archives Advisory Board
Motor Vehicle Division
Advisory and Review Board
Medical Advisory Committee

PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate, and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public and justices of the peace, renews commissions for both of these offices, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; distributes printed information, instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issues licenses for operators thereof; issues certificates of title, license new and used car dealers; and generally supervises the Department's subdivisions as required by statute and recommends to the Legislature such changes as may be required to modernize and improve the functions and services rendered by the Department.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Bureau originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Motor Vehicle Division was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Bureau. Also in 1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

**ORGANIZATIONAL CHART
DEPARTMENT OF SECRETARY OF STATE
UMB 29**



Approved by the Bureau of the Budget

SECRETARY OF STATE

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Division of Public Administration.

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF THE SECRETARY OF STATE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,593,544	1,056,203	24,637	6,500,578	12,126	
Health Benefits	707,899	97,945	2,277	606,693	984	
Retirement	1,457,831	205,108	4,672	1,245,428	2,623	
Other Fringe Benefits	64,243	7,101	412	56,683	47	
Computer Services—Comm	4,711	2,535	2,176			
Computer Services—State	737,842	227,964		509,878		
Other Contractual Service	2,051,738	234,396	8,744	1,770,476	38,122	
Rents	240,857	666		240,191		
Commodities	1,391,715	294,736	3,447	1,093,497	35	
Grants—Subsidies—Pensions	123,022	182		122,840		
Equipment	485,478	32,463	8,136	438,219	6,660	
Interest—Debt Retirement	216	24		192		
Transfers to Other Funds	351,061	10,205	3,220	336,038	1,598	
TOTAL EXPENDITURES	15,210,157	2,169,528	57,721	12,920,713	62,195	

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

JOHN H. WENTWORTH, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2762

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1943

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250D; Citation: 29 M.R.S.A., Sect. 51

Average Count—All Positions: 87.5

Legislative Count: 0

PURPOSE: The Administrative Services Division provides those services that are supportive to the other organizational elements of the Motor Vehicle Division. Included therein are financial support activity; payroll; personnel; data processing; central files; micro-filming; central stores and mail handling.

ORGANIZATION: The Administrative Services Division evolved from the Finance and Administrative Bureau which had the responsibility for all of the Support Activities with the exception of Data Processing. Data Processing came within the organizational framework in 1976.

PROGRAM: The primary function and activities of the Administrative Services Division of supporting service were continued during the past year and highlighted by the expansion of our central filing system, computer systems group and internal training programs.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

MAINE STATE ARCHIVES

JAMES S. HENDERSON, STATE ARCHIVIST

Central Office: L-M-A Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1965

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 255; Citation: 5 M.R.S.A., Sect. 94

Average Count—All Positions: 18

Legislative Count: 18

Organizational Units:

Office of the State Archivist

Archives Advisory Board

Division of Archives Services

Advisory Committee on Judicial Records

Division of Laboratory Services

County Records Board

Division of Records Management Services

Municipal Records Board

PURPOSE: The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities

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for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

PROGRAM: Continuing efforts were made to strengthen and improve services to meet the needs of the general public whose use of the agency's facilities has increased dramatically. The staff has conducted workshops and seminars to assist beginning researchers as well as more advanced users; and the agency has cooperated with both national and local organizations who are interested in the preservation of the State's documentary heritage.

Additionally, strategic planning for electronic records management was begun in cooperation with the Office of Information Services Division of the Bureau of Purchases. This effort is essential for the retention of historically valuable electronic records documenting the official activities of the State. Improved security procedures were implemented in the research area and ultra-violet filters have been installed on selected lights and windows to reduce document deterioration from UV sources.

Publications in Progress. Research was continued in preparation for the publication of *The Journal of Joseph Treat: A Trip on the Penobscot, Allagash and St. John Rivers, 1820*. Other publications being developed include a pamphlet describing the growth and development of Vital Records registration in the State of Maine in cooperation with the Office of Vital Records, and the sixth volume of *Archives of the Legislature of Maine: Legislative Index Series 1846-1850*.

Professional Development Activities. The Maine State Archives participates in several professional associations, including the International Council on Archives, the Association of Records Managers and Administrators, the Society of American Archivists, the National Association of Government Archivists and Records Administrators (NAGARA), and the New England Archivists (NEA). Continuing education opportunities are provided for professional staff.

Other Public Services. While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums. Technical assistance was provided to several member societies of the League, and

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several staff members have voluntarily donated time to assist the League in the furtherance of its objectives. Records Management consulting and manuals are available to all governmental agencies including counties and municipalities, free of charge. A lecture/slide presentation is also available for those interested.

LICENSES, PERMITS, ETC.

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2. 1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22. 1073).

PUBLICATIONS:

Informational brochures describing record holdings related to general public interest, including military history, family history, local history, public lands, Judicial and Legislative records. Free.

Reference Publications:

Documentary Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books. \$1.00

Counties, Cities, Towns and Plantations of Maine — A Handbook of Incorporations, Dissolutions and Boundary Changes. \$5.00

Lands and Forests: Maine and the Nation — A Select Bibliography. \$1.00

Public Record Repositories in Maine. \$5.25

Microfilm List — Maine Town and Census Records. \$1.00

Archives of The Legislature of Maine: Legislative Index Series 1820-1825; 1826-1830; 1831-1835; 1841-1845. \$5.25 each

The Inaugural Addresses of the Governors of Maine, Volume I 1820-1862. (To be published)

Documentary Publications:

Dubros Times: Selected Depositions of Maine Revolutionary War Veterans. \$3.00.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	407,763	407,763				
Health Benefits	33,906	33,906				
Retirement	78,772	78,772				
Other Fringe Benefits	1,825	1,825				
Computer Services—Comm	4,711	2,535	2,176			
Other Contractual Service	38,108	36,007	2,101			
Rents	666	666				
Commodities	16,494	13,731	2,763			
Equipment	19,401	15,119	4,282			
Transfer to Other Funds	1,854		1,854			
TOTAL EXPENDITURES	603,500	590,324	13,176			

DIVISION OF ARCHIVES SERVICES

SYLVIA J. SHERMAN, DIRECTOR

Central Office: Cultural Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255A; *Citation:* 5 M.R.S.A., Sect. 95

PURPOSE: The Division of Archives Services is established under the authority of the State Archivist to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

ORGANIZATION: The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: The conversion of informational data relating to the agency's extensive map holdings to a computerized indexing system continued in FY 1989. Researchers now have access to maps in a variety of subject or topical entries: by surveyor, by township, county or general region; by special geographical or topographical identifications; and by other specialized features that are contained in the maps. Supportive information for the sixth volume of the publication *Archives of the Maine Legislature* was also generated by computer. Other computer-facilitated projects include an index to the papers of the Executive Council, 1820-1835; an index to the papers of the Secretary of State, 1820-1835; and an index to early York County Court Records.

Efforts continued to streamline day-to-day reference services in order that senior professionals in the Division could concentrate on the projects described above without disrupting the quality of service to the public. Security standards in the Public Search Room are currently being reviewed to better protect irreplaceable records in Archives custody. Moreover, the offering of Saturday public research hours on a trial basis was well received.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

COMMERCIAL VEHICLES AND RECIPROCITY DIVISION

GARRY R. HINKLEY, DIRECTOR

CHESTER MESERVEY, Section Manager, Registration and Fuels

**MAURICE J. DIONNE, JR., Section Manager, OP Authority, O/D Permits and
Hazardous Materials Licensing**

Central Office: Commercial Vehicle Center, Augusta Business Park *Telephone:* 626-8600

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250C; *Citation:* 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 17

Legislative Count: 0

PURPOSE: The purpose of the Commercial Vehicles and Reciprocity Division is to administer commercial vehicle laws. These include Registration requirements, Commodity Permits, Short-term Gross Weight Increase Permits, Long-Term Trailers, and Fuel Use Identification Decals

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including the Regional Fuel Tax Agreement with the States of New Hampshire and Vermont. Further, the Division administers the Federal Heavy Vehicle Use Tax Program, other Tax Programs, the Hazardous Material Licensing Program, Operating Authority Permits, the Overdimensional Permits including the New England Transportation Consortium. The Division also establishes and maintains motor vehicle reciprocity agreements between the State of Maine and other jurisdictions.

ORGANIZATION: The Commercial Vehicles and Reciprocity Division was established in 1984 as a result of the increased responsibility and requirements relating to the licensing and regulation of commercial vehicles. The Division administers the registration of commercial vehicles; the issuance of commodity permits, booster permits, increased gross weight permits, and duplicates and replacements; the Fuel Use Identification Decal program including the Regional Fuel Tax Agreement; the Long-term trailer program; the Federal Heavy Vehicle Use Tax Program and the Hazardous Material Licensing Program; Operating Authority Permits; and Overdimensional Permits including the New England Transportation Consortium.

In 1989, the Division was reorganized to include the Operating Authority program previously administered by the State Police, and the Overlimit Permit program previously administered by the Department of Transportation. The purpose of this reorganization was to provide a single point of contact for the trucking industry; to increase administration efficiency; and to improve the State's database on commercial vehicles.

PROGRAM: The Commercial Vehicle Division continues to administer the Regional Fuel Tax Agreement with the States of New Hampshire and Vermont. Maine presently has over 1,700 companies as RFTA members, with approximately 50,000 decals issued for New Hampshire, and 22,000 for Vermont. The Division also administers the Fuel Use Identification program. In all, over 225,000 vehicles are licensed for fuel use reporting in Maine, and licensing fees generate over \$3.3M for the Highway Fund.

As required by federal law, the Division also administers the proof of payment requirement for the Federal Heavy Vehicle Use Tax. Owners of vehicles registered for 55,000 pounds or more must show proof of HVUT payment. There are approximately 5000 vehicles registered in Maine for which proof must be submitted. In 1989, the Federal Highway Administration audited and approved Maine's HVUT compliance program.

The Commercial Vehicle Division oversees the issuance of various commercial vehicle credentials for highway use including commercial vehicle registrations, long-term trailer registrations, and special and general commodity permits. Commercial vehicle registrations and permits generate approximately \$20M annually for the Highway Fund.

In 1989, Maine entered into the Northeast Transportation Consortium, a five-state compact for the issuance of overdimensional permits. The purpose of this compact is to facilitate the interstate movement by truck of non-divisible, oversized or overweight loads. The compact permits the trucker to contact a single state to move an overlimit load in up to five states. The compact is considered a national model.

In January 1989, the Division implemented the Hazardous Materials Licensing Program. Vehicles carrying products containing SARA section 302 or 313 chemicals must be licensed. Revenue generated is available to the Department of Environmental Protection to address the cleanup of spills.

In 1989, the Division completed the automation of Long-Term Trailer registrations. Approximately 300,000 trailer registrations, representing nearly 1,000,000 transactions, were computerized. For the first time, the long-term trailer program may be actively managed. On average, this program generates approximately \$3M annually for the Highway Fund.

The Division continues to implement Single Point Contact to provide better service to the trucking industry.

LICENSES, PERMITS, ETC.

The Commercial Vehicle Division continues to issue Commodity Permits, and Special Gross Weight Increase Permits. The Legislature authorized the issuance of a Special Commercial Weight Registration Certificate for vehicles with over-limit permits.

Fuel Use Identification Decals

Regional Fuel Tax Agreement Decals (Maine, New Hampshire & Vermont)

Long-term Trailer Registrations

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Special Commodity Permits
Short-term Gross Weight Increase Permits
Gross Weight Special Increase Permits
Commercial Vehicle Registrations
Hazardous Material Licenses
100K General Permits
Operating Authority Permits
Overdimensional Permits

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Division of Motor Vehicles.

DRIVER LICENSING AND CONTROL DIVISION

GEORGE STORER, DIRECTOR

ROBERT O'CONNELL, JR., ASSISTANT DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2576

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1920

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250L; Citation: 29 M.R.S.A., Sect. 530

Average Count—All Positions: 61

Legislative Count: 0

PURPOSE: The Division of Driver Licensing and Control was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement. Administrative hearings are conducted on violations of the motor vehicle laws to determine if the individual's privilege to operate and/or register motor vehicles should be suspended, revoked, withheld or reinstated and whether an individual involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

ORGANIZATION: The Division of Driver Licensing and Control was established as a result of reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into a Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examination was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver Licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division.

PROGRAM: The primary functions and activities of the Driver Licensing and Control Division were processing abstracts of convictions or adjudications of violations of the Motor Vehicle Laws as transmitted from the District or Superior Courts, applying those convictions or adjudications to driver history records; case review of individual driver records for appropriate administrative action against repeat violators under the point system or suspending the license or registration as mandated by law; reviewing individual reports of traffic accidents and invoking the provisions of the Financial Responsibility Law against uninsured motorists involved; suspension of licenses based on administrative determination that a person operated a motor vehicle with an excessive blood-alcohol level or was under the legal drinking age and was operating a motor vehicle with a blood-alcohol level of .02% or more; conducting administrative hear-

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ings as requested by the individual to whom license suspension action was taken either by reason of convictions or uninsured accidents. Hearings were also conducted for those persons suspended under the Implied Consent Law for refusal to submit to a chemical test after arrest for operating under the influence of intoxicating liquor and for those suspended administratively under the drunk driving or teenage drinking and driving laws.

PUBLICATIONS:

Rules & Regulations: No Fee
The Maine Point System
Rules for Hearings

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

ENFORCEMENT AND REGULATION DIVISION

WILLIAM DOWLING, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-5409

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250E; Citation: 5 M.R.S.A., Sect. 81

Average Count—All Positions: 66

Legislative Count: 0

PURPOSE: The Enforcement and Regulation Division is established to provide services in the areas of Title and Anti-Theft, Auto Theft, Dealer Licensing, Salvage Yard Licensing, Driver Licensing and the enforcement of dealer, title and license fraud violations on a state-wide basis. Such operations include making possible only the safest drivers to be licensed, issue titles to vehicles upon proper ownership requirements and to perform investigations and enforce laws in areas responsible to the Secretary of State.

ORGANIZATION: The Enforcement and Regulation Division was established by the reorganization of Examinations and Enforcement in FY 1983. This reorganization was required because of the additional functions of Title and Anti-Theft and Salvage Yard licensing requirements. The entire Division function is related to regulation and enforcement of several areas under the jurisdiction of the Secretary of State established by law.

The Enforcement and Regulation Division has four major functions. These functions include Dealer Licensing, Title and Anti-Theft, Salvage Yard Licensing and Enforcement and Investigations. During FY 82, Title and Anti-Theft was added to this Division because of the close relationship between dealer licensing and the titling of motor vehicles. This allows the Secretary of State to have better control over the aspects of dealer licensing and title and anti-theft. These four functions made up both a substantial administration as well as a moderate number of field personnel.

PROGRAM: In the area of dealer licensing, many changes have taken place, both administratively and legislatively. Dealer information is automatically updated on our computer system which allows ready access to enforcement people and administrative personnel. Motor Vehicle investigators in 1978 were given limited enforcement powers to ensure that dealer and titling laws are being complied with. Since that time their enforcement authority has broadened to include enforcement powers in most areas responsible to the Secretary.

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LICENSES, PERMITS, ETC.:

Licenses:

- New and used car dealer
- Equipment dealer
- Motorcycle dealer
- Boat or snowmobile trailer dealer
- Loaner
- Transporter
- Bus operation

PUBLICATIONS:

- Motor Vehicle Laws Title (29) — no fee
- Rules and Regulations — no fee
- Title Manual
- Title Information Pamphlet (Title and Anti-Theft Section)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF LABORATORY SERVICES

JAMES S. HENDERSON, STATE ARCHIVIST

Central Office: Cultural Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255L; *Citation:* 5 M.R.S.A., Sect. 93

PURPOSE: The Division of Laboratory Services is established under the authority of the State Archivist to provide centralized photoduplication services and furnish copies of archival material (Photoduplication Laboratory); and provide records preservation and restoration services to ensure the physical protection and survival of the permanently valuable records of the State (Restoration Laboratory).

ORGANIZATION: The Photoduplication Laboratory became operational when construction of the Maine State Archives facility was completed in 1971; the Restoration Laboratory began operations in 1972 upon installation of fundamental equipment.

PROGRAM: The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

The Photoduplication Laboratory tested and accepted for storage security microfilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies.

The Photoduplication Laboratory continued a weekly series of workshops focusing on the preservation of photographic images. Available to the general public as well as to small historical societies and institutions having limited technological facilities, these workshops emphasized the care of photographic materials and encouraged local and community awareness of Maine's photographic heritage. Participants learned to distinguish between the various examples of early photographic methods that they might find in their collections; and were introduced to some of the basic principles of archival preservation of photographic resources.

The Restoration Laboratory continued a priority restoration project on some 5,000 unique maps and plans of the Maine Land Office, which is expected to be the major effort of the

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laboratory in the immediate future, in addition to supportive technical assistance as required by the other operating divisions.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices and non-profit organizations around the State.

The Restoration Laboratory has been working with the Wei'T'O Book Dryer and Insect Exterminator which has replaced the use of hazardous chemicals for killing insects plus gives the capability of drying water damaged records with minimum damage to them.

The "Baxter Rare Maps" volume comprised of 88 maps was disassembled and is undergoing preservation treatments.

The 1880 census volumes which are in very fragile condition were repaired so that they could be microfilmed and the originals "retired."

Book preservation boxes were made for various damaged record books until they can be rebound. This is an ongoing project.

The tape was removed from some of the Civil War correspondence where it had been used to attach the letters into "scrapbooks." This is an ongoing project.

PUBLICATIONS:

"Document Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books"—Cost \$1.00

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

DR. JOZEFOWICZ, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 1
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Telephone: 289-2879

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 259; *Citation:* 29 M.R.S.A., Sect. 547

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Medical Advisory Board was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Board. The Board formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATION: The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State.

PROGRAM: Meetings of the Medical Advisory Board were held in Augusta on November 15, 1988 and June 21, 1989. These meetings addressed the medical reporting document by physicians to the Secretary of State resulting in approval by the Board of a final reporting form.

Medical cases relating to driver licensing were reviewed by the Board at both meetings.

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PUBLICATIONS:

Rules and Regulations: No Fee
Physical, Emotional and Mental Competence to Operate a Motor Vehicle.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

DIVISION OF MOTOR VEHICLES

GREGORY C. HANSCOM, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Telephone: 289-2761

Established: 1905

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250A; Citation: 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 343.5

Legislative Count: 363

PURPOSE: The Division of Motor Vehicles was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and twelve branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years. The Division provides a method of titling 1979 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION: The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Division was reorganized into the Executive Section and three Bureaus. Subsequently, duties and responsibilities were added and the Division evolved into its present structure, the Executive Section and five Divisions: Administrative Services, Driver Licensing and Control, Enforcement and Regulation, Commercial Vehicles and Reciprocity, and Public Services.

In FY 82 two new areas of responsibility were added to the Public Service Division...Fuel Identification Decal Branch and Photographic License/Identification Card Programs, and in June 1982 the Title and Anti-Theft Branch was moved from Public Services to the Division of Examination and Enforcement.

In FY 84 the Division of Examination and Enforcement was reorganized and named the Enforcement and Regulation Division. Also in FY 84 a new division was organized and named the Commercial Vehicles and Reciprocity Division.

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PROGRAM: The Division is continuing to provide Licensing, Registration and Title services to the public through 12 Branch Offices, 25 Examination Stations, 6 Mobile Examination Stations, 2 Mobile Photo-License Units, the Main Office and 378 Municipal Agents.

LICENSES, PERMITS, ETC.

License:

- Motor Vehicle Operator
- New and Used Car Dealer
- Equipment Dealer
- Motorcycle Dealer
- Boat or Snowmobile Trailer
- Loaner
- Transporter
- Titles issued for 1975 and newer vehicles which are registered
- Salvage Yard
- Bus Operator

Registration:

- Passenger Car
- Truck
- Motorcycle
- Moped
- Trailer
- Tractor
- Antique Motor Cars
- Semi-trailers

Permit:

- Instruction (operator)
- Instruction (motorcycle)
- Trip permit (fuel use)
- Transit (registration allowing one way trip of unregistered vehicle)
- To Cross Highway (golf carts, lawnmowers, etc.)
- Short term gross weight increase
- To Operate School Bus

PUBLICATIONS:

- Driver License Examination Manual (no fee)
- Motor Vehicle Laws (no fee)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,524,040		11,336	6,500,578	12,126	
Health Benefits	608,908		1,231	606,693	984	
Retirement	1,250,192		2,141	1,245,428	2,623	
Other Fringe Benefits	56,925		195	56,683	47	
Computer Services—State	509,878			509,878		
Other Contractual Service	1,809,012		414	1,770,476	38,122	
Rents	240,191			240,191		
Commodities	1,093,933		401	1,093,497	35	
Grants—Subsidies—Pensions	122,840			122,840		
Equipment	448,733		3,854	438,219	6,660	
Interest—Debt Retirement	192			192		
Transfers to Other Funds	338,035		399	336,038	1,598	
TOTAL EXPENDITURES	13,002,879		19,971	12,920,713	62,195	

SECRETARY OF STATE

DIVISION OF PUBLIC ADMINISTRATION

JANET E. WALDRON, DEPUTY SECRETARY OF STATE

Central Office: State Office Bldg., Augusta; *Room:* 221
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Telephone: 289-3676

Established: 1979

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250P; Citation: 5 M.R.S.A., Sect. 81

Average Count—All Positions: 32

Legislative Count: 35

PURPOSE: The Division of Public Administration was established to designate that portion of the Department of State responsible for a variety of central filing activities. The Division has significant contact with the public in a variety of areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code filings; oversight of the Administrative Procedures Act (adoption of administrative rules, regulations, guidelines); recording of appointments to state offices, boards and commissions; secretariat to the Governor's Clemency Board; and disclosure of information by lobbyists, political candidates and committees.

ORGANIZATION: The Division supervises a wide variety of activities through seven bureaus. The Deputy Secretary of State is the Administrative head of the Division and the supervisors of the various bureaus report directly to the Deputy. The Administrative Clerk, who heads the Bureau of Administration, is responsible for general financial, personnel, and administrative services for the whole Division. Each Bureau supervisor is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel.

PROGRAM: The Division is currently undertaking an intensive effort to modernize its information storage and retrieval capability through the use of computer systems and modern management techniques. The following is a review of each Bureau and its major functions.

Bureau of Administration: This Bureau is basically responsible for financial and personnel matters. It accounts for the fees paid for filing documents with other bureaus. (289-4182)

Administrative Procedures Office: This bureau-level office is the depository for all state agency administrative rules. It has the responsibility to assure that such rules are adopted in compliance with requirements for public notice and hearing. (289-4184)

Commissions and Pardons Bureau: All commissions (such as notaries, board or committee memberships, etc.) are recorded officially. A computerized listing system produces currently updated reports by name, office, date of term expiration, organizational unit number, and other criteria. In addition, documents relating to pardons are filed here. (289-4181)

Bureau of Corporations: This Bureau is basically a repository for all records required by statute relating to domestic and foreign corporations—both profit and non-profit. The new Non-Profit Corporation Act, which requires biennial reporting, has significantly increased its workload. The Bureau is divided into a Recording Section, which reviews all documents for completeness prior to filing, and a Reports Section, which receives all periodic reports and provides information to the public concerning the status of all corporations. (Recording 289-4195 and Reports 289-4190)

Bureau of Elections: This Bureau supervises the administration of all State elections and the application of the provisions of the State's Election Laws. With the comparatively recent trend to liberalize voter participation in elections and to examine more closely the election campaign practices and expenditures, it is the prime objective of the Bureau to formulate the best possible procedures to insure honest, efficient and fair elections in which there will be maximum citizen participation.

Significant activities of the Election Bureau during the past fiscal year included the scheduling of an Election School Seminar Program to assist, advise and instruct local election officials, registrars, and Boards of Registration of each community in their statutory duties and responsibilities; continuance of a close working relationship with the Joint Legislative Committee on Legal Affairs. (289-4186 and 289-4189)

Bureau of Public Disclosure: Recent trends toward public disclosure have produced several reporting functions which are consolidated in this Bureau. The Lobbyist Disclosure Law re-

SECRETARY OF STATE

quires monthly reports of income and expenses. Political campaign reporting is under the direction of the Commission on Governmental Ethics and Election Practices. The Commission shares a staff member with the Bureau, thus allowing all disclosure reports to be processed through this agency. (289-4178)

UCC Bureau: The Uniform Commercial Code generates hundreds of filing and other transactions per day. Filings preserve security interests in personal property taken as collateral for loans. (289-4177)

LICENSES, PERMITS, ETC.:

Regulations:

Regulation of Trading Stamp Companies

Commissions.

Notary Public

Filings:

Administrative Rules and Regulations

Domestic Profit & Nonprofit Corporations

Foreign Profit & Nonprofit Corporations

Miscellaneous Filings by State Agencies

Trade Marks & Servicemarks

Uniform Commercial Code

Uniform Limited Partnership

Lobbyist Registrations

PUBLICATIONS:

Business Corporations, Laws Relating to
Corporations Without Capital Stock, Laws Relating To

Election, Laws Pertaining To

Election Officials Guidebook

Running for Office in Maine

Trade Mark & Servicemark Laws

Registered Lobbyists

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PUBLIC ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	661,741	648,440	13,301			
Health Benefits	65,085	64,039	1,046			
Retirement	128,867	126,336	2,531			
Other Fringe Benefits	5,493	5,276	217			
Computer Services—State	227,964	227,964				
Other Contractual Service	204,618	198,389	6,229			
Commodities	281,288	281,005	283			
Grants—Subsidies—Pensions	182	182				
Equipment	17,344	17,344				
Interest—Debt Retirement	24	24				
Transfers to Other Funds	11,172	10,205	967			
TOTAL EXPENDITURES	1,603,778	1,579,204	24,574			

SECRETARY OF STATE

PUBLIC SERVICES DIVISION

NELSON DURAND, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-3556

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1970

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250S; Citation: 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 113

Legislative Count: 0

PURPOSE: The purpose of the Public Services Division is to administer those Motor Vehicle Laws of this state pertaining to the registration of all types and classes of motor vehicles, operator license renewals, duplicate licenses, Maine State identification cards and driver's license examinations.

ORGANIZATION: Public Services was established as one of four Bureaus of the Motor Vehicle Division in 1970 and reorganized in 1978 into a Division. The Division of Public Services is presently organized to include: License Services for issuance of operators licenses including the photo-license program that went into effect July 1982; registration of all classes and types of vehicles; administration of 12 Branch Offices throughout the State; and issuance thru the Branch Offices of the Fuel Use Identification Decals for implementation of fuel use tax requirements. The Examination Section was moved to the Division of Public Services on May 11, 1987, where it was merged with the License Services Section which is now referred to as the Bureau of Driver Licensing and Examination.

PROGRAM: During the past fiscal year, this division was involved in providing general day to day services in the Registration, Licensing, and Examination Programs. Highlights of the operation include plans to improve branch office customer service by providing "Productive Customer Satisfaction" training for all branch office employees.

During fiscal year 1989, a site for the Topsham Branch Office was selected and the office was opened March 11, 1989. The Lewiston Branch office was relocated as well.

New typewriters and computer terminals were installed in all of the Branch Offices and new cash machines were installed in five branch offices. This new equipment has improved service to the public.

In addition, a new motor vehicle registration plate for surviving Pearl Harbor veterans was designed and implemented.

LICENSES, PERMITS, ETC.

Motor Vehicle Operator Licenses

Highway crossing permits (golf carts, etc.)

Vehicle Registrations

Fuel Use Identification Decals

Transit permits for one trip only

Commodity Permits

Short-term registered weight increases

Special Increase Gross Weight Permits

State Identification Cards

PUBLICATIONS:

Motor Vehicle Laws (no fee)

Brochure covering Registration & License Requirements (no fee)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

SECRETARY OF STATE

DIVISION OF RECORDS MANAGEMENT SERVICES

NINA M. OSIER, DIRECTOR

Central Office: Cultural Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255R; *Citation:* 5 M.R.S.A., Sect. 95

PURPOSE: The Division of Records Management Services is established under the authority of the State Archivist to assist other State agencies in the effective management of their current and semi-current records by means of retention-disposition schedules and by technical assistance to improve procedures for maintaining, storing and servicing records.

ORGANIZATION: The Division became operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State Government, including a continuous review of prior-approved schedules. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that apply to large classes of facilitative records common to all agencies in State government, allowing the early destruction of copies which lack continuing value.

Most scheduling work is accomplished through interaction with a network of Departmental Records Officers and Assistant Records Officers throughout the Executive Branch of State Government. A principal tool is the Records Management Expenditure Request, without which records storage equipment and imaging equipment (micrographics or optical disk) can neither be purchased nor leased. The Bureau of Purchases has cooperated with the Division in requiring this form, which is issued after it has been determined that the equipment is needed, that it is cost-effective for its intended application, and that the records involved are covered by up-to-date disposition schedules.

On October 3, 1988, the Division opened a new State Records Center in the former Liquor Warehouse building in Hallowell, Maine. This Records Center provides safe, environmentally controlled storage for the State's semicurrent records, and releases the State Archives facility for storage of only permanently valuable records. It can accommodate more than 44,000 cubic feet of records, and is available for use by all three branches of Maine State Government.

Fiscal Year 1989 has brought a substantial increase in demand by State agencies for technical assistance. Records Management services available to Executive Branch agencies at no cost include design of filing systems; paper flow charting; forms management; cost benefit analysis prior to media conversion (from paper to micrographics, or to optical disk); and consultation on any records management-related problem. Assistance is also provided to the Municipal Records Board, the County Records Board, and the Judicial Records Advisory Committee in the establishment of new and expanded disposition schedules for records under their authority.

During Fiscal Year 1990, the Division will work with the Office of Information Services to devise a plan for the scheduling of electronic records throughout State government. The primary goal of this plan will be to identify and preserve those electronic records which have long-term or permanent value to the State, without unduly disrupting computerization efforts within the various agencies.

PUBLICATIONS:

Available to the general public: *Information Resources in Maine State Government* (A Listing of Official Records by Agency). Free.

Available to State employees: *Guidelines for Your Records Management Program* (instructions in how to correctly complete retention schedules and other Records Management forms—useful only to Executive Branch employees). Free.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

SLUDGE AND RESIDUALS UTILIZATION RESEARCH FOUNDATION

DAROLD WOOLEY, CHAIRPERSON

ESTHER LACOGNATA, VICE CHAIRPERSON

Central Office: Environmental Studies Center, U. of Maine, Orono;

Telephone: 207/581-1490

Mail Address: 11 Coburn Hall, U. of Maine, Orono, Maine 04469

Established: April 28, 1988

Sunset Review: Not Required

Reference: Policy Area: 05; Umbrella: 99; Unit: 309; Citation: 38 M.R.S.A., Sect. 1380

Average Count—All Positions: 7 Members of Board of Trustees *Legislative Count:* 0

- PURPOSE:** A. Promote, conduct, facilitate and fund research into sludge and residuals utilization; and
B. Establish and operate a clearinghouse for information on the beneficial uses of sludge and residuals and any health or environmental consequences.

ORGANIZATION: The board of trustees consists of seven members as follows: one member from the Department of Environmental Protection; one from the Department of Agriculture, Food and Rural Resources; one from an environmental interest group; one from the Maine Wastewater Control Association; one from the Maine Municipal Association; one representing users of sludge or residuals; and one representing generators of sludge or residuals. Members are appointed by the Governor, subject to review by the joint standing committee of the Legislature having jurisdiction over natural resources and to confirmation by the Legislature. Each member serves a term of three years (except for staggered appointments in the organizational year) and may be reappointed to additional terms. The Governor shall appoint a successor to fill a vacancy for an unexpired term from the same representational group as was represented by the predecessor trustee.

The members elect a chairperson, vice-chairperson, treasurer, and clerk at the first meeting of every fiscal year. The terms of office are one year but members may be elected to additional terms.

PROGRAM: The Foundation board began meeting in February 1989. The Environmental Studies Center at the University of Maine was selected to provide the Foundation with administrative services, and the Center's Director currently serves as the Executive Director of the Foundation. The Foundation has surveyed generators and users of pulp and paper sludges, municipal treatment sludge, bioash, and fish and food processing wastes; researchers; state and municipal officials; and other interested parties to develop priorities for the research and clearinghouse activities specified under PURPOSE. A forthcoming report will present the Foundation's program priorities and initial scope of operation.

In the fall of 1989 research priorities for the first program year will be announced, and a call for research proposals will be distributed throughout the Northeast region. The board is interested in ensuring that the Foundation supports research which will contribute to our knowledge of the appropriate uses of sludges and residuals, and that this knowledge will be readily available to all who could benefit from it.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SLUDGE AND RESIDUALS UTILIZATION RESEARCH FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	50,000	50,000				
TOTAL EXPENDITURES	50,000	50,000				

ST. CROIX INTERNATIONAL WATERWAY COMMISSION

(Contact Herb Hartman, Director of Parks and Recreation)

Central Office: St. Stephen, N.B.

Telephone: 289-3821

Mail Address: P.O. Box 610, Calais, Maine 04619

Established: September 29, 1987

Sunset Review Required by: June 1995

Reference: Policy Area: 05; Umbrella: 98; Unit: 497; Citation: 38 M.R.S.A., Sect. 994

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State of Maine and the Province of New Brunswick, Canada, concurrently passed legislation in June of 1987, enabling the formation of a joint, international, eight-member commission, which is charged with developing a recreation and resource management plan for the St. Croix River. The St. Croix River forms part of the International Boundary between the United States and Canada and, therefore, to effectively manage the river resources and uses requires a coordinated and cooperative effort between the State of Maine and the Province of New Brunswick.

ORGANIZATION: The St. Croix International Waterway Commission is an independent, jointly funded, eight-member commission with four representatives from the State of Maine and four from the Province of New Brunswick, Canada. An Executive Director and an Administrative Assistant serve as staff to the Commission. Working committees of the Commission are composed of personnel in the respective resource agencies of the State and Province, as well as private citizens, and representatives of various environmental and sportsmen's groups. The Commission seeks public input to the plan for the waterway.

PROGRAM: The Commission held its first meeting in November of 1988, which was attended by the Premier of New Brunswick and the Governor of Maine. In January of 1989, the Commission hired an executive director and an administrative assistant. The Commission has met three times, established working committees to develop components of the Recreation and Resource Management Plan for the St. Croix River, and expects to complete the plan by May 1990. The Commission has also taken the initiative to inform and involve people and interest groups from both sides of the border in the planning efforts. Before plan adoption, the Commission will hold public meetings to solicit additional public input and seek the concurrence of the Governor of Maine and Premier of New Brunswick.

FINANCES, FISCAL YEAR 1989: This unit received \$39,650 in FY 89 and will receive \$52,000 in FY 90.

STERILIZATION PROCEDURES REVIEW COMMITTEE

C.M. MacGOWAN, COMMITTEE CHAIR.

Mail Address: 200 Main St., Lewiston, Me. 04240

Telephone: 795-4500

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 427; *Citation:* 34-B M.R.S.A., Sect. 7017

PURPOSE: The Committee was established by an act of the Legislature during fiscal year 1984 to review annually the authorization of sterilization under 34B M.R.S.A., Chapter 7 for the purpose of assessing the need for changes or additions in the procedures and standards set forth in this chapter.

ORGANIZATION: The Committee has been established and consists of members representing the Maine Court System, Medical Community, the Departments of Human Services and Mental Health and Mental Retardation and the Legislative Committees on Health and Institutional Services and Judiciary.

PROGRAM: The Committee has collected data regarding sterilizations in Maine since 1984. Issues currently under consideration include: 1) applicability of current law to males; 2) costs of utilizing current law by those wishing to use it; and 3) whether the quality of an individual's life is or should be a consideration in making a "Best Interest" determination.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

BOARD OF DIRECTORS OF THE STUDENT EDUCATIONAL ENHANCEMENT DEPOSIT PLAN

RICHARD A. CRABTREE, CHAIRMAN

Central Office:

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: June 30, 1987

Reference: Policy Area: 02; *Umbrella:* 94; *Unit:* 509; *Citation:* 20A M.R.S.A., Sect. 12610

Average Count—All Positions: 0

Telephone: 623-3521

Legislative Count: 0

PROGRAM: The Student Educational Enhancement Deposit Plan was enacted by the Legislature as a means to assist Maine families in meeting the rising cost of postsecondary education. The establishment of such a plan is a complicated process requiring considerable legal, financial, actuarial and administrative services. In addition, the value of such a plan is substantially dependent on favorable tax status (which status has not been achieved by other plans in other states). For these reasons the Board has not proceeded with establishment of the Plan, but rather has been working with the Department of Educational and Cultural Services to make a recommendation to, and seek the guidance of, the next session of the Legislature.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit amounted to \$909.50 in FY 89 and are, by administrative decision, included with those of DECS, Bureau of School Management, Div. of Higher Education.

DEPARTMENT OF TRANSPORTATION

DANA F. CONNORS, COMMISSIONER

Central Office: Transportation Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2551

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229; *Citation:* 23 M.R.S.A., Sect. 4205

Average Count—All Positions: 2,391

Legislative Count: 994

Organizational Units:

Bureau of Finance and Administration
 Bureau of Transportation Services
 Bureau of Planning
 Bureau of Project Development
 Bureau of Maintenance & Operations
 Office of Human Resources
 Office of Public Information and Mapping
 Office of Policy Analysis

Office of Legal Services
 Office of Audit
 Maine State Ferry Advisory Board
 Maine Port Authority
 Maine Aeronautical Advisory Board
 Maine Transportation Capital
 Improvement Planning Commission

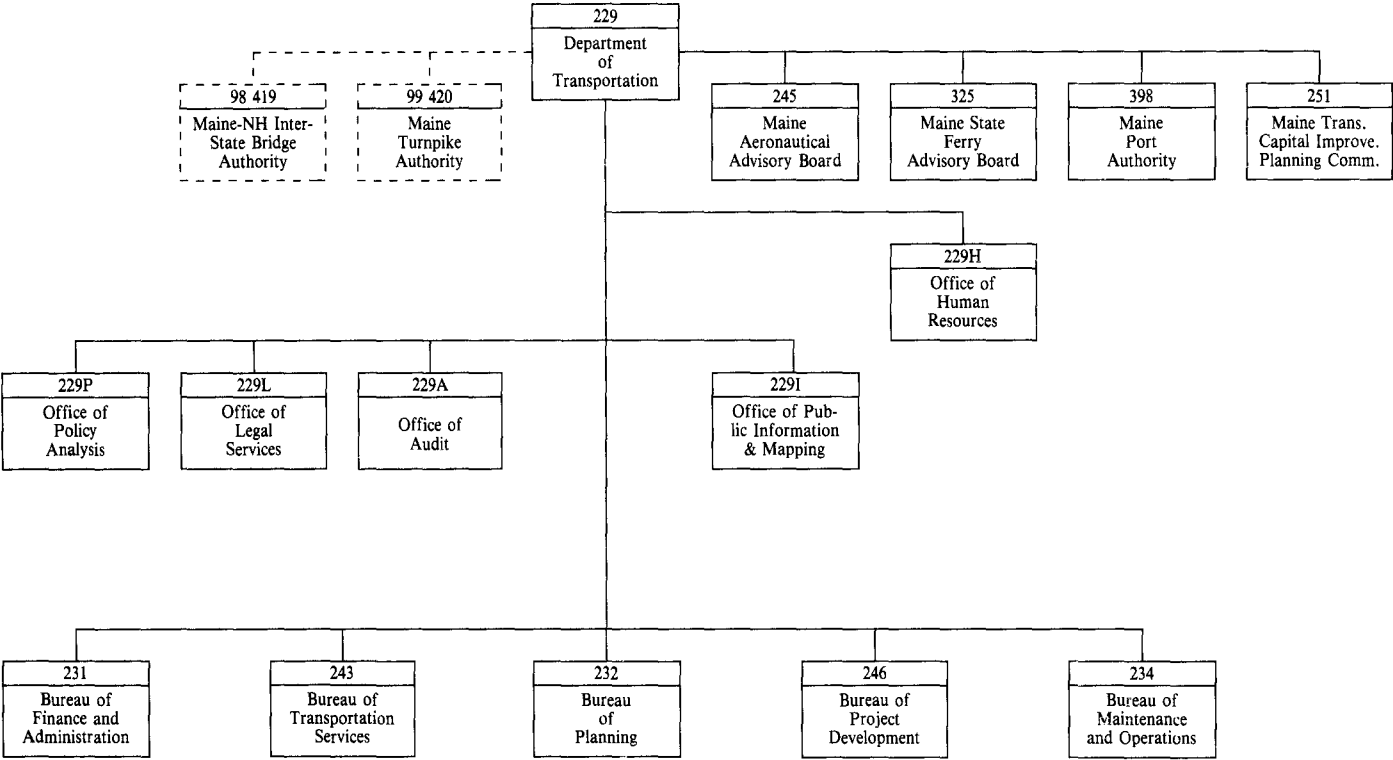
PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for, and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national, regional and local programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities, as required, to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to administer laws relating to aeronautics, advance interest in aeronautics, and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

ORGANIZATION: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commissioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor.

With the major expansion of the State's highway system and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-

ORGANIZATIONAL CHART DEPARTMENT OF TRANSPORTATION UMB 17



Approved by the Bureau of the Budget

TRANSPORTATION

CONSOLIDATED FINANCIAL CHART FOR FY 89 DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	50,448,667	330,719	241,228	38,311,864	8,727,851	2,837,005
Health Benefits	4,869,780	23,744	5,050	3,601,841	611,667	627,478
Retirement	10,359,458	68,110	17,044	7,365,129	1,635,059	1,274,116
Other Fringe Benefits	482,053	1,971		408,522		71,560
Other Contractual Service	32,001,720	683,219	75,326	9,436,736	4,713,033	17,093,406
Rents	23,113,487	10,424	237,358	21,455,782	1,155,198	254,725
Commodities	14,340,739	1,969	75,100	12,002,283	749,335	1,512,052
Grants—Subsidies—Pensions	32,970,626	1,036,987		22,180,537	3,504,550	6,248,552
Purchases of Land	2,823,235		8,827	1,804,208	1,010,200	
Buildings and Improvement	74,823		6,643	47,332	20,848	
Equipment	75,516,115	3,147,966	8,091,227	23,003,700	37,176,431	4,096,791
Interest—Debt Retirement	16,553,593	13		16,553,318	44	218
Transfers to Other Funds	4,419,219	1,763,805	—19,075	2,360,241	9,919	304,329
TOTAL EXPENDITURES	267,973,515	7,068,927	8,738,728	158,531,493	59,314,135	34,320,232

TRANSPORTATION

oriented agencies of the State, including the Department of Aeronautics and the Maine Port Authority. The Department established a Maine State Ferry Advisory Board in 1975 and in June, 1976, the Department moved to a new transportation building on Child Street. This move consolidated all the various bureaus and divisions into one location. In 1979 the Legislature created the Bureau of Public Transportation and in December, 1980, the Bureau of Safety, the Vehicle Safety Commission and the Maine Highway Safety Committee were transferred to the Department of Public Safety. In February, 1981, the Legislature authorized the Commissioner to organize the Department into such bureaus, divisions and other units as he deems necessary to fulfill the duties of the Department, provided at all times there shall be the Bureaus of: Finance and Administration; Transportation Services; Planning; Project Development; and Maintenance and Operations. The Department's organizational chart reflects these Bureaus and other units administratively established by the commissioner.

PROGRAM: The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

LICENSES, PERMITS, ETC.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1989: The expenditures of the Chief Administrative Unit are, by administrative decision, included with those of the Bureau of Finance and Administration, Department of Transportation.

BUREAU OF FINANCE AND ADMINISTRATION

EARLE D. STEVENS, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2641

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 231; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 60

Legislative Count: 196

Organizational Units:

Financial Management Division
Systems & Support Services Division

Computer Services Division
Financial Analysis Division

PURPOSE: The Bureau of Finance and Administration is established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting and budgetary functions; operation of a central supply and reproduction unit; purchasing services, and photographic services.

ORGANIZATION: The Bureau of Finance and Administration originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department and assigned to the Department's Bureau of Administrative Services. In accordance with the recommendations of the Ernst &

TRANSPORTATION

Whinney Management Study, the title of the Bureau was changed by Legislative action in February, 1981, to Finance and Administration and has been reorganized to include the Divisions of Financial Management, Systems and Support Services, Computer Services, and Financial Analysis.

PROGRAM: The Bureau continued to review and make improvements in the Fiscal Management, Budget, and Work Program areas during FY 1989. Procedures were written to improve the processing of third-party contracts in accordance with FY 1989 goals. The work on the Maine Financial and Administrative Statewide Information System (MFASIS) advanced in accordance with both the Department and State timetable. The processing of vendor invoices has been improved as a result of new procedures written to achieve that objective.

The Computer Services Division and the Motor Transport Division are progressing with vendors to install and test Automated Fuel Control, Fleet Management and Inventory Control Systems. An important feature of the Fleet Control and Inventory Control Systems will be the use of Bar-Code technology to collect inventory and personnel data.

Equipment for Computer Aided Drafting, Mapping and Geographic Information Systems has been selected and benchmarked and is scheduled for delivery during the first half of FY 90.

MDOT has continued to expand its use of personal computers. The population has expanded during FY 89 by 50 percent to approximately 150 units throughout the Department. Installation of AT&T Minicomputers in the divisions is continuing; only the Ellsworth installation remains to be completed. Besides providing data base and other major processing capabilities, these minicomputers will serve to link PCs and terminals with the State's Mainframe Computers. Work continues on the installation of the IBM Systems 36 and AS/400. The AS/400 minicomputer will provide office automation capabilities to the Commissioner's Office and the Office of Legal Services. The Systems 36 will provide upgraded data entry facilities to the State's Mainframe Computers.

Requests by the various participating states for major revisions to the Bids Analysis Management System (BAMS) continue to delay completion and testing by the vendor. Currently the modules for Project Estimation and Letting and Awarding management are scheduled to be delivered during early FY 90. Other modules to complete the System should be available during the first half of FY 90.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FINANCE AND ADMINISTRATION (Transportation)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,662,471		124,209	3,726,076	812,186	
Health Benefits	343,093		5,050	275,144	62,899	
Retirement	889,582		17,044	711,992	160,546	
Other Fringe Benefits	25,320			25,320		
Other Contractual Service	1,229,765		22,183	900,730	306,852	
Rents	809,231		13,896	778,104	17,231	
Commodities	446,808		42,084	394,945	9,779	
Grants—Subsidies—Pensions	43,864			43,864		
Purchases of Land	13,077		8,827	4,250		
Buildings and Improvement	4,595			4,595		
Equipment	343,471			245,916	97,555	
Interest—Debt Retirement	1,194			1,192	2	
Transfers to Other Funds	1,131,548		—23,877	1,155,425		
TOTAL EXPENDITURES	9,944,019		209,416	8,267,553	1,467,050	

TRANSPORTATION

MAINE AERONAUTICAL ADVISORY BOARD

KENNETH SNITGER, ESQ., CHAIRMAN
RONALD L. ROY, Director, Aeronautics Division

Central Office: Transportation Bldg., Augusta

Telephone: 289-3185

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: March 27, 1978

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 245; *Citation:* 6 M.R.S.A., Sect. 302

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

ORGANIZATION: The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Airport Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations are appointed by their respective board of directors and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Aeronautics Division is an ex officio member of the board and serves as its secretary.

The board annually elects a chairman from among its members, and the chairman serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board, and there are at least 3 meetings held a year. Members serve without compensation or expenses.

PROGRAM: The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and improving the State's role in State-wide aviation matters.

The Board is currently reviewing issues of statewide significance and will make recommendations on potential legislation.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

MAINE STATE FERRY ADVISORY BOARD

EMILY LANE, CHAIRPERSON, VINALHAVEN
RUSSELL W. SPINNEY, DEPUTY COMMISSIONER—DOT

Central Office: Transportation Bldg., Augusta

Telephone: 289-2841

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 325; *Citation:* 23 M.R.S.A., Sect. 4301

Average Count—All Positions: 12

Legislative Count: 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

TRANSPORTATION

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

PROGRAM: The major topics of discussion during the year were the new vessel for Swans Island, increased demand for service, tariff changes, and the impact of new year round construction on the Ferry Service.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Finance and Administration, Department of Transportation.

OFFICE OF HUMAN RESOURCES

JANE L. LINCOLN, ASST. TO COMMISSIONER

Central Office: Transportation Bldg., Augusta

Telephone: 289-2551

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229H; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 23

Legislative Count: 0

Organizational Units:

Office of Personnel and Training

Office of Employee Relations

Office of Equal Opportunity

PURPOSE: To support and advise the Commissioner of Transportation in matters of legislative liaison, and the internal and external human resources, programs and policies in the areas of affirmative action, equal opportunity, labor relations, and personnel and training.

ORGANIZATION: The unit was administratively established in 1981 to include the functions and activities of the offices indicated under Organizational Units.

PROGRAM:

Office of Employee Relations and Equal Opportunity. These two offices were combined to provide increased efficiency in related areas. Labor Relations activities involve representation of the Department at all levels of the appeals process utilizing contracts statewide, investigating and recommending a course of action in grievance resolution at all lower levels of the grievance procedure, and representing the Commissioner at Department-head level procedures and also at the Bureau of Employee Relations. The Office works in conjunction with the legal staff in preparing and presenting grievances at arbitration. Labor Relations staff performs systematic visitations to all division offices, crew headquarters and other department facilities, as well as many job sites, to provide employees and management a professional resource for addressing labor/management issues. Staff also provides instruction to supervisors at all levels in interpretation and application of the provisions of our four Union contracts; investigates, recommends, and participates in disciplinary hearings; makes recommendations in the areas of Labor Relations relative to proposed policy development or change; conducts investigations of all complaints of alleged employee misconduct or other complaints against employees received from outside normal supervisory channels and participates at the bargaining table for each set of contract negotiations; develops and implements MDOT programs for internal equal employment opportunity, affirmative action and Title VI, Section 504, external programs for Disadvantaged/Women Business Enterprises, EEO Contract Compliance, On-the-Job Training; and strives to further improve the internal and external coordination of equal opportunity activities. The internal Equal Employment Opportunity Program placed increased emphasis on training of supervisory employees in affirmative action/EEO management. The external Affirmative

TRANSPORTATION

Action emphasis during FY '88 has resulted in increased awareness by, and certification and participation of, firms owned and controlled by minorities and women in Federal-aid contracts with MDOT, and pre-entry training of women and minorities into the construction industry.

Subcommittees of the DOT Advisory Committee on Training continue to work on diverse projects. Examples are: a rewrite of the Highway Maintenance Manual which is scheduled for distribution in the fall of 1989 and a flagger training program which is in place statewide with a certification program scheduled for winter of 1989. A successful pilot supervisory training project which was conducted for the Motor Transport Division is scheduled for continuation and expansion in other organizational units of the Department. We have conducted a pilot in-house "Transition to Supervision" program under the review of the Bureau of Human Resources, using members of our own Human Resources staff who have undergone a train-the-trainer program.

Personnel and Training. This office provides the traditional administrative functions of recordkeeping and processing of personnel transactions as well as staff development and training and Health, Safety and Industrial Accident Prevention and Administration necessary for a labor/intensive work force. The primary goal is to provide employees who are properly classified, paid, motivated and trained to perform the various missions of the Department in a safe and efficient manner. This requires planning for present and future needs, ensuring proper selection and placement, and development of a variety of supervisory, career development, orientation and personnel safety training programs and policies.

Despite changing the entry level Assistant Engineer class to Direct Hire and removing multiple options from the Engineering Technician I classification, recruitment has been difficult. We are continuing to seek other means such as flexibility in starting pay step to attract a necessary supply of new engineers and technicians. In addition to the standard, primarily competitive personnel system used in most state agencies, the Department's highway crew personnel system has several unique features due to seasonal functions, geographic dispersal and the need for alternate equipment operators upon short notice. The crew selection process implemented in 1986 is under review to correct deficiencies which may have been discovered during the first two years of use.

Early review of the Highway Foreman competitive selection system, now in use for two years, indicates an improved caliber of selectee's more able to absorb the policies and training necessary to carry out their responsibilities.

While personnel staff members have been active participants in the acquisition and development process of the statewide MFASIS Human Resource system, we have also conducted a complete review with Price-Waterhouse of the feasibility of incorporating several aspects of Highway Crew Personnel information into a statewide reporting system. Results of that review are being studied now.

Six full-time and two volunteers continue to manage safety programs in the Maintenance Divisions and in Motor Transport Service/Traffic Service. Human Resources staff, with input from Safety Coordinators, completed the writing of two revised programs: Accident Review Boards and Monthly Safety Meetings. They continue to work on other policy areas: Medical Exams, Personal Protective Devices, Infectious Disease Control, Eye and Face protection, and clothing. One Safety Coordinator maintains liaison with the DOT Safety-Advisory Committee, one Safety Coordinator represents the Department on the Statewide Labor/Management Safety Committee, and one Safety Coordinator is a member of the Governor's Commission on Safety in the Maine Workplace. Each representative will assist his committee in responding to safety and training needs, as well as reporting activities to meetings of the other coordinators. The Safety Advisory Committee has three working subcommittees: Health, Safety Policy and Employee Recognition. Each committee has developed draft programs which are being presented to the Human Resources staff for review and comments.

PUBLICATIONS:

- D/WBE Program (annual), free

- D/WBE Directory (updated monthly), free

- OJT Program (annual), free

- D/WBE Certification Guide (annual), free

- Contractor and Subcontractor Equal Employment Opportunity Handbook, (annual), free

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

TRANSPORTATION

OFFICE OF AUDIT

ROBERT B. BOOTH, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2902

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 229A; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: To provide advice to the Commissioner of Transportation on audit matters; perform organization-wide internal audits of the Department of Transportation and external audits of contracts and grants negotiated with recipient organizations; and develop and implement the necessary plans and programs to accomplish internal and external audits of financial operations and internal controls, including compliance with certain provisions of Federal laws and regulations.

ORGANIZATION: The Office of Audit was established in June, 1981 in response to one of the Ernst & Whinney Management Study recommendations.

PROGRAM: Internal audits were conducted to provide financial and compliance audit coverage of applicable programs. To comply with the Single Audit Act of 1984 enacted by Congress, the audit for the fiscal year ended June 30, 1988, was conducted jointly with the Department of Audit.

External audits provided support to management and program staff over the administration of contracts with consultants, railroads, utilities, public transportation agencies and political subdivisions. Particular efforts were directed toward implementation of the State single audit process enacted as part of 5 MRSA, Chapter 148-B, as amended.

The Office represents the Department through appointment to the advisory committee assisting the Commissioner of Finance in implementing and administering the Maine Uniform Accounting and Auditing Practices for Community Agencies which were adopted to regulate applicable grant processes as provided under the provisions of 5 MRSA, Chapter 148-B, as amended.

FINANCES, FISCAL YEAR 1989: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

OFFICE OF LEGAL SERVICES

THOMAS G. REEVES, CHIEF COUNSEL

Central Office: Transportation Bldg., Augusta

Telephone: 289-2681

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 229L; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 20

Legislative Count: 0

PURPOSE: The primary purpose of the Office of Legal Services is to provide the necessary legal counsel for the Department of Transportation. Accordingly, the Office represents the Department in litigation, provides legal opinions, reviews contracts, and prepares title reports.

TRANSPORTATION

ORGANIZATION: The Office of Legal Services originated in 1962 as the Legal Division of the former State Highway Commission which was transferred to the new Department of Transportation in the State Government reorganization of 1972. In December, 1980, the responsibility for investigating and processing accident and damage claims received by the Department and the review of processing of Workmen's Compensation claims was transferred from the Bureau of Safety to this office. In June, 1981, the name of the Division was changed to the Office of Legal Services by administrative action.

PROGRAM: During this fiscal year the Office represented the Department in eminent domain, tort, contract, and administrative litigation. The Office processed 179 State Claims Commission referrals; 67 were presented for hearing and 114 were settled. The Office also completed and updated for the Department 3,409 title abstracts. Ten titles were prepared for the Attorney General's Office. \$93,496 of outstanding accounts receivable are currently being handled by the Office. \$37,391 has been recovered by the Office for damage to State-owned guardrail and signs. The Office has represented the Department in workers' compensation claims and has rendered advice and counseling services, drafted contracts, leases, and legislative documents, written opinions and performed research in connection with the activities of the Department.

FINANCES, FISCAL YEAR 1989: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

BUREAU OF MAINTENANCE AND OPERATIONS

JOHN E. DORITY, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2661

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 234; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 1,500

Legislative Count: 171

Organizational Units:

Highway Maintenance Division
Bridge Maintenance Division
Traffic Engineering Division
State Aid Division

Motor Transport Service
Radio Operations Section
Permit Section

PURPOSE: The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 15,602 lane miles of State and State-aid highways; the winter maintenance of 7,964 lane miles of State highways; the maintenance of 2,750 bridges on State, State-aid, and town highways; the coordination of the State-aid highway construction program; the maintenance and installation of traffic control devices on State and State-aid highways; the management of an equipment fleet for the Department of Transportation; the Overlimit Permit Statute; management of the Department's communication system; and the maintenance of safety rest areas.

ORGANIZATION: The internal organization remains the same and the programs and activities of the several divisions, sections and programs are as follows:

PROGRAM: A privatization study was completed for the Bureau of Maintenance and Operations by a consultant, De Leuw Cather, which evaluated the Bureau's present privatization efforts, and made recommendations as to areas where additional privatization efforts could be considered. The study concluded that any additional effort required careful pre-planning, manage-

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ment, and constant cost evaluation. The study recommendations are presently being considered.

The Bureau's bond-issue funded programs of underground tank replacement, and sand/salt storage buildings are on schedule. The cost sharing, bond financed, municipal sand/salt storage building program is progressing with reimbursements having been made to approximately 25% of those communities eligible under the present funding criteria.

Highway Maintenance Division.

Winter Maintenance. The Department installed a 6 sign experimental project dealing with speed reductions on I-95 between Portland and Brunswick. These signs were designed to reduce the speed from 65 mph to 45 mph during inclement weather. Although there are still some technical problems to be corrected in the system, the idea has a lot of merit and has the full backing of the State Police.

This year 9 sand buildings were completed in different parts of the State. These buildings are capable of holding 33,800 cubic yards of winter sand at a cost of \$944,500. The costs are for building construction only and does not include site preparation. Dome Corporation of America was the low bidder and the buildings are dome shaped and present a form very similar to an actual pile of material.

The posting of roads over the years has been difficult. The difficulty is for us to know when to close to heavy loads and also when to lift the posting. This past winter, the Technical Services Division has been conducting research projects for us using frost gauges. These projects have been centered in Aroostook and Penobscot counties. Hopefully, the knowledge gained through the projects will help us post roads before any visible damage is done.

The latest shipment of new winter maintenance equipment contains stainless steel hopper sanders. It is hoped that by using this steel over regular and weathering steel, as was used in past, that our maintenance of these sanders will be greatly reduced.

Summer Maintenance. A great deal of our efforts are now being concentrated on environmental issues. Most of these deal directly with groundwater contamination. We are continuing to install or reinstall underground tanks to replace fuel tanks that have been in the ground for twenty years or which fail to pass pressure tests. These replacements are double containment fiberglass tanks and the piping is also double containment.

The replacement of culverts was put on hold in August pending the resolution of permitting requirements. We are now operating on the principal that we may replace in kind as long as we aren't infringing on any wetlands. For all others we must either obtain a full permit or, at the least, a permit by rule.

We are continually emphasizing soil erosion control and have ordered many more fabrics (such as ditch liners, etc.) than ordered in past years. The Landscape Architect and his landscape staff have been in the field training our personnel in the use of these products. They have also concentrated on hydroseeder use and hopefully our personnel have become more acclimated with this equipment.

We are requiring our vehicle storage garages to install oil separators on the drainage grate systems.

An item that does much for the maintenance of the State's Highway System is the hot maintenance mulch program. Highway Maintenance expended \$5,307,000 last year in placing 318,000 tons over 641 miles of roadway. Towns appreciate this program as many piggy-back on our contract to get some of the towns mileage paved.

Safety Rest Area Program. Both Belfast Industries and Goodwill Industries have agreed to maintain their respective rest areas for another year. Belfast Industries maintain several areas in both the Rockland and Ellsworth Divisions and Goodwill maintains only the Yarmouth Information Center in the Scarborough Division. We are still experiencing problems with the heating system in the Yarmouth building. DOT has recently retained the services of a consultant to pinpoint the problems and oversee the necessary repairs.

Picnic area toilets on Route 1 in West Bath and Newcastle have been reconstructed and

Radio Operations Section. The radio department has purchased new base station equipment to provide Fairfield with a direct link to the Bolton Hill base station. This will improve Fairfield's coverage in the Augusta-Gardiner area. This equipment will be operational in early June of 1989. Equipment was purchased for the Dixfield Division office that would provide them with a repeater in the western part of the State. This consisted of a new repeater located at the Cornish Tower Site with a controlling link at the Fayette location. This equipment will also be operational in June of 1989. Equipment has been installed in Augusta and Garland to give Augusta a control link to the principal tower for the Bangor Division. Approximately 40

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new replacement radios were purchased to continue the fleet upgrading and remove the old tube type radios. Early in 1989, the radio department developed an automated interstate sign system which will allow the Department to change the posted speed on the Interstate highway system in several areas.

In FY 91 the expansion of the Bolton Hill tower facility is planned. This will allow the site to provide additional floor area. Early in FY 90 the Sugarloaf repeater site is planned to be configured to provide Radio/Telephone capabilities for off-duty emergency communications.

Equipment for the Ellsworth Division is planned to be purchased to replace the existing old microwave gear which is of the tube type. The Department will continue with its field upgrading by replacing approximately 40 old mobile radios with new solid state radios. The radio department plans to purchase 0.1 acre on Ossipee Mountain in Waterboro to ensure continued use of this important tower site.

New UHF handheld and mobile radios will be purchased for the radio technicians which will provide them with a means of trouble shooting the many UHF repeaters in the system.

Bridge Maintenance Division. The Bridge Maintenance Division continued maintenance of approximately 2,750 bridges and the inspection of approximately 3,800 bridges.

Bridge maintenance included the removal of winter sand, bridge flushing, touch-up painting, steel and concrete repair, accident damage repair, underwater repair, and channel maintenance. Major deck rehabilitation and wearing surface replacement were also accomplished on 20 structures. Major painting efforts continued on the Waldo-Hancock Bridge, Memorial Bridge in Augusta, South Bridge in Auburn-Lewiston, as well as complete painting of 24 smaller bridges. Maintenance of the ferry transfer bridges was continued for the Bureau of Transportation Services.

The wearing surface on the Union Street Bridge in Bangor was replaced as a force account project. For the Town of Benton, the deck on the East Benton Bridge was replaced utilizing surplus materials.

The newly created in-house dive team started working on Underwater Inspection of DOT structures. Approximately 75 bridges received an underwater diver inspection.

In addition to Department bridge inspection, approximately 900 municipal bridges were also inspected.

Traffic Engineering Division. The Traffic Engineering Division continues to maintain, install and design traffic control devices as follows: Painted pavement markings were applied at 475 locations to provide lane use control, advance warnings for stop-and-yield intersections, and railroad crossings. Two hundred twenty thousand gallons of paint were used to apply centerline and edgeline pavement markings on the Interstate system and approximately 6,000 miles of conventional highways. Maintenance operations on electrical systems, flashing beacons, and street lighting systems were continued, with reductions in street lighting levels where possible. Twenty-four thousand signs were manufactured and distributed to various sections and divisions for distribution. Plans and specifications were developed for 30 traffic signal projects, 1 major signing project, 3 major lighting projects and 161 traffic control plans (TCP) for construction projects.

As a part of Maine's so-called, "Billboard" law, Official Business Directional Signing regulations have been implemented in all 16 counties. Twelve hundred pre-approval location reviews of business directional signs are accomplished by Traffic Engineering personnel.

Division Traffic Engineers continue to carry out functional operations at the Division level, including reviews or requests from other operating divisions and bureaus from within the Department and from other State and Federal agencies as well as from municipalities and private citizens.

Permit Section. For the fiscal year beginning July 1, 1988 thru June 30, 1989, the Permit Section, including the 7 Division Offices, issued a total of 24,448 Overlimit Permits for moving loads that exceeded the legal limits. A total of 500 Road Opening Permits were issued for repair work or for new utility installations. Exempt Certificates to travel on Posted Roads were issued for the following:

Fuel Delivery Vehicles	232
Bulk Milk/Grain Delivery Trucks	38
Rubbish Vehicles	12
Grocery Delivery	11

No permits were issued to make transit moves for vehicles with studded tires. One hundred fifty-two Trip tickets were issued for trucks hauling perishable products. Thirty-six Reasonable Access Permits for Twin Trailers and 48' Semi-Trailers were issued.

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Motor Transport Service. Motor Transport Service began receiving delivery of 230 pieces of equipment in July 1988 as a result of a legislatively approved financing package. Additionally, MTS purchased 50 automobiles to replace vehicles of 1982 vintage and older. These vehicles had surpassed their cost effective life and, on the average, were in excess of 130,000 miles with some individual units approaching 200,000 miles. Through the fall and winter of 1988-89, 14 vehicles per week were prepared and placed into active service by automotive maintenance crews.

The MTS inventory distribution system has been physically separated into two distinct units: one for wholesale purposes and one for retail. This move is designed to improve the delivery of parts and accountability of all inventory.

The automated fueling stations have been retrofitted and renovated with commercial card readers which replaced the obsolete custom built units that had been in service. As part of the renovation, the Master Fuel card files have been purged and corrected. The card series which was initially issued in 1983 has been cancelled and a new series of cards issued.

For the first time since 1983, the Department has requested formal bids for fuel, oil and gasoline. Awards were made to a district by DOT division for each individual product required. Bids were for a 12 month period with 1 time, 12-month extension available upon mutual agreement of the Department and the fuel dealer.

ACT Computer Services delivered and installed the fleet section of the new computerized fleet and inventory management system. Delivery and installation of the inventory section is expected by August, 1989. Parallel system testing is scheduled to begin in August with complete installation and operation of the system expected by April of 1990. Renovations to improve air quality and safety within MTS facilities are approximately 50% complete. The most immediate and pressing problems have been corrected while other repairs are scheduled.

State Aid Division. Effective July 1, 1981, the Joint Fund State Aid Program was repealed. Accumulated State Aid units raised by towns prior to January 1, 1981, and "new" units as necessary to complete projects under agreement prior to January 1, 1981, will be honored by the State as committed by towns to specific projects prior to November 1, 1981. Of the \$19.5 million committed November of 1981, approximately \$900,000 remain to be expended as of February 1989. Project work, as controlled under the old State Aid statutes and operating procedures will continue until committed funds are exhausted. There is no time limit on the expenditure of committed State Aid funds. This Division continues to administer the Capital Improvement Program which replaces the repealed State Aid Program.

LICENSES, PERMITS, ETC.

Permit:

- Road Opening
- Driveway Entrance
- Overlimit (Height, Weight, Width, Length) Vehicles
- Studded Tires

Certificate:

- Fuel Oil exemption

PUBLICATIONS:

- Commercial Vehicle Limit Pamphlet — no fee
- Regulations and Instructions Governing Overweight and Overdimension — no fee
- Limiting Structures on State and State Aid Highways (Available from Bureau of Finance and Administration — \$3.00; if mailed, \$5.00)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

TRANSPORTATION

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	29,498,232		117,019	27,707,945	166,043	1,507,225
Health Benefits	3,325,176			2,804,699	10,567	509,910
Retirement	6,325,560			5,272,757	32,385	1,020,418
Other Fringe Benefits	372,113			313,301		58,812
Other Contractual Service	21,138,855			5,221,372	68,193	15,849,290
Rents	21,002,705		223,462	19,847,563	690,614	242,066
Commodities	12,147,486		33,016	10,333,682	330,699	1,450,089
Grants—Subsidies—Pensions	21,292,342	198,115		20,747,823		346,404
Purchases of Land	112,861			110,750	2,111	
Buildings and Improvement	40,084			40,084		
Equipment	9,169,327		134,802	7,570,655	519,329	944,541
Interest—Debt Retirement	1,130			1,006		124
Transfers to Other Funds	1,052,536		3,323	844,764		204,449
TOTAL EXPENDITURES	125,479,407	198,115	511,622	100,816,401	1,819,941	22,133,328

BUREAU OF PLANNING

PAUL J. MINOR, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-3131

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 232; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 45

Legislative Count: 0

Organizational Units:

Systems Planning Division

Program Management Division

Safety and Data Systems Division

PURPOSE: The Bureau of Planning was established to ensure provision of adequate, safe and efficient highway transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning to meet present and future needs for adequate, safe and efficient transportation. Primary emphasis is on highway planning efforts which are coordinated with planning for other modes of transportation. The Bureau is spokesman for the State representing the Commissioner before national, regional, state and local agencies, and groups of organizations, as is deemed necessary, to enhance and promote the transportation interests in Maine.

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. The Bureau has continued to undergo revisions in its organizational structure to align for present and projected future demands of a state transportation network. In December, 1980, and in accordance with a recommendation of the Ernst and Whinney Management Study, a group incorporating accident safety records and other safety programming efforts was formed and assigned to the Bureau. In February, 1981, the title of the Bureau was changed by legislative action to the Bureau of Planning, and includes a Division of Systems Planning, Division of Program Management, and a Division of Safety and Data Systems.

TRANSPORTATION

PROGRAM: The Bureau remains structured and tied to the purpose and mandate of the transportation planning function of the Department and the programs of its divisions are as follows;

Systems Planning. The Division is responsible for transportation planning within the State, specifically for continuing transportation planning efforts in the Portland and Lewiston-Auburn, Bangor, and Kittery urban areas. Special transportation studies are also undertaken in rural and urban areas when necessary. In addition, the Systems Planning Division provides the Department of Environmental Protection with traffic engineering reviews in connection with the Site Location Law.

Program Management. This Division is responsible for the development of the MDOT biennial Transportation Investment Program and for Planning Bureau oversight of the implementation of programmed projects by the Bureau of Project Development. During FY 89 this function included the evaluation of candidate capital improvement projects for highways, bridges, rail-highway grade crossings and high accident locations; formulation of improvement strategies for candidate projects; establishing project priorities; financial analysis of funding needs and of available fund sources; and selection of projects allocating available resources to meet the goals of the biennial program. In addition, the Division completed the development of the 1990-91 biennium Transportation Investment Program and provided planning information to the Bureau of Project Development for implementation of the 1990-91 program.

Safety and Data Systems: This Division is responsible for the collection and compilation of data related to highways. Included are traffic volumes, vehicle classification, vehicle weights, speed monitoring, traffic accidents, and roadway inventory. In addition to providing information in the above areas in FY 89, the Division developed: the annual Highway Performance Monitoring System (HPMS) Report; the Highway Safety Improvement Program (HSIP) Report; the engineering portion of the Highway Safety Annual Work Program; and the annual certifications and reports for the 55-Speed Monitoring Program, and the Size and Weight Enforcement Program.

PUBLICATIONS: (Free)

Transportation Investment Program
Highway Safety Improvement Program

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are included with those of the Bureau of Finance and Administration, Department of Transportation.

OFFICE OF POLICY ANALYSIS

GEDEON G. PICHER, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2827

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 229P; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 6

Legislative Count: 0

PURPOSE: To provide intensive analysis of selected areas and programs within the Department in order to assist the Commissioner in determining policy direction for the Department.

ORGANIZATION: The Office was administratively established in November, 1980 in response to one of the Ernst & Whinney Management Study recommendations. A permanent Director was assigned. Later a permanent Planning & Research Associate was added. Appropriate personnel from within other Bureaus and Divisions are assigned on a temporary basis to satisfy the analysis requirements.

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PROGRAM: Completed projects include a Highway Cost Allocation Study, a Railroad Bridge Study, a 100,000 Lb. General Commodity Permit Study, Truck Issues Study, with legislation, implementation of relevant portions of Local Bridge legislation, expansion of the ski access law applicability, and organizational conversion of the Maine-New Hampshire Interstate Bridge Authority. Current or planned work efforts include Bridge Management System Development, studies of Commodity Permit Vehicles, National Truck Uniformity Efforts, Truck Issues Activity and related legislation, National Highway Program Development and Financing, Coordination with the Maine Congressional Delegation, and highway user equity.

The Director of the Office of Policy Analysis serves as Chairperson of the New England Consortium Advisory Committee and assists the Maine Commissioner of Transportation who is the Chairperson of the Policy Committee.

Bridge Management System Development. A strategy and procedure to maximize bridge life and condition while minimizing use of resources in a manner somewhat analogous to Pavement Management. Background is being developed on the condition, age, and traffic on bridges, and long-term capital and maintenance costs are being developed. A significant part of that effort is related to the implementation of legislation resulting from the Local Bridge Study.

National Uniformity Efforts. Nationwide uniformity in the areas of truck registration, fuel tax payments, operating authority, permits, and vehicle dimensions is sought. The Office of Policy Analysis is actively implementing uniformity measures for the State.

Truck Issues Activity. Coordination of the activities of the National Governors' Association's Truck Advisory Committee, (NGA) Motor Carrier Uniformity Committee, the Maine Truck Issues Advisory Committee, the Experimental Vehicle Committee, and other efforts related to truck issues.

National Highway Program Development & Financing. The Office of Policy Analysis is actively engaged in assuring that National Reauthorization Development & Financing Legislation preserves the interest of the highway program at National, State, and local levels.

Highway User Equity. A study to update and refine cost responsibility and cost sharing among users of the highway system was recently completed. Possible legislation to move towards greater equity in the sharing of these responsibilities will be considered.

New England Consortium Advisory Committee. The Consortium, consisting of representatives of five New England States, including Maine, conducts research on transportation-related projects of regional significance. Studies have included such topics as Truck Permitting and Modern Methods of Bridge Deck Testing. The Advisory Committee reviews policy questions and makes recommendations to the Policy Committee, as well as prioritizing suggested projects and matching them with available funds.

Commodity Permit Vehicles Studies. A study of the 100,000 pound general commodity permit vehicle's cost impact on Maine highways was recently completed.

PUBLICATIONS:

Maine Highway Cost Allocation Final Report, February 1989
Commercial Vehicle Limits for Highway Use, Revised August 1988
Maine Truck Size and Weights — Legislative History — March 1985
Overweight Violations in Maine — 1984
Local Bridges — Condition and Management Strategy — Feb. 1985
Final Report of the Truck Issues Advisory Committee, March 1986
Experimental Vehicle Program — Guidelines for Application, Office Review and Vehicle Testing — 1987

Publications are available and free upon request.

FINANCES, FISCAL YEAR 1989: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

MAINE PORT AUTHORITY

DANA F. CONNORS, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2551

Established: 1951

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 398; *Citation:* 23 M.R.S.A., Sect. 4420

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire, construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

ORGANIZATION: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At that time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under the Division of Ports & Marine Transportation.

The Maine Port Authority consists of a board of 5 directors, who broadly represent the coastal areas of the State. Four directors are appointed by the Governor. The remaining director is the Commissioner of Transportation, who serves as chairman of the board of directors. The directors elect a treasurer and such other officers as the board of directors may from time to time deem necessary.

PROGRAM: The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Transportation Services.

BUREAU OF PROJECT DEVELOPMENT

**RICHARD A. COLEMAN, DIRECTOR, BUREAU OF PROJECT DEVELOPMENT
AND CHIEF ENGINEER**

Central Office: Transportation Bldg., Augusta

Telephone: 289-2055

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 246; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 665

Legislative Count: 617

Organizational Units:

Location and Survey

Right-of-Way

Construction

Design

Technical Services

Office of Chief Engineer

Environmental Services

PURPOSE: The primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, once funding has been approved, through to construction completion. Certain Divisions within the Bureau, primarily Location and Survey, Technical Services, and Right-of-Way, also serve the Department and the public in non-project-related activities according to their particular expertise.

ORGANIZATION: The project development concept was begun as a part of the Department's reorganization in 1972 when the Project Development Unit was formed as part of the Bureau of Highways. In line with changes suggested by the Ernst & Whinney Management Study, the Bureau of Highways was abolished and several new Bureaus established, among them the Bureau of Project Development. The internal organization of the Bureau includes the divisions of Location and Survey, Design, Right-of-Way, Construction, and Technical Services. Each serves the major goals and responsibilities of the Bureau with some activities directly in support of the other Project Development Divisions. Also, demands are placed upon these Divisions for services by other units of the Department, other State agencies and the public.

The Office of Chief Engineer, formerly the Project Management Division, shares office staff with the Director—Bureau of Project Development. This Office also includes the newly established Environmental Services Division.

PROGRAM: The Bureau of Project Development advanced 136 projects to the construction stage during the fiscal year. These projects had a contract value of approximately \$63.0 million. The Department's overall capital improvement program continues to emphasize improvements to the existing transportation network rather than additions to it. Conscious efforts are made throughout the project development process to minimize the impact that construction of a project will have on both the surrounding natural environment and abutting property owners. The general goal is to provide the transportation system user with the most cost efficient improvement possible. Development of highway and bridge improvement projects continues at a steady pace. However, Federal funds for these projects remain in very short supply. Passage of a Supplemental Capital Improvement Program added some \$35 million per year for major highway improvements. Some major improvement projects are also being developed using Maine Turnpike Authority funds to improve access to and from the Maine Turnpike. All of these capital program elements will combine to increase our production to the \$75-\$80 million level.

Other programs and activities at the Division level are summarized as follows:

Location & Survey. This Division consists of four Engineering/Technical Units which directly support the Department's Transportation Investment Program and provide various services for the entire Department.

This Division provides project management for preliminary engineering and environmental services on major highway and bridge projects such as the Waterville—Winslow Bridge Project, Topsham—Brunswick Bypass Project and other projects of similar magnitude. The Division has four Engineering/Technical Units. The Survey Group, consisting of 12 to 14 survey crews,

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routinely performs all project related preliminary, preconstruction and construction survey activities. These activities currently are of sufficient magnitude that agreements for consultant survey services have been entered into with six (6) firms to provide up to six (6) contract survey crews. The Location Studies Group conducts location studies and analyses regarding alternative locations for highway and bridge projects and, as necessary, determines alignments to be surveyed by the Survey Group. The Photogrammetry Group provides aerial photo coverage and statewide survey control for the entire Department on an "as needed" basis. It also conducts special surveys such as those related to right-of-way monumentation control, noise and hydrographics; and performs required air and noise analyses. The Public Hearing Displays and Graphics Unit provides all public hearing displays and graphics as necessary for Departmental Investment Program projects. It also provides the necessary graphics for all reports, environmental or engineering, required by the Division. All units provide assistance in special environmental studies on an as needed basis.

Design. During the past year, the Design Division began to feel the added workload created by the increased gas tax that funded the Supplemental Program for improvements to Corridors of Economic Significance. Much of this work has been contracted to consulting firms but several projects are being designed by the Department's staff. Contracts were awarded to construct tourist information buildings at the Hampden Rest Area, for improvements to the Turnpike interchange in Lewiston and for several projects along the Corridors of Economic Significance in Route 9 and Route 1. Design work was started on the Million Dollar Bridge replacement project between Portland and South Portland, which will be the largest bridge project undertaken by the State. Also, a consultant was selected to begin design for a new bridge between Waterville and Winslow.

Right-of-Way. This Division supports the Department's capital improvement efforts in several ways. Direct support of the project development process for highway and bridge improvements required the preparation of right-of-way plans for 75 projects involving the appraisal and negotiations of 1106 parcels with a total appraised value of \$959,510.00. Other related activities include the preparation of State Claims Commission Hearings, Superior Court Cases, and Municipal/State Agreements. Responsibilities outside the development of capital improvement projects to construction occupied a great deal of the Right-of-Way Division's resources. Division personnel removed 3539 illegal and abandoned signs without compensation and issued 7083 Official Business Directional Sign Permits. Approximately 3000 permits accommodating utilities within the highway right-of-way were issued and over 3800 requests for information regarding highway rights-of-way were processed. Twenty-five (25) parcels/pieces of excess Departmental real estate were sold.

Environmental Services. This Division was created during this fiscal year by combining environmental responsibilities formerly performed by the Location & Environment and Design Divisions. The Environmental Services Division was transferred from the Bureau of Project Development and placed under the Chief Engineer to better reflect its increased authority and responsibility on a department-wide basis. The Department has contracted with a consultant to develop and help implement personnel recommendations associated with this reorganization.

The Division now has three sections: (1) Environmental Studies and Permits; (2) Water Resources; and (3) Landscape and Mitigation. The Environmental Studies and Permits Section provides required environmental documentation for Investment Program projects, coordinates with natural and cultural resource agencies and groups, assesses impacts resulting from proposed projects, recommends project mitigation and protection measures, administers consultant environmental assessment and impact statement contracts, and provides technical environmental support for the department's programs and activities. During this fiscal year the Section successfully processed over 200 environmental documents for federally funded highway and bridge projects. The section now has environmental permit acquisition and compliance assistance responsibilities. It currently has applied for and/or received regulatory agency permission for about 70 proposed activities since taking over the departmental permit program late in 1988.

The Water Resources Division supports both Transportation Investment and Maintenance Programs. The section is responsible for administering the well claims program, water quality monitoring programs, and for conducting water quality studies and research. The section is currently involved with siting sand-salt storage buildings and is overseeing a study to identify wells polluted by trapped seawater. During fiscal year 1989, the group obtained 596 samples for analysis, investigated 62 well claims, accomplished 37 preconstruction project reviews, drilled

11 wells, and otherwise compensated 25 property owners. The section is also responsible for special studies such as ongoing monitoring of the impacts from construction projects and salt storage facilities on surface and ground water. The section also acted as hydrogeological consultant to the State Aid Highway Program, the Maintenance Division, Legal Services, and the office of the Commissioner.

The Landscape and Mitigation Section makes project loam and seed recommendations; develops erosion control methods; provides erosion/sedimentation expertise both in design and construction/maintenance phases; does drainage and facility site design; designs and inspects large landscape and mitigation projects; coordinates the Community Roadside and Wildflower Program with Garden Clubs; conducts plant establishment research; and has a major shared management role in the Bureau of Maintenance and Operation's weed and brush control program. The section has 3 mitigation projects presently underway and is routinely involved in a number of more minor mitigation activities. Division personnel have attended technical environmental workshops, training sessions, and conferences during the past year to increase their expertise and to stay abreast of new technological advancements, research findings, and regulatory requirements. Division personnel have also conducted and participated in numerous environmental training and education activities for people both within and outside of the department.

Technical Services. This Division consists of three major subdivisions: Research and Development, Geotechnical and Testing plus the Maine Local Roads Center.

The Research and Development Subdivision is responsible for research concerning materials and methods used in the construction and maintenance of highways and bridges. In addition to formal research, it provides a wide variety of support services to the department such as concrete and bituminous mix designs, technical reviews, problem solving, specifications, design recommendations, new product evaluation, and pavement management activities. It also administers a continuing program for the use of experimental products that are incorporated and evaluated in construction projects. Research and Development is subdivided into three sections: the Roadway Section, the Structures Section and Pavement Management Section.

Contracts were entered into with the University of Maine for the following Research Projects: A Proposal to Study the Geochemistry of Saline Solutions in Maine Surficial and Bedrock Aquifers, Specification for Bridge Structure Protection, Field Trial of Gravel Base Stabilization Methods, A Review and Experimentation of Gravel Stabilization Methods, and the Study of Salt-Contaminated Water Wells.

The Geotechnical Sub-Division conducted/reviewed subsurface investigations for all projects for which the Design Division required subsurface information. Soils reports, materials inventories, drainage studies, and engineering soils maps were prepared/reviewed to aid the engineers and contractors in the design and construction of the projects.

The Testing Subdivision includes two sections. The Field Quality Control Section is responsible for providing a testing service to other Divisions within MDOT. During the past year a total of 128 projects required the services of this group. There were 58 bituminous and concrete plants inspected and certified to provide materials for the construction of MDOT projects. Pipe was supplied by 17 different suppliers and each product monitored for quality and workmanship. A total of 30 personnel completed approximately 8,671 tests for acceptance. In addition, nearly 546 independent assurance samples of 31 different products were tested and 623 verification samples were obtained in 94 different items to verify manufacturer's certificates of compliance.

The Central Laboratory Section is responsible for providing testing services for Construction/Maintenance materials, especially those products not able to be tested in the field, in order to control their quality. The laboratory performs both chemical and physical testing. Tests are performed by American Association of State Highway and Transportation Officials (AASHTO) and American Society for Testing Materials (ASTM) methods on soils, aggregate, bituminous materials, cement, concrete, pipe and miscellaneous highway materials. The laboratory is regularly inspected in accordance with AASHTO Materials Reference Laboratory (AMRL) and Cement and Concrete Reference Laboratory (CCRL) to insure the quality of the testing.

The Maine Local Roads Center was established to house the activities associated with the development and administration of the Rural Technology Transfer Program. This program was started entirely with State funds in the Spring of 1986. The program was approved by FHWA matching funds at a total operating budget of \$125,000 per year with a two-year contract starting January 1, 1987. In January 1989 the contract was renewed for one year with a budget of \$200,000.

The Technology Transfer (T2) Program is a nationwide effort jointly funded by the Federal

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Highway Administration (FHWA) and the various State Departments of Transportation as an outgrowth of the FHWA Rural Technical Assistance Program (RTAP). The main focus of the program is to take technical information on rural roads, streets, bridges, and public transportation and put it into a form that can be put to practical use by the local government personnel.

The Maine Local Roads Center has assembled a mailing list with over 2,000 entries, distributed four quarterly newsletters, developed and conducted five major one-day workshops and organized two additional day-long programs. Workshop titles include the following: Principles of Construction of Quality Hot-Mix Pavements; National Association of County Engineers Training Guide; Permits, Payments, Postings and Procedures—the DOT and You; Minimizing Tort Liability of Local Governments and Basics of Paving Contracts and Inspection Techniques for Municipal Officials. Each of the major workshops is presented at six different locations around the State. Twenty-four separate workshop sessions have been presented and over 600 people representing 230 towns have participated. In addition to these workshops, “Hands-On” motor grader operator training for municipal operators was started in June, 1989.

Reaction to the efforts of the Maine Local Roads Center has been excellent. Nearly one hundred percent of workshop participants believed that their time was well spent and over 90 percent believed that their town would save money as a result of their attendance.

A nine-member Advisory Committee helps to assure that the Program goal, to assist Maine towns in dealing with local transportation problems, is realized to best advantage. Planning for several new workshops to be presented during 1989 and 1990 is underway.

Construction. During Fiscal Year 1989, the Construction Division, through its administratively created divisions, assumed contract administration, construction engineering and construction inspection responsibility for eighty-two contracts amounting to an estimated \$56,900,000.00 as follows:

- 26 Complete highway construction contracts (including bridges)
- 19 Highway paving contracts
- 5 Highway Intersection improvement contracts
- 10 Bridge construction contracts (including approaches)
- 3 Traffic signal contracts
- 2 Highway lighting contracts
- 9 Bridge rehabilitation contracts
- 1 Slope rehabilitation & embankment stabilization contract
- 4 Recycled Pavement contracts
- 1 Guard Rail Rehabilitation contract
- 1 Tourist Building contract
- 1 Bikeway contract

LICENSES, PERMITS, ETC.:

Permit:

- Outdoor Advertising
- Utility Location

PUBLICATIONS:

- *Basics of Paving Contracts and Inspection Techniques for Municipal Officials
- *Minimizing Tort Liability for Local Governments in Maine
- *Roadway Fundamentals for Municipal Officials
- *Permits, Payments, Postings, and Procedures—the DOT and You
- Asphalt Pavement Recycling Methods
- MDOT Specification on Geotextiles
- Runoff and Erosion Control Guidelines for Highway Crew Leaders
- Traffic Control Handbook—Maine D.O.T.—1989

*Each of these 4 publications are available to municipal personnel for \$5 each, all other publications are provided free.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,508,637			6,877,843	7,630,794	
Health Benefits	1,052,214			521,998	530,216	
Retirement	2,802,131			1,380,380	1,421,751	
Other Fringe Benefits	69,901			69,901		
Other Contractual Service	8,123,955	550,000		3,312,634	4,261,321	
Rents	1,276,002			830,115	445,887	
Commodities	1,680,910			1,273,656	407,254	
Grants—Subsidies—Pensions	2,109,258			585,134	1,524,124	
Purchases of Land	2,697,297			1,689,208	1,008,089	
Buildings and Improvement	2,653			2,653		
Equipment	61,074,971	1,760,366	7,853,649	15,187,129	36,273,827	
Interest—Debt Retirement	16,551,162			16,551,120	42	
Transfers to Other Funds	361,284			361,284		
TOTAL EXPENDITURES	112,310,375	2,310,366	7,853,649	48,643,055	53,503,305	

OFFICE OF PUBLIC INFORMATION & MAPPING

JOHN M. STANLEY, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2672

Established: 1984

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 2291; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: To provide information about Department programs, policies and procedures through internal and external information programs; to provide mapping services for Department and public needs; to provide Departmental graphic arts services; and to conduct other related activities.

ORGANIZATION: This Office was administratively established in 1984, replacing the Special Services Division formerly within the Office of Human Resources and Special Services.

PROGRAM: The Office is responsible for creating, conducting and evaluating external and internal public information programs. Typical efforts included preparation and distribution of news releases, pamphlets, booklets and other printed material; authorship of speeches and presentations; publication of an employee newsletter; editing of material prepared by other Bureaus/Divisions/Offices; support services for various special events; and, other special projects as assigned. In addition, the Office created and distributed general and specialized maps for Departmental use and distribution to the general public. Major mapping efforts include: County Inventory Maps showing transportation features by MDOT designation, County Culture Maps showing general pavement condition and man-made features, and Urban Maps showing large-scale details within urban areas of Maine. Other specialized maps were created as needed to meet Departmental needs. The Office also provided graphic arts support for all MDOT Bureaus, Offices and Divisions.

PUBLICATIONS:

County Maps (Large Scale \$1.00, Small Scale \$.15)

Urban Maps (\$.75)

Minor Civil Division Maps: (Large Scale \$1.00, Medium Scale \$.15, Small Scale — Free)

Highway Systems Map (Free)

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FINANCES, FISCAL YEAR 1989: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance & Administration, Department of Transportation.

BUREAU OF TRANSPORTATION SERVICES

RUSSELL W. SPINNEY, DEPUTY COMMISSIONER

Central Office: Transportation Bldg., Augusta

Telephone: 289-2841

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: June 25, 1981

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 243; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 87

Legislative Count: 10

PURPOSE: The Bureau of Transportation Services was established to plan and develop adequate, safe and efficient integrated public transportation facilities and services which contribute to the economic growth of the State of Maine and the well being of its people, with particular emphasis to low income, elderly, and handicapped individuals. The Bureau conducts a continuing analysis of the amount and quality of air service being provided in the State. The Bureau promotes the advancement of aviation interests, airport development, administers the operation and maintenance of the Augusta State Airport and marine infrastructure projects such as dredging.

The Bureau undertakes and directs planning studies in regard to the development and improvement of cargo handling facilities at Maine Ports, the development of the Fish Pier Construction Program, and the State Ferry Service. The Bureau also undertakes a continuing analysis of the Maine Port traffic, pier and wharf construction, and cruise ship activities. The Bureau is also charged with the responsibility of developing a biennial capital improvements program for ports and the ferry service and administers the operation and maintenance of the State Ferry Service, and the port and pier facilities within the jurisdiction of the Department.

The Bureau reviews, in cooperation with the Department of Human Services and Mental Health and Corrections, an annual operations plan developed in each of eight regions into which the State has been divided. The objectives include achieving maximum feasible coordination of funds among all state agencies that sponsor transportation, encourage the participation of private transportation operators in the service to the greatest possible extent. State assistance includes: planning and technical assistance to regional operators in the development of annual operations plans, capital assistance for the acquisition of equipment and operating assistance to defray operating deficits for essential service.

The Bureau administers the Local Rail Service Assistance programs of the Federal Railroad Administration which provides assistance in the rehabilitation of light density lines that might otherwise be abandoned and the Railroad/Highway Grade Crossing Improvement Program of the Federal Highway Administration. An approved state rail plan is required to maintain eligibility, and periodic updates are required to establish project eligibility and approval. In addition, the Bureau has been assigned the responsibility of administering the rail safety laws of the State including accident investigations, and a continuing review of the condition of the rail lines within the State in addition to those specific areas designated by law. The Bureau manages leased, abandoned railroad rights of way and state-owned rail lines.

The Bureau also provides the resource for participation by the State of Maine in regulatory matters affecting transportation, which includes the submission of statements (testimony) before federal regulatory agencies, in particular the Interstate Commerce Commission, Civil Aeronautics Board, and the Federal Maritime Commission.

ORGANIZATION: The Bureau of Transportation Services includes the Divisions of Air Transportation, Rail Transportation, Ports and Marine Transportation, and Highway Mass Transportation. The programs and activities of the several divisions are as follows.

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PROGRAM:

Air Transportation Division. During this fiscal year, programs continued in fulfilling the objectives of the 1979, 1981, 1983, and 1985 Bond Issues for Capital Improvements to Airports. Combined Federal, State and local funds allowed for a total program of \$6.26 million. An additional \$19,800 was allocated from state and local funds for the engineering and design of future airport needs. The Air Transportation Division investigated 5 aircraft accidents and oversaw the searches for 5 missing aircraft. Thirty-four (34) sponsors of publicly-owned airports were reimbursed \$170,398 for a portion of their snow removal costs. The Division registered 1,242 aircraft and 68 airports, and collected \$92,813 in excise taxes. The Maine Department of Transportation continued its contractual agreement with the FAA for the inspection of airports and for the updating of the Airport Master Records. The Augusta State Airport met the needs of the flying public by providing service from three commuter airlines. Total passenger enplanements and deplanements were approximately 21,624. The Executive Aircraft continued to be used frequently, logging more than 400 hours in support of State officials.

Highway Mass Transportation Division. During fiscal year 1989, the Division continued to provide for the development and maintenance of a surface transportation system with emphasis placed on the State's low income, elderly and handicapped residents. Administration of the program revolves around Federal and State subsidies to transportation providers located throughout the State. During fiscal year 1989, the Division contracted with 28 different transportation providers. State funds consisted of \$400,000 provided from the General Fund and was primarily in conjunction with local funds for the necessary match of the Federal subsidy program. The Federal program consisted of four separate grants totalling approximately \$2,151,000. This funding was used for planning, capital equipment and operating expenses within the various public transportation projects.

Ports & Marine Transportation Division. Major rehabilitation was performed on several of the vessels of the Maine State Ferry Service. Resource assistance was provided to the Ferry Service Advisory Board and the Maine State Ferry Service Tariff was updated. A major rehabilitation of the Lincolnville and Islesboro ferry terminals was initiated. During fiscal year 1989, the Ferry Service transported 123,995 vehicles and 338,600 passengers between the three mainland and six island terminals.

During the fiscal year, the final pier under the State Fish Pier Program was completed at Rockland. The Division worked with the City of Portland to create the Portland Fish Pier Authority. The Division oversaw a \$4.2M rehabilitation of the International Marine Terminal in Portland and undertook design of new ferry terminals at Peaks Island and Great Diamond Island in Casco Bay. Finally, the Division, working with the Army Corps of Engineers and the Town of Jonesport, assisted in the construction of the \$9M breakwater in Jonesport Harbor.

Rail Transportation Division. During fiscal year 1989, the Division continued in its efforts to restore rail service on the Rockland and Calais Railroad Branchlines. Although earlier attempts to secure an operating agreement from qualified shortline operators for these branchlines were unsuccessful, sufficient interest was expressed at that time to warrant this second effort. The Division remains active in the promotion of safety within the rail-highway crossing environment through management/implementation of the Department's Railroad-Highway Grade Crossing Safety Program, as well as the implementation of a program which permits the partial reimbursement to railroads for grade crossing maintenance activities. The Division, in concert with the Federal Railroad Administration, is implementing a Statewide railroad track and equipment safety inspection program. In addition, the Division continues to address public inquiries and/or complaints concerning railroad operations/activities within the State.

LICENSES, PERMITS, ETC.:

Permit:

- Dispersal of Chemicals by Aircraft
- Firing or Launching of Rocket or Missile
- Commercial Temporary Landing Area—Land
- Commercial Temporary Landing Area—Seaplane

Certificate:

- Aircraft Registration
- Certificated Air Carrier Airport Registration
- Commuter Air Carrier Airport Registration
- Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport

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Noncommercial Registration—Heliport
 Noncommercial Registration—General Aviation II—Airport, Seaplane Base
 Airport Dealer's Registration—Franchise
 Airport Dealer's Registration—Broker

PUBLICATIONS:

Guidelines for the Development of Annual Operations Plan
 Public Transportation Management Plan
 Ferry Service Tarif — No Fee
 Maine Ports — Brochure — No Fee
 Railroad Transportation Policy and Plan—No Fee
 Ferry Service Schedule—No Fee
 Analysis and Action Strategy for Select Surface Passenger Transportation in Maine—No Fee
 A Study of Casco Bay Ferry Services—No Fee

FINANCES, FISCAL YEAR 1989: The following financial display was generated from the unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TRANSPORTATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,779,327	330,719			118,828	1,329,780
Health Benefits	149,297	23,744			7,985	117,568
Retirement	342,185	68,110			20,377	253,698
Other Fringe Benefits	14,719	1,971				12,748
Other Contractual Service	1,509,145	133,219	53,143	2,000	76,667	1,244,116
Rents	24,549	10,424			1,466	12,659
Commodities	65,535	1,969			1,603	61,963
Grants—Subsidies—Pensior.s	9,525,162	838,872		803,716	1,980,426	5,902,148
Buildings and Improvement	27,491		6,643		20,848	
Equipment	4,928,346	1,387,600	102,776		285,720	3,152,250
Interest—Debt Retirement	107	13				94
Transfers to Other Funds	1,873,851	1,763,805	1,479	—1,232	9,919	99,880
TOTAL EXPENDITURES	20,239,714	4,560,446	164,041	804,484	2,523,839	12,186,904

MAINE TRANSPORTATION CAPITAL IMPROVEMENT PLANNING COMMISSION

DANA F. CONNORS, COMMISSIONER

Central Office: Transportation Bldg., Augusta Floor: 3
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2551

Established: September 29, 1987

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 251; Citation: 23 M.R.S.A., Sect. 4501

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise, consult and assist the commissioner on activities of State Government relating to transportation capital improvement planning. The commission shall be solely advisory in nature. The commission shall not become involved in the preparation or any aspect of the implementation of the department's biennial transportation improvement program.

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ORGANIZATION: The commission shall consist of no more than 17 members. Membership shall include one representative from each of the State's 8 designated planning and economic development regions who shall be appointed by the Governor and who shall serve as representatives of local government or regional planning agencies. In addition to these members, the Governor shall appoint one representative on the commission for each of the following areas: Air passenger or cargo service, rail service, truck service, surface passenger transportation, marine passenger service, marine cargo service and economic or community development. To the extent possible, the Governor shall consider representatives who are active members of established corridor committees. At least 2 members of the commission shall be current members of the joint standing committee of the Legislature having jurisdiction over transportation, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure.

PROGRAM: To assist the Department in the preparation of a transportation capital improvement plan that identifies long-range capital improvement needs for the State's highways and bridges, ferries and related facilities, cargo ports, airports, public buses and related facilities, and rail facilities. The capital improvement plan shall only address needs that are of a State-wide significance. The needs to be addressed shall exclude those items to be addressed in the Department's current biennial transportation improvement program. The capital improvement plan shall set forth goals, objectives, schedules, and a budget that provides a balanced State-wide response to the needs identified. The plan shall be updated every two years and serve as advocate for the public in promoting policies which address the long-term transportation capital improvement needs of the entire State.

Early in 1989, a consultant was hired by the Department to assist in the development of the first long-range multi-modal transportation capital improvement plan. With the consultant acting as a facilitator, the Commission met on four occasions in FY 89 with a work plan developed at the first meeting. At subsequent meetings, airports, air transportation, public bus transportation, railroads, marine ports, ferry service, highways, and bridges were discussed. Goals, objectives, issues, and strategies of the various modes will be brought together in a long range (year 2000) comprehensive multi-modal capital improvement plan expected to be finalized by late 1989.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

(OFFICE OF) TREASURER OF STATE

SAMUEL D. SHAPIRO, STATE TREASURER

MAURICE F. STICKNEY, Deputy Treasurer

Central Office: State Office Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #39, Augusta, Maine 04333

Telephone: 289-2771

Established: 1820

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 28; *Unit:* 248; *Citation:* 5 M.R.S.A., Sect. 121

Average Count—All Positions: 18

Legislative Count: 18

PURPOSE: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as provided by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program. The Treasurer also serves on the Maine Municipal Bond Bank, Maine State Housing Authority, Maine State Retirement System, Finance Authority of Maine, Health and Higher Education Loan Authority Boards, Maine Court Facilities Authority, Maine Education Loan Authority and the Maine School Building Authority.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

PROGRAM:

Cash Management. In a typical year, nearly 3,000,000 State checks are distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 180 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately forty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

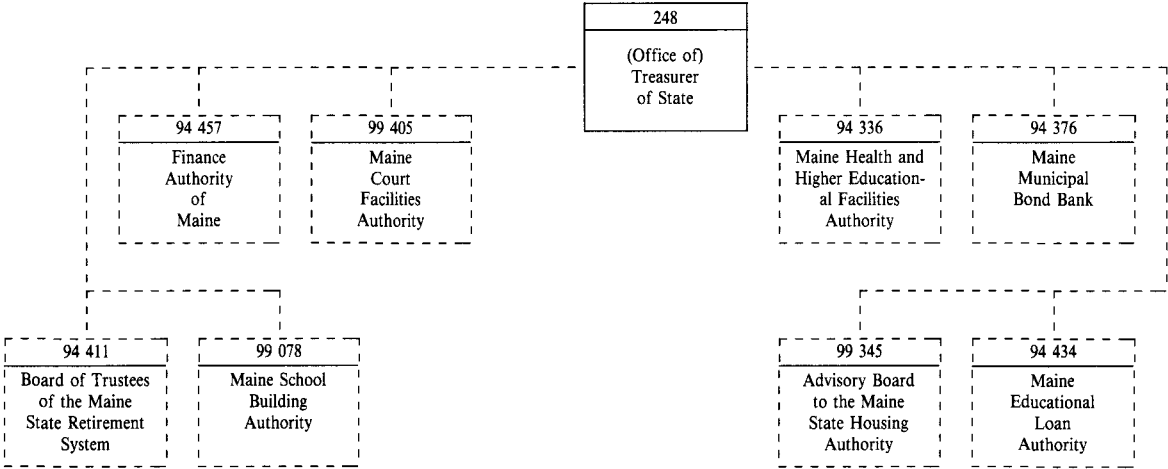
The basic unit of cash income management is the income statement. State agencies file over 36,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State — those checks lacking proper signatures, having insufficient funds, or otherwise defective — are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 3,000 bad checks will be processed.

A further duty is the sorting and mailing of some 125,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

Investment Management. Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with

**ORGANIZATIONAL CHART
(OFFICE OF) TREASURER OF STATE
UMB 28**



TREASURER

Approved by the Bureau of the Budget

TREASURER

CONSOLIDATED FINANCIAL CHART FOR FY 89 TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	414,335	414,335				
Health Benefits	32,616	32,616				
Retirement	80,246	80,246				
Other Fringe Benefits	1,991	1,991				
Computer Services—State	45,077	40,476	4,601			
Other Contractual Service	274,318	273,351	967			
Commodities	36,175	36,175				
Grants—Subsidies—Pensions	63,757,298		63,757,298			
Equipment	11,676	11,676				
Interest—Debt Retirement	45,913,460	45,913,460				
Transfers to Other Funds	1,108		1,108			
TOTAL EXPENDITURES	110,568,300	46,804,326	63,763,974			

TREASURER

Maine banks, prime commercial paper, U.S. Government securities which mature in less than 24 months and prime banker acceptances and repurchase agreements with Maine banks.

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and maturities of investments. The economic value of investments in Maine is considered in determining the level of such investments within the State. Each year over twenty-five million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalities at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff. Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department. Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilities.

Debt Management. Short-term and long-term borrowing is a major program. In a typical year, notes and bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly \$338,100,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. In 1984 Registered Bonds replaced Coupon Bonds. There is currently over \$200,000,000 of Registered Bonds outstanding.

Providing information services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

An important part of the duties of Treasurer derives from membership on various state boards and commissions that effect the size of state debt. A member of all such boards, the Treasurer is able to monitor the size of all debt affecting the State and may comment on and bring influence to bear on the creation of additional debt. The Treasurer is an ex officio member of the Maine Municipal Bond Bank, the Board of Trustees of the Maine State Retirement System, the Finance Authority of Maine, the Maine School Building Authority, the Maine Health Facilities Authority, the Maine State Housing Authority, the Maine Court Facilities Authority, and the Maine Education Loan Authority.

General Management. Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 5.1% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor.

Abandoned Property. The Treasurer implemented an abandoned property division to protect the interests of the citizens of the State of Maine both as to local properties and out of state intangible properties which are reported to the Treasurer. The division has a supervisor, 3 examiners and an office staff of 3. In 1989 \$2,564,217 of abandoned property was reported to the Treasurer of which \$364,624 was paid to the owners by the State. An on-going effort is made to find the owners of remaining funds. The funds are custodial and the Treasurer will honor claims indefinitely.

PUBLICATIONS:

Official Statements prior to sales of State bonds and notes, no charge.

Abandoned Property Listing — Maine Citizens — no charge — on location State Treasury.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM J. GINN, CHAIRMAN

Central Office: c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation,
Statehouse, Augusta, Maine *Telephone:* 289-2391

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: October 1977

Sunset Review: Not Established

Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 379; *Citation:* 23 M.R.S.A., Sect. 1904

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the implementation of new sign systems and new means to provide tourist and traveler information along highways in the State of Maine.

ORGANIZATION: The Travel Information Advisory Council has 9 members appointed by the Governor for two-year terms as follows: one representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing the Keep Maine Scenic Committee, one representing environmental organizations, one representing non-profit historical and cultural institutions, one representing the general public and one representing sign design and fabrications artisans. All members are appointed by the Governor with the chairman being designated.

PROGRAM: The Advisory Council will continue to be involved in implementing the program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

PUBLICATIONS: The Department of Transportation, in conjunction with the Advisory Council, has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

FINANCES, FISCAL YEAR 1989: 23 M.R.S.A., Section 1925 provides that expenditures of this unit shall be borne by the Department of Transportation.

TURNPIKE AUTHORITY

MAINE TURNPIKE AUTHORITY

ROBERT K. PACIOS, CHAIRMAN

PAUL E. VIOLETTE, EXECUTIVE DIRECTOR

Central Office: 430 Riverside St., Portland

Telephone: 207-871-7771

Mail Address: 430 Riverside St., Portland, Maine 04103

Established: 1941

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 99; Unit: 420; Citation: 23 M.R.S.A., Sect. 1963

Average Count—All Positions: 350

Legislative Count: 0

PURPOSE: This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

ORGANIZATION: The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor subject to confirmation by the Legislature. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic, and is an independent agency created by the Legislature.

PROGRAM: Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls, and supplements selected D.O.T. programs for access roads to the Turnpike and along the corridor.

LICENSES, PERMITS, ETC.

The Maine Turnpike Authority issues permits which authorize oversize loads and overlimit loads. The fee for the permits is \$10.00.

PUBLICATIONS: Maine Turnpike *Rules & Regulations* Governing the use of Turnpike.

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF TRUSTEES UNIVERSITY OF MAINE SYSTEM

HARRISON L. RICHARDSON, Chairman
ROBERT L. WOODBURY, Chancellor

Central Office: 107 Maine Ave., Bangor

Telephone: 947-0336

Augusta Office: 150 Capitol Street, Augusta

623-2531

Mail Address: University of Maine System, 107 Maine Avenue, Bangor, Maine 04401

Established: 1865

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 421; *Citation:* 1967 P&SL Chap. 229

Average Count—All Positions: 4,374

Organizational Units:

Board of Trustees

University of Maine at Fort Kent (UMFK)

Office of the Chancellor

University of Maine at Machias (UMM)

System Wide Services

University of Maine (UM)

University of Maine at Augusta (UMA)

University of Southern Maine (USM)

University of Maine at Farmington (UMF)

University of Maine at Presque Isle (UMPI)

Maine Public Broadcasting Network (MPBN)

PURPOSE: The University of Maine System is the state university of Maine. It provides undergraduate, graduate, and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine System was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research, and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially, and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the nontraditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a Chancellor as chief administrative and academic officer and, on the nomination of the Chancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL — Orono, Portland, Augusta, Law School. The result was the creation of the consolidated University of Maine System in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single campus in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine. In 1986 the University of Maine was renamed the University of Maine System and the University of Maine at Orono's name was changed to University of Maine.

UNIVERSITY OF MAINE

PROGRAM:

Instruction. The University of Maine System is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic programs include offerings in arts and sciences, agriculture, forestry, technology, business, education, life sciences, engineering, law and nursing.

Fall 1988 enrollment in all University programs totaled 31,591 and 3,904 persons were awarded degrees in 1987/88. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners has led to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilities have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural, and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities, and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension Service (CES) and the Maine Public Broadcasting Network (MPBN). CES is a product of federal, state, and county governments and relates directly to the family, homemaker, and youth by providing educational and informational assistance to individuals, families, and communities. MPBN is licensed to the University of Maine System Board of Trustees to provide a statewide public network, both radio and television, for broadcasting of a predominantly educational, cultural, and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies, and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching, and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist the local economy. Much research and development has proved extremely productive and useful. The two major centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research. Responding to both community and individual requests, University research unquestionably has benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE SYSTEM FULL-TIME REGULAR EMPLOYEES NOVEMBER 1988

BY EMPLOYEE CATEGORY

Faculty	1,402
Professional and Administrative	1,060
Classified	1,912
Total	4,374

BY SOURCE OF FUNDING

Educational and General	2,887
Auxiliary Enterprise	612
Restricted	875
Total	4,374

PUBLICATIONS:

- (1) *The Chancellor's Report*, University of Maine System (free)
- (2) *Chancellor's Newsletter*, University of Maine System (free)
- (3) *The Maine Book* (free)
- (4) *Financial Report*, University of Maine System (free)

UNIVERSITY OF MAINE

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

UNIVERSITY OF MAINE SYSTEM STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS FOR THE YEAR ENDED JUNE 30, 1989

	Unrestricted		Restricted	Total
	General	Designated		
REVENUES:				
Educational and general —				
Tuition and fees	\$ 45,550,131	\$ —	\$ —	\$ 45,550,131
Governmental appropriations-state	129,250,491	—	1,845,007	131,095,498
Governmental appropriations-federal	50,000	—	3,840,273	3,890,273
Governmental grants and contracts-state	—	—	5,918,734	5,918,734
Governmental grants and contracts-federal	—	—	28,790,663	28,790,663
Private gifts, grants and contracts	—	258,169	8,972,826	9,230,995
Endowment income	333,715	282,022	743,482	1,359,219
Recovery of indirect costs	3,075,914	—	—	3,075,914
Sales and services of educational activities	4,895,053	4,241,989	298,114	9,435,156
Other sources	4,788,345	4,392,206	—	9,180,551
Total educational and general	\$187,943,649	\$ 9,174,386	\$50,409,099	\$247,527,134
Sales and services of auxiliary enterprises	40,581,051	—	—	40,581,051
Total revenues	\$228,524,700	\$ 9,174,386	\$50,409,099	\$288,108,185
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	\$ 78,603,624	\$ 4,260,337	\$ 1,881,514	\$ 84,745,475
Research	7,488,824	1,737,961	11,730,679	20,957,464
Public service	7,905,578	4,944,834	14,860,523	27,710,935
Academic support	23,935,834	67,346	2,106,545	26,109,725
Student services	17,741,022	444,139	507,869	18,693,030
Institutional support	21,742,435	1,186,368	53,587	22,982,390
Operation and maintenance of plant	20,276,635	742	44,758	20,322,135
Student aid	4,294,324	20,396	19,223,624	23,538,344
Mandatory transfers for loan funds	34,425	—	—	34,425
Total educational and general expenditures and mandatory transfers	\$182,022,701	\$12,662,123	\$50,409,099	\$245,093,923
Auxiliary Enterprises-				
Expenditures	\$ 39,460,583	\$ —	\$ —	\$ 39,460,583
Mandatory transfers for retirement of indebtedness	1,399,044	—	—	1,399,044
Total auxiliary enterprises	\$ 40,859,627	\$ —	\$ —	\$ 40,859,627
OTHER TRANSFERS:				
FOR OPERATIONS:				
Current funds-appropriated	\$ (1,336,258)	\$ —		\$ (1,336,258)
Current funds-designated	2,573,586	(3,487,737)	—	(914,151)
Current funds-restricted	245,635	—	—	245,635
Loan fund	129,220	—	—	129,220
Endowment funds	(64,076)	—	—	(64,076)
Plant funds-unexpended	2,894,083	—	—	2,894,083
Plant funds-retirement of indebtedness	1,088,928	—	—	1,088,928
Total transfers	\$ 5,531,118	\$ (3,487,737)	\$ —	\$ 2,043,381
Excess of revenues over expenditures and transfers	\$ 111,254	\$ —	\$ —	\$ 111,254

The accompanying notes and summary of significant accounting policies are integral parts of these financial statements.

UNIVERSITY OF MAINE SYSTEM
SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
JUNE 30, 1989

The University of Maine System ("the University") consists of seven campuses, the Maine Public Broadcasting Network and a central administrative office. All activities of the University are included in the accompanying financial statements. Not included are several independent organizations which operate for the benefit of the University, including the University of Maine Foundation (1935, P.&S.L., Chapter 10) (Note 8) and several other foundations and alumni associations. These organizations are non-profit entities controlled by separate Governing Boards whose goals are to support the University. They receive funds primarily through donations and contribute funds to the University for student scholarships and institutional support.

SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of the University are prepared on the accrual basis of accounting except for interest on student loans, workers' compensation benefits (Note 10) and interest payable on debt, which are recorded when received or paid. These departures from the accrual basis of accounting do not have a material effect on the accompanying financial statements. The statement of current fund revenues, expenditures and transfers is a statement of financial activities of the current funds related to the current reporting period. It does not purport to present the results of operations or the net income or loss for the period as would a statement of income or a statement of revenues and expenses.

To the extent that current funds are used to finance other fund groups, the amounts so provided are accounted for as (1) mandatory transfers in the case of required provisions for matching loan funds or provisions for debt amortization; (2) transfers of a non-mandatory nature; or (3) interfund borrowings, according to the terms of the various arrangements.

Fund Accounting

The University follows fund accounting procedures by which resources for various purposes are classified for accounting and reporting purposes in accordance with activities or objectives specified. This is done in accordance with regulations, restrictions, or limitations imposed by donors or sponsoring agencies outside the University, or in accordance with directives issued by the Board of Trustees.

A fund is a self-balancing set of accounts for recording assets, liabilities, a fund balance, and changes in the fund balance. Separate accounts are maintained for each fund group to ensure compliance with limitations and restrictions placed on the use of resources.

Current Funds

Current Appropriated Funds represent reserves established principally to meet obligations for employee benefit programs and auxiliary enterprises.

Current Designated Funds are unrestricted funds for which the Board of Trustees or administration stipulates a specific use, thereby "designating" them for that purpose only. However, the Board of Trustees may at any time redesignate the funds for another use.

Current Unappropriated Funds, derived from educational and general operations of the University and from appropriations, gifts and grants, may be used at the discretion of the Board of Trustees or their designees to meet current expenditures for any purpose.

Current Restricted Funds, derived from appropriations, gifts or grants may be used only to meet current expenditures for the purposes specifically identified by the donors or by sponsoring agencies.

Loan Funds

Loan Funds, derived from Federal appropriations, gifts, grants and matching funds provided by the University, may be used only for providing loans to students and others specified by the donors or by sponsoring agencies.

Endowment Funds

Endowment Funds are subject to the restrictions of gift instruments requiring that the principal be invested and only the related investment income be used to meet current expenditures. Quasi-endowment Funds, established from time to time by the Board of

UNIVERSITY OF MAINE

Trustees, serve the same purposes as Endowment Funds, but both principal and income of Quasi-endowment Funds may be expended.

Plant Funds

Plant Funds, derived from appropriations, gifts, grants and University funds so designated by the Board of Trustees, may be used to meet expenditures for construction of additional facilities, major renovations, major equipment and retirement of indebtedness arising therefrom.

Restricted Gifts and Grants

The University records restricted gifts and grants at the time the services have been performed or funds have been received. When these gifts and grants are expended, a corresponding amount is reported as restricted revenues in the statement of current fund revenues, expenditures and transfers.

Endowment Fund Investments

Endowment Fund investments and investment activity are recorded at market value as determined by the University's Investment Advisors. Fluctuations in market value are reflected in the financial statements as unrealized appreciation or depreciation on investments.

The University follows the pooled investment concept for its endowments whereby all invested funds are included in one investment pool, except for investments of certain endowment funds that are otherwise restricted. Investment income is allocated to each fund participating in the pool based on its pro-rata share of the pool.

Investment in Plant

Plant assets are stated at cost when purchased or constructed at fair market value when acquired by gift. In accordance with the practice currently followed by colleges and universities, no provision for depreciation has been recorded in the accounts. The Financial Accounting Standards Board issued new standards during 1987 which will require the University to recognize depreciation effective for financial statements issued for fiscal years beginning after January 1, 1990.

Funds for Retirement of Indebtedness

The University is required to transfer a portion of the revenue received from housing, dining and other auxiliary enterprise activities to a debt service reserve, which is used to repay auxiliary enterprise indebtedness.

OTHER SIGNIFICANT ACCOUNTING POLICIES

The University has an incentive budgeting policy whereby campuses are awarded the net savings achieved during the year. The favorable variances of actual performance in relation to budget are awarded to the campuses to be used for high priority unfunded programs (80%) and for maintenance reserves (20%).

Other significant accounting policies are set forth in the accompanying notes to the financial statements.

BUREAU OF PUBLIC ADMINISTRATION

KHI V. THAI, DIRECTOR

Central Office: University of Maine, Orono

Telephone: 581-4136

Mail Address: Roger C. Greenhouses, Orono, Maine 04469

Established: 1965

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 02; Umbrella: 78; Unit: 423; Citation: 1965 P&S Chap. 185

Average Count—All Positions: 5

Legislative Count: 0

UNIVERSITY OF MAINE

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results.

ORGANIZATION: Created in 1965 by the 102nd Maine Legislature, the Bureau of Public Administration is currently the Division of Research and Public Service at the University of Maine.

PROGRAM:

Applied Research and Consultation Services. Research activities focus on broad governmental policies and problems, as well as more specific, short-term analyses of issues of concern to state and local jurisdictions.

In most instances, research efforts result in published materials which are disseminated to both State and national audiences. These typically serve as curriculum resources, guidelines for legislature and/or Congressional action, or continuing reference sources.

Management Training and Development Services. The Bureau of Public Administration provides a Management Education Program for administrative, technical and professional personnel in state and local government as well as non-profit organizations. Two major types of management education programs are offered:

The Public Employee Development Program offers courses of usually one day in length and are open to all public employees in locations across the state;

Maine Executive Institute is a two-week program for State government executives.

On-Site Training Programs are developed and delivered on request and tailored to meet the specific needs of a municipality or state agency.

The Bureau also provides more in-depth long-term consulting assistance through organizational development programs. These include Team Building for Manager and Department Head Teams; Interpersonal and Intergroup Conflict Resolution; Organizational Analysis; Goal Setting and Implementing Staff Development Plans.

PUBLICATIONS:

Cash Management for Small Communities. John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March 1978.

Charter Study Series. James J. Haag, et. al., 1970.

Working Paper Series.

Zoning: An Overview, Ross Plambeck, Zoning Series No. 1, May, 1974.

Zoning: The View of the Courts, Paul Braciotti, Zoning Series No. 2, May, 1975.

Zoning: Roles and Relationships, Cynthia Brown, ed., Zoning Series No. 3, May, 1975.

Zoning: The Code Enforcement Officer, Laura E. Campbell, Zoning Series No. 4, May, 1975.

Zoning: The Board of Appeals, Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975.

Personnel Administration Manual for Local Govt., Jeanne Bailey McGowan, editor. August 1980. \$2.50.

Complete publications list available upon request.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine System. In addition to its fixed annual appropriated budget, the Bureau receives funds from grants/contracts.

BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES

ROBERT L. OHLER, M.D., CHAIRMAN

Central Office: Cony Road, RFD #2, Augusta

Telephone: 622-2454

Mail Address: Cony Road, RFD #2, Augusta, Maine 04330

Established: 1977

Sunset Review: Not Established

Reference: Policy Area: 06; Umbrella: 99; Unit: 397; Citation: 37B M.R.S.A., Sect. 603

PURPOSE: The Board of Trustees of the Maine Veterans' Homes was established to plan, build and manage a home for veterans, their spouses, widows, and widowers. In April 1986, the 112th Maine Legislature authorized the Trustees to plan and develop two additional State Veterans' Homes, a 120-bed nursing home to be located in southern Maine and a nursing home, not to exceed 60 beds, located in Aroostook County. Both of these facilities are currently under construction, with an anticipated date of October 1989 for the opening of the Aroostook County facility, a 40-bed nursing home attached to the Cary Medical Center in Caribou; and a projected July 1990 date of opening for the 120-bed Southern Maine Veterans Home to be located on U.S. Route #1 in Scarborough.

The 113th Maine Legislature passed AN ACT to Fund a Demonstration Teaching Nursing Home and appropriated \$200,000 for FY 88-89 in order "to increase the number of health care providers with improved capabilities to deliver geriatric care to the State's elderly population."

A series of educational programs have been conducted in Caribou, Bangor, Augusta and Portland, reaching a broad geographical distribution of personnel, serving most of Maine's nursing homes, as well as many of Maine's hospitals and community home health agencies.

ORGANIZATION: The Board of Trustees of the Maine Veterans' Homes was established in 1977 and consists of ten members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

PROGRAM: The Maine Veterans Home, a 120-bed Medicaid Certified Intermediate Care Facility, located in Augusta, accepts for admission war time veterans and the spouse, widow or widower of such veteran, in need of nursing home care.

The Maine Veterans Home is a clinical resource for training in geriatric medicine of graduate medical students studying in the specialty of Family Practice medicine at the Maine-Dartmouth Family Practice Residency Program. It is also a clinical resource in geriatric nursing education for Registered Nurses, Licensed Practical Nurses and nurse aides. These educational functions fulfill, in part, the goal of the Maine Veterans Home to provide patient service, education and research in geriatric and rehabilitative medicine. During fiscal year 1989, a total of 43,733 days of patient care were provided.

The Maine Veterans Home has joined with the Maine-Dartmouth Family Practice Residency Program in conducting the educational programs authorized under AN ACT to Fund a Demonstration Teaching Nursing Home.

FINANCES, FISCAL YEAR 1989: There are no ongoing general fund appropriations for the Maine Veterans' Homes. Operational costs are covered by income from patients, the Medicaid Program and a Veterans Administration per diem of \$20.35 paid the Home on behalf of each eligible veteran.

A general fund appropriation in the amount of \$200,000 has been made available to the Maine Veterans Home by the 113th Maine Legislature in AN ACT to Fund a Demonstration Teaching Nursing Home.

BOARD OF VISITORS — AUGUSTA MENTAL HEALTH INSTITUTE

Central Office: State Office Bldg., Augusta

Telephone: 289-4223

Mail Address: Statehouse Station #40, Augusta, Maine 04333

Established: April 8, 1983

Reference: Policy Area: 03; Umbrella: 92; Unit: 451; Citation: 34B M.R.S.A., Sect. 1403

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: Through action by the Legislature creating the Maine Commission on Mental Health, the Board of Visitors of Augusta Mental Health Institute officially ceased functioning as of June 30, 1989. The Board met regularly in fulfilling its purpose prior to the formation of this Commission.

BOARD OF VISITORS— BANGOR MENTAL HEALTH INSTITUTE

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Telephone: 289-3161

Established: 1971

Reference: Policy Area: 03; Umbrella: 92; Unit: 422; Citation: 34B M.R.S.A., Sect. 1403

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: The Board of Visitors at the Bangor Mental Health Institute meets on a regular basis and provides supportive advice to the institute. It is comprised of voluntary community representatives appointed by the Governor.

FINANCES, FISCAL YEAR 1989: The expenditure of this unit are, by administrative decision, included with those of the Bangor Mental Health Institute.

BOARD OF VISITORS — MAINE CORRECTIONAL CENTER

ROBERT BOURQUE, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta

Telephone: 289-2711

Mail Address: Statehouse Station #111, Augusta, Maine 04333

Established: November 22, 1982

Reference: Policy Area: 03; Umbrella: 92; Unit: 449; Citation: 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To visit Maine Correctional Center and provide appropriate comment, advice, and recommendations to the Governor, Commissioner, and appropriate Legislative Committees.

ORGANIZATION: A Chairman and four members are appointed by the Governor.

PROGRAM: During the year, members of the Board visited the facility as a committee and also individually. The Board is particularly concerned with consequences, programmatic and institutionally, associated with severe overcrowding and results of new legislation.

The Board of Visitors will continue to provide periodic review. As overcrowding problems ease, Board members will be interested in program improvements.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — MILITARY AND NAVAL CHILDREN'S HOME

Central Office: 103 South St., Bath, Maine
Mail Address: 103 South St., Bath, Maine 04530

Telephone: 443-4251

Established: September 2, 1983

Reference: Policy Area: 03; Umbrella: 92; Unit: 466; Citation: 34-B M.R.S.A., Sect. 6253 (6)

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Visitors is a general advisory committee to assist in the development of policy and program changes regarding the use of the Home; monitoring the progress made toward objectives and providing continuing oversight of the Home, its programs and policies.

ORGANIZATION: The Board of Visitors consists of a minimum of 9 members and includes: the Associate Commissioner of Programs, Department of Mental Health and Mental Retardation; a representative from the Bath Community; a Bath school principal; a representative from an Alcohol Treatment Program; a social worker; a designee of a veteran's organization; 2 citizens from outside the Bath area; and, someone appointed from the Department of Human Services.

PROGRAM: During the past year the Board of Visitors reviewed a "site visit report." In partial response to the recommendations of this report—that the Home establish a clearer mission and prioritization of services—the Bureau of Children with Special Needs successfully applied for a competitive grant from the U.S. Department of Housing and Urban Development. Encompassing both necessary physical renovations and program expenses totalling \$1,000,000 over five years, the grant will enable the development of a specialized program of "transitional housing" for from 12 to 16 homeless adolescents, designed to equip them for independent community living within a 24-month period.

Additional state funds will also permit building renovations and provide staff to continue a 6-8 child "temporary shelter" unit for children needing supervised board and care for periods of less than one year.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Military and Naval Children's Home.

BOARD OF VISITORS — PINELAND CENTER

WILLIAM BOOTH, CHAIRPERSON

Central Office: State Office Bldg., Augusta: *Floor:* 4;
Mail Address: Statehouse Station, #40, Augusta, Maine 04333

Telephone: 289-4223

Established: April 8, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 452; *Citation:* 34B M.R.S.A., Sect. 1403

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board Members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: In FY 89 the Board of Visitors at Pineland Center met regularly with a prepared agenda of items. The Board worked closely with the Superintendent in reviewing client and staffing levels. The members of the Board met with staff members to discuss programs and concerns. Some members of the Board met with the Consumer Advisory Board as well as Legislative Committees. The minutes of the Board and its activities were kept.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Pineland Center.

BOARD OF VISITORS — STATE PRISON

DANIEL McGUIRL, CHAIRPERSON

Central Office: State Office Bldg., Room 400, Augusta
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Telephone: 289-2711

Established: November 22, 1982

Reference: Policy Area: 03; Umbrella: 92; Unit: 450; Citation: 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Board of Visitors is to visit the Maine State Prison and provide appropriate comment, advice, and recommendations on management to the Governor, Commissioner of Corrections, and appropriate legislative committees.

ORGANIZATION: A five-person Board is approved by the Governor for a term of one year and shall be eligible for reappointment. The current Board of Visitors was appointed in March, 1988, and will serve from March, 1988 to March, 1989. The members for the Board of Visitors, Maine State Prison, Thomaston were:

Daniel P. McGuirl, Chairperson
John F. Corcoran
Peter Jonitis
Lauretta Luke Rush
Chrispan Connery

PROGRAM: We classify our activities during the year as both an evaluation process and constructive suggestions and recommendations for the overall assistance and betterments of the existing physical plant at Maine State Prison, plus due and proper consideration for all staff personnel.

The Board of Visitors met 13 times during the fiscal year 1987-1988 at various locations to include the Maine State Prison, Central Maine Pre-Release Center, Augusta and the Bolduc Unit. The meetings at Maine State Prison were an inspection tour of all facilities, to include the cell blocks, kitchen and the industries buildings, also the Bolduc Unit. Meetings at all other locations were primarily to address other pertinent items of great importance to the overall operation and the future of Maine State Prison.

The Board is still vitally concerned with the effects that the legislative process has brought to bear on impeding the construction of the Maximum Security Prison to be constructed on State-owned land in Warren. The Board is still of the opinion and is unanimously convinced that the Maximum Prison should be a 500-bed facility, broken down as follows: 300 Maximum Security beds, 100 beds for classification and 100 beds for segregation.

We are still firmly convinced that the existing MSP facility should be rehabilitated and established as a 200-bed Medium Security Prison.

Time is of utmost importance. In addition to the failure to start construction, the delaying action is costing the citizens of this great State of Maine many dollars; as a matter of proven fact, in the millions of dollars.

The Board strongly recommends that a training officer be hired by the Department of Corrections and that he be authorized to establish various classes, courses and programs designed primarily for corrections personnel throughout the department. Further, that he be authorized to arrange for professional training personnel from the outside (i.e., Attorney General's Office, University of Maine, other out of state universities and/or any organizations specializing in corrections proper procedures and practices).

A special training program should be established for supervisory personnel.

With specific reference to medical training a certain amount of personnel on all shifts should be qualified in CPR. A program should be established and the requirements should be part of future hiring of personnel.

We realize that additional monies will have to be appropriated and specifically designated for the said training and each facility should be allocated a budget figure on an annual basis.

VISITORS—STATE PRISON

We strongly suggest that an attempt be made to contact the University system and request the possibility of establishing a two-year associate degree course geared to upgrading a correctional officer's education. The opportunity should be made available for all officers within the Department of Corrections and when the officer completes the course, he is compensated in some manner for his accomplishment.

Actually, a separate credit program could be established for NIC and ACA courses. A variety of courses are readily available.

A very important area that requires immediate attention, and that is with respect to Caseworkers, Legislative action is necessary for a clear cut definition clarification. Licensed Social Workers, in many respects, is too broad a term. There will be space available in the very near future (upon completion of the Maine State Prison Recreational Buildings) and we wholeheartedly suggest that these areas (space) be reserved and designated for staff. An exercise room is one possibility. A family room type area could be established. There is the possibility of setting up two to three office-type conference rooms, where Social Workers, for example, could interview their clients on a one to one basis, without interruption or interference. The Substance Abuse personnel could really use this type of a facility.

With respect to the recruitment of guards, the basic item is money. The present weekly salary is inadequate to draw high caliber types of individuals from within our catchment area. Other incentives submitted for consideration would be—Bonus system for individual guard recruitment and establishment of a 120 accrued sick day policy. This would greatly reduce absenteeism and allow a guard to establish a rainy day fund.

We have strongly recommended a Public Relations man for the Department for the past two to three years, but to no avail. This position has become more important as time goes on. The individual could maintain a liaison with T.V. stations, for example, and establish recruitment ideas, plus activities and Show Room articles, a plan similar to the Department of Inland Fisheries and Game, which is most effective. Promote. Promote. Promote.

With specific reference to the various future projects required by the Department, we recommend that monies be requested for seed money to cover preliminary studies and surveys and, with this procedural approach to the project, all will be in a state of readiness as to the actual construction when the bond issue monies become available. This approach will save time and enable the State to obtain more for its dollar at the present going rate.

The Maine State Prison, because of its overcrowding and lack of preventive maintenance over a period of many years, operates, on many occasions, under a crisis management syndrome, over which the Warden and his staff have no control. It is amazing as to how exceptionally well they handle each and every individual situation. They are required to stretch their managerial skills and capabilities to the bitter end. They deserve both much credit and recognition for their outstanding command of the given situation.

The Industries section of Maine State Prison has a golden opportunity to gainfully employ many of the inmates and this phase of the Prison operation should and could be self-supportive. However, under the present operational conditions, due to antiquated equipment, it is unable to fully utilize its potential and/or capabilities. They could and should be competitive in the marketplace, plus, the various State institutions and other departments should be required to give the Prison Industries first consideration.

Morale—A very important factor in the overall effective and efficient operation of Maine State Prison and/or any facility in this nature.

There are many minus factors and plus signs are rare.

Example—Promotions within the guard forces, the slots or positions are few in number so, in many cases, this detracts from the individual's overall future possibilities.

Personnel are promoted to a higher level position and, through a bureaucratic snafu, the person responsible for the financial benefits to accompany the promotion failed to submit the necessary paperwork to the Bureau of the Budget on time and, for this individual's blatant blunder, the individual must be deprived of the monies rightfully and deservedly hers for the next several months. It is hard to understand why a person in this predicament does not have any recourse.

The Board of Visitors, Maine State Prison, is presently in the process of compiling a complete report covering all phases of our responsibility and the said report will be distributed to all committees and individuals as directed by Statute.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — MAINE YOUTH CENTER

VACANT, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Telephone: 289-2711

Established: October 1982

Reference: Policy Area: 03; Umbrella: 92; Unit: 448; Citation: 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To monitor program, rights, and administrative issues concerned with the Maine Youth Center; and to report to the Commissioner and appropriate Legislative Committees, as well as the Governor's Office.

ORGANIZATION: The Chairman and committee members are appointed by the Governor.

PROGRAM:

1. Visitations to Maine Youth Center.
2. Meetings with appropriate members of the staff as well as residents.
3. Written reports including observations and recommendations to the Commissioner and Superintendent.

4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the Department and/or institutions.

The Board of Visitors of the Maine Youth Center has conducted a series of visits, meetings, and individual visits as part of its activities. In general, these activities have resulted in an observation that the Maine Youth Center is a well managed institution, there are no apparent issues related to the disregard for the rights of residents on the part of staff, there is an active and well structured program for the youth assigned to custody, and the administration and staff have been most open and responsive to the inquiries of the Board.

Other issues such as those concerned with the needs of the program, improved systems of accessing funds for educational, clinical and medical services, the future of the Maine Youth Center with regard to the findings of the Jail Monitoring Committee and adequate support to the administration of the Center, are among those addressed in the Board's written reports. When placed in comparison to other juvenile correctional facilities throughout the country, it would appear that the Maine Youth Center is among the better institutions.

FINANCES, FISCAL YEAR 1989: This unit is not authorized to receive or expend funds.

BOARD OF TRUSTEES OF THE MAINE VOCATIONAL-TECHNICAL INSTITUTE SYSTEM

MICHAEL W. AUBE, CHAIRMAN

System Office: 323 State Street, Augusta, ME

Telephone: 289-1070

Mail Address: 323 State St., Sta. #131, Augusta, Maine 04333

Established: June 28, 1985

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; Umbrella: 99; Unit: 480; Citation: 20A M.R.S.A., Sect. 12702

PURPOSE: The Board of Trustees of the Maine Vocational-Technical Institute System was established by P.L. 1985 Chapter 695 to be the policy-making authority of the system. To develop and adopt policies for the operation of the system; establish the administrative council; and approve programs and policies recommended by the executive director and the administrative council; to prepare and adopt a biennial, line-category, operating budget; to develop and adopt personnel policies and procedures.

ORGANIZATION: The Board of Trustees of the Maine Vocational-Technical Institute System, as established by Chapter 695, P.L. 1985, consists of 12 members. Nine are from the fields of business, industry, labor, education and the general public, one from the State Board of Education and one from the Board of Trustees of the University of Maine System. The Commissioner of Educational and Cultural Services, the Commissioner of the Department of Economic and Community Development and the Commissioner of the Department of Labor serve ex officio.

PROGRAM: P.L. 1985 Chapter 695, "AN ACT to establish the Maine Vocational-Technical Institute System" was signed into law on April 16, 1986. Chapter 695 set in motion the reorganization of the statewide network of vocational-technical institutes — up until then operated as subsidiaries of the Bureau of Vocational Education, under the governance of the State Board of Education — into the Maine Vocational-Technical Institute System, an autonomous post-secondary educational institution governed by an independent Board of Trustees of the Maine Vocational-Technical Institute System.

The new System constitutes a "public instrumentality of the State" but not a "line" State agency, included in or attached to a cabinet department; its status vis-a-vis State government is similar to that of the Maine Maritime Academy or the University of Maine System.

The VTI system represents an investment of approximately \$100 million that has helped meet the technical training needs of the State of Maine for over 40 years. The first VTI was established after World War II to provide vocational and technical training to returning veterans.

Today, the new VTI System offers certificate, diploma, and associate degree programs in over 65 different program areas — including horticulture, business management, accounting, data processing, computer programming, secretarial science, electronic technology, allied health technologies, nursing, construction trades, automotive technology, marine trades, welding technology, and graphic arts.

Overall, the six Maine Vocational-Technical Institutes have a clear sense of mission, an excellent placement record, and a strong base of support at the local and regional level. The VTI network has consistently enjoyed strong support from the Legislature and the voters of Maine. The Legislature awarded \$1.86 million in General Fund appropriations to the VTI system for FY 1988 and \$1.58 million for FY 1989.

But to fulfill its potential as an economic development tool of the first rank, and also to fully meet the multiple and ever-changing needs of the growing population of "non-traditional" students in the State, the VTI system must develop a high level of flexibility and visibility, and an ability to move quickly and decisively in response to business requests and shifts in the labor market.

Since Chapter 695 was defined as emergency legislation, the law took effect on the date

it was signed. However, the full-scale implementation of the VTI System was phased in on an orderly basis.

The VTI System Office, set up by legislation to provide statewide coordination and leadership to the VTIs, operates at 323 State St., Augusta. The transition to complete independence for all six campuses — Central Maine VTI, Eastern Maine VTI, Kennebec Valley VTI, Northern Maine VTI, Southern Maine VTI, and Washington County VTI — was completed on July 1, 1988.

The Board of Trustees' goal is to develop a compact and highly cost-effective administrative structure, which can mobilize the VTI system to meet new challenges, while at the same time maintaining the closest possible ties with all of public education. Prominent features of the VTI system include:

- a rationalized planning process, with statewide coordination but a regional focus;
- increased coordination in program planning between the VTI system, the University of Maine System, and the employment training system;
- new partnerships between the VTI system and the private sector;
- provide the most efficient operation of the MVTIS;
- provide an information base for long-range planning and research including sufficient data to respond to the technical training needs of the private sector and the State's economy; and,
- a new emphasis on short-term, quick-response, and on-site programming, with extensive "brokering" of programs back and forth between the VTIs, secondary Vocational Regions and Centers, and adult education programs.

In the long term, the board looks toward the development of an integrated education and economic development system, in which secondary vocational education, postsecondary technical education, adult education, and employment training all have important roles to play.

Vocational Education in Postsecondary Schools: Vocational education at the postsecondary level is offered through a statewide network of six vocational-technical institute (VTIs). Established and supported by the legislature of the State of Maine, the VTIs until 1986 operated as subsidiaries of the Bureau of Vocational Education, under the governance of the State Board of Education. On April 16, 1986, P.L. 1985, Chapter 695, created the Maine Vocational-Technical Institute System (MVTIS), an autonomous postsecondary educational institution governed by an independent Board of Trustees.

P.L. 1985, Chapter 695 defines the basic mission of the Maine VTI System in the following terms: "To provide associate degree, diploma, and certificate programs, directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of postsecondary vocational technical education and MVTIS as "to create an educated, skilled, and adaptable labor force which is responsive to the changing needs of the economy of the state, and to promote local, regional, and statewide economic development."

The MVTIS enrolled 2,818 full-time and 15,995 part-time students in 1987. In 1988-89, they employed 300 instructional staff and an administrative staff of 45.

Student aid is made available to VTI students through College Work Study, Pell Grants, State Scholarship Grants, State Student Incentive Grant funds, along with individual scholarships offered at the respective VTIs. Remedial programs are offered through federal vocational funds, JTPA programs are funded at the VTIs under the eight percent education coordination and grants setaside of the JTPA Title II(A) funds.

VTI Work Study: College Work study programs are offered by each of the postsecondary vocational technical institutes to aid students with their educational costs. During fiscal year 1988, an estimated 350 students participated in work study programs. Students were employed as office workers, custodians, maintenance helpers, and grounds-keepers.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational-technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

PUBLICATIONS:

Course catalogs for each campus — free

VOCATIONAL-TECHNICAL INSTITUTE SYSTEM

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES OF THE MAINE VOCATIONAL- TECHNICAL INSTITUTES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	1,926,621	1,926,431	190			
Commodities	52		52			
Grants—Subsidies—Pensions	22,525,587	20,705,654	547,646		1,272,287	
Buildings and Improvement	12,600					12,600
Interest—Debt Retirement	832,290					832,290
Transfers to Other Funds	—242		—242			
TOTAL EXPENDITURES	25,296,908	22,632,085	547,646		1,272,287	844,890

ENERGY TESTING LABORATORY OF MAINE

Telephone: 799-7303

Telex: 887274

Central Office: Tripp Bldg., Southern Maine Vocational-Technical Institute, Fort Road
Mail Address: Southern Maine Vocational-Technical Institute, Fort Road, So. Portland,
Maine 04106

Established: 1976

Sunset Review: Not Established

Reference: Policy Area: 02; Umbrella: 99; Unit: 424; *Citation:* 20-A M.R.S.A., Sect. 10201

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The Energy Testing Laboratory of Maine is a nationally accredited and recognized laboratory. Its reports are recognized by the International Conference of Building Officials (ICBO), the Building Officials and Code Administration International, Inc., (BOCA) and by the Southern Building Code Congress International, Inc. (SBCCI).

In addition to the recognition of these three regional code organizations, ETLM reports are accepted by twenty-four states, and the Province of Alberta, Canada.

ETLM was created in 1976 to test for safety central heating equipment for the Maine Oil Burner Men's Licensing Board, now the Maine Oil and Solid Fuel Board. That program led to expanded activities, including the testing of central heating appliances, radiant stoves and other devices. Since its creation, the Lab has tested and listed more than 600 different appliances in its Product Listing Directory. It has done work for more than 200 companies from the United States, and nineteen foreign countries.

ETLM which has always been located on the grounds of the Southern Maine Vocational-Technical Institute evolved from the heating and air-conditioning program of SMVTI.

ORGANIZATION: Effective July 5, 1983, ETLM became an integral part of SMVTI and has the authority, among others, to conduct tests, list products, supply labels, make reports, provide consultant services, conduct educational programs, and provide other services consistent with the overall goals and objectives of ETLM.

The goals and objectives of ETLM are to provide those services which, among others, will meet the safety needs of industry and the public regarding the quality of construction of products tested by ETLM, the maintenance of high standards for testing conducted by ETLM, and the provision of educational and other consultant services, and will merge with the educational goals and objectives of SMVTI.

FINANCES, FISCAL YEAR 1989: The Laboratory receives fees to cover expenses, which are included in the Southern Maine Vocational-Technical Institute account for Energy Testing Programs and therefore reflected in the financial display for the Board of Trustees of the Maine Vocational-Technical Institute System.

CENTRAL MAINE VOCATIONAL-TECHNICAL INSTITUTE

RICHARD C. CONRATH, DIRECTOR
RICHARD H. LEE, JR., Asst. Director

Central Office: 1250 Turner St., Auburn
Mail Address: 1250 Turner St., Auburn, Maine 04210

Telephone: 784-2385

Established: 1964

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; Umbrella: 99; Unit: 440; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 77

Legislative Count: 0

PURPOSE: The primary mission of Central Maine Vocational-Technical Institute (CMVTI) is to provide instruction in trade and technical skills and training for business and industry while simultaneously developing within its students the capacity to grow and to adapt to the changing needs of business and industrial technologies. The Institute believes it serves its students and the community best by educating competent and responsible workers who are not only skilled in up-to-date techniques, but who have positive attitudes about working.

ORGANIZATION: CMVTI was established on July 5, 1964, and enrolled students in four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the Institute leased a building in Lewiston. In January of 1966, it was relocated to its present campus, on a 110 acre site donated to the Institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The Institute offers 12 programs of study: Associate Degree Nursing, Architectural and Civil Engineering Technology, Automotive Technology, Building Construction Technology, Electromechanical Technology, Food Preparation Technology, Graphic Arts/Printing Technology, Machine Tool Technology, Mechanical Drafting, Practical Nursing, Metal Fabrication Technology and Welding Technology. Of these, Practical Nursing is a trimester program with classes scheduled throughout the calendar year. Welding and Food Preparation Technology are one-year programs. All other programs are two years in duration. Two new programs, "Occupational Health and Safety" and "Supervisory Management" Technology are planned for 1989-90. These programs are designed to provide opportunities for part-time students to pursue an Associate Degree and increased career mobility. CMVTI awards certificates, diplomas and associate degrees to those students who have successfully completed program requirements.

The CMVTI campus includes three residence halls, a vehicle maintenance building, and the initial building which has sustained five additions to house educational activities. A new building to house the Food Preparation Technology program was completed in January of 1989.

As with the other vocational technical institutes, CMVTI is governed by the Board of Trustees of the Maine Vocational-Technical Institute System. In June of 1989, the 114th Legislature and Governor McKernan approved a change of name for CMVTI to Central Maine Technical College.

PROGRAMS: Central Maine Vocational-Technical Institute's program offerings are divided into 3 categories: catalog programs, part-time continuing education coursework, and special community interest programs.

Catalog Programs. These are full-time intensive programs designed to provide training at the postsecondary level for entry into trade, industrial and business positions. Curricula for these courses is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are approved by the director. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields. The Associate Degree Nursing program is accredited by the National League for Nursing. The Associate Degree program in Architectural and Civil Engineering Technology is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. The Automotive Technology program has been designated Automotive Service

VOCATIONAL-TECHNICAL INSTITUTE SYSTEM

Excellence, "Master Certified," by the National Automotive Technicians Education Foundation. CMVTI is fully accredited by the New England Association of Schools and Colleges, Inc.

Continuing Education. Through this division, courses are offered to employed and unemployed individuals in order to further develop present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These courses draw on assets of the catalog programs and on materials provided through outside trade, industry and academic sources.

Special Community Interest Programs. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Seminars are co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI serves a catalytic role and provides a place to hold meetings. These programs may be presented at CMVTI, or off campus locations, but under the sponsorship or cosponsorship of CMVTI. Programs have been organized through CMVTI and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

Student Performance Data. In the past, CMVTI has employed one, five, and ten year student follow-ups to assess student performance as employees in the occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Overall results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields.

During FY 89 approximately 535 students were enrolled full-time (equivalent) at CMVTI for credit coursework and over 2,000 persons were taking non-credit courses through the Institute's Continuing Education division.

LICENSES, PERMITS, ETC.:

- Associate Degree in Applied Science
- Diploma
- Certificate of Completion

PUBLICATIONS:

- CMVTI Catalog
- CMVTI Student Handbook (current each year)
- CMVTI Program Brochures (illustrated folders which describe each of the programs offered)
- CMVTI Continuing Education Division Bulletin (issued twice each year)
- CMVTI Alumni Newsletter (issued semiannually)
- CMVTI Student Yearbook (prepared annually)

All but the last of these publications are available without charge and may be obtained by addressing requests to the Institute.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

EASTERN MAINE VOCATIONAL-TECHNICAL INSTITUTE

L. STEVE THORNBURG, DIRECTOR

Central Office: 354 Hogan Rd., Bangor
Mail Address: 354 Hogan Rd., Bangor, Maine 04401

Telephone: 941-4600

Established: 1965

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; Umbrella: 99; Unit: 441; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 106

Legislative Count: 0

VOCATIONAL-TECHNICAL INSTITUTE SYSTEM

PURPOSE: Programs at Eastern Maine Vocational-Technical Institute are intended to prepare the individual for immediate employment upon graduation.

The Institute offers an educational program at the one and two-year post-secondary level to train technicians to function as productive members of society. These graduates will have acquired the vocabulary of technicians, understand the basic principles of the fundamental sciences which are common to both the professional and semi-professional aspects of technology, and will be able to supervise and assist the skilled worker.

ORGANIZATION: EMVTI started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of \$1,000,000 had been made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations made possible an addition to the Building Construction shop and a laboratory wing. In 1971 these resulted in the inauguration of four new programs: Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974, the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided living facilities for approximately 200 students. A large building originally owned by the Bangor Mental Health Institute was donated to EMVTI and converted into a much needed athletic facility. This was ready for use in 1974.

Programs in Heating, Refrigeration/Air Conditioning and Welding were implemented in 1979 in a modern building which also houses a 150-seat lecture hall. The Adult and Continuing Education division has grown to serve nearly 3,000 people in a variety of programs in the eastern Maine area. EMVTI is governed by the Board of Trustees of the Maine Vocational-Technical Institute System.

A new Automotive and Heavy Equipment Shop was completed during the fall of 1986.

PROGRAM: During FY 1989 Eastern Maine Vocational-Technical Institute has operated fourteen (14) full time training programs and 300 part time course offerings. There were nearly 600 full time students and 3,000 part time students enrolled.

Areas of major progress have been in specific industry training and the addition of a Welder Qualification Testing Center, the official testing site for the State of Maine Department of Transportation and the Maine Boiler Division.

Eastern Maine Tech offers a balance of classroom, laboratory and practical experience designed to produce competent technicians. Students are expected to develop proper work attitudes and habits in conjunction with skill development.

The class of 1988 placement rate approached 90% at graduation.

A computer bulletin board system has been established and serves to gain and share technical information for business and industry.

A satellite Practical Nursing Program was delivered in Washington County to address the county's nursing needs. Plans indicate the first class of 18 students will graduate in December of 1989.

LICENSES, PERMITS, ETC.:

- Associate Degree in Applied Science
- Diploma
- Certificate

VOCATIONAL-TECHNICAL INSTITUTE SYSTEM

PUBLICATIONS:

Eastern Maine Vocational-Technical Institute—Catalog 1989-90
Student Handbook 1988-89
Adult and Continuing Education. A listing of CED courses (updated by semester).
Individual brochures for each program.
EMVTI Key Facts Brochure
Residential Life Handbook
All publications are available without charge at the school.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

KENNEBEC VALLEY VOCATIONAL-TECHNICAL INSTITUTE

BARBARA WOODLEE, DIRECTOR

Central Office: Western Ave., Fairfield
Mail Address: P.O. Box 29, Fairfield, Maine 04937

Telephone: 453-9762

Established: 1969

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 442; *Citation:* 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 58

Legislative Count: 0

PURPOSE: K.V.V.T.I. is dedicated to the belief that each individual should be offered a continuing opportunity for the development of skills and knowledge leading to productive employment, job satisfaction, and self-fulfillment. The Institute assumes a responsibility for a skilled work force through a cooperative effort with industry, business, service and health organizations. The Institute further believes the preparation of a skilled workforce is necessary for the continuation and promotion of local, regional, and statewide economic development.

K.V.V.T.I.'s mission is to provide education designed to prepare men and women for employment and advancement through full and part-time Associate Degree, Diploma, and Certificate Programs. In addition, continuing education courses are offered to meet both the short and long term needs of Maine's citizens as well as the changing needs of Maine's employers.

ORGANIZATION: Kennebec Valley Vocational-Technical Institute (KVVTI) was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVVTI began operations in the fall of 1970 using equipment and facilities of the Regional Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVVTI occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979, the Legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education, along with the other five (5) vocational-technical institutes (VTIs). During the summer of 1980, KVVTI purchased 60 acres of land and buildings adjacent to I-95 in Fairfield. Programs were offered at both the Fairfield and Waterville sites. In October of 1986, construction was completed on a new multi-purpose classroom building at the Fairfield campus. All of K.V.V.T.I.'s programs are now based in Fairfield.

PROGRAM: KVVTI offers the following full-time vocational programs: Heavy Equipment Maintenance, Building Construction Technology, Electrical, Business Administration, Secretarial Science, Medical/Dental Assistant, Respiratory Therapy Technician, Licensed Practical Nursing, Associate Degree in Nursing, Electrical/Electronics Instrumentation, Emergency Medical

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Technology, and Microcomputer Business Systems. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters/millwrights/ironworkers. Growth has been increasing to the point that KVVTI's programs are fully subscribed.

GOALS:

KVVTI endeavors to meet the following goals in its programs and services:

1. Provide quality programs and services that are relevant to the educational and economic needs of Maine citizens.
2. Provide opportunities and assistance for the economically and educationally disadvantaged and handicapped.
3. Contribute to economic development and growth of the region and State.
4. Strengthen the relationship with secondary and post-secondary schools.
5. Continually strive to provide for the highest quality of educational instruction.
6. Provide quality administrative services.

The stated goals and objectives of KVVTI's Long Range Plan provides for growth and expansion.

KVVTI provided education to over 310 regular day students during FY 1988 while evening division enrollment exceeded 3,200. Placement of graduates has averaged 94%. Although enrollment in programs is not limited to Maine students, the Institute draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Continuing Education courses cover a wider geographical area, from Jackman to Rockland. KVVTI is fully accredited by the New England Association of Schools and Colleges. The Respiratory Program is accredited with the Council on Medical Education of the American Medical Association. The Practical Nursing Program is accredited by the Maine State Board of Nursing. The Registered Nursing Program is accredited by the National League for Nursing and the Maine State Board of Nursing.

LICENSES, PERMITS, ETC.:

KVVTI awards diplomas to all students satisfactorily completing all one school year program requirements. Certificates are presented in the short term programs.

The Associate Degree is granted to all students satisfactorily completing the two-year Business Administration, ADN (Registered Nursing), Secretarial Science, Emergency Medical Technology, and Electrical/Electronics Instrumentation programs.

PUBLICATIONS:

KVVTI catalog revised bi-annually. Sent to all interested students, guidance, and various agencies. Provides general information of the Institute's programs, application procedures, courses, etc. — free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures — free.

Brochures — assorted brochures which provide general information of the Institute's regular and Continuing Education courses to interested citizens. — free.

Newsletter (In-House)—quarterly

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

NORTHERN MAINE VOCATIONAL-TECHNICAL INSTITUTE

Central Office: 33 Edgemont Dr., Presque Isle

Telephone: 769-2461

Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769

Established: 1961

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 443; *Citation:* 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 98

Legislative Count: 0

PURPOSE: The central purpose of NMVTI is to provide quality instruction in various technical and occupational specialties. Graduates receive specific training and the general educational skills necessary to obtain and upgrade their employment in their chosen occupation. These services are delivered to full and part-time students in many different settings on the main campus, Loring Air Force Base, six branch campuses and various businesses and industries in Northern Maine.

ORGANIZATION: NMVTI is a State of Maine supported, fully-accredited, postsecondary institution, governed by the Board of Trustees of the Maine Vocational-Technical Institute System under provisions of Title 20-A, Chapter 431 M.R.S.A.

The Institute began classes in 1963 and is located on an 87 acre tract on the former Presque Isle Air Force Base. For the first eight years the school operated in converted Air Force facilities. The first new permanent building was completed in 1970 and ten others have been added with a new multi-purpose building completed in June, 1987.

Four occupational programs were offered initially with an enrollment of 70 students. In School Year 1988-89, NMVTI offered instruction in 19 occupational programs with an enrollment of 1,211 full-time equivalent students. NMVTI offers two-year Associate Degree, two year Diploma and one year or less Certificate programs.

PROGRAM: NMVTI served 599 full-time and 612 part-time students in 19 different technical programs during FY 89. Commencement figures indicated that 243 students completed institute programs. Annual job placement figures for the 1988-89 class were favorable with over 90% of the available graduates being gainfully employed.

During FY 89 over 380 people were served by offering courses at Loring Air Force Base and at satellite locations in Houlton, Van Buren, Katahdin, Caribou, and Ashland.

Additionally, the continuing education division continued to offer numerous special programs such as:

- Pharmacology Program
- Paramedic Training
- Class I Driving Academy
- Oil Burner Service Technician program for Maine Oil Dealers' Association

Over 7,600 individuals used campus facilities for general meetings, workshops, and seminars.

LICENSES, PERMITS, ETC.:

- Associate Degree
- Diploma
- Certificate

PUBLICATIONS:

- Pamphlets describing the occupational programs
- Student Handbook
- Institute Catalog
- Financial Aid Brochure
- Admissions Requirement Information Sheet
- Full-Time and Part-Time Schedules — 2 times per year

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Campus Overview Sheet
(These publications are all free.)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

SOUTHERN MAINE VOCATIONAL-TECHNICAL INSTITUTE

WAYNE H. ROSS, DIRECTOR
WILLIAM WARREN, Assistant Director

Central Office: Fort Rd., So. Portland
Mail Address: Fort Rd., So. Portland, Maine 04106

Telephone: 799-7303

Established: 1946

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; Umbrella: 99; Unit: 444; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 176

Legislative Count: 0

PURPOSE: Southern Maine Vocational-Technical Institute is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The Institute believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility to successfully compete in a chosen occupational field.

ORGANIZATION: Southern Maine Vocational-Technical Institute was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences, necessitated more comprehensive facilities. During the summer of 1952 the Institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational-technical institutes within the state required the name to be changed to Southern Maine Vocational-Technical Institute, (SMVTI).

The present SMVTI campus of approximately sixty acres now consists of thirty-eight buildings, ranging from the technical instruction facilities to dormitories. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography
Automated Office Management
Automotive Technology
Building Construction
Cardiovascular Technology
Culinary Arts
Dietetic Technician
Drafting
Electrical Technology
Industrial Electronics Technology
Electronics Technology
Environmental Technology
Heating & Air Conditioning
Hotel-Motel-Restaurant Management
Industrial Electricity

Law Enforcement Technology
Practical Nursing
Machine Tool Technology
Marine Science Engineering
Marina Mechanics
Masonry
Nautical Science
Plant & Soil Technology
Plumbing
Pollution Abatement Technology
Radiation Therapy
Radiologic Technology
Registered Nursing (LPN Upgrade)
Respiratory Therapy
Surgical Technology

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Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the Institute to maintain maximum efficiency of facilities and personnel.

SMVTI is governed by the Board of Trustees of the Maine Vocational-Technical Institute System, under provisions of Title 20-A, Chapter 431, M.R.S.A.

PROGRAM: The past year has been an interesting one for Southern Maine Vocational-Technical Institute. The acceptance of the quality of the institution by students and employers has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

Students. Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,907 in the 88-89 school year. An additional 5,000 persons were served through the Adult and Continuing Education Division in courses for upgrading, retraining and apprentices. This division also provided courses for over thirty area industries, businesses, trade associations, Job Training Partnership Act programs, and communities to assist in upgrading personnel. These courses are offered in-plant and on campus and are specifically designed for the industry.

Financial Aid. Over 450 students received \$1 million in student financial aid during 1987-88. Needy students applied for grants and work programs including Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Guaranteed Student Loans, and State scholarships. Financial counseling and planning services to students and their families are also available through the program.

Other Activities. This past year has been one of energetic progress here at SMVTI, and as it goes into the decade of the 80's it is making great strides as a leading postsecondary educational institution in New England. It is interesting to note that a recently published enrollment fact sheet lists SMVTI as the eighth largest postsecondary educational institution in Maine in terms of full-time equivalency students enrolled.

Applications for admission to day programs have increased 15% in the past year, many programs experiencing an increase in the number of applicants and a few a decrease in line with the smaller high school graduating classes across the state. Many programs still receive at least twice the number of applicants as they have available space. Applications received at the institute are approximately twice our capacity for incoming freshman slots.

There continues to be a high demand for such programs as Culinary Arts, Plumbing, Health Programs and Hotel/Restaurant Management. The Allied Health programs have developed rapidly. Radiological Technology, Respiratory Therapy, Radiation Therapy and Surgical Technology are now offered at the Associate Degree level. Our new one-year program in Cardiovascular Technology has been very successful. Placement of students in these fields, as in most SMVTI programs, is nearly 100 percent.

Other changes in curriculum include a Dietitian Technician credential in Culinary Arts, an Associate Degree program in Environmental Technology, a one-year Masonry option in Building Construction, Machine Tool Technology, and Drafting, and numerous short-term technical programs, funded by JTPA, to meet demands of industry in areas of Secretarial Science, Machine Tool, Building Construction, and Electro-Mechanical Maintenance.

Our faculty has been provided with staff development funds to enable them to keep up with the growing technologies demanded by today's industries. We are proud of our faculty accomplishments, and they would be an asset to any school in the country. Our dedicated support staff personnel are amazing in the way they provide assistance in the operation of a facility of this size and contribute so much to the success of the institution.

The approval of the VTI Bond Issue has facilitated SMVTI in the construction of a multi-purpose Campus Center which opened in the fall of 1987 and has become the focal point of all student services.

The Legislature and the Governor have approved a \$20.2 million Bond Issue which includes \$4.2 million for SMVTI. This Bond Issue will go to the voters in November for approval.

LICENSES, PERMITS, ETC.:

- Associate Degree in Applied Science
- Diploma
- Certificate of Completion

VOCATIONAL-TECHNICAL INSTITUTE SYSTEM

PUBLICATIONS:

No charge for any of the following publications:

Campus Map	Hotel-Motel-Restaurant Mgt.
SMVTI Viewbook	Industrial Electricity
Admissions Policies and Procedures	Law Enforcement Technology
Program Brochures as follows:	Machine Tool Technology
Applied Marine Biology & Oceanography	Masonry
Automotive Technology	Marina Mechanics
Building Construction	Marine Science Engineering
Cardiovascular Technology	Plant and Soil Technology
Culinary Arts	Wastewater Treatment Plant Operator (booklet)
Dietary Technician	Radiation Therapy
Drafting	Radiologic Technology
Electrical Technology	Registered Nursing (LPN Upgrade)
Electronics Technology	Respiratory Therapy
Environmental Technology	Plumbing and Heating
Industrial Electronics Technology	SMVTI Catalog, 1988-1990
Heating, Air Conditioning	Nautical Science
Automated Office Management	

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

WASHINGTON COUNTY VOCATIONAL-TECHNICAL INSTITUTE

RONALD P. RENAUD, DIRECTOR
DAVID SOUSA, Dean of Students

Central Office: River Rd., Calais

Telephone: 454-2144

Mail Address: River Road, Calais, Maine 04619

Established: 1969

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; Umbrella: 99; Unit: 445; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 60

Legislative Count: 0

PURPOSE: The purpose of Washington County Vocational-Technical Institute (WCVTI) is to provide post-secondary vocational-technical education for citizens of Maine. Full-time instruction is offered in 15 occupational programs. Part-time instruction is provided to upgrade and retrain those already in the work force.

ORGANIZATION: WCVTI was established in 1969. Located on the outskirts of Calais, on a hillside overlooking the St. Croix River, the campus ranges over 400 acres of rolling, open fields fringed by a thick evergreen forest. Modern, functional buildings house the classrooms, shops and library. Thirteen occupational programs are offered at Calais. They are Automotive, Building Construction, Diesel Service, Electronic Communications, Food Service, Heating, Heavy Equipment, Plumbing, Residential Commercial Electricity, Secretarial Studies, Welding, Wood Harvesting and Heavy Equipment Operation. A new Associate Degree in Electronic Communication and Business is offered jointly with the University of Maine at Machias.

In 1978 WCVTI established a Marine Vocational Center at Eastport. Private contributions and an Economic Development Administration Grant made possible the purchase of a waterfront site and renovation of instructional facilities. Two marine-oriented programs are offered

VOCATIONAL-TECHNICAL INSTITUTE SYSTEM

at Eastport. They are Boatbuilding and Marine Painting.

The curricula at WCVTI consist of a balanced schedule of classroom study and realistic shop projects. Students learn by doing, as well as by studying theoretical and technical aspects of the field. Each of the 14 instructional programs offered at WCVTI has been designed to prepare students for existing job opportunities. Course content is revised on an annual basis to conform with the changes in requirements, regulations and innovations of industry. Training at the Institute is enhanced by courses in Communications, Personal Finance, and Mathematics.

WCVTI is governed by the Board of Trustees of the Maine Vocational-Technical Institute System under provisions of Title 20-A, Chapter 431, M.R.S.A.

PROGRAM: WCVTI enrolled 190 full-time and 1,400 part-time students during the 1988-89 school year, and is accredited by the New England Association of Schools and Colleges. Furthermore, surveys indicate that most of the schools' graduates are employed in the occupation for which they were trained.

The current enrollment goal is 300 full-time day students.

Day Care Center. The campus Day Care Center continues to provide services to the children of AFDC recipients and WCVTI students through funding from the Bureau of Vocational Education and administration by the Washington-Hancock Action Agency.

Counseling Center expands services. Psychiatric services will be available on campus in addition to the psychological and social services previously offered. Housed on campus, the Counseling Center provides services to area residents and serves WCVTI students on a drop-in or referral basis.

Home Construction. The Building Construction Program undertook its fifth new home construction project, with assistance and funding from community sources. A ranch style home was built on campus and sold prior to completion. In addition to providing valuable construction experience for students in the Building Construction, Residential Electricity, Plumbing and Heating classes, the project seems to have spurred some additional new home construction in Calais.

Heavy Equipment Operation Option in Wood Harvesting Program. A specialized program is being offered within the Wood Harvesting Division to train heavy equipment operators. Currently this is being accomplished with the support of Associated General Contractors and JTPA. The Heavy Equipment Operation program will provide skilled operators to meet the increasing demand in the construction industry.

Practical Nursing Program. A Practical Nursing Program funded with private monies, JTPA grant, and a Bureau of Vocational Education grant was sent by satellite to Calais by EMVTI.

Construction of New Paint Shop. A state-of-the-art Marine Painting Shop was constructed by a \$270,300 grant from the U.S. Department of Commerce, Economic Development Administration which was matched by a gift of property from the City of Eastport.

LICENSES, PERMITS, ETC.:

Diploma

Certificate

Associate Degree in Electronic Communications and Business — offered jointly with UMM

PUBLICATIONS:

1. WCVTI Catalog 1984-86 (Free)
2. WCVTI Viewbook (Free)
3. Marine Trades Center Brochure (Free)

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

DEAN C. MARRIOTT (is a member of NEIWPCC from Maine)

Central Office: 607 Boylston Street, Boston, Mass. 02116 *Telephone:* (617) 437-1524

Location: AMHI — Ray Building, Augusta

Mail Address: Statehouse Station #17, Augusta, Maine 04333

Established: 1947

Sunset Review: Not Established

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 428; *Citation:* 38 M.R.S.A., Sect. 532

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

ORGANIZATION: The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

PROGRAM: Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

The NEIWPCC — A Description

Careers in Wastewater Treatment Technology — New England Regional Wastewater Institute
NEIWPCC Annual Report

The Facts of Life ... or the Birds & Bees of Water

Why Should I Save Water?

Northeast Damage Report of the Long Range Transport And Deposition of Air Pollutants

A Cause for Alarm — Acid Precipitation in the Northeast

MTF — The Training Facility That's Going Places

Regional Information Clearinghouse & Instructional Resource Center

Water Connection, quarterly newsletter

Here Lies the Problem — a brochure on underground storage tanks

ALL FREE

FINANCES, FISCAL YEAR 1989: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

WHITewater ADVISORY

WHITewater ADVISORY COMMITTEE

LARRY CUMMINGS, CHIEF WARDEN (COLONEL)

HERBERT VERNON, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta

Telephone: 289-2766

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: June, 1983

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 454; *Citation:* 12 M.R.S.A., Sect. 7369A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise the Department and report to the Legislature on the implementation of the allocation process and other aspects of the operation of the whitewater industry.

ORGANIZATION: The Whitewater Advisory Committee was established by the First Regular Session of the 111th Legislature in 1983.

The Committee is composed of six members who shall have no financial or personal interest in the industry and shall include two members designated by the Governor, two legislative members designated by the President of the Senate and two by the Speaker of the House. Legislative members serve during their legislative term and until their successors are nominated and qualified.

PROGRAM: This committee met to review the results of the rafting season. The special session of the 112th Legislature extended this committee until June of 1990.

Also this committee reviewed the annual report of the Whitewater Safety Committee.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Warden Services.

WHITEWATER SAFETY COMMITTEE

LARRY CUMMINGS, CHIEF WARDEN (COLONEL)

HERBERT VERNON, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta

Telephone: 289-2766

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: June, 1983

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 453; *Citation:* 12 M.R.S.A., Sect. 7367

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Committee shall advise the Commissioner of Inland Fisheries and Wildlife in establishing and reviewing safety requirements for whitewater trips, develop a safety information program and review the safety records of whitewater guides and outfitters. The Committee shall submit a written report annually on each outfitter's safety record to the Whitewater Advisory Committee.

ORGANIZATION: The Whitewater Safety Committee was established by the First Regular Session of the 111th Legislature in 1983. It is composed of 8 members: 2 members of the whitewater guides board designated by the board; 2 commercial whitewater outfitters and 2 whitewater guides designated by the Governor; and 2 members from the general public, one designated by the President of the Senate and one designated by the Speaker of the House of Representatives. Terms shall be staggered so that the term of one member in each category expires each year.

PROGRAM: The committee held three meetings throughout the year discussing such matters as the basic requirements for the licensing of Whitewater guides, the review of safety records of the various companies in the industry and possible regulation changes that would be aimed at public safety.

In addition the committee has taken on as projects the review and testing of new products on the market for possible statute changes.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Bureau of Warden Services.

MAINE COMMISSION FOR WOMEN

ELIZABETH LEVENSON, CHAIRPERSON
LESLIE ANDERSON, EXECUTIVE DIRECTOR

Central Office: Cleveland Building, Hallowell Complex
Mail Address: Statehouse Sta. #93, Augusta, Maine 04333

Telephone: 289-3417

Established: 1964

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 166; *Citation:* 5 M.R.S.A., Sect. 7021

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Commission for Women acts as advocate for Maine women by making recommendations on proposed budgetary, legislative and policy actions to the Governor, Legislature and to officials of State and Federal Government with respect to State and Federal policies, programs and other activities affecting or relating to the women of Maine; researches and educates the general public and private organizations on these same matters; promotes and coordinates activities and programs designed to meet the needs of Maine women; and encourages the appointment of women to governmental elective and appointive positions.

ORGANIZATION: The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also.

The Commission consists of 17 members, 9 members are appointed by the Governor, 4 by the President of the Senate, and 4 by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

PROGRAM: The Maine Commission for Women has adopted the following operational goals:

- 1) To create ongoing forums and projects and do research which provides information to and about women in Government.
- 2) To provide leadership for a wide range of women's organizations in the State by: a) acting as a catalyst in bringing women together, b) communicating on a regular basis with representatives from legislative and executive branches.
- 3) To supply information to enhance the awareness of private/public administrators thereby encouraging them to make women's economic status a priority in their policy decisions.
- 4) To increase and improve the level of participation of women in the public policymaking process.

These goals provide a broad framework in which the executive director and the committee structure of the Commission formulate program priorities. The program priorities established for 1987-1990 are Women, Work and Family; The Quest for Equality; and Creating a Non-violent future. Specific goals and objectives in each of these categories will be pursued through legislative action, research, education and the publication of resources.

During the past several years, in the area of economic equity, MCW has been instrumental in raising the minimum wage, securing increased funding for job training and job readiness programs through WEET and Displaced Homemakers, negotiating increases in AFDC payments for single parents and their children. We succeeded in developing a Family Medical Leave Act for Maine, which was passed by the Legislature and signed into law and we supported Governor McKernan's initiatives in child care and welfare reform. Increasingly, we are working with

WOMEN

the private and public sectors on the successful integration of work and family.

To further the goals of the MCW and increase our outreach, we have established three Regional Commissions for Women whose members serve as advisors to the State Commission and who work toward MCW goals on the local and regional levels.

To promote awareness of issues affecting women in Maine, we have done education and speaking on such topics as child care, welfare, job training and equity in employment and education. Further, we have printed and distributed copies of our Job Search Guide and Non-Traditional Occupations brochure to insure that women have the tools necessary to obtain a job.

The Commission annually sponsors a Women's History Month competition for students in grades K through 12. In 1989, winners were selected from among more than 700 essays and drawings which depicted women who have broken barriers and taken risks to improve life for others. Progress Awards are also distributed each year to individuals and organizations who have contributed significantly to the advancement of Maine women and their families.

MCW co-sponsored the highly successful "Women's Day at the Legislature" in March 1989. More than 250 women attended to learn about the political process, review the 1989 women's legislative agenda, attend educational workshops and confer with their legislators.

The Commission for Women has maintained its commitment to encourage more women to become involved in public policy-making and the legislative process. We play a key role in the Women's Legislative Agenda Coalition which presents an agenda of women's, children's and family concerns during each legislative session. We have conducted many training sessions to acquaint people with the legislative process.

The MCW has worked to support legislative action which promotes reproductive choice, health care access, occupational safety, equity of employment opportunity for women in our school system and family support services. In the area of violence against women, the Commission has supported measures to expand the definition of rape, increase the penalties for such crimes, and to continue funding for rape crisis centers throughout Maine. These and other steps have been taken to raise the public awareness of the problems of violence against women.

In addition, the Commission provides information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, and for resources for workshops and conferences. We serve on the AFDC Advisory Council, Displaced Homemakers Advisory Council, Child Care Advisory Council, the Maine Coalition on Rape and a variety of other legislatively created task forces and research groups. By cosponsoring a variety of community discussions, seminars and conferences with other women's organizations throughout the State, the Commission seeks to serve the interests and concerns of Maine women and girls. The Commission is also a member of the New England Region Commissions for Women, the National Association of Commissions for Women, and works in conjunction with other New England States and Commissions across the country on the economic issues facing women.

PUBLICATIONS:

"Women's Right, Women's Responsibilities," a series of fact sheets pertaining to the rights and laws most important to women, will be published next year. These will be distributed throughout the state. Free.

"Inform," a quarterly newsletter, communicates events, legislative actions, policy matters and other state and nationwide issues affecting the status of women. Free.

"The Job Search Guide," a workbook to help women sort out and to match their skills and abilities with potential jobs. Currently being rewritten. Free.

"Non Traditional Occupation" Brochure — a poster/brochure depicting some NTO's, relating women's experiences in NTO's, and encouraging women to explore non-traditional occupations when making career choices. Free

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WOMEN

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	66,174	66,174				
Health Benefits	3,342	3,342				
Retirement	15,149	15,149				
Other Fringe Benefits	589	589				
Other Contractual Service	34,775	29,995	4,780			
Rents	1,245	1,245				
Commodities	2,296	1,119	1,177			
Equipment	650	650				
Transfers to Other Funds	233		233			
TOTAL EXPENDITURES	124,453	118,263	6,190			

WORK CENTER

WORK CENTER PURCHASES COMMITTEE

RONALD H. LORD, State Purchasing Agent, Chairman

Central Office: State Office Bldg., Augusta

Telephone: 289-3521

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

Established: June 14, 1985

Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 486; *Citation:* 5 M.R.S.A., 1826C

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Committee seeks to expand the market for goods and services provided by rehabilitation facilities (work centers) which employ workers with disabilities.

ORGANIZATION: The Committee consists of the State Purchasing Agent, the Director of the Bureau of Rehabilitation, a representative of the Department of Mental Health and Mental Retardation, a representative of work centers, a disabled person, and a representative of the business community. The Committee members are appointed by and serve at the pleasure of the Governor. Members serve without compensation except for reimbursement of necessary expenses incurred by non-state employees.

PROGRAM: In June, 1985, "An Act to Provide Expanded Markets for Procedure and Services for Rehabilitation Facilities and Work Centers," was signed into law. With the appointment of five members by the Governor, the Work Center Purchases Committee met for the first time in December, 1985.

Over the course of several meetings, the Committee drafted rules for qualifying work centers, identifying products and services for set aside, competitive bidding, awarding contracts, and settling grievances. After a public hearing, the Work Center Purchases Committee Rules were adopted effective May 25, 1986.

The State purchased goods and services from workshops, totaling over \$55,000 in FY 1989.

FINANCES, FISCAL YEAR 1989: 5 M.R.S.A., Sect. 1826-C, provides that expenditures of this unit shall be borne by the Bureau of Purchases, Bureau of Rehabilitation and the Department of Mental Health and Mental Retardation.

WORKERS' COMPENSATION COMMISSION

RALPH L. TUCKER, CHAIRMAN

JOHN J. JOLICOEUR, Director of Administrative Services

DOUGLAS F. BEAULIEU, Director, Planning & Regional Programs

FRANK R. RICHARDS, Assistant to the Chairman

Central Office: Deering Bldg., Augusta; Floor: 1

Telephone: 289-3751

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

District Offices:

24 Stone Street, Augusta, Maine 04330	"	289-2308
106 Hogan Road, Bangor, Maine 04401	"	941-4550
One Vaughn Place, Caribou, Maine 04736	"	498-6428
140 Canal Street, Lewiston, Maine 04240	"	783-5490
62 Elm Street, Portland, Maine 04101	"	879-4840

Established: 1916

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 90; Unit: 351; Citation: 39 M.R.S.A., Sect. 91

Average Count—All Positions: 102

Legislative Count: 120

PURPOSE: The Workers' Compensation Commission administers the Workers' Compensation Act and Occupational Disease Law. This includes adjudicating disputed cases, conducting informal conferences, investigating abuse, receiving first reports of occupational injury, verifying insurance coverage of employers, and monitoring rehabilitation activities.

ORGANIZATION: The Workers' Compensation Commission is directed by its Chairman who is a Commissioner. Its 12 Commissioners preside at formal hearings or informal conferences and function as judges in disputed workers' compensation claims. Commissioners are appointed by the Governor. Appointments are reviewed by the Joint Standing Committee on Judiciary and confirmed by the Legislature. Terms are four years except for the Chairman whose term is five years.

Clerical units processing first reports, insurance coverage data, payment memoranda, notices of controversy, and petitions report to the Benefits Manager. These units are located in the central Augusta Office.

Formal Hearings, informal conferences, and vocational rehabilitation administrative conferences are held in five district offices and other statewide locations. District office operations are administered by three Regional Managers.

These Regional Managers and the Benefits Manager are supervised by the Director of Planning and Regional Operations. The agency also includes the Office of Employee Assistants, the Abuse Investigation Unit, the Appellate Division, and the Office of Employment Rehabilitation. These Unit Administrators, the Director of Administration, and the Director of Planning and Regional Operations all report directly to the Chairman.

Separate reports are provided for the Office of Employment Rehabilitation and the Office of Employee Assistants.

PROGRAM: Originally known as the Industrial Accident Board, the Workers' Compensation Commission was established in 1916. Prior to 1984, it was a small agency which adjudicated disputed workers compensation cases. In 1983, for example, it had a staff of 36, housed in one central office.

During the 1980's the agency grew in both size and responsibility. The major benchmarks follow.

Commissioners were made full time in 1981 and an Appellate Division was created.

In late 1983, reform legislation established the "Direct Pay" system. This created the Office of Employee Assistants in 1984. Employee Assistants provide information to injured workers and assist them in preparing for informal conferences. District offices in Portland, Lewiston, Bangor, and Caribou were also established at this time. Later, a fifth regional office in Augusta was set up to accommodate the growing workload.

WORKERS COMPENSATION

The Office of Employment Rehabilitation and the Abuse Investigation Unit were created as of January 1, 1986.

Three additional Commissioners were authorized during 1987.

Delay in adjudicating petitions has historically been a problem. This has been resolved to some extent in recent years.

During 1987 and 1988 it took about 1 year to litigate a petition. This is significantly faster than the courts for comparable types of cases. Roughly 3% of petitions have been undecided for 2-3 years and 1.5% for more than 3 years.

Commission workload has been growing since the early 1980's. A detailed presentation of operations and workload is available in *Annual Report on the Status of the Maine Workers' Compensation System*, a three agency report prepared by the Bureau of Insurance, the Bureau of Labor Standards, and the Workers' Compensation Commission.

LICENSES, PERMITS, ETC.

Permission to self-insure as an individual and permission to self-insure as a group was transferred to the Bureau of Insurance, Department of Business Regulations, effective July 3, 1980, per Chapter 577, P.L. 1979.

PUBLICATIONS:

"Annual Report on the Status of the Maine Workers' Compensation System", January 25, 1989. (Free)

"A Study of Delay in the Workers' Compensation System, A Report to the Joint Standing Committee on Labor, January 1, 1987." (Free)

"Administrative Statistics on Workers' Compensation 1974-1986." This details the number of first reports, lost time injuries, informal conferences, petitions, benefit changes, and effective dates of major legislative changes. (Free)

"Vocational Rehabilitation Under the Maine Workers' Compensation Act, 39 M.R.S.A. §§81-90, A Report to the 113th Legislature, February 15, 1988." (Free)

Paperback, *Maine Workers' Compensation Act and Rules and Regulations* (1987). (Single copies free; charge for bulk requests.)

Pamphlet, "Questions and Answers for Workers about Rehabilitation Law." (Free)

Pamphlet, "Facts for Injured Workers." (Free)

Pamphlet, "Rehabilitation that Works." (Free)

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,408,593	2,408,593				
Health Benefits	183,850	183,850				
Retirement	443,057	443,057				
Other Fringe Benefits	21,564	21,564				
Computer Services—State	12,749	12,749				
Other Contractual Service	655,366	655,366				
Rents	83,364	83,364				
Commodities	82,697	82,697				
Grants—Subsidies—Pensions	56,650	56,650				
Equipment	22,610	22,610				
Interest—Debt Retirement	60	60				
TOTAL EXPENDITURES	3,970,560	3,970,560				

OFFICE OF EMPLOYMENT REHABILITATION

MICHAEL NISS, ADMINISTRATOR

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

Telephone: 289-3751

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

Established: January 1, 1986

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 90; Unit: 491; Citation: 39 M.R.S.A., Sect. 82

Average Count—All Positions: 19

Legislative Count: 19

PURPOSE: To regulate and administer the provision of rehabilitation services to injured workers throughout the state. Responsibilities include:

1. Approving qualified rehabilitation providers and maintaining a list of the providers.
2. Monitoring the evaluations of injured workers, the development of rehabilitation plans, the services provided under each plan, and results of the services.
3. Educating the public and answering questions about individual cases.
4. Holding administrative conferences to resolve disputes.
5. Telephone contact with all parties to monitor cases.
6. Issuing reports showing results and costs to system.

ORGANIZATION: Administration is directed from Augusta at the Workers' Compensation Commission's central office.

Four regional offices to serve constituents located in:

Portland
Augusta
Lewiston
Bangor

PROGRAM: The Office of Employment Rehabilitation was created by statute on January 1, 1986.

One of the primary goals of the office is the education of the public regarding Workers' Compensation Rehabilitation, and to this end, the staff has made many public speaking presentations, conducted a number of educational seminars for various interest groups, attended meetings of the Employment Rehabilitation Advisory Board, and developed educational and promotional material for injured workers and employers.

In monitoring the rehabilitation system, staff have maintained close telephone contact with all parties involved in the rehabilitation process to insure understanding and agreement among the parties, and have closely screened all reports from the rehabilitation counselors in order to regulate the system, enforce the rules, and collect necessary data.

The Office of Employment Rehabilitation is responsible for approving rehabilitation providers, and has maintained an ongoing registration process, conducted various training programs for Approved Rehabilitation Providers, participated in professional association activities, supported the establishment of a multidepartmental training program for rehabilitation professionals, and continuously updated the list of Approved Rehabilitation Providers for public distribution.

The Office of Employment Rehabilitation is responsible for assisting the parties in the rehabilitation process to resolve problems and disputes as they arise. This is accomplished by holding informal Administrative Conferences to attempt to mediate an agreement or, if necessary, issue a decision regarding the dispute.

The Office of Employment Rehabilitation is also responsible for administering the Employment Rehabilitation Fund, which is used for wage credits to new employers hiring injured workers from rehabilitation plans, reimbursing insurers for the costs of unsuccessful rehabilitation plans in certain circumstances, and reimbursing an employer for additional wage loss due to an employee experiencing a second injury following successful rehabilitation. As of May 30, 1989 the balance in the Employment Rehabilitation Fund was \$758,498. The fund has been used for both wage credits and reimbursement for unsuccessful rehabilitation plans, however, no cases have yet met the threshold criteria for reimbursement for additional wage loss (please see the description of this process listed under the Apportionment Review Panel).

WORKERS COMPENSATION

The collection of relevant data and a statistical analysis of the results of the rehabilitation system are part of the duties of the Office of Employment Rehabilitation.

LICENSES, PERMITS, ETC.

The Office of Employment Rehabilitation is required by statute to “approve” rehabilitation providers to provide services to injured workers and to publish an annual list of those Approved Rehabilitation Providers.

PUBLICATIONS:

1. List of Approved Rehabilitation Providers. Free of charge.
2. Question and Answer pamphlet for insured workers and other interested parties. Free of charge.
3. Information Pamphlet for Employers. Free of charge.

FINANCES, FISCAL YEAR 1989: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF EMPLOYMENT REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	352,821	352,821				
Health Benefits	29,162	29,162				
Retirement	62,966	62,966				
Other Fringe Benefits	3,248	3,248				
Other Contractual Service	76,239	76,239				
Rents	25,445	25,445				
Commodities	7,728	7,728				
Grants—Subsidies—Pensions	113,285	2,380	110,905			
Equipment	18,395	18,395				
TOTAL EXPENDITURES	689,289	578,384	110,905			

OFFICE OF EMPLOYEE ASSISTANTS

DOUGLAS F. BEAULIEU, Director, Planning and Regional Programs

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

Telephone: 289-3751

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

Established: January 1, 1984

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 90; Unit: 493; Citation: 39 M.R.S.A., Sect. 92(6)

Average Count—All Positions: 12

Legislative Count: 0

PURPOSE: To provide advice and assistance to employees under the Maine Workers' Compensation Act. In particular, to assist employees prior to, during, and after the informal conference.

ORGANIZATION: Five (5) regional offices located in Augusta, Portland, Lewiston, Bangor and Caribou staffed with a total of twelve (12) employee assistants to serve constituents statewide, with supervision emanating from the central office in Augusta.

PROGRAM: The Office of Employee Assistants was created by statute on January 1, 1984. The following table depicts its growing caseload.

WORKERS COMPENSATION

<u>Calendar Year</u>	<u>Informal Conferences Held</u>	<u>Disputes Resolved Prior to Conference</u>	<u>Total Disputes Processed</u>
1984*	2,500	1,000	3,500
1985*	3,100	1,400	4,500
1986	5,842	4,809	10,651
1987	7,079	5,795	12,874
1988	6,646	5,953	12,599

*Figures for 1984 and 1985 are estimates. During 1986 a computerized tracking system was implemented and exact figures became available. As may be seen, utilization of the informal conference system has increased dramatically since the inception of the early pay system.

FINANCES, FISCAL YEAR 1989: The expenditures of this unit are, by administrative decision, included with those of Workers' Compensation Commission.

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