

MAINE STATE LEGISLATURE

The following document is provided by the
LAW AND LEGISLATIVE DIGITAL LIBRARY
at the Maine State Law and Legislative Reference Library
<http://legislature.maine.gov/lawlib>



Reproduced from scanned originals with text recognition applied
(searchable text may contain some errors and/or omissions)

MAINE STATE GOVERNMENT ANNUAL REPORT 1990-1991



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

*Published at
Augusta, Maine
1991*

Compiled and edited by the
**Department of Finance,
Bureau of the Budget**

Printed Under Appropriation Number 756300-000-4929

To obtain copies of this Annual Report...
Contact: Department of Administration
Bureau of Purchases
Central Printing Division
Statehouse Station 9, Augusta, Maine 04333

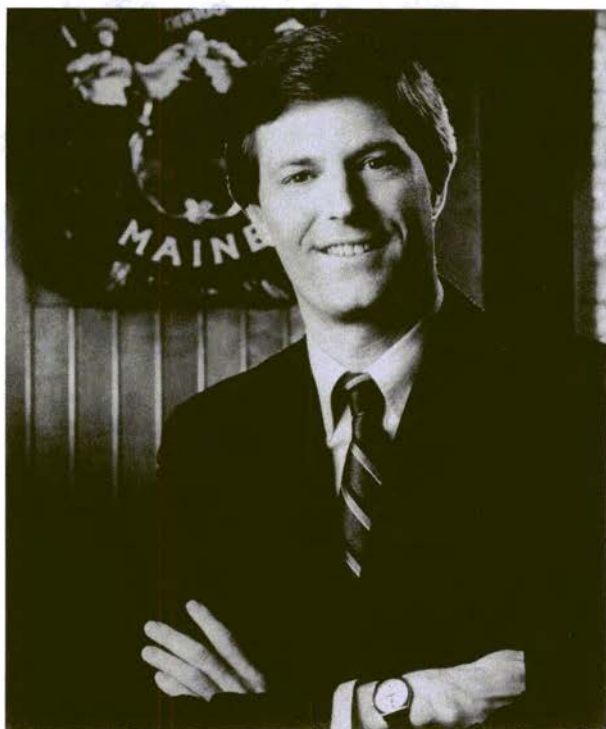
A word about copying material contained in this report...

Any person may reproduce, without restriction, any or all material in this edition. When several copies of material are made for distribution, credit should be given to the Maine State Government Annual Report.

When any part of the text is partially reproduced for distribution, it should be noted that it is only a part and not the whole text as published. Problems inherent to "out of context" quotes may detract from the information we have tried to provide on State Government agencies and their operations.

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.

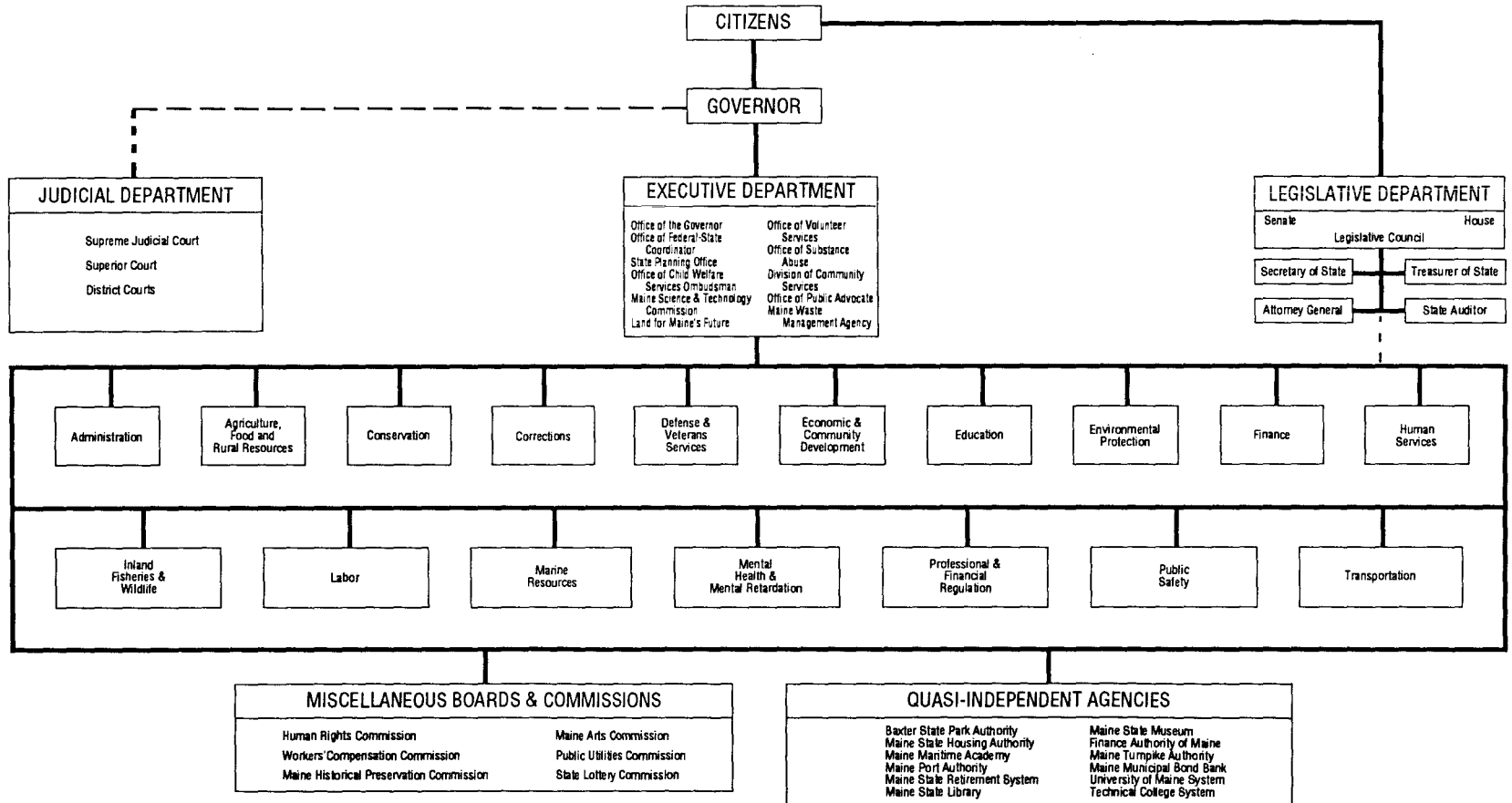
**MAINE STATE
GOVERNMENT
ANNUAL REPORT
1990-1991**



John R. McKernan, Jr.
Governor of Maine

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

Major State Agencies



FOREWORD

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

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

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

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

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

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

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

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

Reference:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This data is generated from the Bureau of Budget's computer-based *MFASIS* 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 *MFASIS* 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

TABLE OF CONTENTS

Guide to Organizational Unit Changes: Abolishment, Creation, or Renaming	xix
Department of Administration	1
Capitol Planning Commission	4
Contract Review Committee	5
Bureau of Data Processing	6
State Employee Health Commission	9
Bureau of State Employee Health	10
Employee Suggestion System Board	11
Bureau of Employee Relations	12
Bureau of Human Resources	13
Office of Information Services	16
Bureau of Public Improvements	19
Bureau of Purchases	22
Risk Management Division	24
Standardization Committee	27
Maine Advocacy Services	28
Maine Committee on Aging	30
Department of Agriculture, Food and Rural Resources	33
Administrative Services Division (Agriculture)	36
Maine Agricultural Bargaining Board	37
Aroostook Water and Soil Management Board	38
Commission on Biotechnology and Genetic Engineering	38
Maine Dairy and Nutrition Council	39
Maine Dairy Promotion Board	41
State Harness Racing Commission	42
(Office of) State Horticulturist	44
Maine Potato Board	45
Division of Market Development	46
Bureau of Agricultural Marketing	47
Maine Milk Commission	48
Board of Pesticides Control	50
Division of Plant Industry	52
Maine Potato Quality Control Board	54
Seed Potato Board	54
Maine Potato Marketing Committee	56
Potato Marketing Improvement Committee	56
Division of Veterinary Services	57
Division of Production Development	58
Bureau of Agricultural Production	60
Bureau of Public Service	61
Pull Events Commission	62
Division of Quality Assurance (AFRR)	62
Division of Regulation	64
Division of Resource Development	66
Bureau of Agricultural and Rural Resources	68
(Office of) Sealer of Weights and Measures	70
State Soil and Water Conservation Commission	71
Committee to Advise the Dept. of Human Services on AIDS	74
Animal Welfare Board	75
Apportionment Review Panel	78
Archives Advisory Board	79
Maine Arts Commission	80
Atlantic States Marine Fisheries Commission	81
Department of the Attorney General	85
Administration (Attorney General)	92
District Attorneys	92
Division of Human Services	93
Office of Chief Medical Examiner for the State	93
Department of Audit	95

TABLE OF CONTENTS

Administrative Services Division (Audit)	98
Departmental Bureau (Audit)	98
Municipal Bureau (Audit)	99
Unorganized Territory (Audit)	100
Baxter State Park Authority	101
Maine Blueberry Commission	105
Blueberry Advisory Committee	106
Cancer Prevention and Control Advisory Committee	107
Children's Residential Treatment Committee	108
Board of The Maine Children's Trust Fund	109
Maine Advisory Committee on Children with Special Needs	111
Citizens' Forestry Advisory Council	112
Civil Air Patrol	113
State Civil Service Appeals Board	115
Community Services Advisory Board	116
Department of Conservation	117
Administrative Services Division (Conservation)	120
Coastal Island Registry	121
Maine Conservation Corps	121
Division of Engineering and Realty	122
Division of Forest Fire Control	123
Division of Forest Management and Utilization	125
Bureau of Forestry (AKA Maine Forest Service)	126
Geographic Information Services	128
Maine Geological Survey	129
Division of Insect and Disease Management	131
Maine Land Use Regulation Commission	133
Bureau of Parks and Recreation	135
Division of Planning and Program Services	138
Bureau of Public Lands	139
Vehicle Rental Agency	142
Council of Advisors on Consumer Credit	144
Maine Correctional Advisory Commission	145
Department of Corrections	146
Office of Advocacy (Corrections)	149
Charleston Correctional Facility	150
Maine Correctional Center	152
Downeast Correctional Facility	154
Bureau of Juvenile Corrections	155
Juvenile Justice Advisory Group	156
State Parole Board	158
Maine State Prison	159
Division of Probation and Parole	161
Maine Youth Center	162
Maine Court Facilities Authority	166
Maine Critical Areas Advisory Board	167
Department of Defense and Veterans' Services	169
Administrative Services Division (Defense & Veterans Services)	172
Maine Emergency Management Agency	173
Military Bureau	177
State Emergency Response Commission	181
Bureau of Veterans' Services	181
Commission on Vietnam and Atomic Veterans	187
Advisory Council on Deferred Compensation Plans	188
Maine Development Foundation	189
State Planning and Advisory Council on Developmental Disabilities	191
Department of Economic and Community Development	193
Maine Affordable Housing Alliance	196
Office of Business Development	197
Office of Community Development	198

TABLE OF CONTENTS

Energy Conservation Division	200
Advisory Council on Energy Efficiency Building Performance Standards	201
Division of International Commerce	202
Commission on Investment Capital	203
Interagency Task Force on Homelessness and Housing Opportunities	203
Maine Film Office (Office of Tourism)	204
Office of Comprehensive Land Use Planning	205
Planning Advisory Council	207
Office of Tourism	208
Maine Tourism Commission	210
Educational Leave Advisory Board	211
Educational Loan Authority	212
Education Commission of the States	213
Department of Education	214
Bureau of Adult and Secondary Vocational Education	218
Office of the Assistant to the Commissioner (Education & Culture)	228
Advisory Committee on Early Elementary Education	229
State Board of Education	230
Maine State Commission for Higher Education Facilities Act of 1963	231
Office of Federal-State Coordinator (Education & Culture)	232
Education Finance Division	233
Governor Baxter School for the Deaf	234
(Office of) State Historian	236
Bureau of Instruction	236
Management Information Division (Education & Culture)	251
Office of Personnel (Education & Culture)	252
Bureau of School Management	253
Employment Rehabilitation Advisory Board	260
Governor's Committee on Employment of People with Disabilities	261
Energy Testing Laboratory of Maine	263
Department of Environmental Protection	264
Bureau of Administration	268
Bureau of Air Quality Control	270
Board of Environmental Protection	272
Bureau of Land Quality Control	273
Bureau of Hazardous Materials and Solid Waste Control	275
Office of Quality Assurance (DEP)	278
Board of Underground Storage Tank Installers	279
Bureau of Water Quality Control	280
Commission on Governmental Ethics and Election Practices	284
Executive Department	286
(Office of) Governor	286
Maine Council on Alcohol and Drug Abuse Prevention and Treatment	289
Maine Business Advisory Council	290
Office of Child Welfare Services Ombudsman	290
Division of Community Services	291
Governor's Board on Executive Clemency	293
Facility Siting Board	294
(Office of) Federal-State Coordinator	294
Maine Land and Water Resources Council	295
Governor's Municipal Advisory Council	297
State Planning Office	298
Land For Maine's Future Board	301
Marine Research Board	304
Office of Planning	305
(Office of) Public Advocate	306
Maine Science and Technology Commission	309
Office of Siting and Disposal Operations	310
Office of Substance Abuse	311
Maine Council on Vocational Education	313

TABLE OF CONTENTS

Waste Management Advisory Council	314
Maine Waste Management Agency	315
Office of Waste Reduction and Recycling	316
Office of Volunteer Services	318
Department of Finance	320
Bureau of Accounts and Control	323
Division of Administrative Services	324
Bureau of Alcoholic Beverages	325
Bureau of the Budget	326
State Claims Commission	328
State Liquor Commission	329
State Lottery Commission	330
Bureau of Lottery	330
Bureau of Taxation	332
Finance Authority of Maine	337
Adaptive Equipment Loan Program Fund Board	344
Maine Choice Advisory Board	344
Maine Education Assistance Board	345
Advisory Committee on Medical Education	346
Natural Resource Financing and Marketing Board	347
Pine Tree Partnership Fund Board	348
Maine Veterans' Small Business Loan Board	349
Advisory Committee for the Training of Firefighters	350
Forest Fire Advisory Council	352
Northeastern Interstate Forest Fire Protection Commission	353
Maine Health and Higher Educational Facilities Authority	354
Maine Health Care Finance Commission	355
Maine Health Policy Advisory Council	357
Maine High Risk Insurance Organization	359
Maine Historic Preservation Commission	360
Maine Historical Records Board	362
Maine Historical Society	363
Advisory Committee on Home Health	366
Displaced Homemakers Advisory Council	367
Maine Hospice Council	368
Advisory Board to the Maine State Housing Authority	369
Maine State Housing Authority	370
Maine Human Development Commission	372
Maine Human Rights Commission	374
Department of Human Services	376
Maine Council on Alcohol and Drug Abuse Prevention and Treatment	380
Office of Alcoholism and Drug Abuse Prevention	381
Certificate of Need Advisory Committee	382
Division of Deafness	383
Advisory Committee for the Division of Deafness	384
Maine Dental Health Council	385
Division of Dental Health	386
Division of Disease Control (Human Services)	388
Bureau of Elder and Adult Services	391
Office of Emergency Medical Services	393
Emergency Medical Services Board	395
Environmental Health Advisory Committee	396
Division for the Blind and Visually Impaired	396
Bureau of Health	398
Division of Health Engineering (Human Services)	400
Office of Health Planning and Development (Human Services)	404
Maine Health Program Advisory Committee	406
Division of Health Promotion and Education (Human Services)	406
Bureau of Income Maintenance	409
Office of Management and Budget (Human Services)	412

TABLE OF CONTENTS

Division of Maternal and Child Health (Human Services)	415
Bureau of Medical Services (Human Services)	419
Office of Programs (Human Services)	422
Office of Public and Legislative Affairs (Human Services)	423
Public Health Laboratory (Human Services)	424
Division of Public Health Nursing	428
Division of Regional Administration (Human Services)	429
Bureau of Rehabilitation	430
Scientific Advisory Panel	432
Bureau of Child and Family Services	433
Office of Vital Statistics	435
Maine Indian Tribal-State Commission	437
Information Services Policy Board	439
Department of Inland Fisheries and Wildlife	440
Bureau of Administrative Services (Inland Fisheries & Wildlife)	445
Advisory Council (Inland Fisheries & Wildlife)	447
Atlantic Sea Run Salmon Commission	448
Junior Maine Guides and Trip Leaders' Curriculum Advisory Board	450
Advisory Board for the Licensing of Guides	451
Division of Planning (Inland Fisheries & Wildlife)	452
Division of Public Information and Education (Inland Fisheries & Wildlife)	453
Bureau of Resource Management (Inland Fisheries & Wildlife)	454
Bureau of Warden Service (Inland Fisheries & Wildlife)	457
Maine Insurance Guaranty Association	459
Interdepartmental Council	460
State Government Internship Program Advisory Committee	461
Maine-New Hampshire Interstate Bridge Authority	463
Job Opportunity Zone Program	464
Judicial Department	465
Administrative Office of the Courts	468
Administrative Court	469
Board of Bar Examiners	470
State Court Library Committee	472
District Court for the State of Maine	473
Committee on Judicial Responsibility and Disability	474
Board of Overseers of the Bar	475
Superior Court	476
Supreme Judicial Court	476
Judicial Council	478
Department of Labor	479
Office of the Commissioner	482
State Advisory Council (Dept. of Labor)	482
State Apprenticeship and Training Council	483
State Board of Arbitration and Conciliation	484
Board of Boiler Rules	486
Board of Elevator and Tramway Safety	486
Bureau of Employment Security	487
Bureau of Employment and Training Programs	492
Human Resource Development Council	493
Bureau of Labor Standards	494
Maine Labor Relations Board	500
Panel of Mediators	501
Maine Occupational Information Coordinating Committee	502
Board of Occupational Safety and Health	504
Maine Unemployment Insurance Commission	505
Legislature	506
Senate	510
House of Representatives	511
Legislative Council	512
Maine-Canadian Legislative Advisory Commission	516

TABLE OF CONTENTS

Maine-Canadian Legislative Advisory Office	517
State Capitol Commission	518
State Compensation Commission	519
Commission on Interstate Cooperation	520
Commission on Uniform State Laws	521
(Office of) Executive Director of the Legislative Council	522
Maine State Library	526
Maine Library Commission	525
Advisory Board for Licensure of Water Treatment Plant Operators	534
Joint Committee of Licensure-Certification for School Psychological Service Providers	527
Lobster Advisory Council	528
Local Government Records Board	529
Department of Marine Resources	530
Bureau of Administration (Marine Resources)	535
Advisory Council (to Marine Resources)	536
Bureau of Marine Development	537
Bureau of Marine Patrol	546
Bureau of Marine Sciences	548
Maine Maritime Academy	556
Maine Marketing Advisory Board	558
Maine Medical Laboratory Commission	559
Maine Commission on Mental Health	560
Department of Mental Health and Mental Retardation	562
Office of Advocacy (MH&MR)	566
Aroostook Residential Center	568
Augusta Mental Health Institute	569
Bangor Mental Health Institute	572
Bath Children's Home	575
Bureau of Children with Special Needs (MH&MR)	576
Office of Community Support Systems	578
Developmental Disabilities Office (MH&MR)	579
Elizabeth Levinson Center	580
Bureau of Mental Health	581
Bureau of Mental Retardation	583
Pineland Center	585
Office of Substance Abuse Services (MH&MR)	587
Maine Advisory Committee on Mental Retardation	589
Maine Municipal Bond Bank	590
(Board of Directors) Maine Municipal and Rural Electrification Cooperative Agency	591
Maine State Museum	592
Maine State Museum Commission	595
New England Board of Higher Education	596
Pine Tree Legal Assistance	598
Policy Review Board	600
Policy Review Board (Governor Baxter School for the Deaf)	601
Department of Professional and Financial Regulation	602
Board of Accountancy	607
Acupuncture Licensing Board	609
Division of Administrative Services (Prof. & Financial Reg.)	610
Arborist Examining Board	611
Maine State Board for Licensure of Architects and Landscape Architects	612
Maine Athletic Commission	614
Bureau of Banking	615
State Board of Barbers & Cosmetology	619
Board of Chiropractic Examination & Registration	622
Board of Commercial Driver Education	623
Bureau of Consumer Credit Protection	624
Continuing Education Advisory Board	626
Board of Counseling Professionals Licensure	626

TABLE OF CONTENTS

Board of Dental Examiners	627
Electricians' Examining Board	629
State Board of Registration for Professional Engineers	630
State Board of Licensure for Professional Foresters	632
State Board of Funeral Service	633
General Lines Agent Examination Advisory Board	634
State Board of Certification for Geologists and Soil Scientists	635
Board of Hearing Aid Dealers and Fitters	636
Bureau of Insurance	637
State Board of Registration for Land Surveyors	641
Board of Licensing of Auctioneers	642
Division of Licensing and Enforcement	643
Board of Licensing of Dietetic Practice	645
Life Agent Examination Advisory Board	646
Board of Licensure of Railroad Personnel	646
Mandated Benefits Advisory Commission	647
Manufactured Housing Board	648
Board of Registration in Medicine	650
State Board of Nursing	653
Nursing Home Administrators Licensing Board	656
Board of Occupational Therapy Practice	657
Oil and Solid Fuel Board	658
State Board of Optometry	660
Board of Osteopathic Examination and Registration	661
Board of Commissioners of the Profession of Pharmacy	662
Board of Examiners in Physical Therapy	664
Maine State Pilotage Commission	665
Plumbers' Examining Board	666
Examiners of Podiatrists	667
State Board of Examiners of Psychologists	668
Radiologic Technology Board of Examiners	669
Board of Real Estate Appraisers	670
Real Estate Commission	671
Board of Respiratory Care Practitioners	674
State Board of Social Worker Licensure	675
Board of Examiners on Speech Pathology and Audiology	676
State Board of Substance Abuse Counselors	677
State Board of Veterinary Medicine	678
State Board of Property Tax Review	680
Department of Public Safety	681
Bureau of Capitol Security	684
Maine Criminal Justice Academy	685
Board of Trustees of the Maine Criminal Justice Academy	687
E-9-1-1 Advisory Committee	688
Bureau of Intergovernmental Drug Enforcement	689
Office of the State Fire Marshal	690
Fire Sprinkler Advisory Council	692
Maine Highway Safety Committee	693
State Bureau of Identification	694
Bureau of Liquor Enforcement	694
Bureau of Highway Safety	696
Bureau of State Police	697
Public Utilities Commission	705
Maine Public Utility Financing Bank	709
Maine Low-Level Radioactive Waste Authority	710
Radiological Emergency Preparedness Committee	712
Advisory Commission on Radioactive Waste	713
Residential Treatment Centers Advisory Group	715
(Board of Trustees of the) Maine State Retirement System	716
Saco River Corridor Commission	719

TABLE OF CONTENTS

Commission on Safety in the Maine Workplace	721
Maine Sardine Council	722
Maine School Building Authority	724
Department of the Secretary of State	726
Administrative Services Division (Motor Vehicles)	729
Maine State Archives	729
Division of Archives Services	731
Commercial Vehicles and Reciprocity Division	732
Driver Licensing and Control Division	734
Enforcement and Regulation Division	735
Division of Laboratory Services	736
Medical Advisory Board (Re: Licensing of Drivers)	737
Division of Motor Vehicles	737
Bureau of Corporations, Elections, and Commissions	739
Public Services Division	741
Division of Records Management Services	742
Sludge and Residuals Utilization Research Foundation	744
St. Croix International Waterway Commission	746
Sterilization Procedures Review Committee	747
Board of Directors—Student Educational Enhancement Deposit Plan	748
Board of Trustees of the Maine Technical College System	749
Central Maine Technical College	750
Eastern Maine Technical College	752
Kennebec Valley Technical College	754
Northern Maine Technical College	755
Southern Maine Technical College	756
Washington County Technical College	758
Department of Transportation	761
Bureau of Finance and Administration (Transportation)	764
Maine Aeronautical Advisory Board	765
Maine State Ferry Advisory Board	766
Bureau of Public Affairs and Human Resources Management	767
Office of Audit	769
Office of Legal Services	769
Bureau of Maintenance and Operations	770
Bureau of Planning	773
Office of Policy Analysis	774
Maine Port Authority	775
Bureau of Project Development	776
Bureau of Transportation Services	780
Maine Transportation Capital Improvement Planning Commission	782
Travel Information Advisory Council	784
(Office of) Treasurer of State	785
Maine Turnpike Authority	790
Board of Trustees of the University of Maine System	791
Bureau of Public Administration	796
Board of Trustees of the Maine Veterans' Home	798
Board of Visitors—Bath Children's Home	799
Board of Visitors—Maine Correctional Center	800
Board of Visitors—Pineland Center	801
Board of Visitors—State Prison	802
Board of Visitors—Maine Youth Center	803
New England Interstate Water Pollution Control Commission	804
Whitewater Advisory Committee	805
Whitewater Safety Committee	806
Maine Commission for Women	807
Work Center Purchases Committee	809
Workers' Compensation Commission	810
Office of Employment Rehabilitation	812
Office of Employee Assistants	813

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

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

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

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

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

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

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

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

NEWLY CREATED UNITS—FY91

<i>UM-Unit</i>	<i>Name</i>	<i>Citation</i>	<i>Effective Date</i>
02-265	Board of Barbers and Cosmetology	332 MRSA §14211	6-20-91
06-096D	Bureau of Hazardous Materials and Solid Waste Control	38 MRSA §541	6-20-91
94-541	Commission on Investment Capital	5 MRSA §13064	7-01-90
92-538	Maine Council on Domestic Abuse	19 MRSA §770B	7-14-90
19-536	Maine Small Business Commission (DECD)	5 MRSA §13032	7-01-90
94-546	Maine State Cultural Affairs Council	27 MRSA §552	7-14-90
92-537	Maine Suspected Child Abuse and Neglect Council	22 MRSA §4094	7-14-90
94-534	Maine World Trade Association	10 MRSA §931	7-01-90
02-543	Maine Specialty Advisory Committee on Anesthesiology	24 MRSA §2972	7-14-90
02-544	Maine Specialty Advisory Committee on Emergency Medicine	24 MRSA §2972	7-14-90
02-545	Maine Specialty Advisory Committee on Obstetrics and Gynecology	24 MRSA §2972	7-14-90
94-335	National Estuarine Research Reserve Management Authority	P&S 89 C. 108	7-14-90
07-118	Office of Substance Abuse (Executive)	5 MRSA §20004	7-14-90
07-041	Office of Volunteer Services (Executive)	2 MRSA §1	7-01-90
92-542	Toxic Reduction Advisory Committee	38 MRSA §2310	7-14-90

ABOLISHED ORGANIZATIONAL UNITS—FY91

<i>UM-Unit</i>	<i>Name</i>	<i>Enabling Citation</i>
05-074	Arts Bureau	20A MRSA §202
02-292	Board of Barbers	32 MRSA §351
02-305	Board of Cosmetology	32 MRSA §1601
06-096E	Bureau of Solid Waste Management (DEP)	38 MRSA §341
07-109	Office of Energy Resources (Executive)	5 MRSA §5003
14-191I	Public Information Office (MH & MR)	34B MRSA §1204
02-504	Therapeutic Pharmaceutical Monitoring Panel	32 MRSA §2428

INACTIVE UNITS

<i>UM-Unit</i>	<i>Name</i>	<i>Citation</i>
92-540	Advisory Board of the Licensing of Taxidermists	12 MRSA §7355
07-102L	Advisory Committee for the Development of a Rail Transportation Policy	Exec Order 11, FY84
94-509	Board of Directors of the Student Educational Enhancement Deposit Plan	20A MRSA §12610
03-217	Board of Juvenile Corrections	34A MRSA §6003
07-102I	Coastal Advisory Committee	Exec Order 12, FY84
92-139	Criminal Law Advisory Council	17A MRSA §1351
07-102G	Governor's Advisory Commission on Maine-Canadian Affairs	Exec Order 11, FY75
07-102T	Governor's Advisory Committee on World Trade	Exec Order 7, FY80
07-102K	Governor's Council on Physical Fitness and Sports	Exec. Order 1, FY81
07-102U	Governor's Management Task Force	Exec. Order 8, FY80
07-102B	Governor's Metric Policies Committee	Exec. Order 1, FY77
07-102P	Governor's Select Committee on Judicial Appointments	Exec. Order 5, FY79
07-102N	Governor's Task Force on High Level Nuclear Waste	Exec. Order 9, FY86
04-066	Keep Maine Scenic Committee	12 MRSA §633
07-102V	Maine Consumer Coordinating Council	Exec. Order 4, FY81
05-092	Maine Education Council	20 MRSA §651
99-399M	Maine Science and Technology Board	Exec. Order 2, FY84/85
94-464	Regional Agricultural Committee	Res. 1983, C. 46

UNITS THAT DID NOT SUBMIT AN INDIVIDUAL REPORT

<i>UM-Unit</i>	<i>Name</i>	<i>Citation</i>
30-268	Law and Legislative Library (See Legislative Council)	3 MRSA §171
92-538	Maine Council on Domestic Abuse	5 MRSA §13032
92-537	Maine Suspected Child Abuse Neglect Council	22 MRSA §4094
94-534	Maine World Trade Association	10 MRSA §931
94-335	National Estuarine Research Reserve Management Authority	P & S 89 C. 108
30-519	State House and Capital Park Commission (See Legislative Council)	3 MRSA §901-A
92-542	Toxic Reduction Advisory Committee	38 MRSA §2310

ADMINISTRATION

DEPARTMENT OF ADMINISTRATION

DALE DOUGHTY, ACTING COMMISSIONER

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

Telephone: 289-4505

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

Established: July 1, 1986

Sunset Review Required by: June 30, 2000

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

Average Count—All Positions: 546.5

Legislative Count: 266

Organizational Units:

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

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

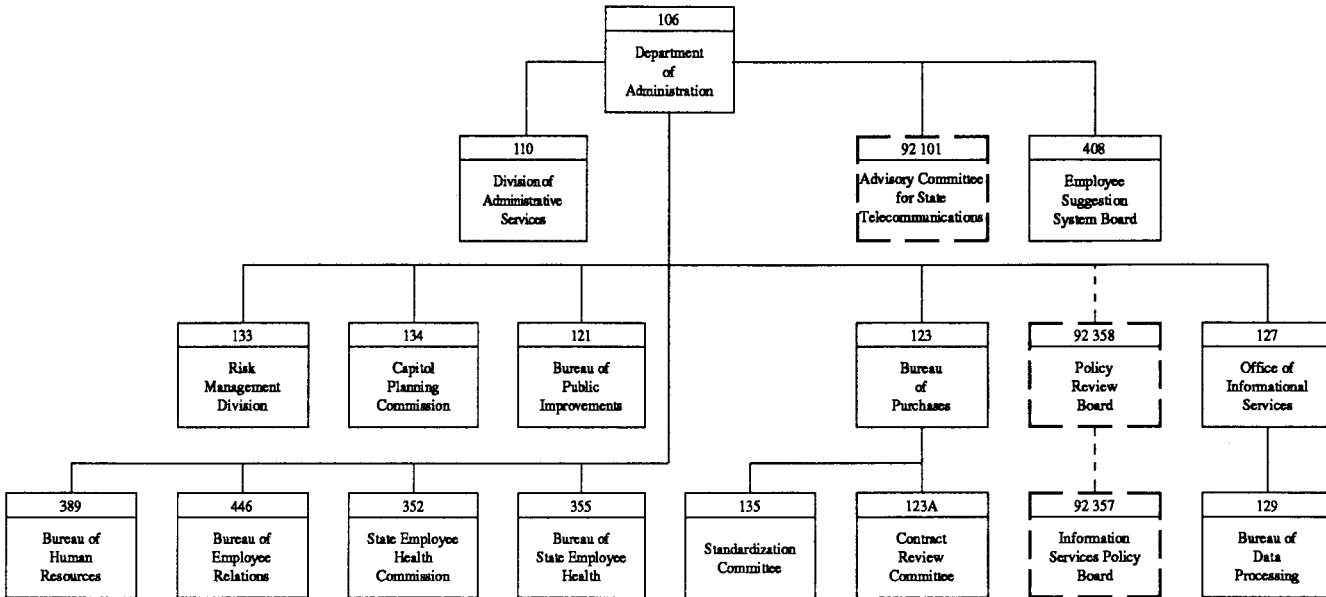
PURPOSE: The Department of Administration is responsible for providing central administrative services to the departments and agencies of State government, including human resource and labor relations services; insurance programs; purchasing, printing, and postal services; the provision and maintenance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

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

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

FINANCES, FISCAL YEAR 1991: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

**ORGANIZATIONAL CHART
DEPARTMENT OF ADMINISTRATION
UMB 18**



ADMINISTRATION

ADMINISTRATION

CONSOLIDATED FINANCIAL CHART FOR FY 91 DEPARTMENT OF ADMINISTRATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,457,837	5,395,824	897,434	323,174		5,841,405
Health Benefits	1,471,002	641,550	95,026	52,700		681,726
Retirement	2,571,868	1,135,411	194,811	65,113		1,176,533
Other Fringe Benefits	3,986,726	219,258	435,897	4,035	66,080	3,261,456
Computer Services—State	463,337	98,630	62,977	109		301,621
Other Contractual Service	7,408,430	1,896,877	727,799	386,289	2,140	4,395,325
Rents	5,320,748	1,034,569	349,896	24,728		3,911,555
Commodities	1,114,044	631,079	30,839	26,858		425,268
Grants—Subsidies—Pensions	2,243,467	160,079	789	17,094	6,856	2,058,649
Purchases of Land	4,109,412	3,550,191	514,918			44,303
Buildings and Improvement	62,170	31,395	7,078			23,697
Equipment	3,337	3,337				
Interest—Debt Retirement	331,739	3,058	24	9		328,648
Transfers to Other Funds	320,263		38,213		1,056	280,994
TOTAL EXPENDITURES	41,864,380	14,801,258	3,355,701	900,109	76,132	22,731,180

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	182,981	182,981				
Health Benefits	15,250	15,250				
Retirement	42,662	42,662				
Other Fringe Benefits	3,736	3,736				
Computer Services—State	19,157	19,157				
Other Contractual Service	24,903	24,903				
Rents	128	128				
Commodities	1,395	1,395				
TOTAL EXPENDITURES	290,212	290,212				

ADMINISTRATION

CAPITOL PLANNING COMMISSION

DALE F. DOUGHTY, CHAIRMAN
JON OXMAN, Chairperson

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

Telephone: 289-4000

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

Established: 1967

Sunset Termination Scheduled to Start by: June 30, 1990

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

Average Count—All Positions: 9

Legislative Count: 0

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

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

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

LICENSES, PERMITS, ETC.:

Sign Permits for:

Businesses

Any building within Capitol Complex

PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Improvements.

CONTRACT REVIEW COMMITTEE

RICHARD B. THOMPSON, ACTING CHAIRMAN

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

Telephone: 289-3521

Established: 1969

Sunset Review Required by: June 30, 2000

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

PROGRAM: The Contract Review Committee functions in accordance with regulations promulgated by the former Department of Finance and Administration in the *Manual of Financial Procedures* and under rules promulgated by the Bureau of Purchases in January of 1991. These regulations established procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies, for the award of contracts and their amendments and the process for appeal of such awards, all such operations being subject to Committee review and approval.

During the past year, the Committee acted upon approximately 935 contracts and contract amendments involving a total expenditure of over \$43,142,871.00 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 1991: This unit is not authorized to receive or expend funds.

ADMINISTRATION

BUREAU OF DATA PROCESSING

ARTHUR W. HENRY, JR., DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333-0061

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: 151

Legislative Count: 0

Organizational Units:

- Administrative Support and Financial Services Sections
- Computer Operations Division
- Customer Assistance Division
- Systems Software and Planning Division
- Systems and Programming 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 continues to provide 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 customer needs and situations.

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

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

PROGRAM:

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

In keeping with OIS/BDP goals, we have continued our expansion to further enhance our ability to serve the growing computer needs of state agencies. During the past year, our High Speed Printing (HSP) output has increased from an average of 2.0 million pages to 2.7 million pages. To provide reliable and consistent printer services, the Bureau has successfully negotiated and installed a second HSP laser printer during the second week of July 1990. This system is channel attached to our IBM 3090 mainframe with future on-line testing scheduled for the BULL HN DP890 mainframe.

During the past year, the Computer Output Microfiche Services contract was amended to decrease rates. The Bureau of Data Processing in cooperation with the Bureau of Public Improvements negotiated a contract to replace the machine room floor, upgrade electrical deficiencies and replace the HALON Fire Suppression system with a Dry Charged Water system. This project will require expert planning and coordination between contractors, vendors, customers, and BDP staff. Target date for completion is February 1992.

On the BULL HN system, efforts are continuing to expand the usage of the BULL HN 3390 disk devices to replace the remaining MSU501 disk devices. During the coming year, an Automated Tape Management System will be installed and implemented along with twelve new cartridge tape drives. These changes will improve effectiveness and decrease costs.

The two new 5655 NCC Comten front-end processors have provided the necessary interface communications access for our customers to both our BULL HN and IBM mainframes.

ADMINISTRATION

The new IBM 3090-180J performance has been 99.9% available throughout the year. Efforts have continued to expand the usage of the IBM 3390 disk devices to replace the older 3380/D and E disk devices. To enhance the MVS Automated Tape Library system, a VM Automated Tape Management system will be reviewed, tested and evaluated in the coming year.

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

The division has contracted for and provides state agencies with Disaster Recovery planning software and training, has integrated a new automated inventory system, and improved the Supply and Services section to provide continued customer assistance.

Systems Software and Planning Division: This division is responsible for the implementation, integration, and maintenance of the mainframe and data communications systems software used by BDP's customers. This is done currently on the Bull and IBM mainframes, and on the Bull and NCR Comten data networking processors. Among other things, it 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 the fiscal year, the hardware and software of all the Bureau's machines were upgraded and improved in order to meet the changing service demands and needs of BDP's customers.

Again, this year the preponderance of our work has been to satisfy the support needs of several new and developing systems on BDP's IBM mainframe. These systems include DOT's Fleet Management system and DHS's NECSES (New England Child Support Enforcement System) now in production, and the development efforts now underway which include Taxation's new MATS system and Motor Vehicle's Commercial Driver's License Information System. The additional power and performance demanded by these applications and by the general growth of existing applications has this year been absorbed on the existing IBM CPU, a 3090-180J, which was previously sized to do just that. Several older disks have been replaced by newer, larger disks—the cost of which has been offset by their better unit cost, and improved capacity and performance, while continuing to live within the constraints of existing BDP machine room floor space.

In support of these new applications, several new products were installed and older products updated on the IBM. New products include DB2 (database), RACF (security), COBOL II, CODE-1 and Mail Stream Sorting (used to achieve bulk mailing discounts by ZIP code pre-sorting)—all primarily in support of Taxation's new MATS system. Other new products were Print Services Facility and VM Batch for DOT, and Syncsort which replaced CASORT as the standard sort due to its vastly superior efficiency. Updated products included CICS, Easytrieve Plus, and VMBACKUP among others.

While the Bull mainframe was less active in terms of new development (the new Human Services SURS TP application being a notable exception), it continues to run a substantial portion of the BDP customer workload. Accordingly, some memory and disks were upgraded for additional capacity and improved performance. On the software side, TP8 and TSM8 were accepted after a pilot project and will replace DMIV-TP and TSM—providing enhanced capabilities at no increased cost.

With the networking of users and their computers becoming increasingly important every year, we made several improvements in this area as well. MVNF has been implemented for many of BDP's customers, enabling them to access multiple computer systems from a single terminal while making it easier and faster for them to do so. A pilot project was conducted which put IBM's SNA network architecture support directly into the Bull networking processors. It appears that this product will be placed into production due to the measured improvements in response time and system availability for BDP's customers. This product also provides for the first time the ability for people to transfer files electronically and directly from either of BDP's mainframes to the other mainframe, saving considerable staff and task time. Currently underway is a pilot project to provide a new network protocol (TCP/IP) in the NCR Comten network processor. TCP/IP will allow BDP and its customers to attach directly to the Wide Area Network being implemented by the Telecommunications Division. TCP/IP will enhance the ability of disparate computer systems to connect and "talk" to each other, vastly improving the State's technological effectiveness between offices and agencies.

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 standard for systems development. Support is provided for PC's,

ADMINISTRATION

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—The third component of the MFASIS project, Budget, was implemented this past year by a combination of consultant and BDP staff. The Division assigned responsibility for the accounting, human resource, and budget systems.

Child Support Enforcement—Division staff has been working with the consultant on the transfer of system responsibility. This is a major system which is expected to enhance the State's ability to manage this program.

New systems were implemented for the Board of Nursing, Alcoholism and Drug Abuse Planning, Liquor Licensing, and Inland Fisheries and Wildlife registration. Among other agencies receiving ongoing support are: Legislature, Alcoholic Beverages, Education, Retirement, Secretary of State, Corrections, Human Services, Administration, Agriculture, Environmental Protection, Marine Resources, Taxation and Treasury.

PUBLICATIONS:

Strategic Directions for Mainframe and Networking Computers

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF DATA PROCESSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,630,862					3,630,862
Health Benefits	381,557					381,557
Retirement	729,130					729,130
Other Fringe Benefits	186,865					186,865
Computer Services—State	63,699					63,699
Other Contractual Service	1,652,011					1,652,011
Rents	845,888					845,888
Commodities	231,460					231,460
Grants—Subsidies—Pensions	8,694					8,694
Interest—Debt Retirement	219,273					219,273
Transfers to Other Funds	236,425					236,425
TOTAL EXPENDITURES	8,185,864					8,185,864

ADMINISTRATION

STATE EMPLOYEE HEALTH COMMISSION

FRANK A. JOHNSON, CO-CHAIR

BRAD RONCO, CO-CHAIR

JO A. GILL, EXECUTIVE DIRECTOR

Central Office: 219 Capitol St., Augusta

Telephone: 289-6780

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

Established: August 4, 1988

Sunset Review Required by: June 30, 2000

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

Average Count—All Positions: 13

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 BAR, and for major medical coverage with Blue Alliance Mutual Insurance Company. Contract renewals were awarded for the policy year ending June 30, 1991. Additionally, the Commission renewed a contract for managed care services with Health Professionals Review. Further, the Commission renewed the dental insurance contract with Northeast Delta Dental for the policy year ending June 30, 1991.

PUBLICATIONS:

Your Health Care Portfolio (free)

Northeast Delta Dental: Dental Plan Description (free)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE EMPLOYEE HEALTH COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	208,743		208,743			
Health Benefits	27,402		27,402			
Retirement	43,227		43,227			
Other Fringe Benefits	225,580		225,580			
Computer Services—State	7,985		7,985			
Other Contractual Service	56,332		56,332			
Rents	6,518		6,518			
Commodities	1,794		1,794			
Building Improvements	4,165		4,165			
Transfer to Other Funds	2,327		2,327			
TOTAL EXPENDITURES	584,073		584,073			

BUREAU OF STATE EMPLOYEE HEALTH

FRANK A. JOHNSON, DIRECTOR

Central Office: 102 Sewall St., Augusta

Telephone: 289-4516

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

Established: July 1, 1986

Sunset Review Required by: June 30, 2000

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

Average Count—All Positions: 24

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 three divisions: the Division of Employee Health Programs and the Employee Assistance Program (EAP) and the Workers' Compensation Division. 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. The Workers' Compensation Division (WCD) is staffed by claims management personnel who assist line agencies in the administration and management of workers' compensation cases and provide technical assistance as required.

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

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

Additionally, the Bureau introduced a health risk appraisal (HRA) for general health education and a new series of stress management seminars. Further, in cooperation with the Department of Mental Health and Mental Retardation and the Workers' Compensation Division, 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.

The Workers' Compensation Division is established to provide for the efficient case management of workers' compensation claims of state employees. The division coordinates and administers a variety of services including: prompt payment of claims and related medical expenses, consultation and litigation of contested claims, development of early intervention strategies to reduce the duration of disability, prevention programs to reduce the incidence of work-related injuries, and claims settlement negotiations.

ADMINISTRATION

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)
ANNUAL REPORT OF THE STATE OF MAINE'S WORKERS' COMPENSATION PROGRAM

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF STATE EMPLOYEE HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	646,829		646,829			
Health Benefits	61,574		61,574			
Retirement	143,200		143,200			
Other Fringe Benefits	191,849		191,849			
Computer Services—State	54,992		54,992			
Other Contractual Service	129,573		129,573			
Rents	110		110			
Commodities	15,554		15,554			
Grants—Subsidies—Pensions	2,289		2,289			
Building Improvements	2,130		2,130			
Transfers to Other Funds	15,696		15,696			
TOTAL EXPENDITURES	1,263,796		1,263,796			

EMPLOYEE SUGGESTION SYSTEM BOARD

DALE DOUGHTY, ACTING COMMISSIONER OF ADMINISTRATION

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #74, Augusta, Maine 04333
Telephone: 289-4520 (Voice)
289-4537 (TDD)
Established: 1981
Sunset Review Required by: June 30, 2000
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 Professional and Financial Regulation was appointed as the third member of the original board.

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

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

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

ADMINISTRATION

PROGRAM: During FY'91, the Employee Suggestion System received 95 suggestions, 7 of these suggestions were eligible for awards totalling \$4,593. This represents 10% of the estimated savings to the State.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1991: Seven cash awards totalling \$4,593 were granted.

BUREAU OF EMPLOYEE RELATIONS

KENNETH A. WALO, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #79, Augusta, Maine 04333

Telephone: 289-4447

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: 10

Legislative Count: 10

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

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

PROGRAM: In FY 1991, the Bureau completed negotiations on various agreements including grievance mediation, physicians salaries, permanent arbitrary for non-selection grievances, temporary days off without pay, and the shut down of State government. The Bureau was also instrumental in the implementation of over 600 layoffs. 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 the clinical pilot project, safety (including asbestos-related issues), employee health, and other bargaining related activities.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ADMINISTRATION

BUREAU OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	343,398	343,398				
Health Benefits	28,261	28,261				
Retirement	76,711	76,711				
Other Fringe Benefits	40,001	40,001				
Computer Services—State	9,173	9,173				
Other Contractual Service	42,426	42,426				
Rents	2,142	2,142				
Commodities	5,685	5,685				
Interest—Debt Retirement	2	2				
TOTAL EXPENDITURES	547,799	547,799				

BUREAU OF HUMAN RESOURCES

NANCY J. KENNISTON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Telephone: 289-3761 (Voice)
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: 33

Legislative Count: 32

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 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 that 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.

ADMINISTRATION

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. As the reporting period for this Annual Report drew to a close on June 30, 1991, new major organizational changes were pending before the Legislature.

PROGRAM: Throughout FY 90-91, the Bureau worked with the Policy Review Board, department heads and line agency personnel managers to accomplish the following goals for administration of the State's Civil Service System:

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

During FY 90-91 the Bureau continued to work on several major projects that were initiated the previous year. The Bureau responded to the human resource implications of the revenue shortfall by administering the Voluntary Cost Savings Programs, and by administering both layoffs and the hiring freeze. While these activities were not among the positive goals set out for the Bureau, they were vital parts of a well-founded response to budget difficulties. Assisting employees and agencies in dealing with the confusing downsizing of State government will be among the most important and challenging activities for the Bureau in the coming year.

The Bureau's primary accomplishments for FY 90-91 are:

• **MFASIS.** During this reporting period the Bureau continued as a leader in the transition to the new MFASIS system, an automated and integrated system for payroll, human resource management and position control. This was one of the single largest projects ever for this organization. MFASIS has helped to further the Bureau's trend toward decentralizing certain human resource functions to line agencies, while at the same time, improving management controls and information availability.

• **Voluntary Cost Savings Programs.** During FY 90-91, the Bureau continued implementation of the several components of the Voluntary Cost Savings Programs. The Programs were an innovative strategy for reducing layoffs and other negative impacts of budget shortfalls by providing special programs and benefits to encourage employees to volunteer to take time off without pay or, if eligible, to retire under a special incentive program. At the end of the fiscal year, 1,888 employees had volunteered time off valued at more than \$10 million. Although statutory authority for the Programs expired with the end of the fiscal year, a two year extension was pending in the Legislature at that time.

• **Layoff Administration.** The Bureau initiated a statewide effort to establish Transition Teams at the line agency level due to the large volume of layoffs experienced this year. The Bureau developed guidelines and provided field technical assistance to agencies to assist them in this process. A Statewide Transition Team Coordinators group was put into place to provide on-going assistance and support to

ADMINISTRATION

Agency Teams and to disseminate layoff information. In addition, the Bureau developed recourse information packets for laid off employees and coordinated skills building, career planning and stress management workshops for all affected employees. The Bureau continued to serve as a central information and assistance resource to both employees affected by layoff and agency personnel managing the layoff process.

Affirmative Action. During FY 90-91, the Bureau continued to provide direction, support and technical assistance to State agencies in the implementation of Affirmative Action Programs, complaint investigations and related employee/supervisory training. As part of its statewide affirmative action effort, the bureau continued operation of the Supported Employment/Special Appointment Project to employ people with severe disabilities in State positions. The project's coordinator, Valerie Savage, received recognition as the State's Human Resource Development Professional of the Year for her work on the project.

State Training and Development. Training and management consulting services were provided to approximately 2500 employees and 30 State agencies. Training included courses and programs in management skills, labor relations, clerical skills, personnel policies, stress management, interviewing skills, New Employee Orientation and other subjects relevant to management and professional and career development of State employees. The Bureau continued working with staff from line agencies who participate in the Bureau's training cadre and assist in the delivery of these programs.

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

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

The Bureau has continued to develop cooperative programs with the University for professional development programming. This was reflected in the Maine Executive Institute (MEI) and the Secretary Administrative/Support Institute (SASI). The MEI class of 1990 attended a Governor's reception in honor of their completion of the Institute. SASI is an institute that is run in a series of six programs. Upon completion of the series within a five year period a certificate is awarded. Six certificates were awarded this year to employees who completed the series.

The Bureau introduced a series of programs to support agencies, managers and employees in the State's reduction in resources and work force. These programs included managing reductions programs for managers; stress management; and job search workshops. Almost 1,000 State employees and managers participated in these programs.

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

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

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

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

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

- Instructional Pamphlet for Oral Examination Candidates (free)

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

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

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

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

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

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

ADMINISTRATION

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF HUMAN RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	966,196	943,314	22,882			
Health Benefits	87,648	84,461	3,187			
Retirement	229,120	224,533	4,587			
Other Fringe Benefits	10,976	8,314	2,662			
Computer Services—State	57,810	57,810				
Other Contractual Service	209,344	132,239	77,105			
Rents	27,447	27,318	129			
Commodities	17,886	8,631	9,255			
Grants—Subsidies—Pensions	-755	745	-1,500			
Buildings & Improvement	1,127	1,127				
Interest—Debt Retirement	23		23			
Transfers to Other Funds	1,803		1,803			
TOTAL EXPENDITURES	1,608,625	1,488,492	120,133			

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: 52

Legislative Count: 47

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

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

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

ADMINISTRATION

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:

Information Resources Management Division

Planning and Management Services

Significant progress was made on MCJUSTIS (Maine Criminal Justice Information System and GIS (Geographic Information System) via continued participation by the Division with the respective steering committees and in projects which have resulted from these strategic statewide initiatives. The Department of Public Safety moved forward with hardware and software acquisitions supporting communications, offender based tracking, criminal records history information, and uniform crime reporting. The Division completed information systems plans for the Department of Corrections and the Bureau of Health. The Division continued to work with the Department of Conservation on information systems planning. Services were provided to several other agencies including Disability Determination Services, the Department of Mental Health and Mental Retardation and the Attorney General.

Training and Development Services

Training and Staff Development sponsored 43 seminars and classes which provided technical training to 503 State employees. These sessions supported OIS initiatives to bring a consistent and effective methodology for systems development and project management and to fully utilize a relational database product on the IBM mainframe computer. Entry level training on small computer systems and applications was also provided for the State's non-technical personnel.

Training and Staff Development assisted the Maine Forest Service and the Office of the Secretary of State with specific microcomputer training needs. Other agencies have used the Computer Training Room in Gardiner to conduct their own training programs. Training and Staff Development and the Department of Conservation's Geological Information System unit co-sponsored a GIS Teleconference using the Interactive Television System at the University of Maine at Augusta.

An Electronic Training Bulletin describing upcoming training events at OIS and elsewhere in the State is now regularly distributed to OIS customers via the electronic mail system. Internal seminars conducted by in-house experts are providing a cost-effective way of keeping the State's information systems professionals current with technological advancements at OIS and in the industry. The statewide training consortium for information systems professionals initiated last year by Training and Staff Development with several major businesses in Maine has expanded its membership. This consortium has so far benefitted the Bureau of Taxation's new system.

Training and Staff Development has recently relocated to Augusta and is assisting the State's Technical Coordinators with providing cost-free introductory training on microcomputers for State employees.

Customer Support Services

Customer Support Services (CSS) achieved a number of significant accomplishments within the past year. In the area of strategic direction, CSS was instrumental in the first agency installation on the State's Wide Area Network. Staff members also co-chaired committees charged with the task of developing information system standards.

CSS implemented a service available to agencies who require technical support. Systems are becoming more complex in order to handle the performance expectations of today's users. The increase in complexity has escalated the demand for highly skilled technical individuals not readily available to each agency. The agreement is intended to provide system support while at the same time furnish training and guidance which will allow agencies to become self-sufficient. Four agencies have signed thus far with another two in the process.

CSS continues to be intimately involved in new technologies either in a research capacity or involved in RFP evaluations with agencies such as the Courts, Departments of Environmental Protection, Human Services, Corrections, and Public Safety to name a few.

Lastly, and probably one of the most important roles CSS contributes to the State's acquisition of information systems, is in the area of contract drafting, negotiations and compliance. Prior to OIS's inception, contracts for systems and services in excess of \$1,000,000 were being signed with little or no protection for the State. Since then, contracts are negotiated so that the State is guaranteed the performance which is expected. The Secretary of State office, the Departments of Education, Human Services and Administration have recently used OIS assistance in order to assure compliance and successful project completion.

ADMINISTRATION

PROGRAM:

Telecommunications Division

Telecommunications Division's primary work has centered around the deployment of advanced and effective technology while substantially reducing per unit costs.

The Division, by negotiation of a Maine toll contract with New England Telephone, and by the migration from older and more expensive analog network to digital facilities, has reduced toll costs by 39%. Short-term contracts were completed which is resulting in substantial unit cost reductions.

The Division's goal, to provide an access and dialing pattern similar to that used at home, regardless of the system providing service, and regardless of how a system is networked, made significant headway. Final number changes are developed for our principal cities, network routes are planned, and work is progressing on the centralization of attendant traffic from all system types.

The Division continued to install new systems at the rate of one every 10 days for the first six months of the fiscal year. Major upgrades were completed at the Bangor Mental Health Institute, Maine Youth Center, and Cumberland County Courts complexes.

Contracts were negotiated and implementation begun on a utility management system, which will ultimately provide billing, problem tracking, service order, cable management and utilization functions.

The Information Services Policy Board officially adopted the Division's wiring standards ("Telecommunications Wiring & Facilities Specifications") and is presently reviewing the Division's draft of "Integrated Wide Area Data Networking Standards," a system that provides transport over digital facilities that also support voice traffic.

The Division's R&D efforts centered around the search for ETHERNET data networking products that can provide high availability and full functionality, in the integrated network, while also being managed remotely. The Pilot Network, a series of production systems that models our full network, was again instrumental in testing. The Division continued its expansion of integrated voice and data high speed facilities.

PUBLICATIONS:

Telecommunications Wiring & Facilities Specifications

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF INFORMATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	904,432	327,729				576,703
Health Benefits	91,256	28,071				63,185
Retirement	187,487	69,502				117,985
Other Fringe Benefits	149,682	4,343				145,339
Computer Services—State	105,170	909				104,261
Other Contractual Service	321,537	2,510				319,027
Rents	306,436	172				306,264
Commodities	54,993	1,630				53,363
Interest—Debt Retirement	93,955					93,955
Transfers to Other Funds	-162,047					-162,047
TOTAL EXPENDITURES	2,052,901	434,866				1,618,035

ADMINISTRATION

BUREAU OF PUBLIC IMPROVEMENTS

HENRY E. WARREN, ACTING DIRECTOR

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

Telephone: 289-4000

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

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. 283

Average Count—All Positions: 161

Legislative Count: 160

1075.1 17

1075.3 118

1076.6 5

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

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1937 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; plus 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. Commission members are appointed by the governor for 5 year terms. They elect their own chairperson. The establishment of the special committee on a New Capitol Area Master Plan by legislative resolve of 1989 started a comprehensive process of planning for state property on both sides of the Kennebec River. That process will continue into 1992 and, in the interim, physical development in the area is tightly controlled by the committee.

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 1987, the telecommunications

ADMINISTRATION

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 Education and has been charged with complete responsibility for the Statewide part of the program. In 1981, the voters approved an additional \$2 million to continue the State building energy conservation program. In addition, two permanent positions were added to the staff for long-term energy management work.

In 1986, \$6 million was authorized by the Legislature and voters for the identification and removal of asbestos in State facilities. A measure to provide an additional \$6 million and extend the program to the public schools was approved by voters in November, 1987. An additional \$12 million was voted in 1989 and the program expanded to include radon, chemicals, and indoor air quality. 1990 was an extremely active year in these facility environmental issue areas.

In 1987, 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 \$107,294,000 worth of public improvements during the past year. This has consisted of 84 public schools constructed worth \$74,582,440 and capital construction projects on 173 State projects worth \$32,711,441. Architectural and engineering costs, contingency, as well as other project costs on the above projects total an additional \$9,600,000.

The Energy Conservation and Management Unit assisted in the implementation of a computerized preventative maintenance pilot program at Bangor Mental Health Institute and provided for automation equipment needs at Augusta Mental Health, the Maine State Prison and the Capitol Complex. The unit negotiated 3rd party financing agreements to fund electrical energy conservation improvements at all Technical College campuses with Central Maine Power territory and Maine Maritime Academy which are expected to save 1.7 million kilowatt-hours per year for a dollar savings of \$136,000/year. The unit received a federal grant reimbursement of \$163,000 for energy projects completed at the Augusta Mental Health Institute campus.

Property Management Division. This Division has responsibility for operations, maintenance and housekeeping services of 49 buildings and 3 small related operations/storage buildings in the Capitol Complex and the Hallowell Annex and is currently over-seeing the Oak Grove Coburn property pending construction/operations changes. Building sizes and structure vary from older wood homes modified for office use to the seven-story State Office Building. Total area of floor space is approximately 1.5 million square feet with 28 acres of manicured grounds, numerous parking lots, limited roadways, limited grounds of 125 acres at the Hallowell Annex, plus the 500 acres at Oak Grove Coburn on a temporary basis.

The Division is split into two specific sections. The Superintendent of Buildings is responsible for all operations and maintenance except custodial care and recycling which are the responsibility of the Director of Housekeeping and Custodial Services. Both positions report to the Director of the Bureau of Public Improvements.

Major accomplishments in operations and maintenance include a new full maintenance elevator contract which added eight units to the contract with an initial \$13,746 in annual savings and expected additional \$5,000 annual savings in parts, labor and travel costs; changing the Delta-Honeywell contract to a full-service contract at virtually no cost; re-negotiating #2 fuel oil prices which resulted in a savings of \$2,232 from October 1990 through June 1991; installation of new fire alarm panels in seven buildings, repair of fire alarm system in the Statehouse to meet minimum requirements; remodeling of "Old Root Cellar" for the Bureau of Purchases with estimated savings of \$30,000 from contract price; upgrading of heating systems components at the Public Safety Building; upgrading of Hallowell Annex pump station switch gear; rebuilding/replacement of all Capitol Complex fire hydrants; completion of RPZ

ADMINISTRATION

valve project; completion of Statehouse step repair project; re-shingling of AB building and 193 State Street roofs; and replacement of sewer line at Public Safety Building.

A new office paper recycling contract was signed with the Consortium of Maine Recyclers in January of 1991. This contract provides for a per-ton payment for recycled office paper, newsprint, and cardboard. Monthly volume averages 48 tons; approximately 50% of the solid waste stream is being recycled.

A new contract for solid waste services was negotiated in January of 1991. This contract provides some savings in solid waste disposal costs and provides a strong recycling incentive.

Property Records Program. The year started with the Property Records ledgers showing a total cost valuation for Plant and Equipment of \$367,336,890. During the year, this division audited and accounted for \$16,890,574 additions and \$10,076,244 retirements to the Capital Equipment Accounts, and Plant Reports were prepared showing additions of \$26,541,938 and retirements of \$205,724 to the Land, Building and Structures and Improvements Accounts. The 1991 year closed with a cost valuation for plant and equipment of \$400,487,434.

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

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

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. In November of 1989, voters approved additional funding and a major effort to deal with asbestos, radon, and chemical problems was made during 1990 in both state and school buildings.

LICENSES, PERMITS, ETC.

Parking Permits for:

Service Vehicles	Car Pooling
Outside Agency	Commissioners

PUBLICATIONS:

Rules and Regulations — Capitol Planning Commission — n/c

Life Cycle Analyses — n/c

Homeowner's Manual for Asbestos

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ADMINISTRATION

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,630,641	3,288,487	18,980	323,174		
Health Benefits	509,151	453,588	2,863	52,700		
Retirement	728,820	659,910	3,797	65,113		
Other Fringe Benefits	3,031,877	161,173	15,806	4,035	66,080	2,784,783
Computer Services—State	13,386	11,581		109		1,696
Other Contractual Service	2,931,153	1,664,110	464,789	386,289	2,140	413,825
Rents	4,031,821	1,004,709	343,139	24,728		2,659,245
Commodities	669,968	611,640	4,236	26,858		27,234
Grants—Subsidies—Pensions	1,837,845	159,334		17,094	6,856	1,654,561
Purchases of Land	4,109,412	3,550,191	514,918			44,303
Buildings and Improvement	54,748	30,268	783			23,697
Equipment	3,337	3,337				
Interest—Debt Retirement	10,534	3,056	1	9		7,468
Transfers to Other Funds	19,443		18,387		1,056	
TOTAL EXPENDITURES	21,582,136	11,601,384	1,387,699	900,109	76,132	7,616,812

BUREAU OF PURCHASES

RICHARD B. THOMPSTON, ACTING STATE PURCHASING AGENT

Central Office: State Office Bldg., Augusta

Telephone: 289-3521

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

Established: 1931

Sunset Review Required by: June 30, 2000

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

Average Count—All Positions: 92.5

Legislative Count: 12

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 a open and 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 promulgate rules for the award and appeal of state contracts; 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.

ADMINISTRATION

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

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

PUBLICATIONS:

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

Salary Schedule (Price \$1.81).

Personnel Rules (Price \$1.55).

State House Station Directory—Free at present time.

Equal Employment Opportunity (Price \$2.47).

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

Class, Titles, and Ranges (Price \$1.98)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,798,600	309,915				1,488,685
Health Benefits	254,005	31,919				222,086
Retirement	360,957	62,093				298,864
Other Fringe Benefits	53,114	1,691				51,423
Computer Services—State	41,235					41,235
Other Contractual Service	804,333	30,689				773,644
Rents	99,636	100				99,536
Commodities	97,844	2,098				95,746
Grants—Subsidies—Pensions	99,279					99,279
Interest—Debt Retirement	7,944					7,944
Transfers to Other Funds	48,469					48,469
TOTAL EXPENDITURES	3,665,416	438,505				3,226,911

ADMINISTRATION

RISK MANAGEMENT DIVISION

TIMOTHY W. SMITH, DIRECTOR OF RISK MANAGEMENT

Central Office: State Office Bldg., Augusta; *Room:* 211
Mail Address: Statehouse Sta. #85, Augusta, Maine 04333

Telephone: 289-2341

Established: 1965

Sunset Review Required by: June 30, 2000

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

Average Count—All Positions: 5

Legislative Count: 5

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

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

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

The Risk Management Division continues to increase its ability to accept higher self-insured retentions and to insure more risks during financial hard times. This past year, we have added the State's liability for low level radioactive waste and have increased coverages for Maine Tort Claims and Federal Civil Rights Coverage. Innovative insurance programs have been added such as defense cost coverage for disciplinary actions against judges. This Division continues to collect money back for agencies for recovery of damages from responsible parties. This subrogation effort for the year totalled \$254,599.71.

Safety efforts continue to be proactive. This year we offered Video Display Terminal (VDT) training to all employees who needed to meet the new state law requiring such training. This training was offered free of charge to our clients. This training program was recognized by the Ford Foundation and Harvard University. Numerous Health and Safety programs were funded as grants to all agencies. Our total expenditure in safety totalled \$365,000. This year a newsletter geared to state employees—"Health and Safety First"—was published. It focuses on health and safety issues.

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: Sedgewick James

Term: 7/1/90-7/1/91

Insured Amount: \$1,694,913,592

Annual Premium: \$208,983.00

Self-Retention: \$1,000,000.00

Claims Incurred: \$101,998

BOILER

Company: Hartford Steam Boiler Inspection & Insurance Co.

Agency: Johnson & Higgins of ME, Inc.

Term: 7/1/90-7/1/91

Annual Premium: \$37,520

ADMINISTRATION

Deductible: \$5,000 / optional \$1,000

Claims Incurred: \$5,150

COMPREHENSIVE BLANKET BOND

Companies: State of Maine Self-Insurance Fund

Agency: Risk Management Division

Term: 7/9/90-7/9/91

Coverage: Employee Fidelity, Monies & Securities

Number of Employees: 18,346

Premium: \$33,341.00

Losses Incurred: \$7,650

Deductible: \$1,000

FOOD STAMP BOND

Companies: Hartford, USF&G, and Aetna C&S

Agency: The Dunlap Agency

Term: 7/8/89-7/8/91

Coverage: Food Stamps

Premium: \$19,000

Losses: None

Deductible: \$500,000

OCEAN MARINE/BOAT INSURANCE

Company: CIGNA

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

Term: 7/1/90-7/1/91

Premium: \$302,907

Losses Incurred: \$49,160

Deductible: Various

POLICE PROFESSIONAL LIABILITY

Company: State of Maine Self-Insurance Fund

Agency: Risk Management Division

Term: 7/26/90-7/26/91

Premium: \$75,000

Claims Incurred: \$10,050

Deductible: \$1,000.00

GENERAL LIABILITY INSURANCE

Company: CIGNA

Agency: The Dunlap Agency

Term: 10/13/90-10/13/91

Premium: \$72,000

Claims Incurred: None

Deductible: None

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: State of Maine Self-Insurance Fund

Agency: Risk Management Division

Term: 9/8/90-9/8/91

Limits: \$300,000 per occurrence

Premium: \$927,267

Deductible: \$500.00

Number of Units: 4,649

Claims Reported: 351

Claims Incurred: \$1,102,522

AIRCRAFT FLEET INSURANCE

Company: United States Fire Insurance Co.

Agency: Johnson & Higgins of ME, Inc.

Term: 8/6/90-8/6/91

Premium: \$41,000

ADMINISTRATION

Claims Incurred: None
Deductible: Various

TORT CLAIMS ACT LIABILITY

Company: State of Maine Self-Insurance Fund
Agency: Risk Management Division
Term: 7/1/90-7/1/91
Coverage: Specifically Named Tort Claims Act Coverages
Premium: \$120,000
Claims Incurred: \$97,686
Deductible: \$1,000

FEDERAL LAW SECTION 1983 CIVIL RIGHTS COVERAGE

Company: State of Maine Self-Insurance Fund
Agency: Risk Management Division
Term: 7/1/90-7/1/91
Coverage: Federal Civil Rights Act
Premium: \$30,000
Claims Incurred: \$261,000
Deductible: \$1,000

FOSTER PARENT AND RESPITE CARE LIABILITY INSURANCE

Company: State of Maine Self-Insurance Fund
Agency: Risk Management Division
Term: 12/16/89-12/16/91
Coverage: Foster Parent and Respite Care Liability
Premium: \$65,000
Claims Reported: 64
Claims Incurred: \$20,264
Deductible: \$100

LOW LEVEL RADIOACTIVE WASTE LIABILITY

Company: State of Maine Self-Insurance Fund
Agency: Risk Management Division
Term: 7/1/90-7/1/91
Coverage: State of Maine liability for low level radioactive waste
Premium: \$500,000
Number of Claims: None
Claims Incurred: None

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

RISK MANAGEMENT DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	145,155					145,155
Health Benefits	14,898					14,898
Retirement	30,554					30,554
Other Fringe Benefits	93,046					93,046
Computer Services—State	90,730					90,730
Other Contractual Services	1,236,818					1,236,818
Rents	622					622
Commodities	17,465					17,465
Grants—Subsidies—Pensions	296,115					296,115
Interest—Debt Retirement	8					8
Transfers to Other Funds	158,147					158,147
TOTAL EXPENDITURES	2,083,558					2,083,558

ADMINISTRATION

STANDARDIZATION COMMITTEE

RICHARD B. THOMPSON, ACTING RECORDING SECRETARY

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

Telephone: 289-3521

Established: 1931

Sunset Review Required by: June 30, 2000

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

PROGRAM: The Committee establishes standardized specifications and advises the State Purchasing Agent in developing rules and procedures related to competitive bidding. In addition, the Committee reviews and evaluates bids not awarded to the apparent low bidder.

FINANCES, FISCAL YEAR 1991: 5 MRSA Sect 1814 provides that expenditures of this unit shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

ADVOCACY SERVICES

MAINE ADVOCACY SERVICES

LAURA PETOVELLO, EXECUTIVE DIRECTOR

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

Telephone: 377-6202

Established: October 1, 1977

Reference: Policy Area: 03; Umbrella: 99; Unit: 475; Citation: 5 M.R.S.A., Sec. 19501

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. 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;
2. Information and referral for rights and services related to disability.
3. Training or disability-related rights and services for people with disabilities and their family members.
4. Legal representation to eligible clients.

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

MAS has a staff of 21, including 5 advocates, 2 attorneys, 5 information specialists, 3 program directors, 4 support staff, 1 assistant director, and 1 executive director.

PROGRAM: In FY 90, MAS advocated for 980 individuals with disabilities. Approximately 2,700 additional persons with mental illness were represented in class action litigation. MAS also provided information and referral services to 1,320 persons who were not eligible for direct representation. Training on legal rights and appropriate services were provided to 500 persons.

PUBLICATIONS:

Parents as Advocates: A Guide to Special Education in Maine (free to consumers and families).
Making Rehabilitation Work For You: A Consumer Advocacy Guide to Vocational Rehabilitation and Independent Living Services to Maine (free to consumers and families).
Questions and Answers on Your Rights under the AMHI Settlement Agreement (free).

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

ADVOCACY SERVICES

MAINE ADVOCACY SERVICES FINANCIAL STATEMENT PERIOD ENDED JUNE 30, 1990

Expenditures	DDPA	MHPA	CAP	DECS	MHMR	STATE	MISC	TOTAL
Salaries	114,651	102,331	95,525	27,533	29,283	26,282		395,605
Payroll Taxes	7,668	6,363	6,169	1,369	1,579	1,789		24,937
Benefits	7,758	5,512	5,829	1,542	1,134	1,461	6,062	29,298
Travel	7,015	5,367	7,036	1,407	1,996			22,821
Training	6,496	5,421	7,636		500	2,767		22,820
Litigation	193	4,323	311					4,827
Rent	11,132	8,832	8,749			7,110		35,823
Telephone	10,090	7,990	8,213			6,139		32,432
Supplies	3,697	2,935	2,899			2,183		11,714
Insurance	2,773	2,217	2,197			1,893		9,080
Professional								
Fees	5,394	4,728	4,252			3,650		18,024
Maintenance	1,291	1,005	1,036			856		4,188
Other	713	2,942	483			185	6,487	10,810
Total								
Expenditures	178,871	159,966	150,335	31,851	34,492	54,315	12,549	622,379

AGING

MAINE COMMITTEE ON AGING

JAMES NORMINGTON, PhD., CHAIR
SHEILA COMERFORD, Director

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

Central Office: 24 Stone Street, Augusta

Telephone: 289-3658

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

Established: August 8, 1953

Sunset Review Required by: June 30, 1993

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

Average Count—All Positions: 7

Legislative Count: 5.5

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

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

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

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

Since July 1975, the Maine Committee on Aging, through the Bureau of Elder and Adult Services (BEAS), has received a grant from the Administration on Aging to administer a Long Term Care Ombudsman Program, pursuant to legislative authority to investigate resident complaints in these facilities (22 MRSA 5112). The statewide program follows up on complaints made by residents or on their behalf; researches issues and promotes policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Department of Human Services, and area agencies on aging and other advocacy agencies to assist in meeting those identified needs. A grant from the Administration on Aging funds a full time Director and a 1/2-time Ombudsman, and State funds provide for 1/2 Ombudsman. The program may empower up to 25 volunteer ombudsmen statewide. This Program now investigates complaints made regarding adult foster homes, adult day care and home care services for the elderly. Throughout the past fiscal year, the Program investigated approximately 200 cases involving 500 complaints, provided information and assistance to 250 inquiries, and participated in several major long term care education programs. Program staff also offers in-service presentations to the staff of long-term care

AGING

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 professions.

The Maine Committee on Aging co-sponsors with the BEAS a Blaine House Conference on Aging which is attended by elderly delegates. As a result of this Conference, resolutions are passed dealing with recommendations for legislative and administrative proposals. Legislation initiated and/or supported by the MCoA and passed by the 1st session of the 115th Legislature include expansion of the Ombudsman program to allow access to nursing homes without a complaint; State Standards for limited benefit insurance policies; expansion of the Family Medical Leave Statute, institution of a toll-free telephone line at the Bureau of Insurance, institution of grandparents rights for visitation with grandchildren and prohibition of age discrimination in the purchase of auto insurance for those over 65.

Throughout the year, the Committee holds meetings on Monday every 6 weeks. Subcommittees meet more frequently, particularly the five-member Review Subcommittee, which reviews all proposals for funding elderly related programs under the Older Americans Act and policies which affect older people. Additionally, the Committee has an Ombudsman Advisory Committee which participates in targeting priority issues in the long term care area. Minutes of all meetings are on file and available to the public.

The Committee also has a subcommittee on Health Care. They have been active in supporting reform to the health care system to better meet the needs of older people. It is reviewing universal health care of both the state and federal level. It has also hosted a forum with a member of the Congressional delegation on long term care.

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

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

LICENSES, PERMITS, ETC.:

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

PUBLICATIONS:

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

Senior Citizen's Consumer Health Pocket Guide (free)

Resident Rights Booklet

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

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

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

Living Wills (free)

Durable Power of Attorney for Health Care (free)

Long Term Care Insurance Comparison Chart

Legislative Update (available during legislative session)

Consumer's Comparison Chart: Medicare Supplement Insurance

Alternatives to the use of Restraints in Caring for Nursing Home Residents (free)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

AGING

MAINE COMMITTEE ON AGING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	179,528	136,386			43,142	
Health Benefits	16,996	13,419			3,577	
Retirement	37,221	28,714			8,507	
Other Fringe Benefits	9,632	2,599	5,659		1,374	
Computer Services—State	100	75			25	
Other Contractual Service	53,630	44,101	3,891		5,638	
Rents	2,852	2,852				
Commodities	2,655	2,594	60		1	
Buildings and Improvements	2,494	2,494				
Transfers to Other Funds	27				27	
TOTAL EXPENDITURES	305,135	233,234	9,610		62,291	

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

Telephone: 289-3871

Established: 1852

Sunset Review Required by: June 30, 2002

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

Average Count—All Positions: 252

Legislative Count: 96

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
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.

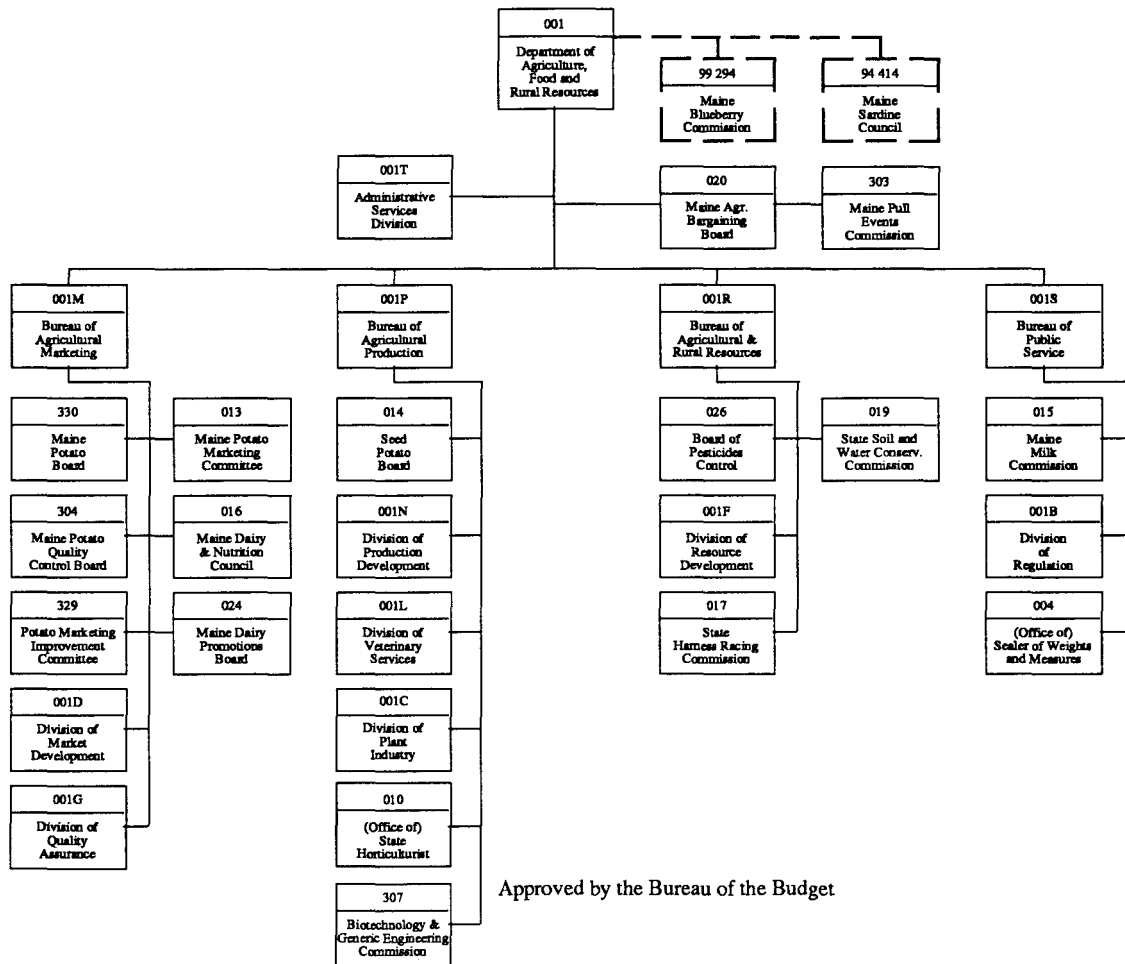
The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and promote the use of such products; to inspect agricultural products, and the premises and conveyors on 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 participate in the investigation and prosecute cases of cruelty to animals; to administer the agricultural bargaining law; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

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

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

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

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



Approved by the Bureau of the Budget

AGRICULTURE, FOOD AND RURAL RESOURCES

CONSOLIDATED FINANCIAL CHART FOR FY 91 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	5,475,000	2,776,271	1,842,681		451,488	404,560
Health Benefits	629,221	322,920	201,884		53,214	51,203
Retirement	1,090,244	561,152	362,296		86,695	80,101
Other Fringe Benefits	1,048,339	152,148	820,019		14,177	61,995
Computer Services—State	387,170	322,491	47,293		17,061	325
Other Contractual Service	1,459,620	638,112	635,690		45,925	139,893
Rents	89,127	19,905	8,369		29	60,824
Commodities	468,567	63,234	122,711		9,150	273,472
Grants—Subsidies—Pensions	5,860,355	195,409	5,561,880		79,938	23,128
Buildings & Improvement	104,798	40,176	53,673		10,949	
Interest—Debt Retirement	1,108	189	55		2	862
Transfers to Other Funds	459,539	283,449	136,513		19,157	20,420
TOTAL EXPENDITURES	17,073,088	5,375,456	9,793,064		787,785	1,116,783

AGRICULTURE, FOOD AND RURAL RESOURCES

PROGRAM: Specific activities of the department during FY 90 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

Maine-ly Agriculture (weekly newsletter) \$10 annual—subscription

FINANCES, FISCAL YEAR 1991: 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, 2002

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

Average Count—All Positions: 18

Legislative Count: 17.5

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 and bureau and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

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

PROGRAM:

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

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

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

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

AGRICULTURE, FOOD AND RURAL RESOURCES

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	567,973	525,496	9,356			33,121
Health Benefits	54,851	49,386	1,206			4,259
Retirement	122,492	114,040	1,842			6,610
Other Fringe Benefits	69,268	17,800	36			51,432
Computer Services—State	13,815	13,815				
Other Contractual Service	151,462	140,384	209			10,869
Rents	8,846	8,846				
Commodities	30,464	29,628				836
Grants—Subsidies—Pensions	368,303	5,250	338,933		4,000	20,120
Buildings & Improvement	20,961	20,961				
Interest—Debt Retirement	153	153				
Transfers to Other Funds	4,194		444			3,750
TOTAL EXPENDITURES	1,412,782	925,759	352,026		4,000	130,997

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, 2002

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

LICENSES, PERMITS, ETC.:

Certification of qualified associations.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division.

AROOSTOOK WATER AND SOIL MANAGEMENT BOARD

DIRECTOR (Not Established to Date)

Central Office: Not Established to Date

Mail Address:

Established: September 29, 1987

Sunset Review Required by: June 30, 2002

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

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

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

The Scope of Work, LCA, and administrative procedures to accomplish the research and demonstration program began in 1990 and a cooperative agreement will be completed in 1991.

FINANCES, FISCAL YEAR 1991: This unit is not authorized to receive or expend funds.

COMMISSION ON BIOTECHNOLOGY AND GENETIC ENGINEERING

PETER N. MOSHER, CHIEF EXECUTIVE

Central Office: Department of Agriculture, AMHI, Augusta

Telephone: 289-3117

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

Established: 1988

Reference: Policy Area: 01; Umbrella: 01; Unit: 307; Citation: 7 M.R.S.A., Sec. 2, Chap. 8-C

AGRICULTURE, FOOD AND RURAL RESOURCES

PURPOSE: The Commission on Biotechnology and Genetic Engineering was established in 1989. The purpose of the Commission is:

- to serve as a resource and a repository for expertise and information on biotechnology and genetic engineering;
- to encourage research designed to further new and more extensive uses of the resources of the State and to promote and encourage advancement of research in biotechnology and genetic engineering;
- to evaluate and determine the adequacy of Federal regulations and State rules affecting biotechnology and genetic engineering;
- to formulate and coordinate State policies affecting the biotechnology and genetic engineering industries;
- to serve as a liaison between the State and Federal agency on matters affecting the biotechnology and genetic engineering industries;
- to assess potential risk to the public and to the environment created by the use of biotechnology and genetic engineering for products and waste products;
- to study, analyze and review Federal and State laws governing the release of any by-products of these industries into the environment;
- to establish standards for the issuance and renewal of permits for the release into the environment of these by-products; and
- to adopt rules pursuant to the Maine Administrative Procedures Act, Title 5, Chapter 375 and to take such other actions as determined appropriate to carry out the purpose of this chapter.

ORGANIZATION: The Commission is composed of eleven members, including members from industry, academic and regulatory agencies in the fields of agriculture, marine resources and forestry. The Commission elects its own chairman and such other officers as it determines necessary from among the membership. The Commission meets at the call of the chairman or at the request of any three members.

PROGRAM: The Commission on on Biotechnology & Genetic Engineering was established in 1989 and a workplan developed and submitted to Legislature. The Commission prioritized the goals and activities described in the workplan. As its first priority, the Commission decided to review federal and state regulatory oversight to determine if existing laws and rules are adequate to protect the citizens and environment in Maine. This task will be completed in 1991.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Agriculture, Food and Rural Resources.

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, 2002

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

Average Count—All Positions: 3.5

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 primary responsibility of Council members 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

AGRICULTURE, FOOD AND RURAL RESOURCES

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 nutrition education were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969, with the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council was renamed the Maine Dairy and Nutrition Council.

The 111th Legislature enacted a law that leaves dealer contributions at 1-1/2 cents per cwt, 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 Public Health Educators II 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 one 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 is available for teachers. Teachers attend a two hour training workshop in implementing the curriculum. Educators are able to incorporate the nutrition activities and lessons into other classroom lessons, thus having a true interdisciplinary approach to nutrition. Through these activities students learn how to choose and eat balanced meals.

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

Other education programs include: Smart Moves for grades 7 thru 8; health, FOOD POWER for coaches, SUPER YOU for elementary health, physical education and youth educators, as well as HEALTHY DIVIDENDS 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 nutrition 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 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.

AGRICULTURE, FOOD AND RURAL RESOURCES

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

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE DAIRY AND NUTRITION COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	89,720		89,720			
Health Benefits	9,035		9,035			
Retirement	17,449		17,449			
Other Fringe Benefits	570		570			
Computer Services—State	47		47			
Other Contractual Service	23,144		23,144			
Rents	80		80			
Commodities	55,398		55,398			
Grants, Subsidies, Pensions	4,038		4,038			
Transfers to Other Funds	128		128			
TOTAL EXPENDITURES	199,609		199,609			

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.

AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

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

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

UDIA is a federation of 24 milk promotion organizations and Dairy Council units throughout the United States.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE DAIRY PROMOTION BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	41,137		41,137			
Health Benefits	2,508		2,508			
Retirement	7,813		7,813			
Other Fringe Benefits	206,113		206,113			
Other Contractual Service	46,247		46,247			
Rents	5,519		5,519			
Commodities	2,256		2,256			
Grants—Subsidies—Pensions	205,271		205,271			
Buildings and Improvements	4,258		4,258			
TOTAL EXPENDITURES	521,122		521,122			

STATE HARNESS RACING COMMISSION

JAMES HARRINGTON, CHAIRPERSON
PHILIP M. TARR, EXECUTIVE DIRECTOR

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

Telephone: 289-3221

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: 7.5

Legislative Count: 5

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 days for

AGRICULTURE, FOOD AND RURAL RESOURCES

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	233,746	200,672	33,074			
Health Benefits	21,151	18,812	2,339			
Retirement	47,758	40,872	6,886			
Other Fringe Benefits	109,767	14,271	95,496			
Computer Services—State	98,307	98,307				
Other Contractual Service	54,204	46,389	7,815			
Rents	368	368				
Commodities	4,882	4,781	101			
Grants—Subsidies—Pensions	724,009	10	723,999			
Interest—Debt Retirement	9	9				
Transfers to Other Funds	1,508		1,508			
TOTAL EXPENDITURES	1,295,709	424,491	871,218			

(OFFICE OF) STATE HORTICULTURIST

ANN GIBBS, STATE HORTICULTURIST

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

Telephone: 289-3891

Established: 1907

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 4

Legislative Count: 0

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

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

Professional staff in this office includes the State Horticulturist and one Assistant Horticulturist 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.

2108 inspections were made at nurseries, greenhouses and plant dealers in 1990, including 523 greenhouse ranges covering 32 acres and 240 nurseries covering 500 acres. More than 100 different disease and insect pests were identified including the Sweet Potato Whitefly (*Bemisia tabaci*) and Tomato Spotted Wilt Virus. Eighteen greenhouses and numerous retail stores were found to be infected with Tomato Spotted Wilt Virus on bedding plants imported from other states. These plants were required to be destroyed.

In 1990, 118 lots of plant material were inspected and certified using phytosanitary certificates to assist growers in marketing products to other states in the US and foreign countries.

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

LICENSES, PERMITS, ETC.:

License:

Nurseryman

Certificate:

Phytosanitary

Permit:

Maine (intra- and interstate) Plants

PUBLICATIONS:

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

The Maine Leaf—six copies per year (free)

Floral Emblem of Maine (free)

The Plant Kingdom (free)

Survey of Ornamental Horticulture in Maine (free)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Agricultural Production.

MAINE POTATO BOARD

RAYMOND WOTTON, PRESIDENT

DAVID R. LAVWAY, Executive Director

WATS: 1-800-553-5516

Central Office: 744 Main St., Presque Isle

Telephone: 769-5061

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

FAX: 764-4148

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: 7

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, 1991 was \$910,911.10. Maine growers harvested 76,000 acres, producing 20.5 million hundredweight of potatoes. The planted acreage was composed of 65% round whites, 24% Russet-type potatoes, and 11% Shepody (long whites). Approximately 24,597 acres were entered for seed certification.

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

Administration (Board)	21%
Advertising/Marketing	48%
Research	18%
Other Grants	1%
Other	12%

Promotional Events: The Board was represented with an exhibit at trade shows in New Orleans, LA, (Produce Marketing Association); Anaheim, CA (the United Fresh Fruit & Vegetable Assn.); Nashville, TN Snack Food Association Chipping Seminar); 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE POTATO BOARD	TOTAL		General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	FOR ALL FUNDS						
EXPENDITURES							
Salaries and Wages	118,110			118,110			
Health Benefits	16,096			16,096			
Retirement	26,114			26,114			
Other Fringe Benefits	359,680			359,680			
Other Contractual Service	225,961			226,961			
Rents	751			751			
Commodities	4,995			4,995			
Grants—Subsidies—Pensions	247,105			247,105			
Buildings & Improvement	3,520			3,520			
Interest—Debt Retirement	42			42			
Transfers to Other Funds	58,170			58,170			
TOTAL EXPENDITURES	1,060,544			1,060,544			

DIVISION OF MARKET DEVELOPMENT

GENIE DAILEY, DIRECTOR

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

Telephone: 289-3491

Established: 1981

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 6.5

Legislative Count: 0

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

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

PROGRAM:

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

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

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

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

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

LICENSES, PERMITS, ETC.:

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

PUBLICATIONS:

Producer to Consumer Directory, a guide to Direct Sources of Maine agricultural products.
Maine Agricultural Products Buyers' Guide

AGRICULTURE, FOOD AND RURAL RESOURCES

Maine Specialty Food Products

Maine Farmers' Markets

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

All publications are distributed free of charge.

FINANCES, FISCAL YEAR 1991: 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: 91

Legislative Count: 16

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	1,408,488	487,886	611,476		309,126	
Health Benefits	164,404	64,724	62,284		37,396	
Retirement	279,778	96,803	123,880		59,095	
Other Fringe Benefits	123,845	49,024	67,154		7,667	
Computer Services—State	176,558	174,665	1,889		4	
Other Contractual Service	264,325	153,806	92,627		17,892	
Rents	1,340	775	565			
Commodities	10,751	4,801	4,949		1	
Grants—Subsidies—Pensions	127,572	15,754	35,972		75,846	
Buildings & Improvement	159	159				
Interest—Debt Retirement	25	13	12			
Transfers to Other Funds	87,010	38,449	33,836		14,725	
TOTAL EXPENDITURES	2,644,255	1,086,859	1,035,644		521,752	

MAINE MILK COMMISSION

RICHARD LAMB, 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 Completed: June 30, 1991

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

Average Count—All Positions: 4

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 have been completed to determine cost of raw milk production, processing costs, distribution costs and retail handling costs.

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

The Commission's price order, Order #85-2 which became effective January, 1985 and was subsequently adjusted to reflect the results of the Superior Court decisions of February 4, 7 and 15, 1985 invalidated the volume delivery pricing schedule adopted by the Commission. The Commission's most recent price order, Order #90-11 Dealer Margin became effective November 1, 1990. This order establishes dealer margins and sets minimum wholesale and retail prices based on the lowest achievable costs. This order continues the butterfat differentials at 2%, 11/2%, 1% and skim. The minimum wholesale and retail prices are adjusted monthly based on the latest Class I price as announced by the Market Administrator in Federal Order one. Since Nov. 1990, the minimums have also reflected a cost of production of \$0.15/cwt on both Class I and Class II which was set by Order #90-12 Producer Margins adopted October 16, 1990. Order #90-11 Dealer Margin resulted from Commission studies, collection of data and scheduling of extensive rule making hearings in 1990. Order #90-11 Dealer Margin is a continuation of the advancement and refinement of the procedure and analysis that went into the two previous pricing orders.

On November 15, 1990, the Commission adopted Order #90-14 Retail Margins which sets new retail margins. This order followed the same thorough procedures of study investigation and hearing that preceded Order #87-2 through 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 584 million lbs. of milk and redistributed 3.1 million dollars to Maine producers at a cost of 37 thousand dollars. In 1990 the Pool accounted for 584 million pounds of milk. It redistributed 3 million dollars to 663 Maine producers at a cost of less than \$4,000/month. Since September of 1988 the Commission has been setting special Class I and Class II premiums which returned over another 3 million dollars to producers selling to Maine Market Dealers in 1990.

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

LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers and Subdealers

PUBLICATIONS:

Laws Relating to the Maine Milk Commission (free)

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

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

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

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	144,188		144,188			
Health Benefits	13,336		13,336			
Retirement	29,526		29,526			
Other Fringe Benefits	27,932		27,932			
Computer Services—State	19,309		19,309			
Other Contractual Service	37,240		37,240			
Rents	374		374			
Commodities	1,058		1,058			
Grants—Subsidies—Pensions	3,972,162		3,972,162			
Buildings & Improvement	849		849			
Transfers to Other Funds	1,880		1,880			
TOTAL EXPENDITURES	4,247,854		4,247,854			

BOARD OF PESTICIDES CONTROL

THOMAS SAVIEILO, 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: 18.5

Legislative Count: 0

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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, Pesticide Planner, and one full-time and four seasonal Pesticides Inspectors. Overall supervision is provided by the Director.

PROGRAM:

Registration. In 1990 the Board registered 5,252 products which represented a 4.4% increase over 1989. 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 or general use pesticides to assure that pesticides used in the state will be handled properly to prevent human or environmental harm. In 1990 there were 1,939 private applicators licensed for a three year period, and 1,114 commercial applicators 73 restricted and 440 general pesticide dealers licensed on an annual basis.

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

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

Returnable Pesticide Containers. 1990 marked the sixth 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 99% of the returned containers meeting the triple rinsed standard.

Obsolete Pesticide Pickup. The Board maintains a list of homeowners and applicators who seek assistance in the removal and disposal of cancelled or otherwise unuseable pesticides. When funding is available, the Board collects these materials and delivers them to a contractor for disposal. Currently the Board has exhausted its funding from a 1988 appropriation but still has a listing of 108 people representing more than four tons of material requiring proper disposal.

LICENSES, PERMITS, ETC.:

License:

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

Permit:

- Limited-Use Pesticide
- Variance from Drift Standards

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	424,026		301,647		122,379	
Health Benefits	42,767		31,206		11,561	
Retirement	80,741		57,116		23,625	
Other Fringe Benefits	43,595		37,937		5,658	
Computer Services—State	39,495		22,438		17,057	
Other Contractual Service	124,666	1,395	95,308		27,963	
Rents	281		281			
Commodities	19,501		10,352		9,149	
Grants—Subsidies—Pensions	31,000		31,000			
Buildings and Improvements	37,967		27,018		10,949	
Interest—Debt Retirement	2				2	
Transfers to Other Funds	12,452		9,016		3,436	
TOTAL EXPENDITURES	856,493	1,395	623,319		231,779	

DIVISION OF PLANT INDUSTRY

TERRY L. BOURGOIN, DIRECTOR

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

Telephone: 289-3891

Established: 1919

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 25

Legislative Count: 0

Organizational Units:
 (Office of) State Horticulturist

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

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

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

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

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

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

The Division's professional staff is comprised of a state apiarist, a state horticulturist and one assistant, an entomologist III, ten seed potato inspectors (one inspector also serves as a grain inspector),

an inspector supervisor, and a seed potato program manager. Immediate supervision is provided by the Division Director with overall supervision by the Director of the Bureau of Agricultural Production and Marketing.

PROGRAM:

Seed Potato Certification. A major activity of this Division is the certification of seed potatoes, a self-supporting service paid through fees charged to seed potato producers. The Maine Seed Potato Certification Program inspected approximately 24,597 acres of potatoes in 1990. This is the lowest acreage inspected since 1941. Of this total, 23,010 acres were certified by 329 seed growers. The Superior was the leading variety in acres certified, followed by Atlantic, Norwis 9FL653), Katahdin and Monona.

The certification staff also inspected approximately 1,000 acres of grain, certifying all acreage inspected. Oats comprised the complete total of this acreage.

The discovery of the necrotic strain of Potato Virus Y (PVY-N) in the Maritime Provinces led the Department to establish a quarantine against seed potatoes produced in Prince Edward Island. Additionally, approximately 20 lots of Maine seed were decertified by the Department. These actions were taken to prevent the spread of this serious disease into the state. The Certification Program also entered into a Cooperative Agreement with the U.S. Department of Agriculture to survey Maine fields to ensure that the virus hadn't already entered the state in previous years.

Beekeeping. The State Apiarist licensed 543 beekeepers who registered 8,120 colonies in the state. Just over 2,800 colonies were inspected for regulated diseases and mites. Additionally, 29,000 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites. Over 2,100 colonies were inspected for Varroa mite, a serious honeybee pest first discovered in the U.S. in 1987. All migratory operations were positive for Varroa mite. Division staff also completed work on a chamber to be used to fumigate hives infected with American Foulbrood.

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

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

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

LICENSES, PERMITS, ETC.:

License:

Nurseryman
Beekeepers

Certificate:

Phytosanitary
Health Certificate for Certified Seed Potatoes
Health Certificate for Honeybees

Permit:

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

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1991: 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
Mail Address: 744 Main St., Presque Isle, Maine 04769

Telephone: 769-5061

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 1991: This unit did not receive or expend any funds in FY 91.

SEED POTATO BOARD

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

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

Telephone: 289-3891

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: 17.5

Legislative Count: 1.0

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

PROGRAM: In FY 90, the Maine Seed Potato Board sold 17,000 hundredweight (cwt.) of seed to Maine potato growers. All of the seed was derived from the nuclear seed program, which involves laboratory techniques and greenhouse culture to provide the starting material for the Board's crop. This starting material is pathogen-tested by the most sensitive serological tests available to ensure that it is free of injurious diseases which can severely limit the quality of the crop.

Nearly 2,200 samples 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 68 percent of the samples had a total virus content of less than 0.5 percent and 95 percent had a total virus content of less than 5.0 percent. These figures represent an overall excellent quality crop of seed potatoes produced by Maine seed potato growers.

As a result of a directive from the 115th Legislature, a committee appointed by the Director of the Maine Agricultural Experiment Station, conducted a study of the operations of the Maine Seed Potato Board. The committee released its report on June 1, 1991. The Department is currently evaluating the recommendations contained in the report and will begin implementing these recommendations this fiscal year.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	380,771	9,332				371,439
Health Benefits	49,072	2,128				46,944
Retirement	75,352	1,861				73,491
Other Fringe Benefits	10,613	50				10,563
Computer Services—State	325					325
Other Contractual Service	129,024					129,024
Rents	60,824					60,824
Commodities	272,636					272,636
Grants—Subsidies—Pensions	3,008					3,008
Interest—Debt Retirement	862					862
Transfers to Other Funds	186,670	170,000				16,670
TOTAL EXPENDITURES	1,169,157	183,371				985,786

MAINE POTATO MARKETING COMMITTEE

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

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

Telephone: 289-3491

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 1991: This unit did not receive or expend funds in FY 91.

POTATO MARKETING IMPROVEMENT COMMITTEE

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

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

Telephone: 764-2105

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: 1

Legislative Count: 0

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Agriculture, Food and Rural Resources.

DIVISION OF VETERINARY SERVICES

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

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3701

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

Established: 1919

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 9

Legislative Count: 0

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

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

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

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

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

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

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

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

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

Animal Welfare: Division veterinarians assist the Animal Welfare Board in carrying out its responsibilities when requested. As directed by LD 1830 the Division investigates complaints that involve commercial farmers, harness racing horses and animals used in pulling events to determine if acceptable animal husbandry practices are being followed and report findings to the Board.

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 1991: 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

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.

AGRICULTURE, FOOD AND RURAL RESOURCES

PROGRAM:

Technology Transfer and Special Research Projects Program. The Technology Transfer Program was in its fifth year of operation in 1990-91. 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 1990 the Commissioner approved 11 projects totalling \$39,980.00. 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.

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

In 1990 Division staff cooperated with the beef, sheep, apple, and vegetable grower organizations to initiate a planning process and to develop survey and needs assessment documents. Staff also helped to facilitate development of AGCOM, a multi-commodity industry task force to coordinate industry public relations and advocacy.

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

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 and production technology 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 completed with Eastern Maine Development Corporation and a feasibility report was published. A major forum was held in the spring of 1990 to assist in promoting cranberry development in Maine.

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

In livestock, staff are assisting in genetic improvement testing of sheep flocks (Ram Test), and encouraging the use of computerized recordkeeping for breed selection. The Beef Cattle Improvement Program provides weighing and grading services to beef producers in order to manage and improve the genetics of breeding herds throughout the state.

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

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

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

PUBLICATIONS:

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

AGRICULTURE, FOOD AND RURAL RESOURCES

The Sheep Industry in Maine: A Plan of Work. A Report of the Sheep Industry Task Force, October 10, 1989.

The Beef Industry: A Plan of Work, A Report of the Maine Beef Industry Planning Committee, October, 1989.

The Vegetable and Small Fruit Industry in Maine: Growing for the 1990's.

Cranberry Agriculture in Maine: Opportunities and Challenges, Enhancing Maine's Natural Resource Based Industries, July, 1990.

The Maine Apple Industry—Looking Ahead to the 1990's.

Maine Apple Industry—Issues and Findings. Current changes in Orchard Practices as they affect the reporting of prevailing apple harvest wages.

Maine Cranberry Industry, Issues and Findings. Cranberry Development Wetland and Water Dependency.

Environmental Regulations applicable to Cranberry Plantation Development.

Maine Agriculture, Issues and Findings: Impact of Wildlife on Agriculture crops and livestock.

FINANCES, FISCAL YEAR 1991: 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: 38

Legislative Count: 16.5

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

AGRICULTURE, FOOD AND RURAL RESOURCES

BUREAU OF AGRICULTURAL PRODUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	972,351	537,935	414,433		19,983	
Health Benefits	114,877	57,009	53,611		4,257	
Retirement	187,280	107,366	75,939		3,975	
Other Fringe Benefits	36,998	12,705	23,441		852	
Computer Services—State	7,673	7,673				
Other Contractual Service	159,179	90,387	68,722		70	
Rents	9,537	8,744	764		29	
Commodities	48,883	7,059	41,824			
Grants—Subsidies—Pensions	39,588	38,400	1,096		92	
Buildings & Improvement	25,362	7,334	18,028			
Interest—Debt Retirement	1		1			
Transfers to Other Funds	102,267	75,000	26,271		996	
TOTAL EXPENDITURES	1,703,996	949,612	724,130		30,254	

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: 38

Legislative Count: 34

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

ORGANIZATION: The Bureau includes the Division of Regulations, the Maine Agricultural Bargaining Board, the (Office of) Sealer of Weights & Measures, 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF PUBLIC SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	909,549	830,009	79,540			
Health Benefits	115,247	104,984	10,263			
Retirement	179,129	163,398	15,731			
Other Fringe Benefits	37,081	35,421	1,660			
Computer Services—State	28,558	24,948	3,610			
Other Contractual Service	201,421	163,087	38,334			
Rents	1,139	1,104	35			
Commodities	11,167	10,389	778			
Grants—Subsidies—Pensions	2,304		2,304			
Buildings & Improvement	11,722	11,722				
Interest—Debt Retirement	14	14				
Transfers to Other Funds	5,257		5,257			
TOTAL EXPENDITURES	1,502,588	1,345,076	157,512			

PULL EVENTS COMMISSION

PETER W. CURRA, CHAIRMAN

Central Office: Dept. of Agriculture

Telephone: 289-3219

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

Established: May 3, 1988

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

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

LICENSES, PERMITS, ETC.:

Pull Superintendent License

Pull Event License

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Administrative Services Division (Agriculture).

DIVISION OF QUALITY ASSURANCE

DAVID E. GAGNON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2161

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

Established: 1917

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 87

Legislative Count: 0

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

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

PROGRAM:

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

AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

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

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

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

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

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

LICENSES, PERMITS, ETC.:

Licenses:

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

Registration:

- Controlled Atmosphere Apple Storage

PUBLICATIONS:

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

(The following are all mimeographed sheets—free)

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

FINANCES, FISCAL YEAR 1991: 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. (AMHT), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Telephone: 289-3841

Established: 1919

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 47.5

Legislative Count: 0

Organizational Units:

(Office of) Sealer of Weights and Measures

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

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

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

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

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

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

PROGRAM:

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

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

Blueberry Program. The Blueberry Inspection Program is seasonal. Inspectors are responsible for in-plant sanitation.

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

AGRICULTURE, FOOD AND RURAL RESOURCES

equipment and operation of water supplies. Calls are made at plants to offer similar assistance. Licenses are issued to milk dealers in and out of state. Bulk milk handlers and their equipment are inspected to insure proper producer samples. Wholesale frozen dessert (ice cream) manufacturers are inspected and licensed yearly. Producer composite samples are checked to assure proper testing. Two inspectors are FDA Certified Milk Sanitation Rating Officers and milk sampling surveillance officers.

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

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

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

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

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

LICENSES, PERMITS, ETC.:

License:

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

Registration:

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

Certificate:

- Certificate of Competency

Permit:

- Blueberry Processors and Packers
- Dairy Farm

PUBLICATIONS:

Laws:

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

FINANCES, FISCAL YEAR 1991: 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
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Telephone: 289-3511

Established: 1980

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 4

Legislative Count: 0

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

The Division's goals during FY '91 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 was involved in various developmental programs and enjoyed the cooperation of numerous groups in completing this work. In addition to a Planning and Research Associate II and Farm Internship Coordinator, 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 has served on the Board of the Maine Sludge and Residuals Utilization Research Foundation, established with the passage of L.D. 2260. Staff cooperated with a board comprised of industrial generators, municipal officials, university staff, state agencies, and environmental groups in developing research priorities, and administrative and funding mechanisms for the research program and information clearinghouse.

Under the auspices of the Cooperative Extension Service, division staff cooperated with public and private sector groups to develop a demonstration project to compost leaves and yard waste from two communities in combination with animal manures. Division staff were active in organizing the project and providing the technical expertise for conducting all phases of the project. The project served as a model for other farms and communities seeking cooperative solutions to organic waste disposal problems.

Following this initial success, staff cooperated with other researchers to initiate field trials on a Kennebec County farm for testing soil responses to compost applications.

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

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

Division staff has worked in cooperation with the Division of Veterinary Services to develop comprehensive rules for the disposal of animal carcasses. Special attention has been given to procedures for responding to emergencies and to the use of composting as a disposal alternative for poultry.

Staff prepared standards for compost products as mandated by P.L. 1989, Ch. 585, Subsection 1812-C. These standards have been adopted by rule by the Department and have been adopted by policy by the Maine Department of Transportation. A nationwide review of standards rated Maine's as the most completed and comprehensive in the country.

Staff has prepared and presented talks, on waste utilization and composting at several conferences including the New England Resource Conservation and Development Conference in Newport, Rhode

AGRICULTURE, FOOD AND RURAL RESOURCES

Island, the Maine Resource Recovery Conference in Brunswick, the Sludge and Residuals Utilization Research Conference in Augusta and the Northeast Biocycle Conference in Portland.

Division staff have been an integral part of a Task Force that is updating Maine's Manure Management Guidelines that were last revised in 1972. The Division has taken primary responsibility for preparation of sections on state and local regulations and on composting and other manure management options.

Ag in the Classroom.

The Division provided primary staff support for the Maine Ag in the Classroom Association (MAITC). Staff support has included 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. Its 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.

Maine Farm Internship and Training Program.

The Maine Farm Internship and Training Program was initiated in order to provide training opportunities for young people interested in careers in agriculture and to offer farms highly motivated seasonal help. The internship coordinator developed brochures, posters, application forms and a video tape to be used in enrolling farms and student interns. Presentations were made at colleges and agriculture schools and at agricultural events. In the summer of 1990, forty-three (43) interns were placed on Maine farms. These interns came from not only Maine schools but from schools in other states and even some other countries. A farm safety and tractor operation workshop and a farm management workshop are being organized for midsummer.

Internship program activities were suspended for several months and then resumed in late spring 1991. As of June 1991, twelve (12) to fifteen (15) interns were placed on Maine farms.

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 statewide to enroll farmers nearing retirement and those interested in generation transfer.

Maine Conservation School.

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

Maine Farm Vacation/Bed and Breakfast Development.

The Division provided ongoing 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 Rural Rehabilitation Scholarship Fund for the children of Maine farmers interested in postsecondary education. These activities included funding forty-eight (48) 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.

Food Programs.

Division staff worked with the Department's Finance Division and Community Services to prepare for the transfer of two food distribution programs from Community Services to the Department of Agriculture. The two programs are the Temporary Emergency Food Assistance Program (TEFAP) and the Hunger Prevention Program.

AGRICULTURE, FOOD AND RURAL RESOURCES

PUBLICATIONS:

Report of Energy Use in Agriculture Task Force
Saving Energy in 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.
Waterville-Winslow Leaf Composting Project Technical Report—Draft
Update: Usable Waste Products for the Farm
All publications are available free of charge.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural, Food and Rural Resources.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES

ESTHER LACOGNATA, DIRECTOR

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

Telephone: 289-3511

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: 5

Legislative Count: 5

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

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

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

PROGRAM:

One of the functions performed at the Bureau level was to continuously assess current and upcoming natural resource issues facing agriculture. Based on this ongoing assessment, the Bureau Director and staff have been able to plan and initiate new programs to address those issues. After July 1990, the Bureau Director position was vacant and only one clerical person remained on staff. Consequently, no new program initiatives were undertaken and the existing programs were continued in reduced form.

Agricultural Viability Program. The Agricultural Viability Program 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

AGRICULTURE, FOOD AND RURAL RESOURCES

recommend program and/or policy changes to the Department and, in addition, undertake local initiatives to improve their situation. Five regions were 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 regions have been active in a broad array of local projects.

Funding for the Agricultural Viability Program and the Statewide Coordinator's position were eliminated in the spring of 1990.

Despite the loss of state funding, four out of the five Ag Viability Regions elected to continue their activities as long as possible during local funds. Bureau staff continued to provide some minimal assistance to the local groups.

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.

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 144th Legislature.

The final registration period for farmland under this program was in the spring 1991. Due to the limitations placed on land adjacent to registered farmland, the registrations continued to spark considerable controversy. With the elimination of all Bureau staff, the responsibility for addressing concerns with this program was transferred to the Division of Resource Development. Consequently, Division staff spent many hours conferring with farmers and local officials as well as fielding complaints from disgruntled abutters.

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 also completed the first acquisition of Maine's farmland development rights.

Failure of a bond issue to receive public approval in November 1990 resulted in a halt to any additional purchase of development rights activities. Further activity will depend on funding for the Land For Maine's Future Program.

The Division of Resource Development staff has been designated to provide an ongoing link between the Department and the Land For Maine's Future staff.

Growth Management. One of the ten (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 the Department of Economic and Community Development (DECD) to develop guidelines for local communities in assessing these valuable agricultural lands and developing tools to implement preservation objectives.

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 four (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.

The responsibilities for continuing to monitor activities in these areas have been assigned to staff with the Soil and Water Conservation Commission and the Division of Production Development.

Farmland and Open Space Tax Law. This program for current use assessment for farmland is intended to help strengthen agricultural viability while insuring that farmland is not converted to nonagricultural use. In recent years it has been jointly managed by the Bureau of Taxation and the Agricultural Viability Coordinator. Following the elimination of the Ag Viability Program, the remaining Bureau staff maintained copies of application forms and informational material and answered questions from the public. These responsibilities have been transferred to the Division of Resource Development.

PUBLICATIONS:

Dairy Profile, 1986

Potato Profile, 1986

Beef Profile, 1986

Commodity Screen: Spinach, 1987

AGRICULTURE, FOOD AND RURAL RESOURCES

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	124,091	124,091				
Health Benefits	17,048	17,048				
Retirement	24,542	24,542				
Other Fringe Benefits	4,537	4,537				
Other Contractual Service	26,307	26,224	83			
Rents	33	33				
Commodities	3,469	3,469				
Grants—Subsidies—Pensions	21,657	21,657				
Transfer to Other Funds	3		3			
TOTAL EXPENDITURES	221,687	221,601	86			

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

BERNARD W. SHAW, STATE SEALER

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3841

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

Established: 1839

Sunset Review Required by: June 30, 1991

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

Average Count—All Positions: 10

Legislative Count: 0

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

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

PROGRAM: The Division of Regulation's Weights and Measures unit is responsible for all standards of weights and measures with continual certification by the National Institute of Standards and Technology. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check of packages put up prior to sale for correct labeling and correct

AGRICULTURE, FOOD AND RURAL RESOURCES

net weight and measure. It is responsible for uniform standards for the measurement of wood and enforcement of the Wood Measurement Law and regulations as well as verification of radar guns used by the State and local police to monitor excessive speeding. Other areas of impact include local sealers, parking meters, worm counts and licensing of scale mechanics and weighmasters.

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

LICENSES, PERMITS, ETC.:

Weighmasters
Weighing Device Dealers and Repairmen
Wood Scaler

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1991: 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

Central Office: Deering Bldg. (AMHT), 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: 2

Legislative Count: 2

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:

AGRICULTURE, FOOD AND RURAL RESOURCES

Area I

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

Area II

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

Area III

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

Area IV

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

Area V

Androscoggin Valley SWCD, Lewiston
Franklin County SWCD, Farmington

Area VI

York County SWCD, Sanford
Cumberland County SWCD, Westbrook

Professional staff for the Commission is comprised of 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 12,050 private landowners that are cooperators with Maine's 16 Soil and Water Conservation Districts. During FY 90, 4,465 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 54,258 acres of land, raising the total State acreage covered by conservation plans to 2,638,740 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 and Wetlands
4. Stormwater Management and Drainage
5. Protection of Prime Agricultural Lands where Appropriate

The Commission employed 4 work-study students to assist the Districts with their heavy summer workload.

The Commission will continue to use their long range plan as a base document for future A.P.O.'s.

The Commission Soil Scientist provides training for state regulatory staff and district personnel and has developed an exam for the National Envirothon, soil portion.

PUBLICATIONS:

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

All above publications are free.

AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	60,850	60,850				
Health Benefits	8,829	8,829				
Retirement	12,270	12,270				
Other Fringe Benefits	18,340	18,340				
Computer Services—State	3,083	3,083				
Other Contractual Service	16,440	16,440				
Rents	35	35				
Commodities	3,107	3,107				
Grants—Subsidies—Pensions	114,338	114,338				
TOTAL EXPENDITURES	237,292	237,292				

COMMITTEE TO ADVISE THE DEPARTMENT OF HUMAN SERVICES ON AIDS

ROBIN LAMBERT (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 and revised in March of 1990.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Legislature.

ANIMAL WELFARE BOARD

CLYDE F. LeCLAIR, EXECUTIVE DIRECTOR

Central Office: 10 Water St., Hallowell

(Bur. of Alcoholic Beverages Bldg.)

Telephone: 289-3846

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

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

Established: 1974

Sunset Review Required by: June 30, 2002

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 021; *Citation:* 7 M.R.S.A., Sect. 3903-3906

Average Count—All Positions: 7

Legislative Count: 4

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

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. Legislation separating the Animal Welfare Board from the Department of Agriculture, Food & Rural Resources (PL 1990 c. 308) became effective July 14, 1990, making the Animal Welfare Board an independent agency.

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

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

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

Co-ordinated with the Division of Veterinary Services, Dept. of Agriculture, the Animal Welfare Board oversees and provides an on-going drug testing program for pulling animals.

ANIMAL WELFARE

A Euthanasia Certification Program is in place to certify competency of shelter personnel who administer euthanasia drugs. The Division of Veterinary Services inspects and determines eligibility before issuing certification.

Board staff provided ongoing inspections and licensing of 130 Boarding Kennels, 45 Animal Shelters, and 82 Pet Shops during FY 1991.

Staff continues to deal with some 2800 cases per year of reported cases of animal abuse and neglect with more than 80 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 1991

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

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

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

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

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

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

Rules setting minimum standards for Pet Shops, Board Approved Shelters, Kennels and Boarding Kennels are in draft form.

LICENSES, PERMITS, ETC.:

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

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ANIMAL WELFARE

ANIMAL WELFARE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	186,518	113,506	73,012			
Health Benefits	17,545	8,164	9,381			
Retirement	32,113	21,838	10,275			
Other Fringe Benefits	101,984	8,898	93,086			
Computer Services—State	24	12	12			
Other Contractual Service	65,088	14,151	50,937			
Rents	1,672	53	1,619			
Commodities	3,891	1,900	1,991			
Grants—Subsidies—Pensions	313	313				
Buildings and Improvements	5,175		5,175			
Interest—Debt Retirement	13	2	11			
Transfer to Other Funds	1,710		1,710			
TOTAL EXPENDITURES	416,046	168,837	247,209			

APPORTIONMENT REVIEW PANEL

APPORTIONMENT REVIEW PANEL

DAYTON HAIGNEY, M.D., CHAIRMAN

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

Telephone: 879-4840

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

Established: January 1, 1986

Sunset Review Required by: June 30, 2000

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

Average Count—All Positions: 0

Legislative Count: 0

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

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

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

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

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Office of Employment Rehabilitation.

ARCHIVES ADVISORY

ARCHIVES ADVISORY BOARD

, CHAIRMAN

ANN THOMAS, Secretary

Central Office: Library-Museum-Archives Building, Augusta

Telephone: 289-5790

Mail Address: State House Station #84, Augusta, ME 04333-0084

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 1991: The expenditures of this unit are, by administrative decision, included with those of the Maine State Archives.

ARTS COMMISSION

MAINE ARTS COMMISSION

SUSAN HAWKES, CHAIRMAN

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2

Telephone: 289-2724

Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Established: May 11, 1966

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 94; *Unit:* 088; *Citation:* 27 M.R.S.A., Sect. 401

Average Count—All Positions: 12

Legislative Count: 10

PURPOSE: The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's cultural resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies; and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the arts to meet the needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art. It must file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission. The Commission is also responsible for monitoring the selection process of artwork commissioned under the Percent for Art Act (Art in Public Buildings).

ORGANIZATION: The Maine Arts Commission consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

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; Regional Arts, Contemporary Exhibition Aid program; Traditional Arts Apprenticeship Program; and administration of the Percent for Art Program.

Special grants are awarded for projects that address the particular needs of the arts as defined by the Commission. These projects are developmental in nature and are funded by special grants from the National Endowment for the Arts and from funds reserved from the Commission's budget until they move from the developmental phase and are incorporated into the established programs of the Commission.

ARTS COMMISSION

In addition, the Services to the Field Program, provides business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development.

The Information Program was established to extend the communication network of the Commission by serving as a clearing house for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding 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.

Guide to Grants and Services: revised and republished on a yearly basis.

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE ARTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	344,686	277,342			67,344	
Health Benefits	31,635	26,871			4,764	
Retirement	76,229	60,175			16,054	
Other Fringe Benefits	7,334	3,889			3,445	
Computer Services—State	917	317			600	
Other Contractual Service	94,339	51,293	127		42,919	
Rents	740	23			717	
Commodities	1,821	120	26		1,675	
Grants—Subsidies—Pensions	701,939	334,439	19,000		348,500	
Transfers to Other Funds	4,803		6		4,797	
TOTAL EXPENDITURES	1,264,443	754,469	19,159		490,815	

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR

WILLIAM J. BRENNAN, Comm. of Marine Resources

Telephone: (202) 387-5330

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

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

Established: May 5, 1942

Sunset Review Required by: June 30, 1996

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

Average Count—All Positions: 0

Legislative Count: 0

Organizational Units:

All of the 15 Atlantic Coast States.

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

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

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

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

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

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

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

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

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

ATLANTIC STATES MARINE FISHERIES COMMISSION

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

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

ATLANTIC STATES MARINE FISHERIES COMMISSION

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

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

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

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Fringe Benefits	17,695	17,695				
Other Contractual Services	2,045	2,045				
TOTAL EXPENDITURES	19,740	19,740				

DEPARTMENT OF ATTORNEY GENERAL

MICHAEL E. CARPENTER, ATTORNEY GENERAL
VENDEAN V. VAFIADES, Chief Deputy Attorney General
CROMBIE J.D. GARRETT, JR., Deputy Attorney General
H. CABANNE HOWARD, Deputy Attorney General
FERNAND LAROCHELLE, Deputy Attorney General
CHRISTOPHER LEIGHTON, Deputy Attorney General
JEFFREY PIDOT, Deputy Attorney General
THOMAS D. WARREN, Deputy Attorney General
STEPHEN L. WESSLER, Deputy Attorney General
BRIAN MacMASTER, Director of Investigations

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, 1997

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

Average Count—All Positions: 144.5

Legislative Count: 94.5

Organizational Units:

Administration

District Attorneys

Office of Chief Medical Examiner of the State of Maine

Divisions:

Consumer & Anti-Trust

Investigations

Criminal

Litigation

General Government

Natural Resources

Human Services

Opinions/Counsel

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

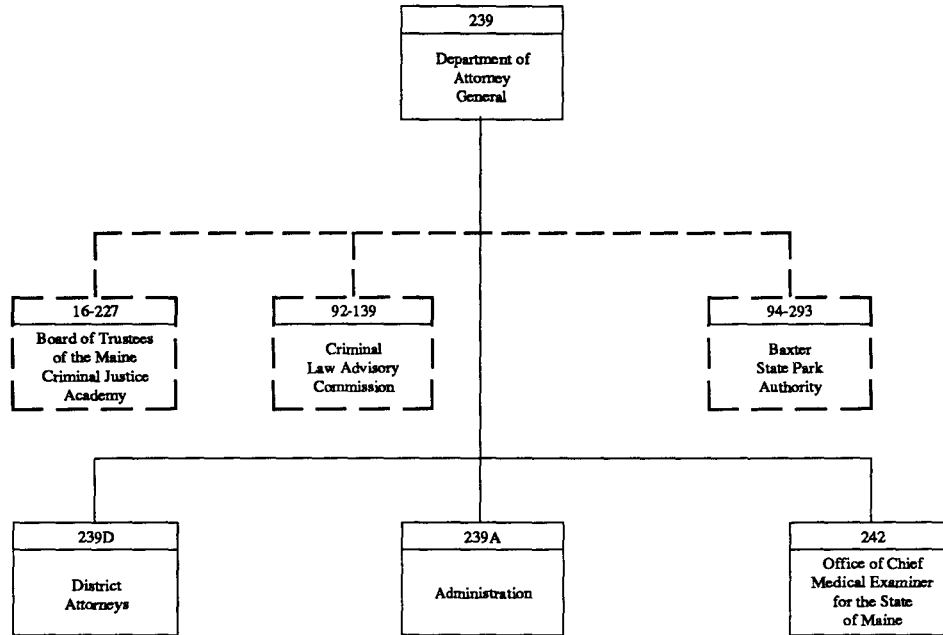
The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies; (b) control and direct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

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

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

ORGANIZATION: The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Investigators, and Research Assistants.

ORGANIZATIONAL CHART
DEPARTMENT OF ATTORNEY GENERAL
UMB 26



Approved by the Bureau of the Budget

ATTORNEY GENERAL

CONSOLIDATED FINANCIAL CHART FOR FY 91 DEPARTMENT OF ATTORNEY GENERAL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,750,712	4,718,515	542,705		489,492	
Health Benefits	484,471	388,625	44,467		51,379	
Retirement	1,258,466	1,018,813	132,396		107,257	
Other Fringe Benefits	214,717	208,175	1,601		4,941	
Computer Services—State	22,270	24,369	-2,243		144	
Other Contractual Service	514,425	470,047	34,274		10,104	
Rents	19,668	19,454			214	
Commodities	98,431	97,427			1,004	
Grants—Subsidies—Pensions	9,709	9,709				
Buildings & Improvement	93,891	72,051	10,600		11,240	
Interest—Debt Retirement	65	65				
Transfers to Other Funds	71,170		37,167		34,003	
TOTAL EXPENDITURES	8,537,995	7,027,250	800,967		709,778	

ATTORNEY GENERAL

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 8 operating units. Each Division is presided over by an experienced Deputy Attorney General. The Criminal Division executes the Department's criminal law responsibilities. The divisions oversee aspects of the Department's civil and investigatory responsibilities. The civil units are Consumer and Antitrust, Criminal, General Government, Human Services, Litigation, Opinions/Counsel, and Natural Resources. The 8 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 one of the State's largest law firms.

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 lawyers and enforces the State's Unfair Trade Practices Act (modeled after the Federal Trade Commission Act) and the State antitrust laws (modeled after the Federal Sherman and Clayton Acts). The Division operates a consumer complaint mediation program which utilizes volunteer mediators supervised by complaint examiners. The Division does not represent any agencies of State government, but proceeds on the basis of complaints from citizens or on its own initiative when it perceives violations of the statutes which it enforces. The Division also enforces some criminal statutes and prosecutes "white collar" crimes. Finally, the Division assists the Attorney General in discharging his common law responsibilities for the supervision and the administration of charitable trusts. The Division also now operates a "lemon" law arbitration program for owners of new cars. In its first 16 months of operation, the Lemon Law Program has received approximately 2,700 inquiries. The Division staff in 1990-91, responded to approximately 10,061 inquiries from the public requesting information or mediation. Mediation arbitration and legal action resulted in approximately \$1,125,000 in recovery for consumers and businesses.

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

The work of the Criminal Division has continued to expand to a steady pace paralleling the expansion of criminal procedure generally. Working with the State Police and various local police departments, the Division investigated 37 homicides which occurred during the fiscal year and continued the investigation of 62 homicides which had occurred in previous years. During the fiscal year 1990-91, 22 homicide cases were tried, 19 of which resulted in convictions. Our victim witness advocate worked with dozens of family members and friends of deceased victims to provide them with emotional support in the days, weeks and months following a homicide. In addition to networking with these friends and family members, the advocate also kept these persons informed of the progress of the related criminal case if an arrest had been made and attended hearings and/or the trial with them to help them through that difficult time. Unfortunately this necessarily brief description greatly understates the importance of this person to a deceased's friends and family members. In many instances this advocate is the main source of help to them in dealing with their loss and with a system that can seem confusing and unresponsive.

The Criminal Division handled a total of 45 cases on appeal to the Maine Supreme Court. Twenty-seven appeals were initiated by defendants during the year; the State initiated one appeal, and the balance were cases carried over from prior years.

The Criminal Division was responsible for handling the paperwork in 76 closed extraditions; 48 of the 76 were fugitives sent out of state and 28 demands were made on other states to return fugitives to Maine for prosecution. There are presently 3 active extraditions.

Post-conviction habeas corpus petitions continue to be filed in large numbers. During fiscal year 1990-91, 107 cases were initiated, 89 were closed, and 83 were carried over from prior years.

ATTORNEY GENERAL

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.

Assistant Attorneys General working with the Bureau of Intergovernmental Drug Enforcement (BIDE) conducted investigations and prosecutions in 1062 task force drug cases and initiated petitions for forfeiture of vehicles, weapons and other equipment used in violation of Maine's drug laws. Three of the six BIDE Assistant Attorneys General are also Assistant District Attorneys nominated by a District Attorney to work with BIDE.

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: 34 investigations; 10 criminal prosecutions and civil recovery litigation cases; overpayments identified and reported to the Department of Human Services for collection, \$69,506; restitution paid to the State, \$8,960 and fines of \$3,500.

From July 1, 1990 through June 30, 1991, 6 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 2 cases. Three referrals have been declined. Six cases have been closed following prosecution and conviction. Defendants convicted of welfare fraud have been sentenced to various periods of incarceration and have been ordered to pay restitution in the amount of \$20,925.60. During the period July 1, 1990 through June 30, 1991, \$6,252.00 in restitution has been paid by defendants in prosecutions initiated in 1990 and in prior years. The restitution in the amount of \$6,252.00 has been forwarded to the Department of Human Services. Additional sums may have been forwarded to the Department of Human Services by Probation and Parole.

In addition, members of the Criminal Division handled approximately 391 liquor law violations with the total fines recovered in this area surpassing \$114,815.00.

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 and contributed several articles to the All Points Bulletin, a quarterly publication designed to keep law enforcement officers abreast of current developments in the law. 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.

General Government. The General Government Division comprises lawyers representing the following Departments and major agencies of State Government: Finance, Taxation, Banking, Insurance, Consumer Credit Protection, Securities, Labor, Treasurer, Alcoholic Beverages, and the Secretary of State (for corporate and business regulation matters). The Division also represents 43 professional licensing boards regulating a number of licensed professions in the state including medical doctors, nurses, psychologists, accountants, architects, etc. The work of the Division is broken down into three categories: (1) defensive litigation for all of the various State Departments, Bureaus and agencies that it represents; (2) enforcement litigation and white collar crime prosecution against persons who violate the laws relating to the agencies that it represents; and (3) a large administrative law practice involving virtually all of Maine State Government.

During the past fiscal year, the Division successfully handled a number of significant matters in the areas of insurance, banking, securities, alcoholic beverages, tort claim defense, unfair labor practices, tax litigation and criminal tax prosecution. The Division also handled over 10 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 over \$2 million dollars in tax litigation and over \$1 million dollars in unpaid unemployment compensation taxes, and handled the bond counsel work for the issuance of more than \$50 million dollars in general obligations of the State. The Division expects that its work load will expand in most areas during the next fiscal year.

Human Services. The Human Services Division consists of 22 lawyers who represent the Department of Human Services exclusively. Assistant Attorneys General assigned to this Division

ATTORNEY GENERAL

discharge a variety of functions ranging from prosecution of child abuse cases, the enforcement of child support laws, the enforcement of health-related laws, adult protective laws, welfare law, the licensure of nursing homes, boarding homes, hospital expansion, both adult and child day care, and represent the Department's interests in federal benefit programs such as Medicaid and AFDC. The Division defends tort and civil rights actions brought against the Department and its employees, and a significant amount of time is spent in appellate work in both the State and Federal courts.

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 1990, more than 3,000 child protective cases, 600 support cases and upwards of 100 appellate cases were handled by the attorneys in the Division.

Investigation Division. The Investigation Division of the Department of the Attorney General is comprised of 13 investigators with full law enforcement powers and three secretaries. The Division is headed by the Director of Investigations who is directly responsible to the Attorney General through the Chief Deputy Attorney General. The Division is responsible for conducting a myriad of investigations. In addition to carrying out the statutory requirements of 5 M.R.S.A. § 200-C pertaining to fraud against the State, the Division provides investigative services for other divisions of the Department and, to some extent, the District Attorneys. Moreover, the Division serves as a resource for other law enforcement agencies providing specialized investigative assistance and advice. At the same time, the Director of Investigations coordinates statewide or multi-jurisdictional investigations. The Division is also active in helping to establish and coordinate law enforcement policy in the State. The Division continues to provide instructors for the Maine Criminal Justice Academy and conducts certain in-service training for law enforcement agencies. Investigators assigned to the Division are, for the most part, highly experienced law enforcement officers.

In FY 1990-91, the Division opened 178 new investigations while continuing to work on 107 other investigations. At the close of the fiscal year, the Division continued to carry 149 open cases. In addition, the Division handled 1,125 other matters which, while not full-scale investigations, involved varying degrees of investigator participation.

The 178 new investigations opened by the Division in FY 1990-91 generally consisted of the following: theft or embezzlement, 25; welfare (recipient) fraud, 4; unfair trade practices, 8; public officials, 38 (state, 7; county, 2; municipal, 1, school, 1; police 27); environmental (criminal), 9; vehicular manslaughter, 1; workplace fatalities, 21; election violations, 4; antitrust, 3; Medicaid (provider fraud, 21; professional licensing, 36; other, 5.

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 and offers assistance and advice in other litigation efforts in the Department. Among the recent lawsuits in which the Division has been involved are cases challenging certain transportation fees under the interstate commerce clause, several environmental enforcement cases against unlicensed tire dumps, cases challenging the Superintendent of Banking's approval of mutual savings bank conversions, and a \$50 million lawsuit challenging workers compensation insurance rates. The Division is responsible for defending suits against the Judiciary and for defending the State in workers' compensation cases. The Litigation Division is also responsible for various affirmative litigation, examples of which are suits brought on behalf of the Maine State Retirement System, suits to enforce environmental laws, and suits to enforce Maine's securities laws. In addition, attorneys in the Division supervise and coordinate many of the Department's white collar crime cases. Finally, the Division reviews all complaints and edits all appellate briefs filed by the Attorney General's Office in civil cases.

Natural Resources. During the 1991 fiscal year, the Natural Resources Division consisted of 8 lawyers who advise and represent all of the environmental and natural resource agencies of state government including the following: Department and Board of Environmental Protection; Department of Conservation (including Bureaus of Forestry, Public Lands, Parks and Recreation, Geology, and Land Use Regulation Commission); Department of Marine Resources; Department of Agriculture (including the Pesticides Control Board, Maine Milk Commission, Harness Racing Commission, Soil and Water Conservation Commission, and Animal Welfare Board); State Planning Office; Department of Defense (including the Maine Emergency Management Agency); Land for Maine's Future Board; and Department of Economic and Community Development.

During the 1991 fiscal year, the Natural Resources Division dealt with substantial numbers of administrative and judicial enforcement actions, with many of these concluded in the imposition of an aggregate of millions of dollars in fines, penalties, damages, reimbursements and restitution, as well as substantial environmental remedial and restoration work. The Division represented natural resources agencies at the administrative level, in rulemaking and throughout the court system.

ATTORNEY GENERAL

Major enforcement cases which were satisfactorily concluded during the year included prosecution of significant wastewater discharge violations, air emission violations and hazardous waste violations, with some cases resulting in the payment of hundreds of thousands of dollars each in fines and restitution and even greater value in remedial work. In addition, the Division provided assistance to the Legislature and agencies in connection with the enactment of new environmental laws and regulations.

Opinions/Counsel. This division of seven lawyers has primary responsibility for the preparation of formal opinions of the Attorney General requested by the Governor, State agencies and the Legislature. Its attorneys also represent the State Retirement System, the Department of Administration, the Department of Corrections, the Department of Educational and Cultural Services, the Department of Mental Health and Mental Retardation, and portions of the Executive Department and the Office of the Secretary of State.

Organization. The State is divided into eight prosecutorial Districts each headed by a District Attorney.

District One

York—Michael Cantara, District Attorney

District Two

Cumberland—Stephanie Anderson, 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—Neale T. Adams, District Attorney

All the District Attorneys and Assistant District Attorneys receive their salaries and benefits paid from the State Treasury from funds appropriated to the Attorney General for this purpose.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,525,114	4,492,917	542,705		489,492	
Health Benefits	468,132	372,286	44,467		51,379	
Retirement	1,214,850	975,197	132,396		107,257	
Other Fringe Benefits	66,402	59,860	1,601		4,941	
Computer Services—State	7,008	9,107	-2,243		144	
Other Contractual Service	400,889	356,511	34,274		10,104	
Rents	18,616	18,402			214	
Commodities	77,427	76,423			1,004	
Grants—Subsidies—Pensions	9,709	9,709				
Buildings and Improvements	89,922	68,082	10,600		11,240	
Interest—Debt Retirement	4	4				
Transfers to Other Funds	71,170		37,167		34,003	
TOTAL EXPENDITURES	7,949,243	6,438,498	800,967		709,778	

ATTORNEY GENERAL

ADMINISTRATION (ATTORNEY GENERAL)

Central Office: State Office Building, Augusta; *Floor:* 6

Telephone: 289-3661

Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820

Sunset Review Required by: June 30, 2001

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, 2001

Reference: Policy Area: 00; Umbrella: 26; Unit: 239D; Citation: 5 M.R.S.A., Sect. 199

Average Count—All Positions: 50

Legislative Count: 0

PURPOSE: The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes. The District Attorney for each prosecutorial district appears for each county within the district for which he/she is elected, under the direction of the County Commissioners, in all actions and other civil proceedings in which any county is a party or interested. All such actions, whether civil or criminal in which the State is a party, shall be prosecuted by him/her or under his/her direction. The District Attorney is the legal advisor to the County Commissioners.

ORGANIZATION: The State is divided into eight prosecutorial Districts each headed by a District Attorney.

District One—York—Mary Tousignant, District Attorney

District Two—Cumberland—Paul Aranson, District Attorney

District Three—Oxford, Franklin, Androscoggin—Janet T. Mills, District Attorney

District Four—Kennebec, Somerset—David W. Crook, District Attorney

District Five—Penobscot, Piscataquis—R. Christopher Almy, District Attorney

District Six—Sagadahoc, Knox, Lincoln, Waldo—William R. Anderson, District Attorney

District Seven—Hancock, Washington—Michael E. Povich, District Attorney

District Eight—Aroostook—John D. McElwee, District Attorney

All the District Attorneys and Assistant District Attorneys receive their salaries and benefits paid from the State Treasury from funds appropriated to the Attorney General for this purpose.

PROGRAM:

District Attorneys. 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 crime. The District 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 or under his direction. The District Attorney is the legal advisor to the County Commissioners.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are included in those of the Department of Attorney General.

ATTORNEY GENERAL

DIVISION OF HUMAN SERVICES
CHRISTOPHER LEIGHTON, DEPUTY ATTORNEY GENERAL

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

Telephone: 626-8800

Established: 1991

Sunset Review Required by:

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 696; *Citation:* 5 M.R.S.A., Sect. 191

Average Count—All Positions: 20

Legislative Count: 10

PROGRAM: The Human Services Division consists of 22 lawyers who represent the Department of Human Services exclusively. Assistant Attorneys General assigned to this Division discharge a variety of functions ranging from prosecution of child abuse cases, the enforcement of child support laws, the enforcement of health-related laws, adult protective laws, welfare law, the licensure of nursing homes, boarding homes, hospital expansion, both adult and child day care, and represent the Department's interests in federal benefit programs such as Medicaid and AFDC. The Division defends tort and civil rights actions brought against the Department and its employees, and a significant amount of time is spent in appellate work in both the State and Federal courts.

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 1990, more than 3,000 child protective cases, 600 support cases and upwards of 100 appellate cases were handled by the attorneys in the Division.

FINANCES, FISCAL YEAR 1991: The expenditures of this program are included in those of the Department of Attorney General.

OFFICE OF CHIEF MEDICAL EXAMINER
FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: Fuller Road, Augusta
Mail Address: Statehouse Sta. #37, Augusta, Maine 04333

Telephone: 289-2993

Sunset Review Required by: June 30, 2001

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 242; *Citation:* 22 M.R.S.A., Sect. 3022 §30

Average Count—All Positions: 8

Legislative Count: 8

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

ATTORNEY GENERAL

deaths. The Medical Examiner reports are filed centrally and are intended for legal and vital records purposes.

PROGRAM: In calendar year 1989, 1,821 deaths were reported: 1,113 were accepted as medical examiner cases, 319 autopsies were performed, 51 deaths were classified as homicides.

Office of Chief Medical Examiner. 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 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.

In calendar year 1990, 1,718 deaths were reported; 1,064 were accepted as medical examiner cases and 249 autopsies were performed. Approximately 31 deaths were classified as homicide.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF 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	225,598	225,598				
Health Benefits	16,339	16,339				
Retirement	43,616	43,616				
Other Fringe Benefits	148,315	148,315				
Computer Services—State	15,262	15,262				
Other Contractual Service	113,536	113,536				
Rents	1,052	1,052				
Commodities	21,004	21,004				
Buildings and Improvements	3,969	3,969				
Interest—Debt Retirement	61	61				
TOTAL EXPENDITURES	588,752	588,752				

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: 35

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.

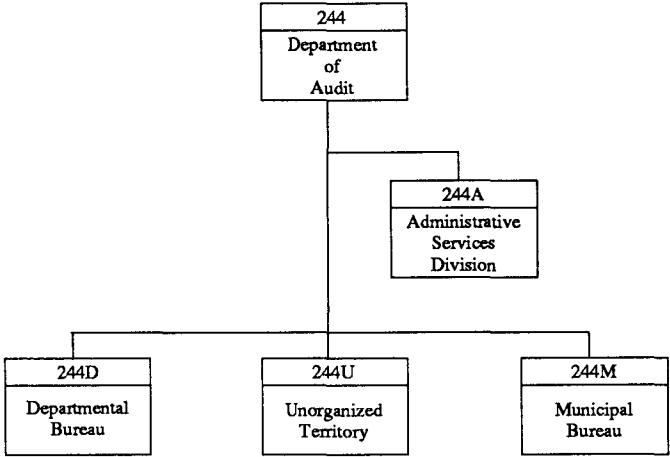
PROGRAM: The program of the Department is implemented through its Bureaus and Divisions.

PUBLICATIONS:

State Auditors' Annual Report

FINANCES, FISCAL YEAR 1991: The expenditures of this department include those of the Departmental Bureau, Municipal Bureau and Unorganized Territory Program. The following consolidated financial display was generated from department accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

**ORGANIZATIONAL CHART
DEPARTMENT OF AUDIT
UMB 27**



Approved by the Bureau of the Budget

AUDIT

CONSOLIDATED FINANCIAL CHART FOR FY91 DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,301,908	951,620	350,288			
Health Benefits	133,423	92,033	41,390			
Retirement	268,465	196,343	72,122			
Other Fringe Benefits	25,012	17,493	7,519			
Computer Services—State	11,896	11,643	253			
Other Contractual Service	219,973	160,614	59,359			
Rents	2,820	1,272	1,548			
Commodities	16,488	13,322	3,166			
Grants—Subsidies—Pensions	5,053	464	4,589			
Buildings & Improvement	18,613	6,990	11,623			
Transfers to Other Funds	242		242			
TOTAL EXPENDITURES	2,003,893	1,451,794	552,099			

AUDIT

ADMINISTRATIVE SERVICES DIVISION (AUDIT)

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: 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: 8

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: The purpose of the Administrative Services Division is to conduct audits of the District, Superior and Administrative Courts. During the 1990-1991 fiscal year 36 reports covering 52 audit years were issued.

FINANCES, FISCAL YEAR 1991: 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
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Telephone: 289-2201

Established: 1907

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: 33

Legislative Count: 33

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 21, including one Director, two Assistant Directors, six Auditor IIIs, six Auditor IIs and six Auditor Is.

PROGRAM: The major goal of this bureau is to perform the annual statewide Single Audit of Maine as required by the Federal Single Audit Act of 1984. This audit addresses financial and compliance audit issues of the agencies and departments of Maine State Government.

PUBLICATIONS:

State Auditor's Annual Report

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

AUDIT

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	898,374	898,374				
Health Benefits	85,458	85,458				
Retirement	185,672	185,672				
Other Fringe Benefits	16,687	15,545	1,142			
Computer Services—State	11,079	11,079				
Other Contractual Service	153,635	151,679	1,956			
Rents	1,165	1,165				
Commodities	9,199	9,199				
Grants—Subsidies—Pensions	435	435				
Buildings and Improvements	6,990	6,990				
TOTAL EXPENDITURES	1,368,694	1,365,596	3,098			

MUNICIPAL BUREAU (AUDIT)

BRYAN O. CRANE, CPA, 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: 19

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 19, consisting of 1 Director, 6 Auditor IIIs, 3 Auditor IIs, 6 Auditor Is and 3 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 125 governmental organizations including counties, towns, school administrative units, and quasi-municipal corporations for the fiscal year ending June 30, 1991.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MUNICIPAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	350,288		350,288			
Health Benefits	41,390		41,390			
Retirement	72,122		72,122			
Other Fringe Benefits	6,377		6,377			
Computer Services—State	253		253			
Other Contractual Service	57,403		57,403			
Rents	1,548		1,548			
Commodities	3,166		3,166			
Grants—Subsidies—Pensions	4,589		4,589			
Buildings and Improvements	11,623		11,623			
Transfers to Other Funds	242		242			
TOTAL EXPENDITURES	549,001		549,001			

AUDIT

UNORGANIZED TERRITORY (AUDIT)

JOSEPH M. PLOURDE, FISCAL ADMINISTRATOR

Central Office: Key Plaza, 286 Water St., Augusta; *Floor:* 6
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333-0066

Telephone: 289-2201

Established: 1985

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 27; Unit: 244U; Citation: 5 M.R.S.A., Sect. 246

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The purpose of the Fiscal Administrator is to provide assistance to the state and/or county agencies which request funds from the unorganized territories.

PROGRAM: The major goal of this office is to review the budgets and expenditures of all state and/or county service providers and report to the joint standing committee of the Legislature having jurisdiction over taxation. It is expected the administrator will assist and/or review the state agencies and counties which provide services in the unorganized territory.

PUBLICATIONS: Annual Unorganized Territory Financial Report

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

UNORGANIZED TERRITORY (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	53,246	53,246				
Health Benefits	6,575	6,575				
Retirement	10,671	10,671				
Other Fringe Benefits	1,948	1,948				
Computer Services—State	564	564				
Other Contractual Service	8,935	8,935				
Rents	107	107				
Commodities	4,123	4,123				
Grants—Subsidies—Pensions	29	29				
TOTAL EXPENDITURES	86,198	86,198				

BAXTER STATE PARK AUTHORITY

WILLIAM J. VAIL, ACTING 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: 32.5

Legislative Count: 0

PURPOSE: The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "...shall forever be retained and used for state forest, public park and public recreational purposes . . . shall forever be kept and remain in the natural wild state... shall forever be kept and remain as a sanctuary for beasts and birds."

The primary responsibilities of the authority are to operate and maintain various campgrounds, campsites and rustic log cabins within the 201,018 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend monies from the trusts and other income for maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments, and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 201,018 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name "State", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all Trust obligations.

Operation of the park is financed in part from use fees, entrance fees, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient, as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs, except road maintenance.

Responsibility for the operation of Baxter State Park is delegated from the Authority to the Park Director who supervises the managers of the following divisions: Administrative; Forestry; Park Operations; and Information Education.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The park encompasses 201,018 acres with campgrounds, outlying sites, group areas, and cabins. These overnight facilities have a daily capacity of 1,046 for the 1989 season with a potential seasonal capacity of 144,870. Actual capacity used will average around 50% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

The following use statistics are presented on a calendar year basis in order to better reflect a full season's operation:

BAXTER STATE PARK

Statistical Use Information: 1990 1989 1988 1987 1986 1985

SUMMER SEASON (5-15—10-15)

USE—BY TYPE:

Day Use	50,012	49,195	48,746	45,980	41,589	40,613
Transient	4,318	6,570	5,964	13,013	12,267	10,501
Camper	23,205	24,869	22,877	22,290	20,415	21,033
Lodge Guests	—	—	744	767	666	726
TOTAL PEOPLE	77,535	80,634	77,587	82,027	75,038	72,813

MISCELLANEOUS:

Camper Days	64,823	65,033	62,211	59,441	53,776	56,627
Average Stay (Days)	2.2	2.62	2.71	2.67	2.63	2.69
Number of Vehicles	27,381	28,476	27,498	29,348	26,674	24,966
Recreational Visitor Days	123,790	120,798	116,921	118,429	107,632	107,741

WINTER SEASON (12-1—4-1)

1990/91 1989/90 1988/89 1987/88 1986/87 1985/86

USE—BY TYPE:

Day Use	1,984	1,097	1,299	1,448	1,200	1,126
Campers	2,435	1,895	1,810	1,622	459	810
TOTAL PEOPLE	4,419	2,992	3,109	3,070	1,659	1,936

MISCELLANEOUS:

Technical Climbing	1,073	1,053	1,032	802	436	585
General Climbers	1,362	842	778	820	483	818
CAMPER DAY TOTAL	2,435	1,895	1,810	1,622	919	1,403

Skiing/Snowshoeing	586	282	243	617	32	26
Snowmobiling	1,398	815	1,056	831	1,168	1,100
DAY USE TOTAL	1,984	1,097	1,299	1,448	1,200	1,126

Recreational Visitor Days	4,419	2,992	3,109	3,070	2,119	2,529
---------------------------	-------	-------	-------	-------	-------	-------

Financial Information: 1990/91 1989/90 1988/89 1987/88 1986/87 1985/86

REVENUE:

Net from Operations	\$ 441,795	\$ 443,127	\$ 452,052	\$ 348,404	\$ 285,288	\$ 284,335
Trust Fund	1,093,309	1,028,000	860,000	860,000	770,000	635,028
Miscellaneous	13,357	15,427	18,740	14,186	11,729	11,752
Forestry	93,548	82,923	14,797	2,854	(2,758)	156,773
TOTAL	\$1,642,010	\$1,559,477	\$1,345,589	\$1,225,444	\$1,064,259	\$1,087,888

EXPENDITURES:

Personal Services	\$ 951,343	\$ 892,346	\$ 833,273	\$ 733,488	\$ 665,812	\$ 617,734
All Other	471,690	423,554	463,540	371,416	294,099	266,299
Capital	90,155	125,255	130,537	116,460	35,757	214,084
TOTAL	\$1,513,188	\$1,441,155	\$1,427,350	\$1,221,364	\$ 995,668	\$1,098,117

LICENSES, PERMITS, ETC.:

Licenses:

The Baxter State Park Authority is authorized to issue non-resident fishing licenses on behalf of the Department of Inland Fisheries and Wildlife.

Permits:

The Baxter State Park Authority authorizes the issuance of Entrance Permits for day use, overnight use, and seasonal use. The Authority also authorizes the issuance of advance reservations for all overnight facilities in Baxter State Park.

BAXTER STATE PARK

Certificates:

The Baxter State Park Authority authorizes the award of certificates of appreciation for volunteers who provide services to Baxter State Park.

Contracts:

The Baxter State Park Authority issues contracts for the following services: Operation of Daicey Pond and Kidney Pond Campgrounds, Rubbish Removal and Janitorial. Search and Rescue services are provided by Maine Dept. of Inland Fisheries and Wildlife.

PUBLICATIONS:

1	Baxter State Park Hiking Guide	\$ 1.00
2	Baxter State Park Guide50
3	DELORME Map	5.20
4	Guide to Baxter State Park and Katahdin by Stephen Clark (map enclosed)	10.45
5	Clark Map	4.75
6	Patches	3.00
7	Behold the Mountain	5.75
8	At Timberline: A Nature Guide to the Mountains of the Northeast	14.65
9	Maine Mountain Guide, AMC	15.70
10	Allagash and St. John Map	4.15
11	Appalachian Trail Map (large Poster Map, Maine to Georgia)	4.75
12	Guide to the Appalachian Trail in Maine	19.90
13	Map #1, #2, or #3	3.35
14	First Flowers	4.15
15	First Birds	4.15
16	Topo Maps USGS	ea. 2.50
17	Glaciers and Granite: A Guide to Maine's Landscape and Geology	17.30
18	Softpaths (How to enjoy the wilderness without harming it)	11.50
19	Eastern Birds of Prey	7.30
20	Cap	
21	Katahdin Skylines and Geology	7.30
22	Maine Atlas	12.55
23	Mountain Flowers of New England	13.60
24	River Guide, AMC	10.40
25	Track Finder	2.10
26	Legacy of a Lifetime	16.80
27	Decal	1.00
28	Remote Trout Pond	9.40
29	Guide to Cross-Country Skiing	9.40
30	Pocket Guide to the Maine Outdoors	10.45
31	Spring Wildflowers	12.55
32	Summer and Fall Wildflowers	11.50
33	Trees and Shrubs	14.65

(All prices include tax)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BAXTER STATE PARK

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	723,355		723,355			
Health Benefits	79,268		79,268			
Retirement	140,593		140,593			
Other Fringe Benefits	123,856		123,856			
Computer Services—State	41		41			
Other Contractual Service	192,758		192,758			
Rents	41,844		41,844			
Commodities	77,008		77,008			
Grants—Subsidies—Pensions	22,444		22,444			
Purchase of Land	14,679		14,679			
Buildings and Improvement	68,778		68,778			
Equipment	6,700		6,700			
Interest—Debt Retirement	334		334			
Transfers to Other Funds	21,566		21,566			
TOTAL EXPENDITURES	1,513,224		1,513,224			

BLUEBERRY COMMISSION

MAINE BLUEBERRY COMMISSION

GORDON H. SCOTT, CHAIRPERSON

EDWARD J. McLAUGHLIN, Executive Director

Central Office: Coburn Hall, Univ. of Me., Orono

Telephone: 581-1475

Mail Address: Coburn Hall, Univ. of Me., Orono, Maine 04469

Established: 1977

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 294; *Citation:* 36 M.R.S.A., Sect. 4312-B

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: In 1945, the blueberry industry of the state requested the Legislature to establish an industry tax to generate dedicated revenue to be used for the purpose of research and extension programs relating to the production and marketing of blueberries. Over the years, this tax has been increased for the purpose of advertising and promoting the use of blueberries. The Blueberry Commission has the responsibility for allocation and administration of blueberry tax funds. Currently the tax is at the rate of 1/2 cent per pound from blueberry growers and 1/2 cent per pound from processors or shippers for a total of 1¢ per pound of blueberries produced or processed in the state.

ORGANIZATION: Legislation passed in 1984 provided that the Blueberry Commission consist of eight members appointed by the Commissioner of Agriculture, Food, and Rural Resources. The Commission elects a chairman from among its members and employs an executive director to handle the administrative responsibilities of the blueberry tax programs.

This legislation also provides for a Blueberry Advisory Committee of seven members who are appointed by the Blueberry Commission. The Advisory Committee works with the University of Maine to develop research and extension programs to serve the interests of the blueberry industry.

PROGRAM: The 1984 legislation provides that blueberry tax revenue be allocated as follows: 30% for research and extension programs at the University of Maine; 25% for market development and promotion; no more than 15% for administration; and the balance of funds to be used for research or promotion as may be determined by the Commission.

Most of the research and all of the extension activities are programmed through the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine. The Experiment Station maintains a research farm known as Blueberry Hill in the town of Jonesboro. In recent years, and largely due to new technology generated through the Agricultural Experiment Station, the production of blueberries in Maine has approximately doubled from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 46.1 million pounds in 1990. The wild blueberry industry in Maine contributed approximately \$100 million to Maine's economy in 1990.

Market development and promotion activities are carried out primarily through the allocation of funds to two trade organizations: The Wild Blueberry Association of North America (WBANA), and the North American Blueberry Council (NABC). These organizations conduct blueberry promotions for the export market as well as national promotion for the domestic markets. Special emphasis is given to the food service trade such as restaurants, bakeries, and lunch programs.

Other activities funded by the Commission include exhibits at trade shows, fairs and participation at the Eastern States Exposition in West Springfield, Massachusetts, the seventh largest agricultural exposition in the world. Some activities are carried out in cooperation with the Bureau of Marketing in the Department of Agriculture, Food and Rural Resources.

Faced with large production increases, both in Maine and other blueberry producing areas, the promotional programs funded by the Blueberry Commission have been a major factor in marketing blueberries commensurate with the increased production.

PUBLICATIONS: Bulletins and Newsletters published by the Commission, the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine, Orono, Maine.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BLUEBERRY COMMISSION

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	36,480		36,480			
Health Benefits	2,311		2,311			
Retirement	8,970		8,970			
Other Fringe Benefits	5,645		5,645			
Other Contractual Service	8,685		8,685			
Commodities	6,618		6,618			
Grants—Subsidies—Pensions	585,627		585,627			
Transfers to Other Funds	9,218		9,218			
TOTAL EXPENDITURES	663,554		663,554			

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 1991: This unit is not authorized to receive or expend funds.

CANCER PREVENTION AND CONTROL ADVISORY COMMITTEE

DONALD MAGIONCALDA, MD., Committee Chairperson

GREG BOGDAN, Dr.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, gave professional oversight and direction to two research studies using Cancer Registry data. One is a Women'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 continued to direct 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.

Under the mandate of 22 MRSA 1692-B and the Department of Human Services' Maine Chronic Disease Surveillance Data Quality and Follow-up Study Rules and Regulations, the committee has become the advisory body to the Department's Chronic Disease Epidemiologic Investigations. The committee will give review and approval of epidemiologic protocols and still oversee the conduct of and give direction to anticipated chronic disease health studies.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Bureau of Health.

CHILDREN'S RESIDENTIAL TREATMENT COMMITTEE

Central Office: 87 Winthrop St., Augusta

Telephone: 289-3863

Mail Address: Statehouse Sta. #146, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 03; Umbrella: 90; Unit: 484; Citation: 22 M.R.S.A., Sect. 8151

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Children's Residential Treatment Committee is an interdepartmental committee established to develop and coordinate the State's role in contracting for the placement of children in need of treatment in residential treatment centers.

ORGANIZATION: The Committee is composed of the Commissioner of Education; 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 1991: This unit is not authorized to receive or expend funds.

BOARD OF THE MAINE CHILDREN'S TRUST FUND

RAYMOND COOK, EXECUTIVE DIRECTOR

Central Office: 160 Capitol St., Augusta

Mail Address: 160 Capitol St., Augusta, Maine 04330

Established: September 19, 1985

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 94; Unit: 175; Citation: 22 M.R.S.A., Section 4083

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The purpose of the Maine Children's Trust Fund is to provide an opportunity for Maine citizens to make voluntary contributions, through an income tax checkoff and direct donations, for funding of programs designed to prevent abuse, neglect and mental illness among Maine children, and to promote and support the development of these programs in communities throughout the state.

ORGANIZATION: The Board of the Maine Children's Trust Fund consists of 9 public members appointed by the Governor for terms of 3 years. The public members shall, as far as practicable, be representative of the following groups: parents; business and labor; the legal community; the religious community; and providers of child abuse and neglect prevention services. The Governor annually appoints one of the public members to serve as chairman.

PROGRAM: The Maine CTF's efforts to achieve its purpose can be divided into four categories: Fund-Raising; Prevention Grants; Public Awareness/Education; and Child and Family Programs and Policies.

Fund-Raising: In order to carry out its purpose, Maine CTF must encourage voluntary contributions through its checkoff on the state income tax form, direct donations, and other fund-raising mechanisms. An average of \$16,000 per year is invested in print materials (posters, tent cards, etc.), and television and radio public service announcements from the Maine CTF operating budget. In addition, Maine's largest tax-preparer and one of Maine's largest banks contribute significantly to these efforts through in-kind donations of staff time, materials, and display space. Despite these efforts, Maine CTF has not escaped the 3-year decline in donations to all checkoffs on the Maine tax form ('87, '88, '89). Other activities have helped make up for some of the decline. In December '89 a benefit art auction, organized and run largely by volunteers, resulted in over \$6,000 raised for Maine CTF through the sale of over fifty art works donated by artists from the Augusta area. A direct mail solicitation, paid for by our bank sponsor and sent to 12,000 teachers and other professionals, resulted in over \$1,000 in direct donations. It also had a very positive side effect, resulting in students of teachers who had received the direct mail raising nearly \$2,000 in additional donations.

Prevention Grants. Maine CTF assigns top priority for its grants to programs which provide for the primary prevention of abuse, neglect and mental illness among Maine children. Primary prevention is defined by the National Committee for Prevention of Child Abuse as follows:

Primary Prevention is taking measures to keep child abuse from happening **before it has ever occurred**. The key aspects of primary prevention efforts are:

- It is offered to all members of a population;
- It is voluntary;
- It attempts to influence societal factors which impact on parents and children; and
- It seeks to promote positive family functioning rather than to just prevent problems.

In 1988, thirty-nine programs were awarded prevention grants totaling \$45,476. Over 7,000 parents, children, teachers, and child care professionals received services and/or participated directly in these programs by the end of their grant year.

In 1989, forty-three programs were awarded a total of \$62,411. More than 35,000 Maine parents, children, teachers, and other professionals were served and/or participated in these programs.

In January, 1990, forty-eight grants, totalling \$62,063 were awarded. These programs estimated reaching as many as 38,000 parents, children, teachers and other professionals. Seventeen of these programs will provide family support and parenting education; eleven are intended to enhance self-esteem and build basics skills of children; seventeen will conduct prevention education and public awareness activities; and three are designed to help decision-makers (employers, local and state officials) to improve conditions for families.

CHILDREN'S TRUST FUND

Maine CTF has developed a strong collaborative relationship with Maine's 16 County Child Abuse and Neglect Councils in order to assure the best possible use of our grant funds throughout the state. The Councils encourage programs in their communities to develop primary prevention activities or services and, where appropriate, to apply for Maine CTF funds.

Public Awareness/Education: Each of the sixteen County Child Abuse and Neglect Councils is awarded a grant of \$300 from Maine CTF for public awareness/education programming in their areas. In addition one grant of \$1,000 was awarded for '89-'90 to increase the statewide distribution of a magazine to assist parents in communicating with their children.

Maine CTF also continues to publish a quarterly newsletter describing child abuse and neglect prevention programs and activities in Maine. About 1,500 individuals and agencies are now on the mailing list.

Although its primary purpose is to raise funds for our prevention program grants, our annual tax checkoff campaign also raises public awareness of child abuse prevention. Over 20,000 printed campaign items and hundreds of radio and television messages invited Mainers to "Help change the face of child abuse in Maine" during our 1990 campaign. These messages were distributed by Child Abuse Councils, children's advocacy groups, tax preparers, banks, state agencies, and TV and radio stations.

Awareness/education can also be achieved by identifying and providing recognition for individuals and organizations that make exemplary efforts in, or contributions to a field. Maine CTF held its Second Blaine House Tea to Recognize Exemplary Efforts in the Primary Prevention of Child Abuse and Neglect in December, 1989. Awards were presented to two local police departments, an individual volunteer, a major paper company, a television station, and University of Maine Cooperative Extension.

Finally, Maine CTF offers presentations on family support and child abuse prevention to civic and professional groups and the media throughout the state.

Child and Family Programs and Policies. Maine CTF reviews state and federal legislation for potential impact on children and families, participates in state, regional, and national organizations which address government and social policies affecting children and families, and whenever possible, makes recommendations to the Governor, the Legislature, and other policymakers to increase or improve child abuse prevention resources in Maine.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BOARD OF THE MAINE CHILDREN'S TRUST FUND	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	32,391		32,391			
Health Benefits	2,106		2,106			
Retirement	7,994		7,994			
Other Fringe Benefits	21,840		21,840			
Computer Services—State	145		145			
Other Contractual Service	12,041		12,041			
Commodities	97		97			
Grants—Subsidies—Pensions	11,614		11,614			
Transfers to Other Funds	3,628		3,628			
TOTAL EXPENDITURES	91,856		91,856			

MAINE ADVISORY COMMITTEE ON CHILDREN WITH SPECIAL NEEDS

JANE WEIL, CHAIRPERSON

Central Office: Room 411, State Office Building, Augusta
Mail Address: Statehouse Station #40, Augusta, Maine 04333

Telephone: 289-4250

Established: September 19, 1985

Reference: Policy Area: 03; Umbrella: 92; Unit: 482; Citation: 34B M.R.S.A., 6241

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To act in an advisory capacity to the Commissioner of the Department of Mental Health and Mental Retardation, and to the Director of the Bureau of Children with Special Needs, in assessing programs, planning future activities and developing the means to meet the needs of children in need of treatment and their families.

ORGANIZATION: The committee shall consist of 15 members appointed by the Governor, with due consideration given in the appointments to including parents or relatives of children in need of treatment, providers of service to these children and representatives of state agencies concerned with children.

The chairperson is named by the Governor and members shall serve for staggered three year terms.

PROGRAM: The Committee meets monthly, except during July and August. During the past year, the Committee assisted the Bureau in reviewing and disseminating a proposed "initiative" regarding expanded services to children in need of treatment. The Committee also monitored legislation related to children's services and—as appropriate—provided information to the commissioner and the legislature on significant proposals related to programs or funding.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit amounted to \$3,000 in FY91 and are, by administrative decision, included with those of Bureau of Children with Special Needs.

CITIZENS' FORESTRY ADVISORY COUNCIL

HOWARD SPENCER, CHAIRMAN

Central Office: Augusta

Telephone: 289-2791

Mail Address: Statehouse Station #22, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 05; Umbrella: 92; Unit: 177; Citation: 12 M.R.S.A., Section 5101B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Citizens' Forestry Advisory Council advises the Director, Bureau of Forestry on all aspects of the Forests For the Future Program, and to review all interim and final products of the program.

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.

PUBLICATIONS:

Forests for the Future Program—Creating a Forest Policy for the State of Maine. Brochure. 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.

The Use and Potential Impact of Forestry Herbicides in Maine. Free. Available on request.

Summary of the Use and Potential Impact of Forestry Herbicides in Maine. Free. Available on request.

FINANCES, FISCAL YEAR 1991: This unit is not authorized to receive or expend funds.

CIVIL AIR PATROL

CIVIL AIR PATROL

COLONEL ROBERT J. BENDER, SR., WING COMMANDER
LT. COL. LESTER O. PRUE, JR., Vice Commander

Central Office: Naval Reserve Center, Augusta; *Floor:* 2
Mail Address: P.O. Box 310, Gardiner, Maine 04345

Telephone: 207-622-7722
or, 207-582-8700

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—Wiscasset
5. Caribou Composite Squadron—Presque Isle
6. Down-East Patrol Composite Squadron—Trenton
7. Cumberland County Composite Squadron—South Portland
8. Pinetree Senior Squadron—Auburn
9. Waterville Composite Squadron—Waterville
10. St. Croix Composite Squadron—Calais
11. Leavitt Cadet Squadron—Turner

PURPOSE: The Civil Air Patrol (CAP) provides an organization to aid United States citizens through the voluntary contribution of their efforts, services and resources for the maintenance of aerospace supremacy and to assist in meeting local, state and national emergencies, particularly air search and rescue. To accomplish the purposes for which it was chartered, CAP:

(1) Conducts a continuous nationwide internal and external program of aerospace education, including the coordination of workshops conducted at local schools, colleges and universities.

(2) Conducts a comprehensive cadet program, including an International Air Cadet Exchange, special activities, and supervision of encampments at Air Force installations.

(3) Maintains an emergency services capability to meet the requests of the Air Force and state and local officials for search and rescue, disaster relief, and other support missions.

(4) Conducts a comprehensive Senior Training Program to provide qualified personnel at all levels of CAP.

(5) Assists local, state, and other Federal agencies in emergency operations.

(6) Conducts a flight management program for assigned aircrew members and manages an aircraft maintenance program for corporate owned aircraft.

(7) Maintains a nationwide communications capability to support emergency services operations and to conduct official CAP business.

ORGANIZATION: The Civil Air Patrol (CAP) is the official auxiliary of the U.S. Air Force, and is a nonprofit corporation which functions in accordance with its constitution, bylaws, regulations, and other directives issued by its National Headquarters. It was formed on December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became an auxiliary of the United States Air Force. The Secretary of the Air Force has been given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of noncombat missions of the Air Force.

The Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of a wing headquarters unit and all subordinate units within geographical boundaries of a state. Wing Commanders are appointed by the National Headquarters and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of

CIVIL AIR PATROL

three seniors to meet supervisory, administrative and training requirements; and Composite Squadrons, composed of both senior and cadet members conducting both senior and cadet programs.

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the Naval Reserve Center, Capital Park, with a field organization consisting of eleven squadrons located throughout the State.

At the Wing Headquarters a mission control center is maintained in operational status with telephone and radio communications facilities and other equipment to organize, plan and conduct air search operations and other support missions on a local or state-wide basis.

During search missions a mobile command post may be established in a forward operating area to provide on-scene control of mission personnel and resources.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent in excess of three thousand eight hundred hours searching the state. Every aircraft flying is required to have an Emergency Locator Transmitter (ELT) beacon aboard. When one of these transmits because of a crash, malfunction or human error it is necessary to dispatch search aircraft or ground ELT search teams to locate the signal source because it is being transmitted on a distress frequency. Maine Wing aircraft located several non-distress aircraft by means of ELT signals and were also involved in nine missing aircraft search efforts which resulted in the saving of four (4) persons during the last fiscal year. Maine Wing is also involved in the Erradication Flight with DEA.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 172, and one Cessna 182, Bar Harbor—one Cessna 172, Presque Isle—one Cessna 172, Portland—one Cessna 182 and one Lake Amphibian.

Three VHF Repeater Stations are maintained and operated by the Maine Wing at Libby Hill, Auburn, Cadillac Mountain, Bar Harbor and Presque Isle, Maine 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. Also one HF Packet Station is located in Franklin, Maine.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. A flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained insight into the U.S. Air Force by attending a week long encampment at Loring Air Force Base, Maine during the summer.

PUBLICATIONS:

Publications concerning Civil Air Patrol and prices are available from "The Bookstore," National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1991: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to \$25,000 in FY91, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Transportation Services.

CIVIL SERVICE APPEALS BOARD

STATE CIVIL SERVICE APPEALS BOARD

ANNALEE Z. ROSENBLATT, CHAIRPERSON

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

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

Established: July 1, 1986

Reference: Policy Area: 00; Umbrella: 94; Unit: 388; Citation: 5 M.R.S.A., Sect. 7081

Average Count—All Positions: 0

Telephone: 289-4505 (Voice)

289-4537 (TDD)

Sunset Review Required by: June 30, 2000

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 six (6) times during FY '91. Six (6) meetings were held to hear and decide appeal cases. Six (6) appeal cases involved the denial of reclassification actions initiated by employees.

PUBLICATIONS:

State Civil Service Appeals Board Procedures for Appeal (free). May be obtained through the Bureau of Human Resources.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Office of The Commissioner.

COMMUNITY SERVICES

COMMUNITY SERVICES ADVISORY BOARD

JUDITH A. FROST, 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 3 times during fiscal year 1991. They have provided input and advice to the Division on State Plans and Rules of the various programs administered. In addition, they reviewed several pieces of legislation on issues important to low-income citizens. This year, members are co-sponsoring with the Maine Community Action Association the second annual Community Action Association Conference to be held September 1991.

FINANCES, FISCAL YEAR 1991: 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: 563

Legislative Count: 301

Organizational Units:

Division of Planning and
Program Services

Administrative Services Division

Land Use Regulation Commission

Bureau of Public Lands

Coastal Island Registry

Bureau of Forestry

(AKA Maine Forest Service)

Maine Conservation Corps, SERVE/Maine

Bureau of Parks and Recreation

Maine Geological Survey

Division of Engineering and Realty

Maine Rivers Program

PURPOSE: The Department of Conservation was established to preserve, protect and enhance the land and water resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office is organized into three major divisions, the Division of Planning and Program Services, the Division of Administrative Services and the Division of Engineering and Realty.

The Division of Planning and Program Services is responsible for the Information and Education function, Maine Conservation Corps, SERVE/Maine, Geographic Information System, the growth management review process, program review and evaluation, policy development, long-range departmental planning, and affirmative action.

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.

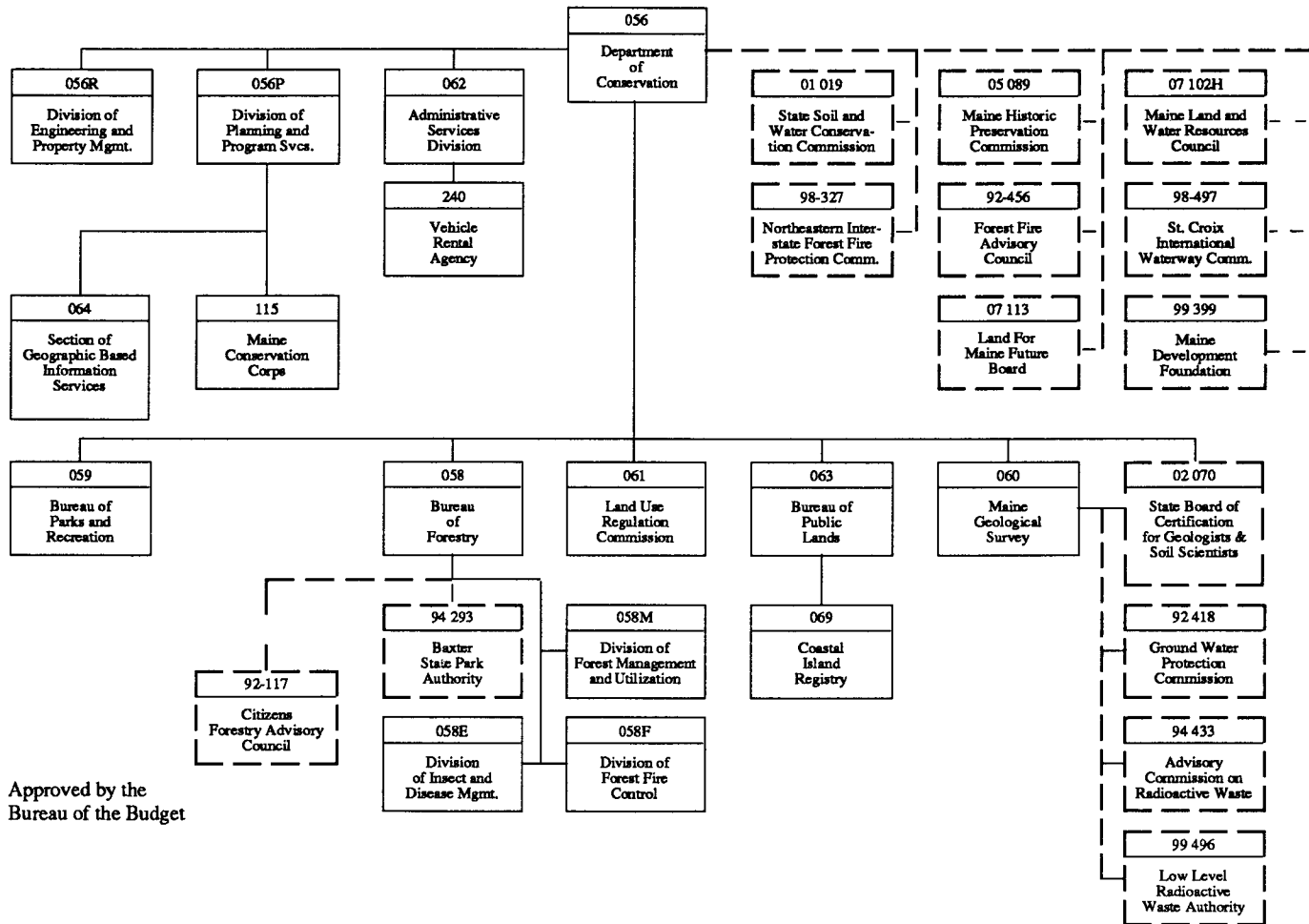
PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services and Planning and Program Services.

PUBLICATIONS:

Listed separately by the Department's organizational units.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

**ORGANIZATIONAL CHART
DEPARTMENT OF CONSERVATION
UMB 04**



Approved by the
Bureau of the Budget

CONSERVATION

CONSOLIDATED FINANCIAL CHART FOR FY 91 DEPARTMENT OF CONSERVATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,391,141	9,517,136	1,614,674		216,423	42,908
Health Benefits	1,238,121	1,006,127	204,668		22,916	4,410
Retirement	2,432,638	2,056,215	325,360		42,465	8,598
Other Fringe Benefits	850,671	562,827	179,326		99,286	9,232
Computer Services—State	24,561	12,744	4,010		7,807	
Other Contractual Service	2,556,484	2,012,840	372,448		68,769	102,427
Rents	481,186	409,038	63,419		8,729	
Commodities	865,127	624,331	214,553		23,341	2,902
Grants—Subsidies—Pensions	1,149,575	394,908	715,922		29,913	8,832
Purchases of Land	461,339	98,216	188,123			175,000
Buildings and Improvement	692,739	516,656	116,560		59,523	
Equipment	310,187	25,433	282,524			2,230
Interest—Debt Retirement	3,401	3,213	51		134	3
Transfers to Other Funds	127,414		99,203		11,662	16,549
TOTAL EXPENDITURES	22,584,584	17,239,684	4,380,841		590,968	373,091

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	5,639		5,639			
Health Benefits	791	14	777			
Retirement	1,130		1,130			
Other Fringe Benefits	11,074	952	1,086			9,036
Other Contractual Service	11,412	6,524	4,625			263
Rents	149,850	148,372	1,478			
Commodities	1,570	1,477	93			
Purchases of Land	175,000					175,000
Buildings and Improvement	7,482		7,482			
Equipment	27,663	25,433				2,230
Interest—Debt Retirement	88	88				
Transfers to Other Funds	608		608			
TOTAL EXPENDITURES	392,307	182,860	22,918			186,529

CONSERVATION

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: 21.5

Legislative Count: 20

PURPOSE: The Division of Administrative Services provides central department administration and management for financial, personnel, administrative and technical procedures in conformance with state and federal requirements. It also provides administrative and technical support services to the Department's Bureaus and programs and assists with department initiatives such as the development of a department-wide office information system.

ORGANIZATION: The Administrative Services Division is composed of four functional units: Personnel and Labor Relations; Information Systems; Business Management; and the Vehicle Rental Agency.

PROGRAM: 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.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	724,896	581,060	119,334		24,502	
Health Benefits	75,174	59,920	12,322		2,932	
Retirement	154,237	126,654	23,471		5,112	
Other Fringe Benefits	12,146	7,175	4,533		438	
Computer Services—State	8,182	8,182				
Other Contractual Service	90,947	59,247	31,700			
Rents	3,493	3,493				
Commodities	10,942	9,404	1,538			
Grants—Subsidies—Pensions	7,511	7,231	280			
Buildings and Improvements	3,144	3,144				
Interest—Debt Retirement	772	772				
Transfers to Other Funds	22,865		20,412		2,453	
TOTAL EXPENDITURES	1,114,309	865,282	213,590		35,437	

CONSERVATION

COASTAL ISLAND REGISTRY

STEVEN OLIVERI

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 1991: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Lands.

MAINE CONSERVATION CORPS

KENNETH SPALDING, DIRECTOR

Central Office: Harlow Bldg., Augusta

Telephone: 289-2211

Mail Address: Statehouse Station #22, Augusta, Maine 04333

Established: December 1983

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 115; Citation: 12 M.R.S.A., Sect. 5151

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Maine Conservation Corps is responsible for creating employment and training opportunities for Maine's economically disadvantaged and unemployed on projects which improve and enhance public property and resources, or which improve property owned by private non-profit organizations if the conservation work accomplished is for a valid public purpose. The program is designed to achieve its purpose by working cooperatively and sharing staffing and funding resources with funded job training agencies and public or private non-profit land managing agencies. A second program of the Maine Conservation Corps, SERVE/Maine, has no eligibility requirements. The SERVE/Maine program develops volunteer opportunities in conservation related public agencies and recruits and places volunteers in those positions.

ORGANIZATION: The Maine Conservation Corps is a unit within the Division of Planning and Program Services, Department of Conservation. The unit is staffed by one full-time, year-round Director and one full-time, year-round Coordinator of SERVE/Maine. Seasonal project staff and volunteers are utilized as required to accomplish work projects.

The SERVE/Maine program is a subunit of the Maine Conservation Corps. SERVE/Maine works with natural resource related public agencies to develop volunteer and intern opportunities and recruit people for these projects.

CONSERVATION

PROGRAM: The Maine Conservation Corps operated 26 projects which employed 118 corpsmembers. Generally, the corpsmembers were employed 32 hours per week for 8 weeks. Twenty-four 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, 34,224 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, Department of Environmental Protection, Department of Marine Resources, Maine Geographic Information System, University of Southern Maine, Baxter State Park, Roosevelt-Campobello International Park, St. Croix International Waterway Commission, U.S. Forest Service, Wells National Estuarine Research Reserve, Yellowstone National Park, Maine Appalachian Trail Club, Maine Audubon Society, Pine Tree State Arboretum, Saco River Recreational Council, Community Employment Project, Baxter School for the Deaf, Student Conservation Association, Gorham Land Trust, Moosehead Lake Region Historic Society, and the municipality of Waterboro.

The SERVE/Maine volunteer program completed its fifth year. During the year 618 volunteers contributed 27,623 hours to 21 public natural resource agencies through SERVE/Maine. The direct net value of contributed labor, materials and expenses totaled more than \$146,000.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE CONSERVATION CORPS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	105,360	91,295	14,065			
Health Benefits	7,260	7,070	190			
Retirement	20,861	18,126	2,735			
Other Fringe Benefits	7,573	7,374	199			
Computer Services—State	43	43				
Other Contractual Service	56,323	21,036	35,287			
Commodities	11,601	11,125	476			
Grants—Subsidies—Pensions	37,305	36,092	1,213			
Transfers to Other Funds	1,647		1,647			
TOTAL EXPENDITURES	247,973	192,161	55,812			

DIVISION OF ENGINEERING AND REALTY

FRED M. BARTLETT, DIRECTOR

Central Office: AMHI—Harlow Bldg., Augusta
Mail Address: Statehouse Sta. #22, Augusta, Maine

Telephone: 289-4970

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: 7

Legislative Count: 7

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.

CONSERVATION

PROGRAM: The Division designed and engineered some \$500,000 in repairs and minor capital improvements. Various market value appraisals were secured to support land purchases being negotiated including many parcels included in the Land for Maine's Future program. Technical support was provided for the Public Lots exchanges and land sales, and numerous property line issues were resolved.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DIVISION OF ENGINEERING AND REALTY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	247,203	247,203				
Health Benefits	24,557	24,557				
Retirement	49,539	49,539				
Other Fringe Benefits	1,092	1,092				
Computer Services—State	4	4				
Other Contractual Service	19,833	19,833				
Rents	129	129				
Commodities	3,333	3,333				
Grants, Subsidies, Pensions	53	53				
Buildings and Improvements	8,562	8,562				
TOTAL EXPENDITURES	354,305	354,305				

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: 178

Legislative Count: 116.5

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 27 towers and 9 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 primary 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 1990 there were 652 forest fires burning 1251 acres.

CONSERVATION

Another major goal of the Division is to enforce all laws dealing with forest and forest preservation. These laws include fire laws, forest practices, timber theft and trespass, Christmas tree laws, all terrain vehicle and snowmobile laws. Forest fire prevention continues to play a very important role in meeting the Division's objectives. Fire Prevention consists of activities such as public service announcements, newspaper articles, Smokey Bear Programs in schools, law enforcement, and spark arrestor inspections on chainsaws, skidders, and other equipment used in the woods.

Presuppression or preparedness is another key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Division personnel.

Many hours of training, both in-service and with volunteer and municipal groups, was conducted throughout the State. In addition, special training programs were developed for hotshot crews, scouts, and industry personnel in forest fire suppression techniques. Specially trained and equipped fire overhead teams were trained and maintained.

All Forest Rangers were trained in the Basic Conservation Officer Academy; a Code of Conduct was adopted; entry level requirements for rangers are being upgraded to reflect the present ranger job; and the Incident Command System was adopted as the system of operation on large fires.

LICENSES, PERMITS, ETC.:

Permits:

Burning Permits

Appointments:

Town Wardens

General Deputies

PUBLICATIONS:

Forest Fire Prevention Materials—varies according to annual theme

Posters

Pamphlets

Smokey Bear Kits

(All Free)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DIVISION OF FOREST FIRE CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,495,828	3,430,894			64,934	
Health Benefits	425,644	419,626			6,018	
Retirement	866,376	853,784			12,592	
Other Fringe Benefits	195,588	192,951			2,637	
Computer Services—State	-1,709	-1,709				
Other Contractual Service	1,107,072	1,091,097			15,975	
Rents	195,769	188,683			7,086	
Commodities	258,720	241,935			16,785	
Grants—Subsidies—Pensions	269,389	250,629			18,760	
Purchase of Land	234,955	98,216	136,739			
Buildings and Improvement	319,689	272,396			47,293	
Interest—Debt Retirement	1,033	899			134	
Transfers to Other Funds	1,899				1,899	
TOTAL EXPENDITURES	7,370,253	7,039,401	136,739		194,113	

CONSERVATION

DIVISION OF FOREST MANAGEMENT AND UTILIZATION

GEORGE BOURASSA, DIRECTOR

Central Office: AMHI, Harlow Bldg., Augusta
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Telephone: 289-2791

Established: 1947

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 058M; Citation: 12 M.R.S.A., Sect. 8002

Average Count—All Positions: 39.5

Legislative Count: 38

PURPOSE: The primary functions of the Division of Forest Management and Utilization are to (1) provide technical assistance to forest owners to properly manage their woodlands; (2) provide assistance to forest product operators and wood using mills for product marketing and utilization; (3) provide technical assistance to municipalities on care and maintenance of shade trees; (4) assist in administration and enforcement of forest practices act. Technical assistance is provided through educational workshops, field demonstrations, media presentations and limited one on one contact between forester and owner. Policy limits are established on actual technical assistance available to individual landowners.

ORGANIZATION: The Division of Forest Management and Utilization has three components—field foresters, utilization and marketing section and administrative staff. The division director reports to the State Forester.

PROGRAM: During FY 90, foresters provided technical and educational assistance to 2179 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: 5,913 acres timber stand improvement, 275 acres reforestation, 284 forest management plans involving 32,108 acres and 165 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.

A survey of producers of wood chips for energy plants was conducted and a residual tree damage study is completed. A video of a cedar shingle producing mill in Maine was also completed.

Durham Memorial Forest in Lincolnville, managed by the division, provides two scholarships for a scholarship fund at the University of Maine.

Foresters prepared and staffed exhibits at four county fairs and two statewide shows.

Division staff is working with other DOC personnel to implement the Maine Forest Practices Act and 215 individuals or firms were assisted under this Act. A new federally funded Stewardship Program began during this year. To date 65 non-industrial private landowners have participated.

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

CONSERVATION

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DIVISION OF FOREST MANAGEMENT AND UTILIZATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	454,133	452,592			1,541	
Health Benefits	49,590	49,561			29	
Retirement	92,945	92,759			186	
Other Fringe Benefits	35,252	11,613			23,639	
Computer Services—State	258	258				
Other Contractual Service	105,079	98,279			6,696	104
Rents	2,968	1,857			1,111	
Commodities	27,165	23,002			2,283	1,880
Grants—Subsidies—Pensions	20,671	686			11,153	8,832
Buildings and Improvements	89,204	76,974			12,230	
Interest—Debt Retirement	34	34				
Transfers to Other Funds	722				537	185
TOTAL EXPENDITURES	878,021	807,615			59,405	11,001

BUREAU OF FORESTRY (also known as MAINE FOREST SERVICE)

JOHN H. CASHWELL, DIRECTOR

Central Office: AMHI—Harlow Building; Floor: 2
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Telephone: 289-2791

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: 5

Legislative Count: 3

Organizational Units:

Division of Forest Management
 and Utilization
 Division of Forest Fire Control

Division of Insect and Disease Management
 Division of Policy, Planning and Information

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

CONSERVATION

appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to woodland owners; to produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies; to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 4 functional divisions: Forest Fire Control, Forest Management and Utilization, Insect and Disease Management, and Policy, Planning and Information. Each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors.

PROGRAM: The Bureau of Forestry's total program is reflected in the program statements of the various Divisions. In addition, the Director's office coordinates Bureau information and education activities, planning responsibilities, budget preparation, and legislative and grant proposals.

The environmental education program "Project Learning Tree" is co-sponsored by the Bureau.

LICENSES, PERMITS, ETC.:

Permit:

- Campfire (Unorganized Territories)
- Gypsy Moth Quarantine
- Open Burning of Slash and Debris

PUBLICATIONS:

Project Learning Tree Activity Guides: provided by Project Learning Tree, an environmental education program designed for teachers and other educators working with students in kindergarten through grade 12. (free through on-site workshop)

Opportunities for Exporting Hardwood Pulp Chips from Maine to the Far East

Opportunities for Exporting Softwood Lumber from Maine to the Far East

Opportunities for Exporting Softwood Lumber from Maine to the European Community

Other publications are listed by Division.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

CONSERVATION

BUREAU OF FORESTRY	TOTAL FOR		Special			
	ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	93,836	54,755			39,081	
Health Benefits	11,582	6,913			4,669	
Retirement	20,336	12,526			7,810	
Other Fringe Benefits	54,320	12,658			41,662	
Computer Services—State	3	3				
Other Contractual Service	30,712	21,372			9,340	
Rents	251	251				
Commodities	99,890	1,890	98,000			
Transfers to Other Funds	1,526				1,526	
TOTAL EXPENDITURES	312,456	110,368	98,000		104,088	

GEOGRAPHIC INFORMATION SERVICES

DANIEL H. WALTERS, Administrator

Central Office: Augusta

Telephone: 289-3897

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: July 1, 1985

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 064; Citation: 12 M.R.S.A., 1752

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Office of Geographic Information Services (GIS) maintains and operates a geographic information system center, develops and administers standards, and provides geographic information system services to the public and state agencies. The facility and staff serve as GIS resources to Maine state agencies engaged in GIS programs. The Office maintains Maine's GIS database, provides technical support and training, and is the focal point for GIS data distribution to the public.

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: FY 91 was the Office of Geographic Information Services' first full year of operations. The facility and staff provided ARC/INFO and Sun operating system technical support, system administration, and facility management for users of the Office's host/file server, 5 graphics work stations, 2 digitizers, and plotter. The facility was upgraded with the addition of a 1 gigabyte disk pack for data storage and a 4093 DX thermal wax printer.

Formal ARC/INFO training commenced in the spring with a 44 hour training session attended by 8 professionals representing 4 agencies. Ad hoc training was provided to agency personnel as needed. In addition, the Office, in conjunction with the Office of Information Services, organized the reception of a GIS satellite teleconference from the University of Wisconsin. The 1 day broadcast was viewed by 50 state and local government people.

The Office hosted and supported activities by the Departments of Conservation, Environmental Protection, Marine Resources, Inland Fisheries and Wildlife, the Executive Department, and the Maine Low-Level Radioactive Waste Authority. Facility usage averaged approximately 400 hours/month for FY 91.

The Office continued to collect geographic information for the Maine GIS database. This year 170 1:24,000 scale USGS basemaps were digitized and work has begun with the USDA Soil Conservation Service and the Maine Low-Level Radioactive Waste Authority to digitize 2,000,000 acres of soils. All digital data is checked by the Office to ensure quality and conformance with the "Maine Data Standards for GIS."

CONSERVATION

PUBLICATIONS:

Data Standards for Maine Geographic Information Systems, 1990. Free.
Views, Maine GIS Newsletter

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

GEOGRAPHIC INFORMATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	64,951	64,951				
Health Benefits	6,605	6,605				
Retirement	14,731	14,731				
Other Fringe Benefits	21,507	21,507				
Other Contractual Service	22,265	22,265				
Rents	30,994	30,994				
Commodities	2,262	2,262				
Grants—Subsidies—Pensions	1,000	1,000				
Buildings and Improvement	591	591				
TOTAL EXPENDITURES	164,906	164,906				

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: 17

Legislative Count: 16

Organizational Units:

Administration, Mineral & Technical
Services

Bedrock and Surficial Geology Division
Marine Geology Division

Hydrogeology Division

Earth Resources Information Division

PURPOSE: The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962 and, in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, it was again transferred and reestablished within the Department of Conservation.

PROGRAM: The Maine Geological Survey's principal programs involve physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

CONSERVATION

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.

Earth Resources Information Division. This Division prepares and publishes the results of the Survey's geologic field investigations and research projects. The Division operates a cartographic production facility which includes a drafting section, a photographic darkroom, and a diazo reproduction center. The Division produces maps ranging from single-color diazo prints to multi-color printed geologic quadrangles.

Marine Geology Division. The Marine Geology Division conducts research in the Gulf of Maine and provides technical services to other State agencies involved in the coastal zone. A search for beach nourishment sources, dredge spoils disposal sites and ore minerals is being conducted on the sea floor with funding from the minerals management service. The Division is also conducting sea level rise and subsurface geologic studies along the coast in cooperation with the Nuclear Regulatory Commission and the University of Maine. The Division has provided technical comments to the Department of Environmental Protection on the Sand Dune and Wetlands Acts, and to the Maine Sea Grant and the State Planning Office regarding the merit of research proposals in the coastal zone.

Administration, Mineral, and Technical Services. The Maine Geological Survey and the Bureau of Public Lands have administrative jurisdiction over prospecting and mineral development on those lands owned or held in trust by the State of Maine that are open for mineral exploration. This jurisdiction extends over 400,000 acres of public lands, the littoral bottom to three miles, and all lake bottoms, but not to mineral activities on private or federal lands. In the case of the latter two, permission should be obtained from the landowner or the appropriate management agency.

Procedures for exploration, claiming, and mining state lands are outlined in the "Mining on State Lands Statutes," copies of which may be obtained from the Survey. Exploration permits and claim recording applications, as well as mining leases must be obtained from the Survey. Mineral development on state held lands is subject to the appropriate environmental regulations as well. The Survey also maintains an active file of current mineral development activities on state lands.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land

1. Exploration Permit
2. Claim Recording Certificates
3. Land Use Ruling
4. Mining Leases on State Land
5. Machinery and Explosives for Exploration

PUBLICATIONS: The Survey publishes technical reports concerning surficial, ground water, bedrock, and marine geology. Numerous recent maps and reports have been prepared for the planner and layman. Several of the Survey's publications are listed below. Please add 5% state sales tax to the purchase price when ordering.

Informational Literature:

Publications List—contains a complete listing of available Survey publications. (free)

Index Map Series—a series of maps which indicate coverage of surficial, bedrock, marine, ground water, and wetlands map series (free)

Open-File Reports and Maps: a series of preliminary reports and maps available as diazo copies. Contact the Survey for a full listing of open-file information and prices. Several open-file map series are listed below.

CONSERVATION

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. Price: \$8.00
 The Geology of Mount Desert Island—A Visitor's Guide to the Geology of Acadia National Park, by R.A. Gilman and others; 1988. Price: \$8.00
 Studies in Maine Geology, Volume 1-6, edited by R.D. Tucker and R.G. Marvinney; 1989
 Price: \$10.00 per volume
 Neotectonics of Maine: Studies in Seismicity, Crustal Warping, and Sea-Level Change, edited by W.A. Anderson and H.W. Borns, Jr., 1989. Price: \$10.00 per volume

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE GEOLOGICAL SURVEY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	527,308	523,165			4,143	
Health Benefits	49,619	49,332			287	
Retirement	105,671	104,841			830	
Other Fringe Benefits	167,248	137,105			30,143	
Computer Services—State	8,417	610			7,807	
Other Contractual Service	120,874	99,998	525		20,351	
Rents	5,152	5,152				
Commodities	229,316	228,980			336	
Grants—Subsidies—Pensions	1,077	1,077				
Interest—Debt Retirement	63	63				
Transfers to Other Funds	3,324		26		3,298	
TOTAL EXPENDITURES	1,218,069	1,150,323	551		67,195	

DIVISION OF INSECT AND DISEASE MANAGEMENT

DAVID STRUBLE, DIRECTOR, STATE ENTOMOLOGIST

Central Office: AMHI, Harlow Bldg., Augusta
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Telephone: 289-2791

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: 16.5

Legislative Count: 14

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

CONSERVATION

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: Survey of Maine's forests indicate that the increasing infestation of hemlock looper is a serious threat to Maine's forest resource. Aerial reconnaissance has detected more than 20,000 acres of scattered moderate to severe damage extending from the Sebago Lake region along the coast, and up the Penobscot Valley into southern Aroostook County. Patches of dead hemlock trees are increasingly evident throughout southern and eastern Maine.

Moderate to heavy gypsy moth defoliation expanded to encompass 270,432 acres of southern Maine during 1990. This expansion coupled with subsequent increased egg mass densities presages a general outbreak in the region. The I&DM Division, working with affected municipalities and the US Forest Service, is developing a cooperative suppression project to provide cost support for municipal pest management efforts in 1991.

The spruce beetle continues to kill mature spruce in many parts of northern Maine, and can be found throughout the area. Although mortality tends to occur in localized spots, these severely infested areas currently cover more than 9,000 acres. The larch beetle infestation, generating similar damage on tamarack, continues to expand northward into previously uninfested areas. However, to date the average mortality caused by this insect remains less than 5% of the tamarack basal area.

The white pine blister rust control program conducted survey and coincident control in commercial white pine stands in 13 towns. The I&DM Division is continuing evaluation of this program to improve efficiency and benefit: cost ratio.

As the DOC's representative to the State Lyme Disease Working Group, the Division cooperated in monitoring the occurrence of the disease and its vectors. Over 230 specific tick identifications were directly driven by this effort. Since first recorded in Maine, only 14 cases of Lyme disease have been confirmed to have been contracted in Maine.

The Division monitored the health of sugar maples in western Maine as part of the Cooperative North American Maple Decline Project. The success of this program has generated support for extension of this multinational effort beyond the original 1990 end date. Additionally, I&DM personnel established and made initial measurements on 137 permanent plots as Maine's portion (52%) of the cooperative New England Forest Health Monitoring Project. The data are being maintained in a US Forest Service database, and serve as a prototype for a national monitoring effort.

The Division provided technical advice and assistance to the public and forest industry on a variety of pests of forests, home grounds, and humans; responding to almost 1400 public requests for assistance. In 54 instances the Division provided assistance to municipalities and other governmental agencies. During the field season specific pest alerts and periodic pest condition newsletters were published and sent to interested parties. Also, I&DM personnel facilitated wood shipment relative to various quarantine restrictions, issuing 179 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

CONSERVATION

Planting and Care of Shade Trees
 Insect and Disease Information and Control Sheets—various specific pests
 Forest and Shade Tree Insect and Disease Conditions For Maine—Summary reports for 1986, 1987, 1988, 1989, 1990
 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)
 The Distribution of Eastern Hemlock Looper [*Lambdina fiscellaria fiscellaria* (Gn.)] Eggs on Eastern Hemlock [*Tsuga canadensis* (L.) Carr] and Development of an Egg Mass Sampling Method on Hemlock.
 Hemlock Looper Pest Alert
 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASISC system.

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	491,452	409,230			82,222	
Health Benefits	57,223	48,242			8,981	
Retirement	96,526	80,591			15,935	
Other Fringe Benefits	21,069	20,302			767	
Other Contractual Service	71,079	54,915	-243		16,407	
Rents	2,088	1,556			532	
Commodities	16,837	12,655	245		3,937	
Grants—Subsidies—Pensions	23,021	709	22,312			
Buildings and Improvements	17,084	17,084				
Interest—Debt Retirement	10	10				
Transfers to Other Funds	1,948		-1		1,949	
TOTAL EXPENDITURES	798,337	645,294	22,313		130,730	

MAINE LAND USE REGULATION COMMISSION

DAVID BOULTER, DIRECTOR

Incoming WATS Line: 1-800-452-8711

Telephone: 289-2631

Central Office: AMHI—Harlow Building

Mail Address: Stathouse 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: 32.5

Legislative Count: 32

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

CONSERVATION

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 an organizational unit of the Department of Conservation. The Commission is comprised of a 7 member governing board, with members appointed by the Governor subject to review by the Joint Standing Committee on Energy and Natural Resources and approval by the Legislature. They serve 4 year staggered terms. The Commission has a staff of approximately 30, including an Executive Director. Regular meetings are held at least monthly at various locations in or near the Commission's jurisdiction.

PROGRAM: In FY 1991, 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) improve on the efficiency of the Commission's permitting process; (2) work cooperatively with several major landowners to draft lake concept plan for the appropriate development and conservation of lake shoreline within their land holding; (3) refine its policies regarding the protection of deer wintering areas; (4) work cooperatively with DEP staff to adopt statewide metallic mineral mining regulations; and (5) improve its enforcement, education and compliance programs.

LICENSES, PERMITS, ETC.:

Permits: (Plantations and Unorganized Townships):

- Building
- Development
- Subdivision
- Road Construction
- Bridge Construction
- Zoning Petitions
- Forestry Operations
- Utility Line Extensions
- Hydropower Projects
- Advisory Rulings

PUBLICATIONS*:

Subdividing in the Wildlands of Maine	No Charge
Comprehensive Land Use Plan for the Unorganized Areas of the State of Maine—1983	No Charge
Statutes Administered by LURC	No Charge
Land Use Districts and Standards	No Charge
Land Use Handbook	
Section 3, Maine Land Use Regulation Commission	No Charge
Section 4, How to Apply for a L.U.R.C. Building Permit	No Charge
Section 5, Design Ideas	No Charge
Section 6, Erosion Control on Logging Jobs	No Charge
Section 6, Erosion Control on Logging Jobs (French Version)	No Charge

*No charge for individual copies; nominal charge for multiple copies

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

CONSERVATION

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	689,168	689,168				
Health Benefits	80,216	80,216				
Retirement	138,567	138,567				
Other Fringe Benefits	131,673	83,939	47,734			
Computer Services—State	1,595	1,595				
Other Contractual Service	186,881	186,881				
Rents	2,245	2,245				
Commodities	16,511	16,511				
Grants—Subsidies—Pensions	893	893				
Buildings and Improvements	35,647	35,647				
Interest—Dept Retirement	64	64				
Transfers to Other Funds	2,059		2,059			
TOTAL EXPENDITURES	1,285,519	1,235,726	49,793			

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: 186.5

Legislative Count: 49

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 oversaw the activities of all of the agency's divisions, formulated bureau policy, coordinated finances and budget preparation, administered land transactions, prepared legislation and testimony and appeared at public hearings. The director also served as senior staff to the Land for Maine's Future Board, participating in the Bureau's acquisition of Sabattus Mountain in Lovell and parcels on the Androscoggin River in Turner and Leeds. The Director also served

CONSERVATION

on the Wells National Estuarine Research Reserve Management Authority and as the Commissioner's designee on the St. Croix International Waterway Commission. In fulfillment of legislative mandates, the Bureau submitted two reports to the Legislature: *Funding Alternatives for the Reconstruction of Churchill Dam in the Allagash Wilderness Waterway*; *A Report on the Percentage of Gasoline and Special Fuel Related to Boating Use*.

The Director's Office also provided information to the public and the media concerning a 3.5 million dollar bond issue for major capital improvements and rehabilitations of state park facilities. The bond issue failed at referendum in November.

The Bureau received the Waste Management Agency's Award for Public Service given to the Bureau for its waste reduction program in state parks and for raising public awareness about solid waste issues.

Operations and Maintenance. During the year 1990-1991, the Operations and Maintenance Division provided recreational and educational opportunities for more than 2 million state park and historic site visitors.

The Division manages 34 developed and staffed state parks, the Allagash Wilderness Waterway, the Penobscot River Corridor and Lobster Lake, and 52 public boat ramp facilities. This division also monitored public use at 21 undeveloped properties, 15 conservation easement areas, and 70 state-owned, locally operated parks and boat access sites. New additions acquired through the Land for Maine's Future Board are: Mount Kineo on Moosehead Lake, Shackford Head in Eastport, Sandy Point in Stockton Springs, an additional 100 acres adjacent to Bradbury Mountain State Park, Sabattus Mountain in Lovell and 2000 acres on the Androscoggin River in Turner and Leeds.

The Division's Carry in, Carry Out policy was successfully expanded to all day use areas. In order to ensure the future of the program, the Division developed new school programs aimed at 3rd, 4th and 5th graders. The focus is on the preservation of the quality of the environment in Maine's state parks and historic sites.

Training continued as a high priority with an annual spring training session for managers and a lifeguard academy. The Training Committee has begun development of a series of training tapes for field employees. Also, Division staff worked closely with the planning division on strategic planning which focused on the goals and objectives of the Bureau and Division.

Special events planned for the summer of 1991 include the 25th anniversary of the Allagash Wilderness Waterway, as well as an open house at Holbrook Island Sanctuary and free use of inland parks for Lake Day.

Division of Planning and Research. During FY 91 a report regarding the use of Maine's state park campgrounds was completed and published. A draft assessment of all Bureau programs was prepared, including a mission statement and goals, and identification of issues, problems and strategies to address areas of focus.

On-going efforts included the creation of a coastal beach data file, the monitoring of beach profiles at Sebago Lake State Park and the review of town comprehensive plans produced under the growth management program. In January, 1991, the Division prepared a work program for the 1993 Maine State Comprehensive Outdoor Recreation Plan (SCORP). The major emphasis of the Division is now the preparation of SCORP.

Boating Facilities Division. Grants to local communities and others provided new or improved boat access sites at: Monson, Lake Hebron; T16 R5, Cross Lake; Vassalboro, Webber Pond; Swans Island, Mackerel Cove; and Augusta, Kennebec River. Capital expenditures on State-owned sites provided new or improved boat access sites at: Biddeford, Saco River, Poland, Upper Range Pond; Belgrade, Salmon Lake; and No. 14 Plantation, Cathance Lake.

The Division's Navigational Aids program currently identifies hazards and places navigational aids and regulatory markers in 18 waterbodies, assists associations in the marking of 6 waterbodies, and supplies marking material for one municipally marked waterbody.

Snowmobile Program. The Program has continued to work closely with 269 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 207 club grant applications, approving 201; approved 81 municipal projects which involved 104 municipal and/or county governments and several unorganized townships; and awarded 2 contracts to individuals to maintain approximately 65 miles of regionally significant trails in relatively remote sections of northern Maine. The total trail mileage

CONSERVATION

included in all the snowmobile grant projects was 10,246, a slight increase over the 1990-91 season. The total expenditures under the club and municipal grant programs during the 1990-91 season was \$537,501. The Program continued the administration of five major snowmobile trail systems located on both State and private land and several smaller use areas within the State Park system, as well as the snowmobile trail network in the Evans Notch District of the White Mountains National Forest.

The ITS (Interconnecting Trail System) was completed and made operational. Extensions of some ITS trails were realized and others began to be developed. A map of the ITS, which was in high demand, was printed, including the State-administered areas as well as other information and educational material about Program services and state laws. A Northeast Snowmobile Trail (N.E.S.T.) was also developed and marked through Maine, New Hampshire, Vermont, and Quebec.

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 six club grants have been approved. A liability insurance program is in place for landowners and clubs to protect them against liability claims on authorized trails.

One State-administered experimental trail was developed in Mt. Blue State Park and opened in FY 90. Also, several abandoned railroad rights-of-way are being incorporated into a multi-use trail system.

The Maine Rivers Program. The Maine Rivers Program was created in 1985 to coordinate the planning and management of recreation on Maine rivers, assure public access to the State's rivers, and provide for the protection of river resources. The program is managed by the Maine Rivers Coordinator, who works with state agencies, the Saco River Corridor Commission, the Saco River Recreational Council, the St. John Advisory Committee, the St. Croix International Waterway Commission, other local river interest groups, private landowners, municipalities and land trust organizations to develop, implement and review recreation management plans and to facilitate securing, improving and developing public access to Maine's rivers.

The River Coordinator is frequently requested by regulatory state agencies to review permit applications for activities that may impact river recreational resources; also coordinates the review of hydropower projects for the Department of Conservation, providing site-specific comments on access and recreation facilities, through the coordinated state agency review process, to applicants seeking federal and state licenses and permits to develop, redevelop or relicense hydropower projects.

LICENSES, PERMITS, ETC.:

Operations & Maintenance: Allagash Wilderness Waterway Timber Harvesting Permits.

PUBLICATIONS:

1. Outdoors in Maine—free
2. The Allagash Wilderness Waterway—free
3. Rules & Regulations for State Parks and Historic Sites—free
4. Rules & Regulations for the Allagash Waterway—free
5. Maine Public Facilities for Boats Program—free
6. Maine Uniform State Waterway Marking System and Rules & Regulations—free
7. 1987-89 Action Program—free
8. Statewide Snowmobile Trail Map—free
9. All-Terrain Vehicle Trail Marking Techniques—free
10. Brochures on Club & Municipal Grant Information—free
11. Moose River Bow Trip: Resource Assessment—free
12. Review of Current Recreational Boating Use of the Dead River and Rapid River—free
13. The Maine Rivers Study—free
14. Various brochures on specific parks and historic sites and the campsite reservation system
15. Resource Inventory of the St. George River, Maine—free
16. Visitor Distribution, Characteristics, and Preferences on the Allagash Wilderness Waterway—free
17. 1987 Survey of State Park and Historic Site Day-Use Visitor Characteristics—free
18. 1987 Survey of State Park Camping Party Characteristics and Attitudes—free

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

CONSERVATION

BUREAU OF PARKS AND RECREATION	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	3,398,827	2,826,440	572,387			
Health Benefits	320,694	239,106	81,588			
Retirement	650,250	534,129	116,121			
Other Fringe Benefits	107,421	44,945	62,476			
Computer Services—State	5,585	3,428	2,157			
Other Contractual Service	412,430	288,287	124,143			
Rents	57,311	22,822	34,489			
Commodities	135,927	65,107	70,820			
Grants—Subsidies—Pensions	722,541	87,088	635,453			
Purchases of Land	770		770			
Buildings and Improvement	141,781	102,258	39,523			
Equipment	217,407		217,407			
Interest—Debt Retirement	1,279	1,279				
Transfers to Other Funds	21,272		21,272			
TOTAL EXPENDITURES	6,193,495	4,214,889	1,978,606			

DIVISION OF PLANNING AND PROGRAM SERVICES

SUSAN J. BELL, Deputy Commissioner

Central Office: AMHI Harlow Bldg., Augusta

Telephone: 289-2211

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 24, 1977

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 056P; Citation: 12 M.R.S.A., Sect. 5012

PURPOSE: The Division of Planning and Program Services is responsible for the Information and Education function, program review and evaluation, legislation, policy development, long-range departmental planning, the Maine Conservation Corps, SERVE/Maine, the growth management review process, the Geographic Information System and Affirmative Action.

ORGANIZATION: Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division, now Deputy Commissioner.

PROGRAM: The Division has seven sections. They are: Public Information & Education, Legislation, Planning, the Maine Conservation Corps, SERVE/Maine, the growth management review process and Geographic Information Service. The Division as a whole provides program staff support to the Commissioner and has responsibility for the programs and policies of the Department as a whole.

The Public Information Section is staffed by a full-time director of conservation information and education supported by a part-time secretary. This section provides public information and education services to the Land Use Regulation Commission; the Maine Geological Survey; the bureaus of Parks and Recreation, Forestry, and Public Lands; the Maine Conservation Corps; SERVE/Maine; the Maine Office of Geographic Information Services; and the commissioner's office.

These services include the preparation and dissemination of essential public information and education releases. Examples of this work include public information about forest fire and flood hazard and conditions; state park public use advisories; announcements of events and activities at public facilities including state parks, public lands, and historic sites; announcements of public meetings; the adoption of rules, regulations, and fees; permit requirement changes; forest protection advisories; and announcements of public conservation program participation opportunities and deadlines.

The Section cooperates with the Maine Publicity Bureau and the Office of Tourism to prepare weekly, statewide fall foliage condition reports requested by instate/out-of-state media and tourism

CONSERVATION

information providers using information gathered in the field by the Maine Forest Service.

Desktop publishing services are provided to department programs including preparation of camera ready materials needed for the printing of signs and markers for state parks and public lands, park visitor information brochures, meeting announcements, and public information advisories. The section prepares a monthly employee newsletter and a departmental newsletter (A Report on Maine's Forests Park and Lands).

The Legislative Section is responsible for coordinating the Department's legislative program with the Legislature and with the Governor's Office. The Section assists in the development and preparation of legislation, the presentation of legislation to interested groups, as well as the Legislature, coordinates communication from the Legislature to the Department and its various bureaus, evaluates legislation which is presented by those outside the Department, and advises the Governor's Office on the merits of legislation presented to him for his signature.

The Affirmative Action program is responsible for the updating and monitoring of the department's plan relative to achieving diversity in our work force and to providing employment opportunities for women, minorities and persons with disabilities.

While the focus of Affirmative Action remains establishing a work force reflective of the state's population, the Department's Affirmative Action program is focusing on meeting the human resource and management needs relative to creating and maintaining a work environment that recognizes the value of all employees and continues to attract quality individuals.

The Planning Section coordinates the development and review of Department policy papers, coordinates the work of various bureaus on matters of inter-bureau concern, and assists various bureaus on matters of Departmentwide concern. This Section is responsible for coordinating the Department of Conservation's review process of municipal comprehensive plans as required by the Comprehensive Planning and Land Use Regulation Act (30 M.R.S.A. Sec. 4960) and the Office of Comprehensive Planning in the Department of Economic and Community Development.

The Division also responds to requests from other Departments and the Governor's Office for information concerning Departmental programs, affirmative action, federal grant applications, and natural resources' issues of inter-Departmental concern.

PUBLICATIONS:

The following publications are available free of charge.

1. "Maine Forests, Parks and Lands," the Department's semiannual newsletter, is available upon request.
2. "Treat-Me-Right"—a guide for recreation use of private lands.

FINANCES, FISCAL YEAR 1991: This unit had no expenditures in FY 91.

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: 45.5

Legislative Count: 0

Organizational Units:

Operations

Planning

Financial Management

PURPOSE: The Bureau of Public Lands, a dedicated revenue agency, is responsible for the management and administration of Maine's 450,000 acres of Public Reserved Lands, Submerged Lands, the Coastal Island Registry and other public lands as provided by law. It was created in 1973 by the 106th Legislature.

CONSERVATION

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. The Planning Division is responsible for formulation of policy and land use plans, land acquisition and communications and management of coastal islands under the Bureau's jurisdiction. 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) Public Lands.

1. THE PUBLIC RESERVED LANDS.

Historical Perspective. The primary workload of the Bureau is associated with the management of the Public Reserved Lands—a task which was initiated to expand the management program on this landbase, making it more available for public use and enjoyment and recapturing outstanding timber and grass rights which were sold to various private interests during the latter half of the 19th Century.

This landbase remains from the original sale of the public domain (1786-1878), when the Massachusetts General Court (and later the Maine Legislature) reserved land for public purposes from the sale of each township. In 1973, about 400,000 acres of this reserved land remained. It was scattered throughout the Unorganized Territory in parcels of roughly 1,000 acres or less.

Development of the Landbase. Through a combination of litigation and land trades with surrounding private landowners, the State has succeeded in recapturing exclusive title to the entire 400,000 acres and has expanded the system by an additional 50,000 acres. About 300,000 acres are now consolidated into 22 management units ranging in size from 3,000 to 30,000 acres.

The Management Program. The Bureau administers these lands under the principles of multiple use-sustained yield management, which means that all resource values are considered in the 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 — 277 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.

CONSERVATION

(3) **Wildlife.** The Bureau's wildlife program—which is an integral part of the timber program—stresses diversity of (timber) species and age-classes to provide the broadest spectrum of habitat opportunities for all indigenous wildlife populations. Of particular significance, the Bureau has incorporated into its general management program the identification and management of “riparian zones”—a strip along all water resources and wetlands in which wildlife resources are managed as the “dominant” of the several multiple uses. The Bureau has also completed a volume of wildlife guidelines to enable Bureau foresters to incorporate wildlife management into forest management programs.

(4) **Soil/Water Management.** All management activities are designed, in accordance with standards of the Land Use Regulation Commission, to either maintain or improve existing soil and water quality.

(5) **Visual Resources.** Along waterways, through travel influence zones (major roads) and in sensitive mountain areas exposed to public view, timber harvesting is modified to retain as much of the natural character of the landscape as possible.

(6) **Critical Areas.** Working with the State Planning Office the Bureau has surveyed about 100,000 acres of the Public Reserved Lands System, seeking both areas and species of special significance, which should be excluded from the normal management program and set aside for protection.

(7) **Other Uses.** At the discretion of the Director, as prescribed in the Statutes, the Public Reserved Lands may also be made available for the construction of public roads, power lines, mining, mill and water rights and a number of other activities which serve the general public interest.

2. SUBMERGED LANDS.

The people of the State of Maine have a proprietary interest in the several thousand miles of submerged lands which underly Maine's coastal waters, as well as to the bottoms of all Great Ponds (10 acres or larger), which comprise inland waters. The Bureau of Public Lands is responsible for administering the use of this landbase, ensuring that the “public” has access to the State's waters and that they are properly compensated in those situations where such land is devoted to the private and exclusive use of individuals and organizations for commercial purposes. A policy governing the use and administration of these lands was adopted in 1986.

3. COASTAL ISLANDS.

The Coastal Island Registry, created by the Legislature in 1973, resides within the Bureau of Public Lands. The purpose of the registry is to examine and clarify titles to Maine's Coastal Islands—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. PUBLIC LANDS.

The Bureau manages a number of tracts which do not have the same Constitutional Status as the Public Reserved Lands, but which are managed in a manner similar to the Public Reserved Lands. These are chiefly lands that have been acquired through the Lands For Maine's Future Program, which currently total 32,300 acres. As with the Public Reserved Lands, these lands are managed for multiple use and sustained yield of all resource values, subject to any special requirements for the Land For Maine's Future Program.

The Bureau also 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
- Bear Baiting

CONSERVATION

Leases:

- Submerged Lands
- Right of Way
- Agricultural
- Public Land (includes a variety of possible uses)

PUBLICATIONS:

- Recreation and Management brochures and articles for Maine Fish & Wildlife Magazine
- Management Plans for the Major Reserved Land Units
- Submerged Lands Brochure
- Wildlife Guidelines
- Your Islands on the Coast Brochure

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
BUREAU OF PUBLIC LANDS						
EXPENDITURES						
Salaries and Wages	903,249		903,249			
Health Benefits	109,791		109,791			
Retirement	181,903		181,903			
Other Fringe Benefits	63,298		63,298			
Computer Services—State	1,853		1,853			
Other Contractual Service	176,411		176,411			
Rents	27,452		27,452			
Commodities	43,381		43,381			
Grants—Subsidies—Pensions	56,664		56,664			
Purchases of Land	50,614		50,614			
Buildings and Improvement	69,555		69,555			
Equipment	65,117		65,117			
Interest—Debt Retirement	51		51			
Transfers to Other Funds	53,180		53,180			
TOTAL EXPENDITURES	1,802,519		1,802,519			

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: 2.5

Legislative Count: 0

PURPOSE: The Vehicle Rental Agency was established in the Department of Conservation for the purpose of acquiring and maintaining vehicles for use by department employees on official state business. In addition, VRA makes vehicles as available as possible to all state agencies.

ORGANIZATION: The Vehicle Rental Agency is organizationally located in the Department's Division of Administrative Services. It is staffed by a Manager, who reports to the Director of Administrative Services, an Auto Mechanic I, and a part-time Laborer I.

CONSERVATION

PROGRAM: The Vehicle Rental Agency was created as an innovative solution to the problem of an over-sized agency fleet in poor condition. The use of professional fleet management concepts and practices has improved the safety and reliability of the fleet.

The Vehicle Rental Agency made it possible to reduce the pre-VRA fleet size by 43 percent. The fleet composition changed from larger, more expensive vehicles to smaller, more efficient compact and intermediate cars. The 43% reduction in fleet size has been maintained, while increasing the number of customers and miles driven.

The VRA fleet is on a scheduled preventive maintenance program. This program, coupled with monitored daily care, strives to keep the retained value of the vehicles as high as possible. All vehicle replacements, to date, have been on time and in keeping with our five year forecast schedule.

Each rental customer is asked to provide feedback to the agency by filling out a report card provided with each rental. The report card is also the means for customers to notify VRA of any problems with vehicles so that all problems may be attended to immediately.

The VRA has the authority to enter into agreements with other departments to provide transportation services.

The VRA serves over 1,800 drivers, representing many departments, agencies and programs. The fleet logged 1,012,022 miles in FY 91.

Providing quality and dependable service to customers is the most important part of the Agency's job.

In FY 92 the Vehicle Rental Agency will be moved into a new statewide Central Motor Pool which has been created by legislation.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

VEHICLE RENTAL AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	42,908					42,908
Health Benefits	4,410					4,410
Retirement	8,598					8,598
Other Fringe Benefits	196					196
Other Contractual Service	102,060					102,060
Commodities	1,022					1,022
Interest—Debt Retirement	3					3
Transfers to Other Funds	16,364					16,364
TOTAL EXPENDITURES	175,561					175,561

CONSUMER CREDIT

COUNCIL OF ADVISORS ON CONSUMER CREDIT

NEIL SHANKMAN, CHAIRMAN

Central Office: Gardiner Annex, Northern Ave., Gardiner

Telephone: 582-8718

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333-0035

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 1991: 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.

MAINE CORRECTIONAL ADVISORY COMMISSION

JOSEPH MORAN, CHAIRMAN
KATHY L. ALLEN, Contact

Central Office: State Office Bldg., Augusta
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Telephone: 289-2711

Established: 1975

Sunset Review: Not Established

Reference: Policy Area: 03; Umbrella: 92; Unit: 047; Citation: 34A M.R.S.A., Sect. 1204-A

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 14 members, consisting of two members from the House of Representatives appointed by the Speaker of the House and two members 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 1991: 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: 1267.5

Legislative Count: 1242

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
Bureau of Juvenile Corrections

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:

Correctional Services. 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.

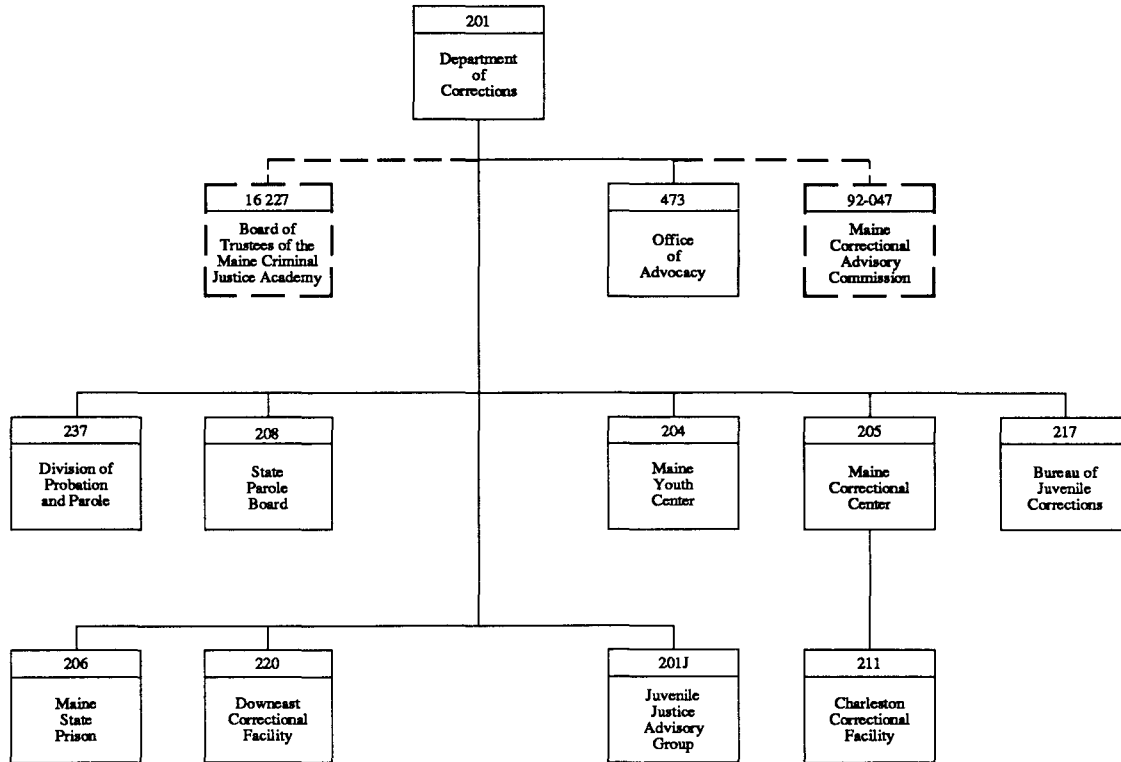
A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and State agencies.

The program is also funded for mental health services to correctional clients including those having drug and alcohol problems. Another program, in conjunction with our adult institutions develops jobs for inmates who are to be released within a short period of time.

Correctional Training Program. The 108th Legislature passed into law mandatory training for all correctional officers working in municipal, county and state correctional facilities. The Department coordinated the development of the curriculum for this training with the cooperation of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers.

**ORGANIZATIONAL CHART
DEPARTMENT OF CORRECTIONS
UMB 03**



CORRECTIONS

CORRECTIONS

CONSOLIDATED FINANCIAL CHART FOR FY91 DEPARTMENT OF CORRECTIONS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	29,745,280	29,190,254	19,695		437,256	98,075
Health Benefits	3,694,447	3,619,064	2,980		58,638	13,765
Retirement	6,622,747	6,503,476	4,036		90,525	24,710
Other Fringe Benefits	4,900,562	4,533,628	103,596		207,258	56,080
Computer Services—State	28,573	27,835	738			
Other Contractual Service	3,355,689	3,264,749	9,499		26,988	54,453
Rents	492,414	432,259	6,159		1,004	52,992
Commodities	4,869,350	4,620,773	155,208		42,040	51,329
Grants—Subsidies—Pensions	6,023,107	5,633,912	744		388,451	
Purchases of Land	8,625,765	2,441,232			418,220	5,766,313
Buildings and Improvement	650,328	466,710	27,788		60,869	94,961
Interest—Debt Retirement	5,482	3,196	4			2,282
Transfers to Other Funds	12,279		2,643		6,856	2,780
TOTAL EXPENDITURES	69,026,023	60,737,088	333,090		1,738,105	6,217,740

CORRECTIONS

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 1991: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DEPARTMENT OF CORRECTIONS (Chief Administrative Unit)	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	1,183,611	1,085,185	19,695		78,731	
Health Benefits	115,304	103,759	2,980		8,565	
Retirement	239,249	219,437	4,036		15,776	
Other Fringe Benefits	898,407	796,677	99,984		1,746	
Computer Services—State	5,003	5,003				
Other Contractual Service	139,125	123,504			15,621	
Rents	4,811	3,946			865	
Commodities	807,449	807,422			27	
Grants—Subsidies—Pensions	5,043,261	4,766,929	1,077		275,255	
Purchase of Land	8,625,765	2,441,232			418,220	5,766,313
Buildings and Improvement	104,160	16,719	15,223			72,218
Interest—Debt Retirement	76	76				
Transfers to Other Funds	5,499		1,917		3,582	
TOTAL EXPENDITURES	17,171,720	10,369,889	144,912		818,388	5,838,531

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

CORRECTIONS

to advocate for compliance by the Department, any correctional facility, or any contract agency with all laws, administrative rules, and institutional and other policies relating to the rights and dignity of committed offenders, informally adjusted juveniles, and contract clients.

ORGANIZATION: The Office of Advocacy of the Department of Corrections was created with the formation of the Department of Corrections as a separate department in 1981. The Department of Corrections has a full-time Chief Advocate located at the Central Office, a full-time Advocate at the State Prison in Thomaston and half-time Advocates at the Maine Youth Center and the Maine Correctional Center. Advocacy services at the other institutions are handled by the Chief Advocate and by other institutional counseling staff in cooperation with the Chief Advocate.

PROGRAM: The Office of Advocacy receives complaints and requests from prisoners at all institutions and facilities operated by the Department of Corrections. The Office is also frequently contacted by family members and by persons from other public and private agencies with advocacy concerns. Complaints are investigated and reports and recommendations are provided directly to the Commissioner of Corrections. The Chief Advocate also attends policy meetings and serves as advisor to Correctional Administrators on Rights Issues and Policy and Procedure as they affect prisoner rights.

The Office of Advocacy also provides for civil legal services to correctional clients through a contract agreement with a legal services provider in the community. This contract agreement also provides for post conviction review and access to Maine courts for Maine prisoners who have been transferred by the Department to Federal Institutions and other State Correctional Institutions.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

CHARLESTON CORRECTIONAL FACILITY

JEFFREY D. MERRILL, DIRECTOR

Central Office: Charleston, Maine

Telephone: 285-3307
941-3055

Mail Address: RR#1, Box 1400, Charleston, Maine 04422

Established: 1980

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 03; Unit: 211; Citation: 34A M.R.S.A., Sect. 3601

Average Count—All Positions: 112

Legislative Count: 110

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. The Bangor Pre-Release Center was established in 1974 under the Maine State Prison and was assigned to the Charleston Correctional Facility in August 1988.

CORRECTIONS

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.

When a prisoner is classified as community security, he may be transferred to the Bangor Pre-Release Center to participate in institutional assignments, work or educational release, or restitution work crews. Bangor Pre-Release provides a variety of maintenance projects for The Bangor Mental Health Institute.

The two major programs at Charleston are public restitution and vocational training. The requests for prisoner labor and skills for restitution projects in the surrounding communities have increased dramatically and have involved a wide range of projects. A total of 12,464 hours of prisoner labor was expended in community assistance which included: numerous interior and exterior painting projects, the construction of a large creative playground, building and erecting signs, roadside brush and tree removal and cleanup and repair to cemeteries. Projects were accomplished for the towns of Bangor, Lee, Old Town, Greenville, Harmony, Dover-Foxcroft, Monson, Charleston, Glenburn, Garland, Bradford, East Corinth, Exeter, Brownville, Willimantic, Atkinson, Sebec, Sangerville, Hampden, Bowerbank, and Levant. Additional work was accomplished for the State.

On-grounds construction projects included: replacing culverts, constructing a staff parking lot, renovating the kitchen, landscaping the new dormitory, exterior painting of buildings, a variety of remodeling and maintenance projects, replacing windows, upgrading of electrical systems, renovating a staff training facility, and expanding the facility's vegetable garden.

In the last 12 months, the Vocational Sawmill and Woodharvesting Programs worked cooperatively and produced 80,214 board feet of sawn lumber valued at approximately \$32,000 which is used by Charleston and The Department of Inland Fisheries and Wildlife. Additionally, 1082 cord of fuelwood was cut which saved 108,200 gallons of oil and \$69,000. Prisoners working in the Boiler Room have the opportunity to earn a State Boiler Operator's License.

A vocational training program has been developed at this facility that includes sawmill operator, woodharvesting, building maintenance, and welding. Upon completion of a 16-week vocational training program of their choice, a student is issued a competency certificate. In addition to the vocational programs, a GED academic program has been developed in which a certificate may be earned upon completion and a Job Readiness Skills Program has provided instruction in the area of interviewing, communicating and hands on math.

Also, with the cooperation of and training by the Department of Conservation, volunteer prisoners from Charleston are trained in fire fighting procedures and have been called out to assist in the "mop-up" of several forest fires over the past seven years.

Medical: There are currently two R.N.'s under contract with St. Joseph Hospital who screen minor medical problems for necessary treatment and make any necessary referrals to Dr. Thomas Hayward, the contracted physician in East Corinth. Currently, there are 4 hours per week of psychological services available by a P.H.D.

Dental: Necessary dental care is provided to a prisoner in the main institution prior to transfer to Charleston. When a prisoner at Charleston requires emergency dental work, he is transported to a local dentist by a correctional officer for necessary treatment.

Substance Abuse Counseling: The local AA Chapter and N.A. Chapter meet at the Charleston Facility weekly. Prisoners are welcome to attend and participate. In addition to the AA program, the Department contracts Substance Abuse counseling that involves "one on one" counseling and various group and educational activities. The Substance Abuse Treatment Team includes a full-time Alcohol Abuse Counselor, a half-time Drug Abuse Counselor and 4 hours of services from a licensed Clinical Psychologist.

Religious Services: A local minister, Rev. David McLeish, provides his services as Chaplain. He provides counseling to prisoners and their families. Religious services are conducted each Sunday. The services are conducted by different denominations on a rotating basis.

Recreation: The facility has an excellent gymnasium where prisoners are provided the opportunity to participate in basketball, volleyball, weight lifting and billiards. There is also a softball field which is utilized extensively in the summer months.

CORRECTIONS

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,253,583	2,219,641			33,942	
Health Benefits	340,434	332,966			7,468	
Retirement	529,613	522,811			6,802	
Other Fringe Benefits	277,476	243,432			34,044	
Computer Services—State	4,264	4,264				
Other Contractual Service	235,937	234,651			1,286	
Rents	48,389	48,250			139	
Commodities	349,617	341,811	2,734		5,072	
Grants—Subsidies—Pensions	52,520	52,520				
Buildings and Improvement	57,660	50,677	4,933		2,050	
Interest—Debt Retirement	212	212				
Transfers to Other Funds	427		11		416	
TOTAL EXPENDITURES	4,150,132	4,051,235	7,678		91,219	

MAINE CORRECTIONAL CENTER

JAMES R. CLEMONS, SUPERINTENDENT

JAMES F. HOWARD, Assistant Superintendent, Rehabilitative Services

DUANE A. CUMMINGS, Assistant Superintendent, Security

Central Office: 17 Mallison Falls Road, Windham

Telephone: 892-6716

Mail Address: 17 Mallison Falls Road, Windham, Maine 04062

Established: 1919

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 205; *Citation:* 34A M.R.S.A., Sect. 3401

Average Count—All Positions: 335

Legislative Count: 329

Organizational Units:

Care & Treatment Unit

Pre-Release Centers

Custody & Control Unit

Business Services

PURPOSE: The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons over the age of 18 years who have been duly sentenced and committed to the custody of the Department of Corrections pursuant to MRSA 34-A, §3401 and in addition is the State prison for adult female offenders committed to the Department of Corrections. The Center may also accept transfers from the Maine State Prison and County Jails for participation in Center programs. The Center holds a limited number of Federal detainees for U.S. District Court in Portland.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of prisoners are made for the purpose of teaching such prisoners a useful trade or profession and improving their mental and moral condition. The Superintendent has supervision and control of the prisoners, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: The Maine Correctional Center at Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939 under the Department of Institutional Service which, in 1959, became

CORRECTIONS

the Department of Mental Health and Corrections. The Department of Corrections was established in 1981. The Reformatory was renamed the Men's Correctional Center in 1967. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in Windham making this Center co-educational.

PROGRAM: The program of the Maine Correctional Center has several facets.

Care, Treatment, Custody and Security. The merger of the Women's and Men's Correctional Centers was accomplished while attempting to retain the most effective services of both programs. By statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Consulting psychological and psychiatric services are currently available on a limited basis.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain who aids considerably in the treatment program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program. In addition, there is an active community clergy visitation program and a volunteer program. Some volunteers teach individual and group bible classes. Other volunteers assist the chaplains in their ministry with the prisoners.

Substance Abuse Treatment Program. This program provides chemically dependent residents with the opportunity for individual assessment, participation in a multi-level group education process, individual and group counseling and access to the self-help fellowships of Alcoholics Anonymous (A.A.), Narcotics Anonymous (N.A.) and Alanon. The self-help groups are generously supported by outside community members. The treatment program is staffed by five full-time substance abuse counselors, a program director, and a secretary. Alcohol and drug education is offered to correctional officers and other staff on at least an annual basis.

Social Services. The Social Services Program consists of six licensed social workers and a Social Services Supervisor. This program assists residents with adjustment to the institution, provides rehabilitation counseling and coordinates the utilization of institutional and community resources.

Education Program. The Education Program has a teacher-principal, a guidance counselor and one academic teacher who are state funded and two academic teachers, who are federally funded. These five people are responsible for all academic instruction including Remedial Reading and Arithmetic, High School Equivalency (GED), High School Completion and post secondary instruction which includes supervision and registration of students for courses offered through the University of Southern Maine. The academic courses are taught on a semi-tutorial basis with each student's program being tailored to meet the indicated needs in an atmosphere conducive to the learning process while striving to develop an appreciation of the value of education. In addition to the academic courses, Art and Life Skills instruction are available through state funded teachers.

The vocational area is staffed with seven instructors, all of whom are state funded. These instructors offer courses in the following fields: Building Trades, Auto Reconditioning, Graphic Arts, Welding, Meat Cutting, Fleet Maintenance, and Business and Office Procedures.

Classification Committee. This Committee determines individual programs within the institution and utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center, a pre-release center, or a county jail. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. The recreation department utilizes the gymnasium, outdoor playing field, and numerous leisure time activities including movie and canteen room. Offground activities are minimal due to the large number of inmates and the length of sentences.

Housing Areas Program. A resident may move through a program of housing areas as determined by a multi-level classification process of housing status. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident his needs, and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

CORRECTIONS

The Correctional Center also has responsibility for the Central Maine Pre-Release Center in Hallowell.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE CORRECTIONAL CENTER	TOTAL FOR	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS					
EXPENDITURES						
Salaries and Wages	7,439,614	7,306,972			132,642	
Health Benefits	927,050	910,077			16,973	
Retirement	1,720,353	1,693,770			26,583	
Other Fringe Benefits	2,183,063	2,162,124	2,333		18,606	
Computer Services—State	9,919	9,181	738			
Other Contractual Service	438,591	434,293	3,842		456	
Rents	80,626	76,551	4,075			
Commodities	1,565,013	1,413,136	150,406		1,471	
Grants—Subsidies—Pensions	173,753	75,030	—333		99,056	
Buildings and Improvements	89,580	84,187	5,168		225	
Interest—Debt Retirement	1,098	1,094	4			
Transfers to Other Funds	1,417		635		782	
TOTAL EXPENDITURES	14,630,077	14,166,415	166,868		296,794	

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: 64

Legislative Count: 64

PURPOSE: The Downeast Correctional Facility was established by the Legislature in September 1984 for the confinement and rehabilitation of persons who have been duly sentenced and committed to the Department of Corrections.

ORGANIZATION: Funds were appropriated to purchase, renovate, and make the former Bucks Harbor Air Force Station operational as a correctional facility. The facility is fully staffed and the prisoner count is at capacity.

PROGRAM: Programs at the Downeast Correctional Facility are diversified.

Educational. Programs are in education and vocational training such as electrical, welding, and building trades. The education program has two certified teachers who are responsible for all testing and academic instruction. The academic instruction, though primarily geared for high school equivalency (GED), will also focus on business courses emphasizing everyday life skills. These academic courses will be taught primarily on a semi-tutorial basis to meet the educational needs of the prisoner.

The vocational programs are staffed with instructors with competency and expertise in the following career areas: Electrical, Welding, and Buildings Trades.

Religious Services. A minister is providing services as a Chaplain. He coordinates services and meetings for prisoners of different denominations. He is also responsible for religious counseling to the prisoners and their families.

Medical. A Nurse is assigned to screen minor medical problems for necessary treatment and/or referral to the contracted services of an M.D. A sick call service is provided. Emergency care and treatment is provided by the local area hospital.

Dental. Dental care is provided to any prisoner as the need arises. Prisoners are transported to the contracted dentist by a Corrections Officer.

CORRECTIONS

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,385,253	1,385,253				
Health Benefits	199,157	199,157				
Retirement	320,270	320,270				
Other Fringe Benefits	174,549	136,265			38,284	
Computer Services—State	2,535	2,535				
Other Contractual Service	117,424	116,705			719	
Rents	52,449	52,449				
Commodities	245,121	244,578			543	
Grants—Subsidies—Pensions	1,291	1,291				
Building and Improvement	100,419	98,342			2,077	
Interest—Debt Retirement	191	191				
Transfers to Other Funds	12				12	
TOTAL EXPENDITURES	2,598,671	2,557,036			41,635	

BUREAU OF JUVENILE CORRECTIONS

A. L. CARLISLE, ASSOCIATE COMMISSIONER

Central Office: 400 State Office Bldg.

Telephone: 289-2711

Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1989

Sunset Review: Not Established

Reference: Policy Area: 03; Umbrella: 03; Unit: 217; Citation: 34A M.R.S.A., Sect. 6003

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The purpose of the Bureau of Juvenile Corrections is as follows:

- Strengthen the capacity of families, natural helping networks, self-help groups and other community resources to support and provide services to juveniles.
- Facilitate the planning, promotion, coordination, delivery and evaluation of a comprehensive system of services to juveniles and their families, that system to be organized on a regional basis throughout the State.

CORRECTIONS

ORGANIZATION: The Bureau is under the direction of the associate commissioner of the Department, who reports directly to the Commissioner.

PROGRAM: The Bureau was in the organizational phase of its development during 1990. In 1991, the Bureau's major task has been developing a plan for juvenile corrections for the next ten years. This plan will be completed during FY 1992. Programs and activities related to juveniles continue to be coordinated by the Bureau.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF JUVENILE CORRECTIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	38,113	38,113				
Health Benefits	4,027	4,027				
Retirement	8,293	8,293				
Other Fringe Benefits	93	93				
Other Contractual Service	605	605				
Commodities	13	13				
TOTAL EXPENDITURES	51,144	51,144				

JUVENILE JUSTICE ADVISORY GROUP

MICHAEL E. SAUCIER, 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: 3

Legislative Count: 4

PURPOSE: The Juvenile Justice Advisory Group (JJAG) was created in response to the requirements of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. In Maine, the overall responsibility of the Juvenile Justice Advisory Group is to participate in the development of the State's juvenile justice plan and to review and act on all juvenile justice and delinquency prevention grant applications for Federal formula grant funds. In addition, the Juvenile Justice Advisory Group advises the Governor and the Legislature on matters related to delinquency, the prevention of delinquency, and the requirements of the Act for detaining and incarcerating juveniles; develops more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and improvement of the juvenile justice system; and reviews the progress and accomplishments of juvenile justice and delinquency prevention projects funded under the State plan.

ORGANIZATION: The Juvenile Justice Advisory Group, constituted in 1975 and formalized by Executive Order 4 FY 80 on October 5, 1979, was authorized by statute in 1984 (34A M.R.S.A. § 1209). 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

CORRECTIONS

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 90 was \$325,000, including funds for grants programs and administration. Of this amount, \$24,375 was allocated for the administration of the program and \$16,250 was allocated for the expenses of the JJAG, leaving \$289,375 for grants to private, not-for-profit organizations and units of state and local government for projects designed to remediate or prevent delinquency.

The JJAG met eleven times to conduct regular business, including regular monitoring for state compliance with the requirements of the Act and to develop the Comprehensive Juvenile Justice and Delinquency Prevention Plan for 1991 to 1992. In addition, its several standing and ad hoc committees met as necessary to further JJAG initiatives in conformance with Plan objectives.

Grants Committee. Programs funded in FY 91 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 County. The JJAG has, for several years, affirmed a commitment to expend its funds only in support of efforts to remove juveniles from adults serving jails and lockups until that goal is achieved.

Legislative Committee. The Legislative Committee reviewed all bills submitted to the 115th Legislature which might affect juvenile offenders and those at risk of delinquency. The Committee regularly took positions on such bills, especially those whose subject had some bearing on Act requirements, as they are applied in Maine, or which related to initiatives described in the Plan. The Committee's highest priority was development of legislation that would enable the state to implement P.L. 570 which prohibits holding juveniles in adult-serving jails and lockups after 12/31/91.

Jail Monitoring/Futures Committee. The Jail Monitoring Committee has continuing responsibility to develop, revise, and promote implementation of Maine's plan to remove juveniles from adult-serving jails and lockups. In spite of significant efforts, Maine has not yet achieved full compliance with the jail removal requirements of the Act. This failure has put continued federal formula grant funding at risk. Recent amendments to the Act, however, allow Maine until 12/31/91 to achieve full removal. The Legislature has passed a law requiring the removal of all juveniles from adult jails by 12/31/91. 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 in FY 91 was on continuing implementation of that plan.

Violent and Chronic Youthful Offender Committee. This ad hoc committee proposes to assess the treatment and security needs of this special population and to develop a strategy for meeting those needs for presentation to corrections managers and to the legislature. This strategy, if adopted, will be incorporated into the next update of the comprehensive plan.

Additional Activities. The JJAG, as a matter of policy, makes itself available for cooperative efforts with public and private agencies which request planning, evaluation, or technical assistance for programs consistent with the goals articulated in the Comprehensive Juvenile Justice and Delinquency Prevention Plan. The JJAG possesses, as well, a limited ability to respond to public and private inquiries for research and other information on the subject of delinquency and its prevention.

CORRECTIONS

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, 1991-1993.

JJAG Brochure

Maine Juvenile Admissions and Detentions—FY 1990

Juvenile Corrections in Maine: An Action Plan for the 1990s (Report of the Juvenile Corrections Planning Commission)

FINANCES, FISCAL YEAR 1991: 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 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.

CORRECTIONS

*Maine State Parole Board Action
Annual Report
Fiscal Year—1990-1991
Adult*

Paroled	1
Paroled & Discharged	1
Paroled & Discharged (to New Sentence)	0
Denied	11
Continued (Pending)	2
(Resolved)	2
TOTAL Parole Eligible	9
Early Discharge Requests	2
Others	3
TOTAL Cases Heard	22

During the fiscal year 1990-91, the Parole Board met a total of 5 times and considered 22 cases; 4 parole violators were heard.

PUBLICATIONS:

Parole Board Rules and Policy—Free

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	18,475	18,475				
Health Benefits	2,337	2,337				
Retirement	3,416	3,416				
Other Fringe Benefits	309	309				
Other Contractual Service	3,126	3,126				
Rents	70	70				
Commodities	35	35				
TOTAL EXPENDITURES	27,768	27,768				

MAINE 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: 316

Legislative Count: 310.5

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.

CORRECTIONS

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843 and, after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Department of Corrections.

PROGRAM: Coming out of the lockdown, the prison staff set out to reorganizing the institution to insure a safe and stable environment for staff and inmates with prompt and effective delivery of services to the inmate wards of the state.

New visiting and contraband policies were instituted and re-enforced. A rigorous pass system now controls inmate movement in the prison. Rules and regulations governing the inmates and disciplinary procedures have been revamped and promulgated to establish and maintain orderly and equitable handling/management of inmates. Systematic inspection of food service and housing areas contributes to sanitation and adequate provisions for feeding and residence spaces.

The inmate Novelty Program has been limited to one prison area (Craft Room) and only inmates who are regularly assigned to work, other than prison industries, can participate in it. Ceilings have been placed on earnings and close staff supervision exercises quality control over items offered for sale. Prison industries have been reorganized; contractual agreements with inmates encourage their motivation to participate in productive labor. Two half-day shifts are operating in all prison work areas with opportunities for minimal compensation available only to productive working inmates.

Treatment services have been augmented and strengthened by additions to staff and procedural improvements. Medical services have come under the direction of a Physician's Assistant who provides increased inhouse services and professional direction for the nursing staff. The Legislature had authorized two additional nurses to upgrade staff. Social workers have increased in number to furnish more input into the classification process and give increased direct care to inmates and monitoring of their progress. Augmentation of the caseworker contingent will allow the further strengthening of a professional level case management system. Treatment and management functions are centralized into a revitalized Classification Committee which includes a broad spectrum of prison professional staff and operates under the aegis of a classification manual that is in conformity to national standards in corrections. Three psychologists perform diagnostic, treatment and consulting work for institution, inmate and staff benefit. The legislative addition of a PhD level psychologist position will enrich the scope of the Mental Health staff services. Substance abuse as a major treatment problem has been recognized and addressed by staff, and contractual use of alcohol tax monies has provided an active three-counselor drug and alcohol education and rehabilitation program. A refurbished and reorganized library under professional direction contains up-to-date fiction, nonfiction and reference material. Recreational activities have been augmented by new equipment and programmatic enrichment. Pastoral services have been expanded to encompass a larger degree of outside community and volunteer involvement in the prison experience.

The Community Programs Department, through careful classification procedures, risk assessment, and attention to community sentiment, has been able to successfully furlough close to 40% of eligible inmates without significant transgressions of this trust. Educational services within the prison provide academic work up to the college level while outside the walls vocational training is available for selected inmates toward the end of their sentences. Severe overcrowding has caused the opening of several areas of the institution for dormitory housing. This has increased the tension, and number of assaults and incidents within the facility. Overcrowding has increased the population at the Bolduc Unit (MSU) to 80. Bolduc MSU houses inmates in vocational training, prison assignments, or on work release. Inmates are also on work release and educational programs out of county jails and halfway houses.

CORRECTIONS

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

	TOTAL					
	FOR		Special			
STATE PRISON	ALL	General	Revenue	Highway	Federal	Misc.
	FUNDS	Fund	Funds	Fund	Funds	Funds
EXPENDITURES						
Salaries and Wages	7,812,819	7,684,772			29,972	98,075
Health Benefits	1,028,842	1,010,674			4,403	13,765
Retirement	1,744,267	1,713,552			6,005	24,710
Other Fringe Benefits	862,360	803,251	1,279		1,750	56,080
Computer Services—State	2,438	2,438				
Other Contractual Service	1,401,218	1,343,049	3,684		32	54,453
Rents	146,674	92,814	868			52,992
Commodities	1,364,962	1,310,099	2,068		1,466	51,329
Grants—Subsidies—Pensions	476,267	476,267				
Buildings and Improvement	151,484	126,042	2,464		235	22,743
Interest—Debt Retirement	3,690	1,408				2,282
Transfers to Other Funds	3,179		65		334	2,780
TOTAL EXPENDITURES	14,998,200	14,565,366	10,428		44,197	379,209

DIVISION OF PROBATION AND PAROLE

PETER J. TILTON, DIRECTOR

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

Telephone: 289-4381

Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1967

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 03; Unit: 237; Citation: 34A M.R.S.A., Sect. 5401

Average Count—All Positions: 140

Legislative Count: 140

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 officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATION: The Division of Probation and Parole was created in 1967. In January, 1984, the Office of Juvenile Intake was consolidated into the Division. In August 1986 the Intensive Supervision Program was enacted and came under the control of the Division. The Division consists of adult probation and parole officers, intensive supervision officers, juvenile caseworkers, and other administrative employees in classified state service.

CORRECTIONS

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, 1991

<i>Adults</i>	<i>Juveniles</i>	<i>Intensive Supervision</i>
8,000 approximate	2,100 approximate	65

*This figure includes probationers and parolees being supervised under interstate compacts.

PUBLICATIONS:

Division of Probation and Parole—Policies and Procedures Manual—on location

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,781,267	3,781,267				
Health Benefits	411,015	411,015				
Retirement	757,174	757,174				
Other Fringe Benefits	52,306	52,306				
Computer Services—State	169	169				
Other Contractual Service	652,809	652,809				
Rents	11,992	11,992				
Commodities	31,938	31,938				
Grants—Subsidies—Pensions	108,109	108,109				
Buildings and Improvement	17,411	17,411				
Interest—Debt Retirement	25	25				
TOTAL EXPENDITURES	5,824,215	5,824,215				

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT

FRANCIS A. CAMERON, Assistant Superintendent, Rehabilitative Services

ROBERT LANCASTER, Acting 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: 257

Legislative Count: 250

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-

CORRECTIONS

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 been assigned to the team. These staff are from disciplines such as Education, Physical Education and Recreation and, when the need arises, the Psychologist and a Psychiatrist also participate. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his or her actions immediately. Our tendency continues to be more "Reality Therapy" oriented.

The team concept has increased participation in programs throughout the institution. The staff, through this active participation, has become more involved with the total rehabilitation of the clients. The teams are constantly reviewing, and when necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings are called in order that the team might deal with any emergency or special situation which arises. The common treatment approach utilized by the team in working with clients is an involvement process in which staff members exercise the concepts of Reality Therapy as they relate to presenting the client with the opportunity to choose to change to a more positive behavior. Off-grounds shopping trips, movies, work experience, weekend leaves and extended leaves 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

CORRECTIONS

who otherwise conducted themselves to the detriment of the programs.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions and family therapy sessions.

The Security Treatment Unit deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this unit is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner.

Rehabilitative Services: During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and, at times, complex psychological needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person.

Social Services Division: The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the interdepartmental staff through a coordinated effort are developing and implementing a strong program. The intake orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new client with the Center, its staff and its programs. The Director of Social Services, in collaboration with the Unit Directors, continues to participate in cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception Staffing and Clinical Services Committee meetings, and communicating with Juvenile Services Caseworkers, parents and/or interested parties involved with their clients. Their routine includes visiting clients assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a biweekly basis and attending regularly scheduled visiting days.

Juvenile Services Caseworkers continue to provide community based clients of the Maine Youth Center with extended services. In addition, the Juvenile Services Caseworkers maintain contact with families and community organizations of our residents during their stay. They provide a constant communications link between the Maine Youth Center and the communities.

The Reality Therapy model at the Center has brought changes through the Classification Committee and Social Services. Rather than a time limited contract system, each case is presented as a plan for the "rehabilitation" of that individual with objective, specifiable goals and long and short-run objectives. This rather major change in emphasis has some far-reaching implications for the juvenile justice system in Maine.

Hold for Court Evaluations: The court continues to send many clients to the Center for evaluation and hold.

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, 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.

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,

CORRECTIONS

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 the Department of Educational and Cultural Services 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.

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, and provide supportive friendships.

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. 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 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

	TOTAL FOR		Special			
MAINE YOUTH CENTER	ALL	General	Revenue	Highway	Federal	Misc.
EXPENDITURES	FUNDS	Fund	Funds	Fund	Funds	Funds
Salaries and Wages	5,832,545	5,670,576			161,969	
Health Benefits	666,281	645,052			21,229	
Retirement	1,300,112	1,264,753			35,359	
Other Fringe Benefits	451,999	339,171			112,828	
Computer Services—State	4,245	4,245				
Other Contractual Service	366,854	356,007	1,973		8,874	
Rents	147,403	146,187	1,216			
Commodities	505,202	471,741			33,461	
Grants—Subsidies—Pensions	167,906	153,766			14,140	
Buildings and Improvement	129,614	73,332			56,282	
Interest—Debt Retirement	190	190				
Transfers to Other Funds	1,745		15		1,730	
TOTAL EXPENDITURES	9,574,096	9,125,020	3,204		445,872	

COURT FACILITIES

MAINE COURT FACILITIES AUTHORITY

ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: 45 University Drive, Augusta
Mail Address: Box 2268, Augusta, Maine 04338

Telephone: 622-9386

Established: September 29, 1987

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 99; Unit: 405; Citation: 4 M.R.S.A., Sect. 1602

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine Court Facilities Authority was established to assist Maine courts in financing the construction and equipping of their facilities by providing access to the tax exempt bond market.

ORGANIZATION: The Authority consists of five members, one of which is the Treasurer of the State of Maine (ex-officio). The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Court Authority.

PROGRAM: In August, 1990 the Authority issued \$8,500,000 in bonds for the construction of courthouses in West Bath, Dover-Foxcroft and Presque Isle. The Bond Anticipation Notes, Series 1989, were paid with the proceeds of the bond issue.

FINANCES, FISCAL YEAR 1991: This unit did not receive or expend funds in FY 91.

CRITICAL AREAS

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

Established: 1974

Reference: Policy Area: 00; Umbrella: 92; Unit: 308; Citation: 5 M.R.S.A., Sect. 3313

Average Count—All Positions: 2

Telephone: 289-3261

Sunset Review: Not Established

Legislative Count: 0

PURPOSE: The purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs, especially in deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, or scientific values.

ORGANIZATION: The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 5 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

PROGRAM: The Maine Critical Areas Program is an effort to identify and protect Maine's most significant natural features. These include scenic areas and areas important to the fields of zoology, geology, and botany. An official list of these valuable areas, called the Register of Critical Areas, is maintained by the program under the guidance of the Maine Critical Areas Advisory Board. The program works with landowners on a voluntary basis to conserve these areas. In recognition of its valuable work, the program was honored in 1980 with the U.S. Department of the Interior Achievement Award for outstanding contribution to the conservation of the nation's natural resources.

The Critical Area Advisory Board met four times in FY 90 and discussed the Critical Areas Program's funding level, criteria for endangered and threatened plants, designation of Heritage Coastal Areas, and data management. The Program conducted inventories on cobble beaches, waterfalls, scenic areas, and rare plant species in cooperation with the U.S. Forest Service. Rare plant inventories of the Evans Notch Unit were undertaken. The Program worked with the National Park Service on identifying and documenting 12 national natural landmarks in Acadia National Park. The program continued the statewide inventory and analysis to identify and document lakes of statewide significance. Recent inventories have documented over 600 candidate Critical Areas to which a significant number of rare plant areas were added.

The program has been working with the Natural Heritage Data System, established in Maine state government in January 1989, to better manage its data.

In cooperation with Office of Endangered Species of the U.S. Fish & Wildlife Service, the program monitored the major populations of the Small Whorled Pogonia, a federally endangered orchid. The population of Furbish's Loosewort were inventoried during the summer of 1990. A conference on Maine's threatened and endangered plants was held in May 1990. The Official Listing of 90 Endangered and 74 Threatened Plants was established in June 1988 and revised in July 1988 and March 1989.

In FY 88, the program initiated the documentation of Heritage Coastal Areas in southern Cumberland and York counties. The Critical Areas Advisory Board nominated five Heritage Coastal Areas: Mt. Agamenticus, York River and Harbor, Perkins Cove to Mousam River, Cape Arundel to Biddeford Pool, and Scarborough Marsh/Prout's Neck. In FY 89 and 90, the program continued the HCA effort in the mid-coast region of Maine and Penobscot Bay.

The Program, in cooperation with Acadia National Park and the College of the Atlantic organized and held a Maine Coast Scenic Workshop dealing with aspects of scenic conservation.

The annual Critical Areas Awards were presented by the Governor to the John Deering family of Saco for their cooperation and voluntary efforts to protect the Saco Heath. Maine Coast Heritage Trust received an award for its protection of critical areas along the coast.

The Critical Areas Program provided considerable assistance to many landowners, government agencies, developers, and conservation organizations. The program advised landowners of the significance of areas they own, appropriate management for these areas, and sources of expert management

CRITICAL AREAS

assistance for specific problems. The program provided information to developers about areas sensitive to development and requiring special attention. Many State and federal agencies also received technical assistance from the program. Private non-profit conservation organizations, such as The Nature Conservancy, Maine Audubon Society and Maine Coast Heritage Trust use the program's information and data base. Twenty-three areas were added to the Register of Critical Areas. At the end of FY 90 the Register contained a listing of 648 areas. The listing of Qualified-but-Unregistered areas contains 44 areas.

PUBLICATIONS: Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Brochures:

Critical Areas Program	Alcids	Piping Plover
Least Terns	Leach's Storm Petrel	Horseshoe Crab
Black Terns	Oysters	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.
Scenic Inventory of Mainland Sites of Penobscot Bay—May 1990

FINANCES, FISCAL YEAR 1991: 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, 2002

Reference: Policy Area: 06; Umbrella: 15; Unit: 210; Citation: 37B M.R.S.A., Sect. 1

Average Count—All Positions: 221

Legislative Count: 128

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.

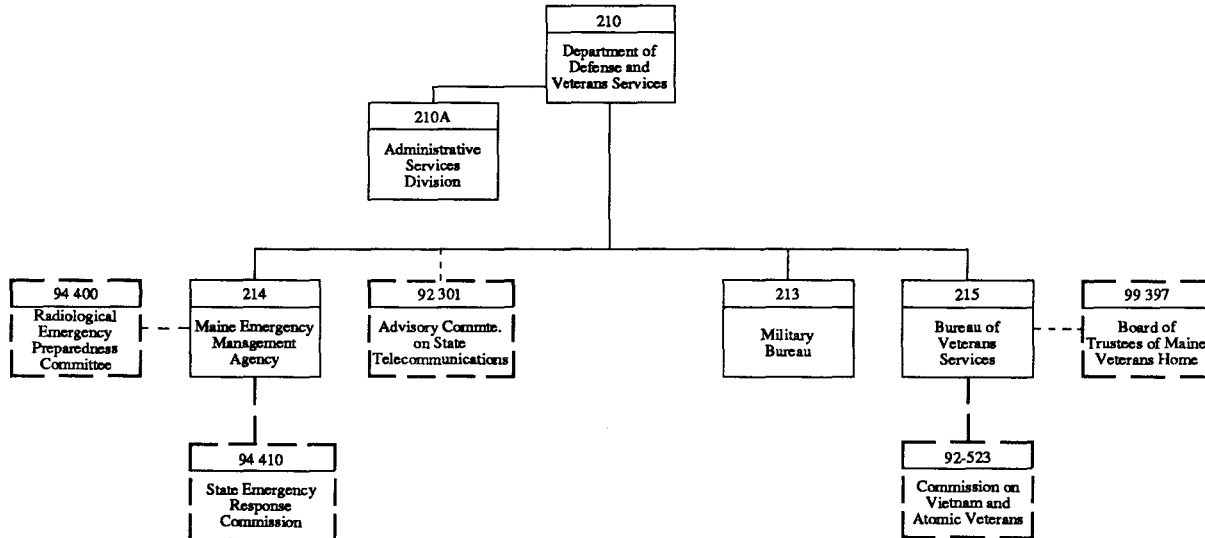
ORGANIZATION: The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military 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 1991: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's MFASIS 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	377	377				
Rents	88,627	88,627				
Commodities	1,248	1,248				
TOTAL EXPENDITURES	90,252	90,252				

**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 FY91 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	4,740,639	2,588,022	43,528		2,109,089	
Health Benefits	633,380	366,471	5,299		261,610	
Retirement	951,931	520,253	8,723		422,955	
Other Fringe Benefits	455,363	154,102	108,816		192,445	
Computer Services—State	1,163	425			738	
Other Contractual Service	785,754	390,110	16,797		378,847	
Rents	432,060	112,832	602		318,626	
Commodities	487,717	305,533	4,891		177,293	
Grants—Subsidies—Pensions	2,512,932	958,127	87,255		1,467,550	
Purchases of Land	1,025				1,025	
Buildings and Improvement	59,402	26,081	2,964		30,357	
Equipment	36,794	36,794				
Interest—Debt Retirement	1,245	547	21		677	
Transfers to Other Funds	142,697		16,757		125,940	
TOTAL EXPENDITURES	11,242,102	5,459,297	295,653		5,487,152	

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, 2002

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	211,708	211,708				
Health Benefits	23,637	23,637				
Retirement	47,924	47,924				
Other Fringe Benefits	1,443	1,443				
Other Contractual Service	1,509	1,509				
Rents	157	157				
Commodities	15	15				
TOTAL EXPENDITURES	286,393	286,393				

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, 2002

Reference: Policy Area: 06; Umbrella: 15; Unit: 214; Citation: 37B M.R.S.A., Sect. 701

Average Count—All Positions: 22

Legislative Count: 11

Organizational Units:

Administration Division

State Radiological Emergency Preparedness Committee

Operations Division

State Emergency Response Commission

Planning Division

PURPOSE: The Maine Emergency Management Agency is primarily responsible for the coordination and protection of the citizens from all emergencies, both natural and man-made. With the exception of responsibilities assigned to the military, this Agency coordinates the prevention, mitigation, and repair of damage resulting from disasters or catastrophes, such as forest fire, flood, earthquake, nuclear power accidents, enemy attack, or hurricanes. It also provides guidance and assistance to county and local governments in their efforts to provide protection to citizens and property.

The Agency uses planning, training, exercising and public education to accomplish this mission. A five step planning process developed by the National Governor's Conference has been adopted: 1) hazards are identified; 2) mitigation actions are considered; 3) capabilities are identified; 4) procedures are developed to meet the threat; and 5) resources are identified to aid in recovery. The agency's commitment is to develop a comprehensive emergency management plan containing guidelines to address the unforeseen, as well as the identified hazards. Emergency plans and all related activities are coordinated with other departments of the State, Federal agencies, county and local governments, as well as neighboring states and Canada.

ORGANIZATION: The Maine Emergency Management Agency was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. A 1972 amendment, retitled the Maine Civil Defense Act, caused the agency to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated as the Department of Defense and Veterans Services and the bureau name changed to the Bureau of Civil Emergency Preparedness. The 113th Legislature changed the agency's name. Public Law, Ch. 370, signed by the Governor on June 19, 1987, redesignated the Bureau of Civil Emergency Preparedness as the Maine Emergency Management Agency effective September 29, 1987.

The Interstate Civil Defense and Disaster Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

The Radiological Emergency Preparedness Committee as established by state law, Title 37B MRSA, Section 954, oversees state and local planning and preparedness for the consequences of a major accident at a nuclear power plant.

The Governor, thru Executive Order, created the Emergency Response Commission in April of 1987 to coordinate the state government's role in carrying out Maine's planning and preparedness responsibilities for hazardous materials in compliance with Title III of the Federal Superfund Amendments and Reauthorization Act of 1986, Emergency Planning and Community Right-To-Know. The Maine Emergency Management Agency carries out the planning and preparedness activities for the Commission.

The Maine Emergency Management Agency is internally organized into three divisions: Administration, Planning and Operations based on functional responsibilities. The primary responsibilities of the Agency are to coordinate, for the Governor, state government operations with that of county and local governments for emergencies resulting from natural disaster, technological hazards or national security incidents. The Agency's ability to function effectively during an emergency is dependent on the state agencies who staff the State Emergency Operations Center, and to a great extent, upon the responses of county and local organizations throughout the state which are comprised of both paid and volunteer personnel.

DEFENSE AND VETERANS' SERVICES

PROGRAM: The Federal Emergency Management Agency (FEMA) provides the majority of the Agency's funding. The FEMA allocation of federal matching funds for fiscal year FY 89 for personnel and administrative services was \$632,891. It covers the federal fiscal year of October 1, 1990 through September 30, 1991. The funds are distributed by the State based on Annual Submission Requests from 37 towns, 16 counties and the State itself. This represents 50% of the funding. The remainder is provided by state, county and local funding.

The following programs are funded 100% by FEMA:

Population Protection Planning	\$119,000
Facility Survey	49,342
Radiological Instrumentation/Maintenance and Calibration	37,293
Radiological Protection Planning and Development	50,196
Emergency Management Training	72,000
Disaster Preparedness Improvement	35,531

All of the above programs are administered by a Comprehensive Cooperative Agreement between the Federal Emergency Management Agency and the State of Maine Emergency Management Agency.

Direction and Control. In an emergency, MEMA's EOC (Emergency Operations Center) is the coordinating location for State activities. Selected representatives from Maine State agencies join the MEMA staff, providing information and their expertise in decision making. This group is called the State Emergency Response Team (ERT). It is activated whenever a serious threat exists in the State or an adjoining state. When the governor determines that a disaster is imminent, the Disaster Response Team (DRT), comprised of other State of Maine agencies plus federal and private representatives, assemble at the EOC and provide necessary assistance to the people of Maine.

With a modern facility, MEMA has an efficient and appropriately equipped work area for all organizations who participate in the coordination of Maine's response to an emergency. The Maine EOC gives members of the ERT an enhanced work area while concurrently providing the governor and selected staff immediate accessibility to representatives from all concerned agencies, and privacy for consultation and decision making. The DRT, located adjacent to 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.

Computer enhancements have been completed at the State EOC and most of the County EMA organizations. All County EOC's have a PC installation for data management and cost accounting. An interactive computer system at the State EOC is available for administrative matters, graphics and the collection and dissemination of resource data.

Communications & Warning. The communications and warning section operates and maintains communications systems that provide direct contact between the State Emergency Operating Center (EOC) and federal, state and local government agencies and field forces. The EOC's Communications Center is operated on a daily basis. Regularly scheduled tests and exercises are conducted to insure that a high level of operational readiness is maintained. Systems development and equipment maintenance are provided by the communications section.

A statewide emergency communications system provides dedicated channels to emergency managers for coordination. Communications with public safety agencies such as police, fire and medical services are conducted on their assigned frequencies. Cellular telephone and facsimile augment radio communications. Interstate communications are accomplished with high frequency (HF) radio, radio teletype and off-net (private) telephone voice and data circuits. The Maine Emergency Broadcast System (EBS) provides a means to release official government information from the EOC directly to the public over the State's commercial radio and TV broadcast stations. Planning support and equipment acquisition for EBS and the Maine Yankee Emergency Planning Zone (EPZ) is provided by the communications section.

Plans. Hazard Identification Capabilities Assessment Multi-Year Development studies were completed for 53 county and local jurisdictions, as well as for the State. Based on this information, Comprehensive Emergency Management Plans are being developed. Sections of these plans include: a summary of the general policies, responsibilities, and procedures used in emergency management and annexes describing emergency functions such as direction and control, evacuation, and resource management. Appendices to each function are 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.

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

DEFENSE AND VETERANS' SERVICES

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.

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.

Computerization of emergency management functions has included staff training and implementation of the Emergency Information System. This system offers computerized resource management, event logging, development of checklists of response actions, the analysis of hazards, maintenance of situation reports, and identification of special needs groups, shelter and transportation resources. A State and Local Computer Users Group has been formed to exchange and share computer knowledge and application capability.

Facility Survey Program. This is a Federal Emergency Management Agency (FEMA) program funded at 100%.

The Facility Survey Program provides data that is essential to Population Protection Planning. Expected outputs include surveys to identify the physical and architectural characteristics of existing government and public buildings that contribute to the protection of people from all hazards. Buildings are surveyed under one of two categories: 1) essential services buildings such as hospitals, police stations, and fire stations, and 2) buildings to provide shelter to persons displaced from their homes due to a disaster or life threatening emergency.

The survey converts and expands the existing shelter data base by determining suitability and capacity of such buildings to shelter people from multiple hazards, including adaptability of facilities to provide emergency lodging and feeding. In addition, the surveys identify other life support systems and resources needed in emergencies.

Technical assistance is provided to local governments to identify 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 50 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.

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 1990-1991 fiscal year operational checklists to be utilized in emergencies were developed. Two additional hazards were added to the natural hazard appendix of the County Model Plan.

DEFENSE AND VETERANS' SERVICES

The Damage Assessment Form, used for quick reports of damage in disaster situations, was reviewed and updated.

The annual Flood Awareness Public Officials Conference was presented in Portland, Bangor, Presque Isle and in Augusta on the University of Maine's Interactive T.V. (ITV) system. The Presque Isle conference included presenters from New Brunswick and thoroughly covered information regarding ice jams in northern Maine rivers (prior to actual problems in Aroostook County). A second ITV program regarding the Rescue of People with Disabilities was also broadcast.

Hazardous Materials. The State Emergency Response Commission (SERC), established pursuant to the Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, met on 12 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 sponsored four (4) training courses for "Basic Health and Safety" and three (3) courses for "Hazardous Materials Recognition and Identification." A total of thirteen (13) training courses were offered during the year with 746 students attending. The SERC also provided a grant for printing of the publication, "Community Right-To-Know and Agricultural Operations." This is a guide to understanding the reporting requirements of the Maine Emergency Planning and Community Right-To-Know Act of 1989, Public Law 464, Title 37B, M.R.S.A. Chapter 13.

MEMA's planning staff has developed and revised hazardous materials planning models to comply with federal planning requirements. These models will continue to be published to assist LEPC's and facilities with their development of hazardous materials plans.

Since last year, the number of facilities reporting under SARA, Title III guidelines in Maine has increased from approximately 1,620 to 2,285. This massive amount of information has necessitated the state legislature to enact a reporting fee which has provided funding for an additional hazardous materials planner and provided 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.

Public Information. Public Information within this Agency is accomplished on a collateral duty basis.

The Agency issues approximately 30 Public Service Announcements (PSA) each fiscal year. These PSA's usually are in the form of public safety techniques associated with natural and man-made disasters or safety procedures which should be observed in the work place or around the home.

Emergency Management Training & Exercise. This is a Federal Emergency Management Agency 100% funded program to coordinate the delivery of FEMA training courses. The training section is responsible for providing training and exercising to personnel of state, county, and local governments; representatives of social welfare and public assistance agencies; and other response personnel from the private sector. This training focuses on mitigation, preparedness and management aspects of response to emergencies. Training is also provided for dealing with radiological and hazardous materials emergencies. This section assists in the development and conduct of simulation exercises to evaluate emergency plans and the capability to respond to emergencies by state, county, and local governments. During FY 90 over 1,200 students participated in a wide range of training and exercise activities conducted by the Agency. This section also coordinated attendance at federal training facilities for 12 state and local personnel.

Within many counties of this state the past efforts in planning, training and exercising were tested under actual disaster conditions.

This section administers the distribution of films and video tapes from the Agency's library to schools, private organizations and local governments.

LICENSES, PERMITS, ETC.:

Completion of Agency sponsored courses and those field courses sponsored by the National Emergency Training Center result most generally in one of the following:

- Continuing education credits for police, fire, and EMT's.
- Certificate of completion
- College credit for semester hours.

PUBLICATIONS: (All available at no cost)

When You Return to a Storm Damaged Home

DEFENSE AND VETERANS' SERVICES

Questions and Answers on the National Flood Insurance Program

Winter Storms

After the Fire: Returning to Normal

In Time of Emergency

Protection in the Nuclear Age

Handbook for Radiological Emergency Workers

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE EMERGENCY MANAGEMENT AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	483,794	147,322	43,528		292,944	
Health Benefits	58,117	15,696	5,299		37,122	
Retirement	97,277	29,518	8,723		59,036	
Other Fringe Benefits	40,419	13,615	1,953		24,851	
Computer Services—State	488	400			88	
Other Contractual Service	84,393	17,637	15,595		51,161	
Rents	5,609	1,199	602		3,808	
Commodities	11,941	1,825	4,391		5,725	
Grants—Subsidies—Pensions	2,140,361	626,246	87,255		1,426,860	
Building Improvements	53,470	26,081	2,964		24,425	
Interest—Debt Retirement	36				36	
Transfers to Other Funds	116,848		15,966		100,882	
TOTAL EXPENDITURES	3,092,753	879,539	186,276		2,026,938	

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, 2002

Reference: Policy Area: 06; Umbrella: 15; Unit: 213; Citation: 37B M.R.S.A., Sect. 2

Average Count—All Positions: 159.5

Legislative Count: 79

Organizational Units:

Maine Army National Guard

Maine Air National Guard

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-B, Chapter 3), to be known as the Maine State Guard.

ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of

DEFENSE AND VETERANS' SERVICES

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) Co. C, 1st Battalion, 192nd Avn.—Bangor
 - e) 195th Army Guard Band — Bangor
 - f) 121st Public Affairs Detachment — Augusta
 - g) 181st Air Traffic Controllers — Bangor
 - h) 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
 - j) 101st Services Flt.—Bangor
 2. 243rd Engineering Installation Squadron — South Portland
 3. 265th Combat Communication Squadron — South Portland

PROGRAM: During FY 1991, the Maine National Guard maintained its strength at 4,502 which is comprised of 3,068 Army National Guard and 1,434 Air National Guard. The units of the Maine National Guard are located in 26 communities throughout Maine and National Guard members live and work in all areas of the state. Over one thousand full-time positions are occupied by Maine citizens and over \$60 million in federal funds were generated by the National Guard's presence in Maine.

Maine Army National Guard

Organized to train its members and maintain its equipment, the Maine Army National Guard (ARNG) activities in 1991 can be summarized by the programs of the Operations and Training Directorate and its 4 operational branches: Training & Resources; Mobilization & Readiness; Military Support; and Range/Training Area Management. Major activities of the Training and Resource Division are divided into three categories: Annual Training, Overseas Deployments, Maine Military Academy.

Annual Training: All Maine Army National Guard units performed a minimum of 15 days Annual Training during FY 1991. The 152d FA Battalion located in the northern part of the state, traveled to CFB, Gagetown, New Brunswick in June and conducted their field training. The 240th Engineer Group (Cbt),

DEFENSE AND VETERANS' SERVICES

with its two subordinate battalions 262d Engineer Battalion and 133d Engineer Battalion, traveled to Camp Edwards, Mass. and conducted mobilization readiness and field training exercises in May. The 1136th Transportation Company conducted their field training in Gardiner, Maine with equipment transportation missions for the 240th Engineer Group. The 314th Medical Company conducted training at Fort Drum, New York with the 28th Infantry Division. The 181st ATC Platoon conducted their annual training at Deepwoods Training site located in Beddington, Maine. Company C, 192nd Aviation has supported the 152 FA Battalion in Gagetown, the 240th at Camp Edwards, the 181st in Beddington, and is also scheduled for a mission in Iceland.

Overseas Deployments: The 286th S&S Battalion with one of its subordinate units, the 3620th Trans Det was activated and deployed to Saudi Arabia in direct support of Desert Storm. The 112th Medical Company (Air Amb) was activated and deployed to Germany in support of Desert Storm.

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 Readiness Branch: Mobilization and personnel readiness has become the priority for the MEARNG and the processing of units for activation was accomplished well within the days allotted for deployment. Major reorganizations and down sizing country wide are being contemplated and the MEARNG will be effected in FY 92, the total extent of which is unknown. The strength and specialties which make up units continue to change on a yearly basis.

Military Support Branch: With continued strong White House and bi-partisan support from Congress, the Fiscal Year 1989 & Fiscal Defense Authorization Acts expanded the mission of the Army and Air National Guard to include support of drug enforcement operations and authorized the Secretary of Defense to provide funds to the states for drug interdiction and eradication operations. The State of Maine's plan for support to local, State and Federal agencies has been used as a model by the National Guard Bureau for several of the other states to follow.

Congressional funding support to the Maine National Guard Drug Enforcement Support Program has continued to increase in FY 91. This additional money will be used to expand support operations across the board to Maine's local, State, and Federal law enforcement agencies. These agencies include the U.S. Attorney, Drug Enforcement Administration, U.S. Border Patrol, U.S. Customs, U.S. National Park Service, Bureau of Intergovernmental Drug Enforcement, Federal Aviation Administration, Maine State Police, Maine Marine Patrol, County Sheriff's and local Police Departments.

During the past year, the Maine National Guard has responded to 35 requests from law enforcement agencies. This year, to date, we have responded to 38 such requests.

Through the use of helicopters, the Maine National Guard supported law enforcement officers in discovering more than 4,242 marijuana plants with a street value of over \$10,500,000. Property seized as a result of helicopter support totals \$120,000.

During FY 91, 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, 110 or 58% were for Engineer Projects; 16 or 8% for the 195th Army Band; 13 or 7% for the 112th Army Helicopter Displays; 8 or 4% for 1136th Transportation Missions; 9 or 5% for the Maine Select Honor Guard and 34 or 18% for Miscellaneous Missions such as parades and involvement in ceremonies.

Directorate of Facilities Engineering: The Facilities Engineering Directorate continued to provide statewide maintenance and repair of armories, while coordinating all construction projects for the Maine Army National Guard. Significant among these is the planning and design for an Armed Forces Reserve Center at Bangor. This will replace the Bangor Armory, Bangor Army Reserve Training Center, and

DEFENSE AND VETERANS' SERVICES

Bangor Naval Reserve Training Center. This will be funded federally with some state funds to be encumbered. Also in the design phase are the additions to the Organizational Maintenance Shop (OMS #5) at Caribou and the Norway Armory. This division also had the lead role in site development for the Deepwoods project, and is currently coordinating in the Environmental Impact Study for this area.

Maine Air National Guard

The Maine Air National Guard provides training and maintenance of equipment for Air Refueling, Combat Communications, and Engineering and Installation Centers in Maine.

Bangor Air National Guard Base

In FY 1991 the 101 AREFW, headquartered at Bangor ANG Base, provided in-state training and overseas deployment for its members. The Air Refueling Mission was directly impacted during this FY by Desert Shield/Storm. Six deployments were made to the AOR during Desert Shield/Storm involving 200 volunteer members of the 101st AREFW prior to mobilization. The 101st AREFW had 172 members mobilized during Operation Desert Storm. The Wing flew over 1400 missions and logged 4300 plus flying hours with over 3,900,000 gallons of fuel transferred to receiver aircraft. Of these totals, 600 missions and 2000 hours with over 2,800,000 gallons of fuel were transferred in support of Desert Shield/Storm and other Higher Headquarters missions.

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 the 243 EIS is rated by the Air Force Communications Command, and the 265 CCS is rated by Tactical Air Command. Their high state of readiness enables them to deploy to support the Department of Defense worldwide.

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 as guard members perform required training in their specialties which also enables them to meet readiness requirements. Communities, the State, and non-profit organizations receive the design and workmanship needed to complete these projects.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,427,328	1,617,502			1,809,826	
Health Benefits	468,588	245,162			223,426	
Retirement	683,758	321,104			362,654	
Other Fringe Benefits	368,391	116,177	106,863		145,351	
Computer Services—State	650				650	
Other Contractual Service	603,635	281,226	1,202		321,207	
Rents	331,083	16,872			314,211	
Commodities	447,977	290,249			157,728	
Grants—Subsidies—Pensions	214,084	173,394			40,690	
Building Improvements	5,932				5,932	
Interest—Debt Retirement	1,159	510	21		628	
Transfers to Other Funds	25,173		785		24,388	
TOTAL EXPENDITURES	6,577,758	3,062,196	108,871		3,406,691	

DEFENSE AND VETERANS' SERVICES

STATE EMERGENCY RESPONSE COMMISSION

DAVID D. BROWN, CHAIRMAN

Central Office: MEMA

Telephone: 289-4080

Mail Address: Statehouse Sta. #72, Augusta, Maine 04333

Established: 1987

Reference: Policy Area: ; Umbrella: 94; Unit: 410; Citation: 37B M.R.S.A., Sect. 792

PROGRAM: This is a Commission reorganized by PL 464. It was first established by Executive Order. Established by Federal Mandate (PL 99-499) 1986. Maine Statutes Title 37B, Chapter 13 outlines the Commission's responsibilities and other provisions related to hazardous materials in Maine. The Commission is responsible for coordinating and implementing emergency planning, reporting and compiling appropriate information. The Commission is also responsible for supervision of Maine's sixteen (16) Local Emergency Planning Commissions (LECP).

FINANCES, FISCAL YEAR 1991: This unit is not authorized to receive or expend funds.

BUREAU OF VETERANS' SERVICES

HOWARD E. EISMAN, DIRECTOR OF OPERATIONS

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, 2002

Reference: Policy Area: 06; Umbrella: 15; Unit: 215; Citation: 37B M.R.S.A., Sect. 501-507

Average Count—All Positions: 31.5

Legislative Count: 30

Organizational Units:

Field Offices (8)

Itinerant Offices (20)

Maine Veterans Memorial Cemetery

Claims Office

PURPOSE: The Bureau of Veterans' Services was established to provide services to Maine Veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of local offices, assists veterans and their dependents in claiming and obtaining the various State and Federal benefits to which they are entitled in connection with service in the Armed Forces of the United States. The Bureau also administers a program of financial aid to needy veterans and to needy dependents of incapacitated or deceased veterans; awards educational benefits to children, spouses or widows/widowers of veterans who died or became 100% permanently and totally disabled because of service in the U.S. Armed Forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps and maintains records of Military service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans discharged under honorable conditions and to eligible members of their immediate family.

ORGANIZATION: The Bureau of Veterans' Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a state office and seven local offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

DEFENSE AND VETERANS' SERVICES

The Maine Veterans Small Business Loan Authority Board was established in 1973, and was in 1983, redesignated under the Finance Authority of Maine as the Maine Veteran's Small Business Loan Program, with the Bureau Director of Veteran's Services serving as a member of the Veterans Advisory Committee.

By virtue of his position as Director of the Bureau of Veterans Services, he serves as ex-officio member on the Maine Veterans Nursing Home, Board of Trustees.

Vietnam and Atomic Veterans and Their Families: Resource agency to the Commission on Vietnam and Atomic Veterans. Develop and present a response to federal agencies concerning veterans and their exposure to radiation and toxic chemicals.

Actively seek out veterans who may have been exposed to radiation and toxic chemicals and attempt to involve them in available programs and act as an ombudsman for them.

PROGRAM: Veterans Services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

Claims Service. During the fiscal year, 669 new authorizations to have the Bureau represent claimants to the Veterans Administration for claims were developed, making for an approximate total of 24,587 clients represented by the Bureau of Veteran's Services. A total of 844 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 91,050 contacts by veterans or dependents on veterans affairs and \$3,177,157 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, 192 awards of financial aid (Veterans Financial Assistance) were made to Maine veterans and/or to their families.

Veterans Dependents Educational Benefits. Under this program, up to \$300 per year towards the costs of higher education and free tuition in state-supported institutions of higher education may be awarded to children, spouses or widows/widowers of veterans who became 100% permanently and totally disabled or died as a result of service in the Armed Forces of the United States. New applicants who are awarded benefits after 6/30/80 receive either full tuition in any state-supported institution or if attending a non-state supported institution of higher learning, a maximum of \$300 per year is payable. One hundred sixty-six persons received benefits during the year as follows: 162 attended State-supported colleges, 15 attended Private In-State colleges and 23 attended Private Out-of-State colleges. A total of \$6,562 was expended to assist these students.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 59 veterans as eligible for guaranty of loans by the Finance Authority of Maine, Maine Veteran's Small Business Loan Program. The Board has two programs. There is a Veteran's Small Business Program of which a veteran may apply for up to \$600,000. There is also a program for non-veterans of which individuals may apply for up to \$500,000. A veteran who has a certificate of eligibility may apply for both programs which would make for a guarantee of possibly \$1,000,000. Under the veteran program a guarantee of 100% will be given on amounts up to \$75,000 and 85% on amounts greater than \$75,000. Under the non-veteran program the only guarantee will be 85%.

Records of Military Service. The Bureau maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 400,800 such records are now on file in the Bureau.

Maine Veterans Memorial Cemetery. During the year, 515 burials were made, of which 376 persons were veterans, 136 were spouses, and 3 were dependent children and at the end of the year, 7,202 persons were buried in the cemetery. Two hundred ninety-nine reservations for burial were made by surviving veterans, spouses and dependent children and at the end of the year there were 3,660 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.

DEFENSE AND VETERANS' SERVICES

PUBLICATIONS: (All free)

Maine Veterans Laws, 1989 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF VETERANS' SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	617,809	611,490			6,319	
Health Benefits	83,038	81,976			1,062	
Retirement	122,972	121,707			1,265	
Other Fringe Benefits	45,110	22,867			22,243	
Computer Services—State	25	25				
Other Contractual Service	95,840	89,361			6,479	
Rents	6,584	5,977			607	
Commodities	26,536	12,196	500		13,840	
Grants—Subsidies—Pensions	158,487	158,487				
Purchases of Land	1,025				1,025	
Equipment	36,794	36,794				
Interest—Debt Retirement	50	37			13	
Transfers to Other Funds	676		6		670	
TOTAL EXPENDITURES	1,194,946	1,140,917	506		53,523	

CONTACTS AND CLAIMS REPORT 1990-91

	Portland	Lewiston	Rockland	Waterville	Bangor	Machias	Caribou	Togus	Alternate	State Office	Agen/O	Grand Totals
Total Contacts	10,920	8,975	5,410	9,064	10,506	4,217	7,423	11,365	4,332	12,186	6,652	91,050
Personal	2,700	1,996	1,005	1,933	2,124	1,102	2,712	3,210	723	450	227	18,182
Meetings	20	0	1	11	2	1	1	24	5	105	40	210
Telephone	5,520	4,186	2,316	4,025	6,524	1,466	2,716	6,590	2,444	7,406	2,986	46,179
House Call	24	86	8	61	99	34	0	6	23	0	8	349
Correspondence	2,656	2,707	2,080	3,034	1,757	1,614	1,994	1,535	1,137	4,225	3,391	26,130
Mail Received Count	3,299	3,979	4,221	3,810	4,391	2,860	2,847	5,243	1,621	6,886	1,793	40,950
Claims Filed	129	154	53	112	169	71	151	0	5	0	0	844
Recoveries	719,276	325,844	277,898.75	576,438	660,675	187,722.56	421,725	0	7,578	0	0	3,177,157.31

VFA Applications (Veterans Financial Assistance)	20	18	14	26	21	13	9	0	71	0	0	192
VFA Awards	18	12	14	22	17	9	10	0	45	0	0	147

Fiscal Year	Contacts	Recoveries
1986-87	80,640	\$2,658,769
1987-88	87,195	\$3,007,296
1988-89	95,136	\$3,695,703
1989-90	83,825	\$3,365,668
1990-91	91,050	\$3,177,157.31

DEFENSE AND VETERANS' SERVICES

**FISCAL REPORT OF BURIALS
JULY 1, 1990—JUNE 30, 1991
Maine Veterans Memorial Cemetery (MVMC)**

TOTAL BURIALS DURING FY=515

Vets	Spouses	Children
376	136	3

TOTAL RESERVATIONS DURING FY=299

Vets	Spouses	Children
70	226	3

TOTAL RESERVATIONS CANCELLED DURING FY=6

Vets	Spouses	Children
0	6	0

TOTAL UNFILLED RESERVATIONS DURING YEAR=193

Vets	Spouses	Children
37	153	3

TOTAL BURIED SINCE MVMC BEGAN=7211

Vets	Spouses	Children
5691	1418	102

TOTAL BURIED AS OF 6/30/91=7202

Vets	Spouses	Children
5686	1414	102

TOTAL RESERVATIONS FILLED AS OF 6/30/91=883

Vets	Spouses	Children
304	571	8

TOTAL UNFILLED RESERVATIONS AS OF 6/30/91=3660

Vets	Spouses	Children
754	2863	43

TOTAL DISINTERMENTS DURING FY=1

Vets	Spouses	Children
1	0	0

TOTAL RESERVATIONS FILLED DURING FY=104

Vets	Spouses	Children
32	72	0

TOTAL DISINTERMENTS SINCE MVMC BEGAN=9

Vets	Spouses	Children
5	4	0

TOTAL RESERVATIONS SINCE MVMC BEGAN=4568

Vets	Spouses	Children
1065	3450	53

TOTAL RESERVATIONS CANCELLED AS OF 6/30/91=25

Vets	Spouses	Children
7	16	2

MVMC ELIGIBILITIES CERTIFIED DURING FY=782

(In-State) Certificates	= 656
(Out-of-State) Certificates	= 126

VETERANS DEPENDENTS EDUCATIONAL BENEFITS PROGRAM
July 1, 1990 through June 30, 1991

State Supported Colleges		Private Colleges In-State		Private Colleges Out-of-State		Total
New Applications	71	New Applications	6	New Applications	10	87
Applications Granted	61	Applications Granted	5	Applications Granted	9	75
Denied Applications	10	Denied Applications	1	Denied Applications	1	12
Students Enrolled	244	Students Enrolled	26	Students Enrolled	40	310

DEFENSE AND VETERANS' SERVICES

COMMISSION ON VIETNAM AND ATOMIC VETERANS

MATTHEW DYER

Central Office: Bureau of Veterans Services/Augusta, ME

Telephone: 289-4065

Mail Address: State Office Bldg., Statehouse Sta. #117, Augusta, Maine 04333

Established: 10/1/89

Reference: Umbrella: 92; *Unit:* 523

Average Count—All Positions: 10

Legislative Count: 2

PURPOSE:

The Commission on Vietnam and Atomic Veterans was established to serve as a Resource Agency responsible for developing and presenting a response to federal agencies concerning veterans and their exposure to radiation and toxic chemicals.

The Commission actively seeks out veterans who may have been exposed to radiation and toxic chemicals and attempts to involve them in available programs and act as an ombudsman for them.

ORGANIZATION:

The Commission on Vietnam and Atomic Veterans was created in October 1989 and is administered under the Bureau of Veterans Services. The commission has 8 official board members and 2 paid employees. The paid employees are located in the office of the Bureau of Veterans Services in the Basement of the State Office Building.

PROGRAM:

Vietnam and Atomic Veterans and Their Families: The commission has actively sought out veterans who may have been exposed to radiation and toxic chemicals and attempted to involve them in available programs and acted as an ombudsman for them. During this fiscal year the Commission has composed a list of 458 names of veterans who claim to have been exposed.

FINANCES, FISCAL YEAR 1991: This unit is not authorized to receive or expend funds.

DEFERRED COMPENSATION

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

H. SAWIN MILLETT, JR., 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 1991: This unit is not authorized to receive or expend funds.

MAINE DEVELOPMENT FOUNDATION

WESTON L. BONNEY, 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 corporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation have encouraged the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b) appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the Foundation. Minimum contributions are \$50/year for public corporators and \$250/year for private corporators.

PROGRAM: The Foundation's program for 1991 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

DEVELOPMENT FOUNDATION

“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 fourth annual **Maine Symposium** will be conducted to provide Maine’s public and private leaders an opportunity to examine long-term critical issues that will have an impact on Maine’s economic future and quality of life. The 1990 Maine Symposium will focus on “After the Recession: How Can We Prosper in the New Maine Economy?”

Statewide strategies and analyses are regularly prepared by the Foundation. Recent studies focus on the metals industry in Maine and an analysis of value-added in the Maine economy. Earlier studies include: *Establishing the Maine Advantage*—the State’s first economic development strategy; a study of the telecommunications capacity in Maine; analyses of the availability of start-up capital for small Maine businesses; and a technology strategy.

The **Effective Governance Project**, being conducted in cooperation with the Maine Municipal Association, is designed to increase the capacity of municipal officials to deal with the many difficult issues facing Maine communities. The project provides technical assistance focused on specific issues/problems identified by the participating municipalities.

Maine Coalition for Excellence in Education is a statewide partnership of business, education, and community leaders who are committed to achieving fundamental change in public education. The Coalition seeks to ensure that by the year 2000 all students leaving Maine high schools will demonstrate the knowledge, skills, attitudes, and understanding necessary to live productive and satisfying lives.

PUBLICATIONS:

Annual Report, The Maine Development Foundation

Helping Children Succeed—Strategies for Increasing the Aspirations of Maine’s Youth, limited number available.

Helping Children Succeed: A Handbook of Programs, Schools and Resources which are making a difference, limited quantity available, first copy is free, each additional copy is \$3.50.

Our Built Environment: Thinking Strategically About Maine’s Infrastructure, limited quantity available.

Rethinking Education for Maine’s Children, limited quantity available.

Maine Metals Industry Profile, limited quantity available.

Value Added in the Maine Economy, limited quantity available.

Contested Terrain: Public Policy and Private Responsibility, limited quantity available.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit’s accounts as recorded in the files of the Bureau of the Budget’s MFASIS system.

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	206,430	206,430				
TOTAL EXPENDITURES	206,430	206,430				

STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

JEAN C. MANNING, CHAIR

PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Nash Bldg., Augusta

Telephone: 289-4213

Mail Address: Statehouse Sta. #139, Augusta, Maine 04333

Established: October 1, 1974

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 92; Unit: 050; Citation: 34B M.R.S.A., Sect. 1211

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The primary purpose of the State Planning and Advisory Council on Developmental Disabilities is to improve and enhance the network of services available to persons with developmental disabilities of all ages in Maine. The Council serves as an advocate for persons with developmental disabilities by providing a public forum for consumers, parents and family members to meet with state agency representatives and other providers to address the service needs of developmentally disabled persons.

ORGANIZATION: The Maine State Planning and Advisory Council on Developmental Disabilities was established in 1971 by an Executive Order and by statute in 1981. The Council consists of twenty-five members appointed by the Governor or serving by virtue of their positions in state government. Appointees are persons with developmental disabilities, parents or guardians of such persons, representatives of higher educational facilities, and other groups concerned with services to persons with developmental disabilities in Maine. Those who serve by virtue of their positions are representatives of the three principal state agencies that serve persons with developmental disabilities. Council membership reflects a regional distribution across the State, as well as an attempt to equitably represent disabilities associated with the target population.

The Council is staffed by an Executive Director, a Policy Analyst, a Planner, and a Secretary. Administrative support is provided as needed by the Department of Mental Health and Mental Retardation. Other sources of manpower, such as consultants, special projects, etc. are utilized as needed. The Council's committees assist in determining its annual activities. The Legislative Committee is responsible for reviewing legislation relating to developmentally disabled persons and for formulating the Council's legislative program. The Plan Development Committee oversees the development and implementation of the State Plan. The Council's Executive Committee reviews issues to be brought before the Council and sets the agenda for monthly meetings.

PROGRAM: The following is a sample of Council activities as it addressed the objectives of year two of the Two Year Transitional State Plan (the Transitional State Plan covers the span of time that includes the initial stages of the 1990 Report, its preparation and submission, and its review and development of an implementation plan by the Council) for meeting the needs and preferences of people with developmental disabilities. Priority areas selected for the second year of the Two Year Transitional State Plan are Child Development, Community Living and Employment. As examples of its activities in 1991, the Council participated in:

1. **Family Support.** The development of a network of family support services has emerged as the Council's major emphasis. The Council drafted L.D. 1481, "The Family Support Bill," and pushed for its legislative approval during the last session. The bill, which was passed, calls for the development of regional Family Support Councils, as well as a statewide Family Support Council, and creation of "family-friendly" services and other services. Elements of family support have been addressed in all three priority areas. Under the Employment priority area the Council has continued to fund a community education program that has an emphasis on parent/family involvement in the Transition Coordination network, and financially supported the Social Security "Train the Trainers Workshop" with three other state agencies.
2. **Advocacy for Change.** In fiscal year 1991, the Council continued its emphasis on its family involvement project called "Advocacy for Change." Initially made possible through a technical assistance grant to the Council from the Human Services Research Institute from Cambridge, Massachusetts, the Council expended more than \$10,000 of its Basic State Grant Funds to expand

DEVELOPMENTAL DISABILITIES

the project to reach more families. In FY 1991, training was provided to approximately 150 family members. More than a dozen legislators participated in the training as well.

3. **The Autism Society of Maine.** Received support from the Council, Bureau of Mental Retardation, Bureau of Children with Special Needs, and the Division of Special Education to continue with chapter development. The Autism Society of Maine offers a range of informational and educational services to schools and social and medicaid service agencies.
4. **University Affiliated Program.** The Council, in conjunction with the University of Maine, Eastern Maine Medical Center, State agencies responsible for provision of services to persons with disabilities, other programs in the University system, private service providers and various parent, consumer and advocacy programs in Maine, submitted a University Affiliated Program (UAP) proposal in summer of 1991.
5. **Meeting the New Requirements of the Developmental Disabilities Act.** The Developmental Disabilities Act amendments of 1990 increased the Council's responsibility to empower people with disabilities and their family members to more effectively advocate for individual, family and community supports to increase their independence, productivity and integration into the community. As noted above, the Council solidified its commitment to the Advocacy for Change family involvement project by allotating significant funding for this activity. Additionally, the Council established a consumer conference fund to enable people with disabilities, family members and advocates to attend worthwhile conferences to increase their knowledge and skills regarding disability issues and advocacy.

PUBLICATIONS:

ALL FREE (limited availability on asterisked items)

- DD Dispatch (The Council's Bi-monthly newsletter)
- Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition)*
- Two Year Transitional State Plan
- Jargon and Acronyms: A Booklet of Descriptions and Definitions
- Special Education for Parents: Rights and Responsibilities
- Just Like Me: Disability Awareness Activities
- Caring for Families Who Care: The Report of the Family Contribution Study Advisory Committee*
- The "1990 Report"

FINANCES, FISCAL YEAR 1991: 34B MRSA, Sect 1211, paragraph 2, provides that expenditures of this unit shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

LYNN WACHTEL, COMMISSIONER

KATHRYN J. RAND, Deputy Commissioner for Comprehensive Land Use Policy

LEONARD A. DOW, Director for Community Development

HILARY N. SINCLAIR, Director for Tourism

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: 89

Legislative Count: 66

Organizational Units:

Office of the Commissioner

Office of Administration

PURPOSE: The Department of Economic and Community Development has four major policy functions: business attraction and assistance, tourism development and management, community development, and comprehensive land use planning. The Commissioner of Economic and Community Development designs and implements programs to meet these purposes. A significant number of programs require the Department to coordinate a variety of activities with Maine's public and private sectors.

This Office of the Commissioner is responsible for financial management including budgeting, accounting, bookkeeping, business management including purchasing, contracting and information automation; personnel and labor relations, payroll; administration and support functions to the advisory councils and commissions.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of a general reorganization of state government, it became the Department of Commerce and Industry. The Department was abolished in June 1975, and its functions were transferred to other new or existing agencies. At the same time, the State Development Office was established within the Executive Department and was assigned the general development functions of the former Department of Commerce and Industry.

On October 1, 1987, the State Development Office was abolished. Its functions, together with development activities formerly conducted by the State Planning Office and the Department of Conservation, were assigned to the new, cabinet-level Department of Economic and Community Development.

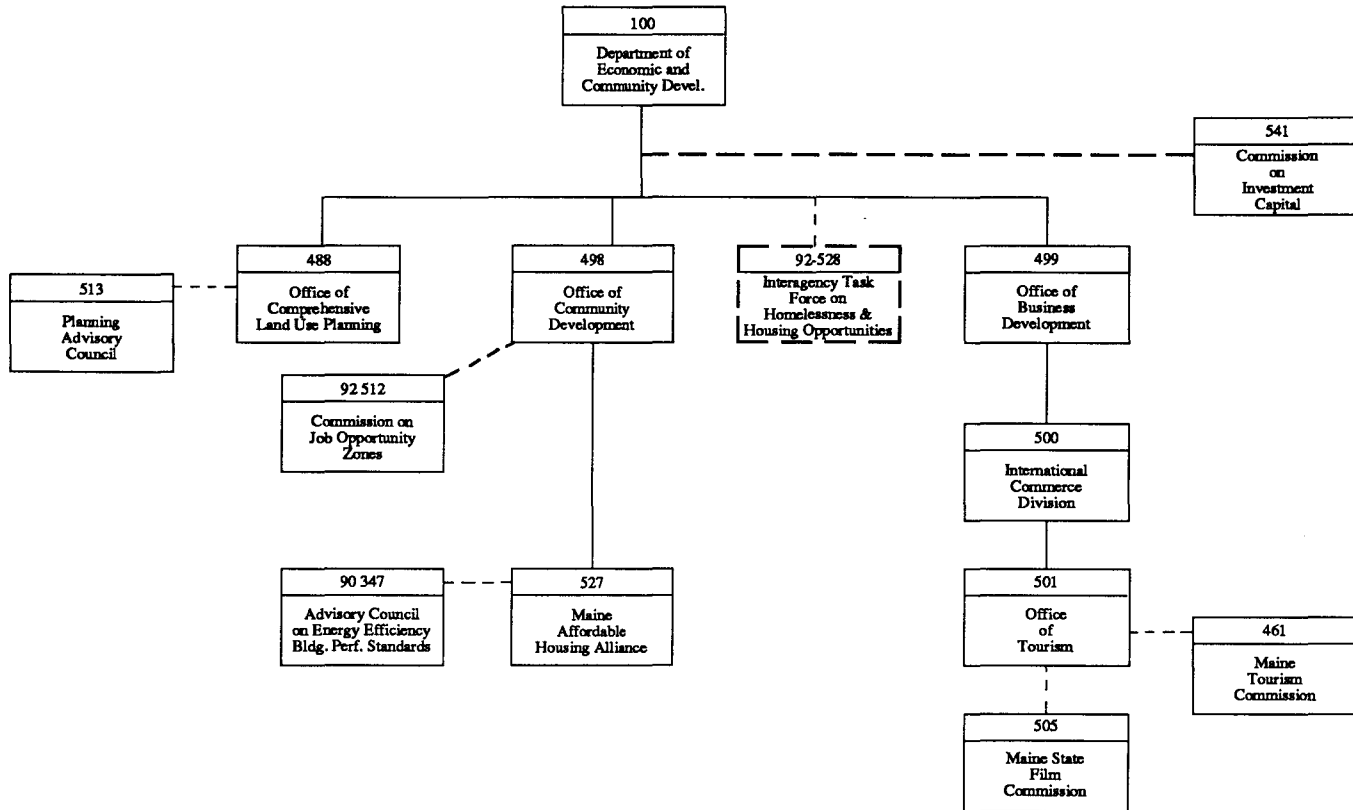
The Department of Economic and Community Development has several subsidiary offices and divisions. The Department includes an Office of the Commissioner, an Office of Business Development, an Office of Tourism, an Office of Community Development, and an Office of Comprehensive Land Use Planning.

The Office of the Commissioner provides central department administration and management of financial, personnel, and administrative procedures to conform with state and federal requirements. It provides administrative and technical support services to the department's divisions and programs; and responds to requests for public information. This office has an average count—all positions of 11 and a legislative count of 11.

The Department also provides administrative and other support functions to the Business Advisory Council, the Maine Tourism Commission, the Maine State Film Commission, Small Business Commission, and a number of task-oriented citizen and professional groups whose purposes are to advise the Department or the Governor.

PROGRAM: For program information, see portions of this report dealing with specific agencies within the Department of Economic and Community Development.

**ORGANIZATIONAL CHART
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
UMB 19**



ECONOMIC AND COMMUNITY DEVELOPMENT

ECONOMIC AND COMMUNITY DEVELOPMENT

CONSOLIDATED FINANCIAL CHART FOR FY 91 DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,331,595	1,741,809	134,806		454,980	
Health Benefits	231,853	163,252	13,205		55,396	
Retirement	413,893	296,007	27,015		90,871	
Other Fringe Benefits	2,497,228	2,431,066	18,975		45,267	1,920
Computer Services—State	25,784	21,014	4,770			
Other Contractual Service	729,224	613,047	63,429		51,537	1,211
Rents	43,247	43,102	115		30	
Commodities	47,614	40,363	1,130		6,084	37
Grants—Subsidies—Pensions	13,785,790	3,118,347	556,129		10,111,314	
Buildings and Improvement	8,799	8,799				
Interest—Debt Retirement	56		56			
Transfers to Other Funds	20,860		9,560		11,236	64
TOTAL EXPENDITURES	20,135,943	8,476,806	829,190		10,826,715	3,232

ECONOMIC AND COMMUNITY DEVELOPMENT

PUBLICATIONS:

See listings for individual offices.

FINANCES, FISCAL YEAR 1991: The following financial displays were generated from Department accounts as recorded in the files of the Bureau of the Budget's MFASIS 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	315,768	314,854			914	
Health Benefits	29,562	29,562				
Retirement	61,545	61,545				
Other Fringe Benefits	10,436	8,012	2,424			
Computer Services—State	1,440	1,440				
Other Contractual Service	73,909	46,383	27,485		41	
Rents	1,211	1,096	115			
Commodities	5,233	5,054	179			
Grants—Subsidies—Pensions	254,755	34,737			220,018	
Building Improvements	8,799	8,799				
Transfers to Other Funds	5,098		4,942		156	
TOTAL EXPENDITURES	767,756	511,482	35,145		221,129	

MAINE AFFORDABLE HOUSING ALLIANCE

PERLEY G. BEANE, Director

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: October 1, 1989

Reference: Policy Area: 01; Umbrella: 19; Unit: 527; Citation: Title 5 M.R.S.A., Sub-section 13116

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Maine Affordable Housing Alliance, a new division within the Department of Economic and Community Development, is a state-wide initiative formed to support local affordable housing needs. It was established by the Affordable Housing Partnership Act of 1989 to assist municipalities in developing affordable housing under Title 30-A, Chapter 202. The Alliance has targeted \$6.5 million dollars in development and technical assistance funds designed to help meet local affordable housing goals.

To meet this challenge the Maine Affordable Housing Alliance implemented three new housing programs. In addition to establishing these programs, they assisted municipalities through other approaches. These include:

Conducting an active public education campaign about the importance of affordable housing.

Facilitating the formation of Local/Regional Housing Alliances, local coalitions of government officials, business people, community leaders and nonprofit housing organizations that work together to address local housing needs.

Providing technical assistance to municipalities and developing a clearinghouse of information about state and national resources, creative financing techniques, local regulation issues, successful community affordable housing initiatives and technical innovations to reduce housing cost.

ORGANIZATION: The Commissioner of Economic and Community Development appoints the director, and provides staff to the Maine Affordable Housing Alliance.

The Affordable Housing Alliance Advisory Committee serves as an advisory group to the

ECONOMIC AND COMMUNITY DEVELOPMENT

commissioner. The Committee consists of 15 members representing both the public and private sectors and includes:

- Nine members appointed by the Governor to serve three year terms;
 - Five members appointed jointly by the President of the Senate and the Speaker of the House of Representatives to serve three-year terms; and
 - The Director of the Maine State Housing Authority.
- The Chairperson of the Advisory Committee is elected from among the Committee members.

PROGRAM: The Maine Affordable Housing Alliance has been given three separate allocations of funds each requiring a separate program and rule. They are as follows:

Municipal Revolving Loan Fund—\$4,000,000. This fund is used to provide low-interest loans/grants to municipalities for public service infrastructure improvements for the development of long-term affordable housing.

Municipal Land Acquisition Revolving Fund—\$500,000. This fund is used to provide low-interest loans to municipalities for the acquisition of land for affordable housing.

Housing Opportunity Zones Fund—\$2,000,000. This fund will be used to provide low-interest loans/grants to demonstrate housing opportunity zones in order to improve deteriorating residential areas and restore them to decent, sanitary and safe neighborhoods.

The Department, through this program, has designated 32 Maine Affordable Housing Alliance (MAHA) communities since February 1990.

Five communities will receive \$1,243,000 in funding from the Municipal Revolving Loan program and three communities will receive \$260,000 from the Municipal Land Acquisition Revolving Fund through the first two rounds of funding. The first offering of funding through the Housing Opportunity Zones fund had two successful communities that will receive \$1.5 million.

In action taken during the First Regular Session of the 115th Legislature, these program activities were transferred to the Maine State Housing Authority.

FINANCES, FISCAL YEAR 1991: This unit did not expend any funds during this period.

OFFICE OF BUSINESS DEVELOPMENT

VACANT, Deputy Commissioner for Business Development

Central Office: 187 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: 8

Legislative Count: 8

PROGRAM: There are four major business assistance activities within the Office of Business Development. The Business Answers program has served over 43,000 individuals and businesses who have questions about doing business in Maine, particularly in regard to government regulations and permits.

The Office of Business Development continues funding for the Small Business Development Center network in Maine. This network offers small business counseling services to small businesses. There are eight centers currently in operation throughout the state.

The Maine Products Marketing Program has also been developed under this office. This program offers Maine producers assistance in marketing their industrial and consumer products through selected trade shows and catalogs.

The Maine Supplier Access System links Maine producers and suppliers with subcontractors and businesses both in-state and out-of-state. The program offers procurement assistance to Maine businesses through the Procurement Assistance Center in Bangor.

The Office of Business Development works with interested businesses in providing technical assistance such as information on labor, wages, taxes, transportation, utilities, and environmental

ECONOMIC AND COMMUNITY DEVELOPMENT

regulations; site location assistance through the maintenance of a comprehensive file of available industrial buildings and sites; financial assistance regarding federal, state and local financial options; training assistance regarding federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities and conversely, reliable producers of Maine products.

A further objective of the Office's business development activities is to encourage and assist industries from outside the state of Maine to establish operations within the state.

PUBLICATIONS:

"Answers: A Guide To Doing Business in Maine"

Business Start-up Kit

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 to wholesale buyers)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF BUSINESS DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	284,274	284,274				
Health Benefits	19,681	19,681				
Retirement	45,659	45,659				
Other Fringe Benefits	626,707	626,707				
Computer Services—State	-825	-825				
Other Contractual Service	109,599	109,599				
Rents	2,242	2,242				
Commodities	5,142	5,142				
Grants—Subsidies—Pensions	272,814	272,814				
TOTAL EXPENDITURES	1,365,293	1,365,293				

OFFICE OF COMMUNITY DEVELOPMENT

LEONARD DOW, DIRECTOR

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: 30

Legislative Count: 20

PURPOSE: The Office of Community Development exists to serve local government in Maine by providing a range of planning and development tools. Activities within the Office include administration of the Community Development Block Grant Program, provision and planning and technical assistance, implementation of the Job Opportunity Zone Program, administration of the Tax Increment Financing Program, administration of the Division of Energy Conservation, administration of the Maine Affordable Housing Alliance, implementation of the Community Industrial Building Program, implementation of the Economic Corridor Action Program, and the State's Homeless Program.

ECONOMIC AND COMMUNITY DEVELOPMENT

ORGANIZATION: The Director of the Office of Community Development, which operates with five basic units—the State Contact Agency for Homeless Program, the Community Development Block Grant Section, the Affordable Housing Alliance, the State Initiatives Section, and the Division of Energy Conservation.

PROGRAM:

Community Development Block Grant Program: The Department of Economic and Community Development assumed responsibility for administering the Small Cities Community Development Block Grant Program (CDBG) on October 1, 1987, from the State Planning Office which had been administering the program since 1982. CDBG funds were awarded in the years 1982 through 1990 by the Community Revitalization Program, the Development Fund, and a Planning Grant Competition. In 1990 three new programs have been created: Urgent Needs Grants, Affordable Housing Planning Grants and the Emerging Opportunity Fund. An Advisory Committee, composed of State, regional and local officials assisted in establishing the program and continues to advise the State on program policies and goals. The CDBG goal for 1989 is to serve as a catalyst for local governments to implement programs of physical improvements which: (1) are part of a long-range community strategy; (2) provide the conditions and incentives for further public and private investment; (3) improve deteriorated residential and business districts; and (4) benefit low and moderate income people.

The Office of Community Development and its predecessor, the State Planning Office, administered a total of \$102 million in CDBG funds in 1982 through 1991. 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 1991 CDBG program consisted of the following components: (1) Reserved Grants, (\$2.5 million) for communities which have received prior, multi-year grants; (2) Community Revitalization Grants (\$6.1 million) to support a wide variety of community development initiatives; (3) a Development Fund (\$750,000) to assist existing or new businesses or developers wanting to bring new jobs or housing to their areas; (4) Planning Grants (\$100,000) to assist and implement a local development plan; and (5) Technical Assistance Grants (\$70,000) to nonprofit, regional organizations in each of the 11 planning and development districts to assist in State administration of the CD program; (6) Urgent Grants, (\$300,000); (7) Affordable Housing Planning Grants, (\$150,000); and (8) Emerging Opportunity Fund (\$450,000). The remainder of the State's CD funds (\$315,000) were used for State administration of the program.

PUBLICATIONS:

1991 CDBG Final Statement

1991 CDBG Application Overview

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	706,828	268,813	134,806		303,209	
Health Benefits	68,076	21,948	13,205		32,923	
Retirement	132,736	44,755	27,015		60,966	
Other Fringe Benefits	44,589	22,914	14,227		5,528	1,920
Computer Services—State	4,859	89	4,770			
Other Contractual Service	153,848	107,859	33,583		11,195	1,211
Rents	6,138	6,108			30	
Commodities	8,473	7,016	951		469	37
Grants—Subsidies—Pensions	10,281,506	651,150	556,129		9,074,227	
Interest—Debt Retirement	56		56			
Transfers to Other Funds	11,855		4,598		7,193	64
TOTAL EXPENDITURES	11,418,964	1,130,652	789,340		9,495,740	3,232

ENERGY CONSERVATION DIVISION

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Station #130, Augusta, Maine 04333

Established:

Sunset Review Required by:

Reference: Policy Area: 01; Umbrella: 19; Unit: ; Citation: 5 MRSA, Sect. 13072

ORGANIZATION: On January 1, 1990 the energy conservation and education programs of the Office of Energy Resources were transferred to the Department of Economic and Community Development. In July, 1990, the legislature created the Energy Conservation Division in the Office of Community Development.

PROGRAM: The Energy Conservation Division provides energy conservation information and education for Maine's homeowners and businesses. In addition to state mandated programs, the ECD administers energy programs under the federal Energy Conservation and Policy Act and the National Energy Extension Service and Conservation Act.

Institutional Conservation Program (ICP). The ICP, a federal matching program administered since 1980, awards grants throughout the state to schools and hospitals for energy conservation projects. Through FY 91, \$7.7 million in federal assistance and \$1.7 million in oil overcharge funds have been received by Maine schools and hospitals. It is estimated that Maine's participating institutions are saving \$5.3 million in annual energy costs.

Energy Extension Service (EES). The five Energy Extension Agents provide direct assistance to individuals and small businesses across the State. The agents operate out of offices in Presque Isle, Bangor, Augusta, Lewiston and Portland. During FY 1991, these outreach workers conducted seminars for builders and provided Maine citizens with 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. The EES developed and conducted workshops, conferences and seminars for homeowners, builders and real estate licensees during FY 91.

State Energy Conservation Program (SECP). The State Energy Conservation Program was established by the National Energy Policy and Conservation Act (EPCA) to promote the conservation of energy and to reduce the rate of growth of energy demand. The SECP, through the U.S. Department of Energy, establishes energy conservation goals and develops program activities designed to promote energy conservation in Maine.

Residential Conservation Service Program (RCS). The Residential Conservation Service (RCS) was established by the National Energy Conservation Policy Act in 1978. The federal RCS program expired in July, 1989 however, Maine law has authorized continuation of the Residential Conservation Service. The ECD, through the State Residential Conservation Service 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. The ECD certifies energy auditors, solar energy installers and weatherization installers as part of its administration of the RCS program.

Mandatory Energy Efficiency Building Standards. Since 1989, Maine law has required energy efficiency building standards for residential and commercial and institutional buildings. ASHRAE 90 Standards (American Society of Heating, Refrigerating and Air-Conditioning Engineers) are required for commercial and institutional buildings. Prescriptive insulation standards are applied to residential construction, with exceptions for owner-built, owner-contracted, and log homes. Rules were promulgated in the Fall of 1989. The ECD is responsible for the administration and enforcement of the building standards.

Appliance Standards. Since January 1, 1988, Maine law has required that most major appliances sold in Maine meet minimum energy efficiency standards. The ECD is responsible for administration and enforcement of these standards.

Fluorescent Lighting Standards. Maine's law requiring fluorescent standards has been preempted by federal legislation and was repealed with the reorganization of the Office of Energy Resources.

Conservation Demonstration Programs. Several conservation demonstration programs, funded with Petroleum Violation Escrow money, were administered during this fiscal year.

ECONOMIC AND COMMUNITY DEVELOPMENT

The Furnace Service Rebate, the High Efficiency Lighting Rebate and the Weatherization rebate were combined and offered as the Residential Energy Assistance Program in the Fall of 1990. The REAP program provided six hours of classroom instruction in energy conservation and each participant was given rebate certificates totaling \$200—\$25 for Furnace Service; \$75 for High Efficiency Lighting; and \$100 for Weatherization. The program was offered through the Adult Education Program statewide and more than 2000 Maine citizens participated.

The Adult Care Boarding Home Weatherization and Modified Central Heating Improvement Program was announced in the Fall of 1988. The program provided eligible facilities with up to \$500 per public pay, low income resident for energy conservation assistance. Some 100 boarding homes have participated in the program. This program will end June 30, 1990.

The Maine Schools and Hospitals Program was created by the 113th Legislature and funded with \$300,000 of PVE money. The program provided energy conservation grants to schools and hospitals built after April, 1977 that did not qualify under the federal ICP guidelines. This program will end June 30, 1991.

The Weatherize Homes in Maine (WHIME) program provides vouchers for energy conservation materials for participants. The WHIME was not offered in FY 1991 but will be reactivated for the Fall of 1991.

Maine Energy Education Program (MEEP). The Maine Energy Education Program is an innovative public/private partnership working to promote energy education in Maine schools. The State's participation includes PVE funding for staff and program development. MEEP is affiliated with the National Energy Education Development Project.

LICENSES, PERMITS, ETC.:

Energy Auditor Certification

PUBLICATIONS:

Maine Guide to Energy Efficient Construction: A Manual of Accepted Practices (\$7.00)

Maine Woodburning Guide

(A complete listing of ECD publications is available)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are by administrative decision, included with those of the Department of Economic and Community Development.

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

CAROLYN M. MANSON, Department of Economic & Community Development

Central Office: Stevens School Complex, Hallowell Annex, Winthrop Street, Hallowell, Maine

Telephone: 289-6000

Mail Address: Statehouse Station #53, Augusta, Maine 04333

Established: September 14, 1979

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 90; Unit: 347; Citation: 10 M.R.S.A., Sect. 1414

PURPOSE: The Advisory Council oversees the development and implementation of the Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all standards and amendments thereto adopted by the Director of the Energy Conservation Division pursuant to that chapter.

ORGANIZATION: Current members are: A. Neil Finlayson, Professional Engineer; Winton F. Scott, Jr., Professional Architect; Sheldon S. White, Jr., Non-Residential Building Contractor; Ken McAfee, Banking Industry Representative; J. Richard Martin, Industry Representative; Robert L. Buck, Elected Official; Donald Grant, Building Inspector; Jay LeGore, Residential Building Contractor; William Burney, Elected Official; and George Cyr, Commercial Community Representative.

ECONOMIC AND COMMUNITY DEVELOPMENT

PROGRAM: The Advisory Council was not active during FY 1991 and met on July 18, 1989 and October 18, 1989. Rules implementing Maine's Mandatory Energy Efficiency Building Performance Standards were promulgated by the former Office of Energy Resources in the fall of 1989. The Advisory Council met and approved these laws according to Title 10, §1414. The Council will be reactivated during FY 1992 as new rules governing the Energy Building Standards are required.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Economic and Community Development.

DIVISION OF INTERNATIONAL COMMERCE

Central Office: 187 State Street, Augusta;

Telephone: 289-5700

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 500; *Citation:* 5 M.R.S.A., Sect. 13101

Average Count—All Positions: 2

Legislative Count: 2

PROGRAM:

International Commerce: The division developed and implemented an international commerce plan for the department. This new program has three major components: investment attraction, trade promotion, and research and analysis.

The investment attraction component activities include: development of marketing plans and materials, trade missions and follow-up prospect work with potential investors.

The division's research includes analyses of significant trade issues and data, and maintaining information about Maine's international activity.

PUBLICATIONS:

"The Maine Canada Connection: New Opportunities for Maine Businesses" (produced in partnership with the Canadian American Center)

"The Canada-U.S. Free Trade Agreement and Potential Effects on Major Sectors of the Maine Economy"

"Maine U.S.A.: We're the Future for Business in America" (in German, English and French and in Japanese)

"Maine Survey of Manufacturing Companies International Business Interests"

"Maine, Canada's U.S. Connection: New Opportunities for Canadian Business."

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DIVISION OF INTERNATIONAL COMMERCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	53,130	53,130				
Health Benefits	4,531	4,531				
Retirement	9,970	9,970				
Other Fringe Benefits	31,431	31,431				
Other Contractual Service	14,096	14,096				
Commodities	933	933				
Grants—Subsidies—Pensions	2,750	2,750				
TOTAL EXPENDITURES	116,841	116,841				

ECONOMIC AND COMMUNITY DEVELOPMENT

COMMISSION ON INVESTMENT CAPITAL

LYNN WACHTEL, CO-CHAIR
SHEPARD LEE, CO-CHAIR

Central Office: 193 State Street, Augusta;
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Telephone: 289-2656

Established: April 24, 1990

Sunset Termination Starting by: August 1, 1993

Reference: Policy Area: 01; Umbrella: 19; Unit: 499; Citation: 5 M.R.S.A., Sect. 13064

PURPOSE: The Commission on Investment Capital was established to undertake a comprehensive evaluation of the investment capital needs of the State, including an analysis of the sources and magnitude of the current capital investments in all sections of the State's economy, an analysis of the obstacles to capital investments in the State, the identification of sources of funds in the State that may be used to leverage new capital investments, and a review of the impact and opportunities resulting from foreign investment in the State.

ORGANIZATION: The Commission is composed of 17 members, including the Commissioner of Economic and Community Development, the Director of the Maine State Housing Authority, the Chief Executive Officer of the Finance Authority of Maine, the Executive Director of the Maine State Retirement System, the Director of the Maine Municipal Bond Bank, 2 Senators, 3 members of the House of Representatives, 6 members of the public appointed by the Governor, and one member of the public appointed jointly by the President of the Senate and the Speaker of the House of Representatives.

The Commission is co-chaired by the member of the public appointed jointly by the President of the Senate and the Speaker of the House of Representatives, and the Commissioner of Economic and Community Development.

PROGRAM: The first meeting of the Commission was held in Fiscal Year 1991 (July 17, 1990). The Commission conducted a series of hearings to solicit public comment on capital availability issues. A preliminary report was submitted to the Legislature in July 1991.

PUBLICATIONS:

Preliminary Commission Report—free

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Economic and Community Development.

INTERAGENCY TASK FORCE ON HOMELESSNESS AND HOUSING OPPORTUNITIES

MARGARET MARSHALL, PROGRAM MANAGER

Central Office: 219 Capitol Street, Augusta;
Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Telephone: 289-6800

Established: October 1, 1989

Reference: Policy Area: 01; Umbrella: 19; Unit: 528; Citation: 5 M.R.S.A., Sect. 13086

PURPOSE: The purpose of the Interagency Task Force on Homelessness and Housing Opportunities is to:

- 1). review and make recommendations regarding policy, programs and funding
- 2). identify resources available and gaps in the delivery of services to the homeless and persons with special needs.

ORGANIZATION: The Interagency Task Force on Homelessness and Housing Opportunities was created as part of the Affordable Housing Partnership Act, effective October 1, 1989. As legislated, the

ECONOMIC AND COMMUNITY DEVELOPMENT

Task Force includes representatives of the Departments of Human Services, Labor, Corrections, Educational and Cultural Services, Mental Health and Mental Retardation, Economic and Community Development, Maine State Housing Authority and Division of Community Services. Also representatives from a community action agency, a non-profit agency providing shelter to the homeless, a non-profit housing development corporation, municipalities, and representative of the low income population serve on the Task Force.

The Chair of the Task Force is the Program Manager for State Initiatives, Office of Community Development, and also the State Contact.

PROGRAM: The Task Force continues its attempts to find solutions to the many problems that face people who are homeless or at risk of becoming homeless. The group is attempting to identify services and funding sources to assist those who are, or at risk of becoming, homeless.

The findings of the Task Force's visits to group homeless shelters are contained in their report "By Sundown", submitted to the Governor and members of the 115th Legislature in March of 1991.

A second joint meeting of Maine's Interagency Task Force on Homelessness and Housing Opportunities, the Maine Coalition for the Homeless, and the National Interagency Council on the Homeless is being planned for the fall of 1991.

Among the goals for the Task Force for the coming year is a public education campaign of awareness and prevention of homelessness. Another is completing additional research on the at-risk homeless population in Maine. Subcommittees of the Task Force have been formed and action plans will be available to the Task Force for their consideration.

PUBLICATIONS:

"... by Sundown," A Report of Homelessness in Maine, March 1991

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Economic and Community Development.

MAINE FILM OFFICE (OFFICE OF TOURISM)

D. LEA GIRARDIN, DIRECTOR

Central Office: 189 State Street, Augusta;

Telephone: 289-5710

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; 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 Office was created by law to serve as the official liaison between the film and video production community and the State of Maine. The Office's broad directive is to introduce the filmmaking and broadcast industry to the variety of locations available in Maine and to assure the support of technically skilled people and cooperation from the state and local authorities and the communities at large.

To accomplish these aims, the Film Office responds daily to a wide variety of production related requests. The office also produces a production guide, as a resource for producers who are considering working in Maine. This manual serves the double purpose of promoting Maine people, services and companies, and being an information tool for production companies.

ORGANIZATION: The Maine Film Office is comprised of one (1) professional staff and is part of the Office of Tourism. An eleven-member commission appointed by the Governor serves in an advisory and fundraising capacity for the Film Office.

ECONOMIC AND COMMUNITY DEVELOPMENT

PROGRAM: The Maine Film Office has two major objectives:

- To attract film and video production to Maine;
- To assist film and video productions that are taking place in Maine or are considering Maine as a location.

To accomplish these objectives, the Film Office has responded to over 200 production requests, including 46 feature films, 74 commercials, 28 T.V. Specials, and 7 industrials. Of these, 1 feature film, part of a TV movie, 13 industrial commercials and 28 TV specials were completed.

PUBLICATIONS:

Production Manual, Maine State Film Commission (free)

FINANCES, FISCAL YEAR 1991: 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: 31

Legislative Count: 24

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 assistance to local governments. Activities within the Office include administration of Municipal Planning Grants, Implementation Grants, and Municipal Legal Defense Fund Grants, review and certification of comprehensive plans and ordinances, administration of a training and certification program for local code enforcement officers, coordination of state data for local planning, including a Natural Heritage Data Base, local liaison for the National Flood Insurance Program, community parks and recreation assistance and resources and administration of the local activities in Maine's Coastal Program, including a grant program for coastal planning activities.

ORGANIZATION: The Deputy Commissioner of Comprehensive Planning is the Director of the Office of Comprehensive Land Use Planning which operates with two basic units—the Planning Division and the Implementation and Technical Resources Division.

PROGRAM:

Planning Technical Assistance: Outreach efforts to local officials have been expanded with improved workshop offerings and with a concentrated public participation campaign aimed at expanding citizen interest and involvement with local comprehensive planning. Additionally, the Office administers contracts with Regional Councils to enhance their capacity to provide planning technical assistance to local governments. Six hundred thousand dollars was contracted for services under the Growth Management Program, \$194,000 for subdivision law and shoreland zoning technical assistance and \$300,000 for assistance to Maine's 145 coastal municipalities to implement Maine's coastal policies.

Review and Certification: Rules governing the review of local comprehensive plans took effect July 7, 1990. The first comprehensive plan was submitted for State review that same month. A total of 91 comprehensive plans were submitted for State review during this year.

Municipal Legal Defense Fund: Rules governing this program became effective in October 1989. One hundred thousand dollars per year is available to assist municipalities with the costs of defending challenges to land use ordinances. Funds are available, by application, on a first-come, first-served basis. Three grants were funded in 1988-89. This is a matching grant program designed to assist municipalities in the pursuit of legal actions regarding the enforcement and defense of local land use ordinances. The

ECONOMIC AND COMMUNITY DEVELOPMENT

issues raised by the legal action must have statewide significance. During the year, five applications were received and reviewed, and four awards were made, totalling \$23,500.

CEO Training and Certification: The Office is mandated to certify all local Code Enforcement Officers by 1/1/93. Coordination of the program is through consultation with the Technical Colleges, Institute System, the Department of Human Services, the Maine Municipal Association and the Maine Building Officials and Inspectors Association. A curriculum of 14 topics has been developed. An examination for certification will be offered in 1991-92.

Data; Natural Heritage Data Base. Data pertaining and potentially useful to local comprehensive planning that exists in state agency files are inventoried, collected and provided to municipalities with Planning Grants. A Directory of State Data Sources publishes lists of data available from state agencies. A Memorandum of Agreement with the Maine Chapter of the Nature Conservancy places the Natural Heritage Data Base within the Office. The Data Base collects and stores information on endangered and rare plants, animals, natural communities and other significant natural resources.

Flood Insurance Program: The Office of Comprehensive Planning is the coordinating agency for the National Flood Insurance Program (NFIP). The NFIP provides \$156 million of flood insurance protection for 2,798 owners of structures in Maine's Special Flood Hazard Areas.

The Office worked closely with municipal officers and Regional Council staff on the administration and enforcement of local floodplain ordinances. In addition, technical assistance related to flood damage reduction was provided to businesses, surveyors, banks, and other individuals throughout the state.

Community Parks and Recreation: The program secured approval from the National Park Service for 12 new community park developments and acquisitions amounting to \$263,300 in federal Land and Water Conservation Fund monies, and one \$50,000 state project.

The program was also responsible for post completion management of approximately 600 recreationally designated sites acquired or developed with Land and Conservation Fund assistance.

The "Recreation News" newsletter was published quarterly and distributed to over 900 community and school officials with notices of grant availability, technical bulletins and general recreation administration information. Other technical assistance involved preliminary plans for recreational development, recreation planning, and recreation administration.

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 \$300,000 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 three 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. Coastal management grant, a new program developed this year, is designed to assist coastal municipalities implement coastal policies in 1991-92 comprehensive plans. In this fiscal year, 6 Waterfront Action Grants were awarded and 11 Planning Grants were awarded.

Hazard Mitigation: As a result the Office of Community Development was designated the lead state agency for preparation of Maine's Hazard Mitigation Plan. The Plan, submitted to the Federal Emergency Management Agency in January 1988, contains a comprehensive overview of the states natural hazards and cost effective methods for reducing damage to people and the built environment.

The office is also working cooperatively with the New England Division of the Army Corps of Engineers on federally funded flood damage reduction studies of the Androscoggin, Kennebec, Penobscot, and Saco River basins.

LICENSES, PERMITS, ETC.:

Beginning in fiscal year 1990-91, the Office will issue certificates to local code enforcement officers: certification is based on competency to successfully enforce ordinances and other land use regulations. Certification is valid for a period of 5 years.

PUBLICATIONS:

Natural Resources Inventory Handbook—free
Capital Improvement Planning (1986)—free

ECONOMIC AND COMMUNITY DEVELOPMENT

Planning Board Handbook (1986)—free
 CEO Handbook (1982)—free
 Rule 80K (1986)—free
 Guidelines for Maine's Growth Management Program (1988)—\$2.50 + tax)
 Directory of State Data Sources (1988)—\$15.00 + tax)
 Coastal Policies Handbook (1988)—free
 Subdivision Review Handbook—\$6.00 + tax)
 Comprehensive Plan Review Criteria Rule—free
 Biennial Report to the Legislature—free
 Comprehensive Planning & Shoreland Zoning: How to Zone to Meet the Requirements of Both (1990)—free
 Mooring Plan Handbook (1989)—free
 A Guide to the Regulatory and Funding Process for Coastal Dredging (1989)—free
 Harbor and Waterfront Planning Handbook (1989)—free
 Protecting Prime Sites for Water Dependent Uses (1989)—free
 Coastal Management Techniques: A Handbook for Local Officials (1988)—free
 Maine Shore Access—Public Access Series
 How to Conduct An Inventory of Scenic Areas (1991)—free
 Planning and Implementing Public Shoreline Access—free
 Liability—free
 Coastal Right-of-Way Rediscovery Programs—free
 1991 Model Subdivision Regulations (1991)—(\$5.00 + tax)
 Maine's New Mobile Home Park Law—(\$3.00 + tax)
 How to Prepare a Land Use Ordinance—(\$5.00 + tax)
 Interlocal Code Enforcement (1990)—free

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF COMPREHENSIVE LAND USE PLANNING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	751,425	600,568			150,857	
Health Benefits	90,274	67,801			22,473	
Retirement	135,039	105,134			29,905	
Other Fringe Benefits	160,498	120,759			39,739	
Computer Services—State	19,910	19,910				
Other Contractual Service	150,362	110,061			40,301	
Rents	31,769	31,769				
Commodities	22,395	16,780			5,615	
Grants—Subsidies—Pensions	2,803,241	1,986,172			817,069	
Transfer to Other Funds	3,887				3,887	
TOTAL EXPENDITURES	4,168,800	3,058,954			1,109,846	

PLANNING ADVISORY COUNCIL

MARK A. KEARNS, CHAIRMAN

KATHRYN J. RAND, Deputy Commissioner

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: August 4, 1988

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 513; Citation: 30-A M.R.S.A., Sect. 4341 (3)

ECONOMIC AND COMMUNITY DEVELOPMENT

PURPOSE: The Planning Advisory Council was established in 1988 by the Growth Management Law. The Office of Comprehensive Land Use Planning is required to consult with the council on the development of all rules, guidelines and reports for the implementation of the Growth Management Program. The Council is required to report annually to the Governor and the Legislature on any changes that may be required to accomplish the purposes of the growth management law.

ORGANIZATION: The Planning Advisory Council is composed of 7 members appointed by the Governor.

PROGRAM: The Planning Advisory Council met six times this fiscal year to consult with staff of the office, regional council staff and other interested parties on the implementation of the Growth Management Program. Particular attention was paid to the review and certification program and the regional council delivery system.

A report was submitted to the Governor and the Legislature on January 3, 1991.

PUBLICATIONS:

Report of the Planning Advisory Council, 1988-89

Report of the Planning Advisory Council, 1989-90

Report of the Planning Advisory Council, 1990-91

FINANCES, FISCAL YEAR 1991: 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, Director for Tourism

Central Office: 189 State Street, Augusta;

Telephone: 289-5710

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 501; Citation: 5 M.R.S.A., Sect. 13065

Average Count—All Positions: 6

Legislative Count: 6

PURPOSE: The Office of Tourism was created by law to serve as a single, official spokesman of tourism policy with the authority to implement marketing, management and research programs. The office's broad directive is to promote Maine as a four season destination to both consumers and the trade.

To accomplish this the Office is authorized to: conduct travel-product planning and research to determine market demand; implement public relations and promotional programs designed to market Maine's travel product; print materials as needed to fulfill requests for information about Maine by consumers and the travel trade; encourage the development of travel-product facilities and activities; operate tourist information centers; serve as a liaison between private industry groups and local, state, and federal agencies involved in tourism promotion and development; and provide basic support and discretionary grants to local, regional and statewide tourism agencies.

ORGANIZATION: The Office is comprised of five (5) professional staff, and is part of the Department of Economic & Community Development. The Office is supervised by the Director for Tourism who oversees the activities of two Senior Tourism Specialists, a Marketing Specialist, a Research Specialist, and one support staff. Overall supervision of the Office of Tourism is provided by the Commissioner of Economic & Community Development.

PROGRAM: During the past year the Office engaged in promotional efforts that focused on print, television, editorial promotion, participation in trade shows and presentations before professional, consumer and media groups. Local outreach programs were instituted and included seminars, conferences and a cooperative advertising program with the Maine tourism industry.

Marketing: Important marketing objectives in 1990 were:

ECONOMIC AND COMMUNITY DEVELOPMENT

- To make Maine a year-round vacation destination competitive with other major travel destinations;
- To increase travel incidence in fall and winter seasons;
- To increase requests for travel information on destinations and recreational opportunities in Maine;
- To assist local and regional tourism groups in planning and promoting their areas.

Regional Development. Grants were awarded to develop tourism policy, recommend strategies for implementing a regional tourism program, and implement strategies.

Visitor Information. The Office of Tourism's Visitor Information Program provides visitors and potential visitors with specific information on destinations and services of interest to them. This is accomplished through mail and telephone inquiries and operating and staffing the four state-owned visitor information centers at Houlton, Calais, Yarmouth and Kittery.

Research. In order to provide the statistics and data necessary for planners, developers, marketers and managers of tourism-related projects throughout Maine, the Office of Tourism conducts research in various areas.

Labor Project. In conjunction with the Department of Labor, the Office initiated a recruitment program to increase the labor supply for the 1990 summer tourism season.

Meetings and Conferences. A Meetings and Conference Planning Program has been developed to attract small meetings (1-100 people) in all seasons. This is part of a targeted effort to increase visitation off-season. Marketplace attended affordable meetings, Washington, D.C.

Group Travel. During the past year the Office attended the following marketplaces: American Bus Association, and National Tour Association. Ongoing service to tour operators assists with the development of itineraries, slides and information about tourist attractions.

PUBLICATIONS:

- 1) Tourism Annual Report
- 2) Meeting and Conference Guide
- 3) Tourism Fact Sheet
- 4) Quarterly Tourism Indicators
- 5) Quarterly Tourism Newsletter

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF TOURISM	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	199,140	199,140				
Health Benefits	18,823	18,823				
Retirement	26,348	26,348				
Other Fringe Benefits	1,060,235	1,057,911	2,324			
Computer Services—State	400	400				
Other Contractual Service	226,384	224,023	2,361			
Rents	1,887	1,887				
Commodities	5,438	5,438				
Grants—Subsidies—Pensions	127,275	127,275				
Transfer to Other Funds	20		20			
TOTAL EXPENDITURES	1,665,950	1,661,245	4,705			

ECONOMIC AND COMMUNITY DEVELOPMENT

MAINE TOURISM COMMISSION

LYNN WACHTEL, COMMISSIONER, DECD

HILARY N. SINCLAIR, Director for Tourism, Office of Tourism

Central Office: 189 State Street, Augusta;

Telephone: 289-5710

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: September 23, 1983

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 461; Citation: 5 M.R.S.A., Sect. 13067

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Maine Tourism Commission is to advise the Director for Tourism on matters related to the marketing and management of the tourism industry.

The Maine Tourism Commission also has the responsibility of recognizing and informing the Office of Tourism of immediate or long-term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Commission monitors local, state, federal and international developments that affect the balanced growth and quality of this industry and its impact on life in Maine.

ORGANIZATION: The Commission is appointed by the Governor and is made up of representatives of various segments of the tourism industry and the nine regions of Maine. Persons serve staggered 4-year terms. Additional ex-officio members represent the Department of Transportation, the Department of Economic and Community Development, the Maine Publicity Bureau, the Bureau of Parks and Recreation, the Department of Inland Fisheries and Wildlife, the Bureau of Public Improvements and the Department of Agriculture. The Commission meets monthly and elects a chairperson from among its membership.

PROGRAM: The Maine Tourism Commission has served as an advisory group to both the Department of Economic and Community Development and the Governor in the last year. In addition to its ongoing responsibility of monitoring opportunities and problems relating to tourism, in FY 1990 the commission undertook a number of specific projects to assist the state in formulating tourism policy.

The Commission sponsored its Unity Dinner and Hospitality Awards Program to recognize outstanding achievement by employees of the Maine tourism industry. This event was held in Augusta at the Senator Inn on May 8, 1991. Also in April, 1991, the successful "Tourism Day" for Maine legislators was repeated with a dinner sponsored for the Legislature in conjunction with the Maine Innkeepers Association, the Maine Campground Owners Association, and the Ski Maine Association. Finally, the Commission with the Office of Tourism sponsored the Governors Conference held May 9, 1991 at the Civic Center in Augusta.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Office of Tourism.

EDUCATIONAL LEAVE

EDUCATIONAL LEAVE ADVISORY BOARD

NANCY J. KENNISTON, *Director of Human Resources*

Central Office: State Office Bldg., Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Telephone: 289-3761 (Voice)
289-4537 (TDD)

Established: 1973

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 in 1973 to review and authorize requests from classified and unclassified employees for educational leave. From 1973 to 1991, all educational leave requests that had a duration of one work week or more required advance approval by the Board. In 1991, the Educational Leave law was amended to require advance approval by the Board for educational programs that require position leave for thirty (30) days or more. With this amendment, educational leaves for less than thirty days may be approved by the employing agency. The Educational Leave Advisory Board is also responsible for establishing rules and administrative procedures for submitting and processing educational leave requests and for maintaining records of employee requests for educational leave and the terms and disposition of these requests.

ORGANIZATION: In 1989, the membership of the Educational Leave Advisory Board was increased from three to five members. The members of the Board are: the Director, Bureau of Human Resources as Chair, the Commissioner (or designee) of the Department of Education, the manager of human resource development within the Bureau of Human Resources, and two State employee members, one of whom must be a bargaining unit employee. The State employee members are appointed by the Governor for a three-year term. Members of the Board receive no compensation for their services.

PROGRAM: During FY 90-91, the Educational Leave Advisory Board processed ten (10) requests for educational leave. Nine requests were approved and one was denied.

Nine requests were submitted by employees of the Department of Mental Health & Mental Retardation and one request was submitted by an employee of the Department of Human Services.

Educational program areas were: Nursing (6 requests), Social Work (3 requests) and Epidemiology (1 request).

Approved leaves are categorized as follows:

- Two requests were approved for full-time leave without pay.
- Six requests were approved for part-time leave without pay.
- One request was approved for part-time leave for four and one-half (4-1/2) hours/week with pay.

PUBLICATIONS:

Guidelines for Educational Leave (first issued 7/2/74).

FINANCES, FISCAL YEAR 1991: This unit is not authorized to receive or expend funds.

EDUCATIONAL LOAN AUTHORITY

EDUCATIONAL LOAN AUTHORITY

GORDON R. POW, CHAIRMAN

RICHARD H. PIERCE, EXECUTIVE DIRECTOR

Central Office: 526 Western Avenue, Augusta
Mail Address: P.O. Box 510, Augusta, Maine 04332-0510

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 credit worthiness 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 1991: 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. JOHN R. McKERNAN, JR., GOVERNOR OF MAINE, CHAIRPERSON

State of Maine Contact: EVE M. BITHER, Commissioner, Education

Telephone: 303-299-3600

Central Office: ECS Suite 2700, 707 17th St., Denver, CO 80202-3427

Mail Address: ECS Suite 2700, 707 17th St., Denver CO 80202-3427

or Statehouse Sta. #23, Augusta, Maine 04333

Established: 1966

Sunset Review: Not Established

Reference: Policy Area: 02; Umbrella: 98; Unit: 317; Citation: 20A M.R.S.A., Sect. 603

Average Count—All Positions: 55

Legislative Count: 0

PURPOSE: Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by inter-state compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-nine 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. ECS conducts policy research, surveys and special studies; maintains an information clearinghouse; organizes state, regional and national forums; provides technical assistance to states; and fosters nationwide leadership and cooperation in education.

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

Periodic Reports on Elementary, Secondary and Higher Education Finance, Governance and Legal Issues.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Education.

EDUCATION

DEPARTMENT OF EDUCATION

EVE M. BITHER, COMMISSIONER

RICHARD H. CARD, Deputy Commissioner

Central Office: Education Building, Augusta

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Telephone: 289-5800

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: 464.5

Legislative Count: 237

Organizational Units:

Administration

State Board of Education

Governor Baxter School for the Deaf

Bureau of Adult and Secondary

Vocational Education

Bureau of School Management

Bureau of Instruction

PURPOSE: The overall emphasis of this agency is to ensure that high quality educational 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.

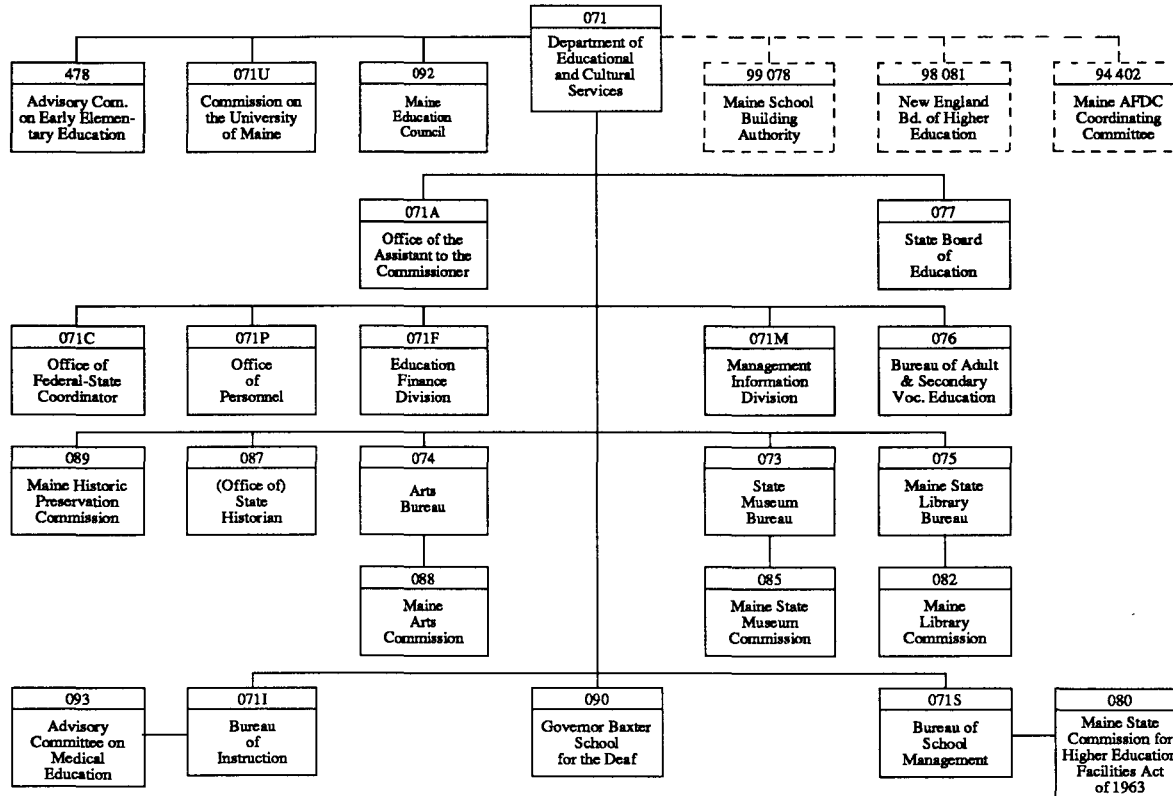
The Department of Education is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to encourage and stimulate public interest in the advancement of education; 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 Education originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement System. In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

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

**ORGANIZATIONAL CHART
DEPARTMENT OF EDUCATION
UMB 05**



Approved by the Bureau
of the Budget

EDUCATION

CONSOLIDATED FINANCIAL CHART FOR FY 91 DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,934,812	7,976,485	391,140		2,567,187	
Health Benefits	1,159,383	832,857	41,143		285,383	
Retirement	2,231,597	1,626,043	79,022		526,532	
Other Fringe Benefits	2,472,800	1,840,336	59,490		572,974	
Computer Services—State	91,713	124,424			-32,711	
Other Contractual Service	6,286,528	5,301,119	175,717		809,692	
Rents	140,699	104,139	2,645		33,915	
Commodities	659,526	484,406	9,117		166,003	
Grants—Subsidies—Pensions	562,420,615	499,274,848	61,200		62,654,852	429,715
Purchases of Land	242,796	242,013	783			
Buildings and Improvement	260,506	164,165			96,341	
Interest—Debt Retirement	11,910	11,777			133	
Transfers to Other Funds	62,892,180	62,669,531	14,970		207,679	
TOTAL EXPENDITURES	649,805,065	580,652,143	835,227		67,887,980	429,715

EDUCATION

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.

Since July 1990 the State's Cultural agencies have been administered separately by the Maine State Cultural Affairs Council. The Department is once again known as the Department of Education.

As of April 7, 1983, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

Truancy, Dropout and Alternative Education—The Advisory Committee is required by statute to report annually by February 1st to the joint standing committee on Education.

PROGRAM: The Program of the Department is implemented through its component units.

FINANCES, FISCAL YEAR 1991: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DEPARTMENT OF EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	817,228	463,836	52,764		300,628	
Health Benefits	77,887	41,765	5,556		30,566	
Retirement	161,290	88,710	10,571		62,009	
Other Fringe Benefits	86,906	4,194	7,050		75,662	
Computer Services—State	5,150				5,150	
Other Contractual Service	212,513	84,598	16,894		111,021	
Rents	18,343	5,186	620		12,537	
Commodities	35,818	21,471	1,143		13,204	
Grants—Subsidies—Pensions	1,903,507	62,850	9,361		1,831,296	
Buildings and Improvement	17,726				17,726	
Interest—Debt Retirement	11	11				
Transfers to Other Funds	29,307		3,872		25,435	
TOTAL EXPENDITURES	3,365,686	772,621	107,831		2,485,234	

EDUCATION

BUREAU OF ADULT AND SECONDARY VOCATIONAL EDUCATION

WILLIAM H. CASSIDY, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta; *Floor:* 2
Mail Address: State House Sta. #23, Augusta, Maine 04333

Telephone: 289-5854

FAX: 289-5894

Established: 1971

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 076; Citation: 20A M.R.S.A., Sect. 202

Average Count—All Positions: 33.5

Legislative Count: 12

Organizational Units:

Division of Program Services & Finance
Division of Secondary Vocational Education

Division of Adult & Community
Education

PURPOSE: The major goal of this bureau is to expand and improve the quality and extent of adult and vocational education opportunities available to the people of Maine.

Through the authority vested in the State Board of Education and the Commissioner of Education, the Bureau of Adult and Secondary Vocational Education is authorized to administer vocational centers and regions to: develop a state plan for vocational education; provide vocational educational opportunities as an integral part of secondary and public schools; provide consultant services to local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; provide financial aid to local education agencies; expand and improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Department of Education.

Additionally, the bureau is charged with the administration of Maine's Adult and Community Education programs and the Federal Adult Education Amendments of 1988, Public Law 100-297. Through this authorization, the bureau assists in the development of new programs and assists existing programs in the Adult Basic Literacy, English as a Second Language, Diplomacy, General Education Development (GED), and Vocational Education Activities.

ORGANIZATION: The Bureau of Adult and Secondary Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The board consisted of the Commissioner of Education, who served as chairman, and two additional members appointed by the Governor. In 1931, the board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new board consisted of the Commissioners of Health and Welfare, Labor, and the Commissioner of Education who retained chairmanship. In 1949, the board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Education was formed, and divided into four bureaus, including the Bureau of Adult and Secondary Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Education, supervises the activities of the bureau.

PROGRAM:

Sex Equity and Single Parent and Homemaker Program. The following describes projects funded under the SEX EQUITY AND SINGLE PARENT AND HOMEMAKER PROGRAM. Each project is designed to focus on the special needs and interests of single parents and homemakers, especially those issues which are a result of sex bias and sex role stereotyping or to encourage women and girls to consider vocational programs or occupations which have traditionally been considered nontraditional for their sex.

For additional information regarding these programs, contact:

Single Parent & Homemaker Coordinator
Maine Department of Education
Bureau of Adult and Secondary Vocational Education

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 & Health Occupations Resource Ctr.
UM Orono	Expanding Your Horizons in Math and Science Careers
UM Orono	Staff Development

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 prevocational training (personal and career development), supportive services (child care, transportation, and scholarships), employability and training (placement and follow-up), and an introduction to entrepreneurship. The project serves women who are divorced, widowed, separated, or who have a disabled spouse. Ages range from 25 years and up.

The UMF project provides sex equitable and sex equity resources to local education agencies with special emphasis on home economics and health occupations.

The UMO project provides a day long series of programs and activities for 7th and 8th grade girls to explore math and science careers especially those nontraditional for their sex.

Projects Funded Through Community Based Organizations:

Career Health and Nursing Services (CHANS)	Child Care and Parenting Education for Students Who Are Single Parents
Lubec Medical Center	Child Care and Parenting Education for Vocational Students Who Are Single Parents
Washington/Hancock Community Agency	Washington County Technical College Child Care Program

Community based organizations are providing child care and transportation services for single parents and displaced homemakers in coordination with local education agencies and/or the VTI system.

Projects Funded Through Secondary Education:

Vocational Region 8	Sex Equity CADRE
Vocational Region 9	Sex Equity CADRE
Vocational Region 10	Sex Equity CADRE
Vocational Region 11	Sex Equity CADRE
Kenneth Foster RVC, Farmington	Sex Equity CADRE
Boggy Brook RVC, Ellsworth	Sex Equity CADRE
Vocational Region 4	Alternative Vocational Education for Single Parents
Vocational Region 4	Child Care and Transportation
Waterville RVC	Child Care and Transportation
Vocational Region 3	Equity Video

The Alternative Vocational Education programs provide vocational and academic instruction for single parents along with a variety of support services such as child care programs, personal development, and career development. In addition, the sex equity CADRE projects seek to correct the imbalance in male/female enrollments in the vocational schools.

Project Funded Through the VTI System:

Central ME TC	Child Care Assistance Program and Women Unlimited
Kennebec Valley TC	Child Care Assistance Program and Curriculum Resource Center
Kennebec Valley TC	Tuition Assistance for Single Parents
Central ME TC	Women Unlimited Pre-Apprenticeship and Nontraditional Occupations Training
Central ME TC	Women Unlimited Nontraditional Occupations Conference
Kennebec Valley TC	Sex Equity Resource Center
Southern ME TC	Expanding Your Horizons

The child care projects provide child care to the children of students who are single parents, homemakers and students enrolled in programs nontraditional for their sex, who have a financial need and are not eligible for other child care assistance programs.

The Women Unlimited Program offered through Central Maine TC is designed to give women skills

EDUCATION

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: Prevocational and Education Program for Single Parents
Sanford Adult Ed	Fresh Start
Westbrook Adult Ed	Choices & Changes: A Prevocational Program
Augusta Adult Ed	Alternative Vocational Education for At Risk Single Parents Enrolled in the Augusta School System
Westbrook Adult Ed	Nontraditional Training for Women
Mars Hill Adult Ed	Nontraditional Training for Women
Lewiston Adult Ed	Child Care and Transportation
Waterville Adult Ed	Alternative Vocational Education for Single Parents
Vocational Region 9	Alternative Adult Vocational Education
Vocational Region 3	Tuition Assistance
Ellsworth Adult Ed	Tuition Assistance
Farmington Adult Ed	Child Care and Transportation

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.

Agriculture and Natural Resource Programs: During the fiscal year 1991, 30 agriculture and natural resource programs were available to interested students. Included in these program areas are wood harvesting, horticulture, marine occupations, general and vocational agriculture, and natural resources.

The Maine Vocational Agriculture Teachers' Association held several meetings during the year to discuss ways to increase student enrollment, FFA contests at all levels of competition, the role of vocational agriculture in Maine and the United States. The annual NVATA Northeast Technical Update was hosted by New Hampshire.

The Maine FFA chapters participated in the first State of Maine "Envirothon" held in conjunction with the 58th Annual Maine FFA Convention on the UMO campus during May. The "Envirothon" is comprised of knowledge and skill tests in wildlife, fisheries, forestry, soils, and a current environmental problem area.

The Maine Agriculture in the Classroom Association (MAITCA) sponsored two curriculum development institutes at the Maine Conservation School located at Bryant Pond. The institutes are designed to assist teachers in the development of agriculturally oriented classroom activities that can be integrated into their curriculum across all subject areas for grades K-12. These institutes are a result of collaboration between the Maine State Departments of Education and Agriculture with financial assistance from individuals, business and industry and other organizations.

Business Education: Business Education, a broad and diverse discipline, was offered to several thousand students at 132 Maine high schools during 1990-91. Vocationally-funded Business Education programs increased to seven 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 Atrium Hotel, Brunswick where Priscilla Conner, Mt. Blue High School was named Maine's Business Educator of the Year.

Future Business Leaders of America (FBLA) held its annual Fall Leadership Workshop for local chapter officers at Lewiston High School with approximately 250 students and advisors in attendance. Over 80 FBLA members and advisors from Maine participated in the National Fall Leadership Conference held in Baltimore 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. Eight representatives attended the FBLA National Leadership Conference held in Washington, D.C. in July.

Division of Secondary Vocational Education.

Consumer and Home Economics: In 1990-91, there were 118 senior high schools and 77 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 15,900 students served in grades 9-12, 26% were males.

EDUCATION

At the junior high/middle schools, 22,900 students were enrolled in Consumer and Home Economics. The total represented about 50% each of boys and girls. In those schools offering the program, 96% required that all students be enrolled.

Scheduled visits were made to 9 schools. Others were made to provide technical assistance to first-year or returning teachers, to help instructors with curriculum development, to assist administrators who requested service, and to evaluate programs funded with Carl Perkins Consumer and Home Economics money.

The Work and Family Institute was continued part-time to deliver work and family seminars to employees/employers to help them balance work and family. One workshop was held to train additional instructors for the seminars.

A two-day workshop was held in July for middle school/junior high teachers who developed and piloted the middle school/junior high curriculum during the previous year. The state consultant has been working with an editor over the past several months to prepare the guide for printing and distribution.

The Maine Home Economics and Health Occupations Resource Center continued to serve home economics, health occupations, and home economics related occupations teachers as well as college faculty, teacher education students, and some related community organizations. Staff at the center circulated 6,200 resources to those identified. 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 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 home economics teachers, college personnel, and the Home Economics Consultant to develop a knowledge base chart and visuals to meet the needs of home economics education now and in the year 2,000. The resources were sent to superintendents, teachers, state supervisors across the Country, and others who requested copies.

Federal Carl Perkins Consumer and Home Economics grants were awarded to five middle and senior high school home economics programs located in economically depressed areas. Projects focused on such issues as parenting, clothing analysis through the use of computers, early childhood, aging, integration of the FHA/HERO youth organization into the classroom, and the conservation of resources and the protection of environment through individual and family consciousness.

Other grants were awarded for the Home Economics Resource Center, Work and Family institute, and the development of curriculum.

Proposals were reviewed and state funding was granted to two school districts to develop school-based child care for teen parents. A third district received second year funding to continue a child care program. Several established high school programs school-based child care were visited by the consultant for informational purposes.

The Home Economics Consultant served as contract administrator for a consultant contracted by the Department of Education to provide technical assistance to school administrators and citizens interested in establishing before and after school-age child care. One of the outcomes of the contract was A SCHOOL-AGE CHILD GUIDE FOR SCHOOL ADMINISTRATORS IN MAINE.

The Home Economics Education Advisory Board met twice during the year to provide curriculum in-put and guidance to the Home Economics Consultant.

The Maine Home Economics Teachers' Association held its annual conference in September of 1990. About 150 home economics teachers attended the in-service workshops addressing such issues as: curriculum, public relations, writing, and working with the elderly.

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.

A one-day leadership workshop was held in the Fall of 1990 for Maine Future Homemakers of America (FHA) officers, district chairmen, and their advisers. The Executive Council provided leadership for over 250 girls and boys from 18 chapters which were affiliated with the State and National Associations.

A two-day FHA/HERO Leadership Workshop was held in June for the new 1991-92 officers and district chairmen. Thirty officers and advisers participated in the development of leadership, communication, and interpersonal skills.

The annual FHA Convention was held on April 6, 1991. About 250 youth and adults participated. Focus of the convention was "Your Future Is In The STARS." Competitive events were introduced. Students were awarded bronze, silver, and gold medals for achievement.

Three students, including the State President, and three advisers attended the National FHA/HERO Convention in San Antonio, Texas, July 1990. Both students and adults attended several workshops focusing on the needs of young people today.

EDUCATION

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 1990-91 school year, Maine had 14 programs operational that served approximately 275 students.

A major activity of this program area is the student organization DECA. This year's state conference saw more than 200 students participating in competitive events. These events are designed to strengthen the students skills and knowledge in the free enterprise system. They were conducted primarily in the Bangor Mall with live businesses and their supervisory staff. Husson College again served as the conference host and provided much of the coordination for this event.

Cooperative Education: Cooperative Education programs are vocational programs that combine planned, progressive on-the-job training with supporting in-school related instruction. These are paid job training experiences and operate in accordance with Maine and federal labor laws. Both the in-school related instruction and the paid on-the-job training experiences are under the supervision of a certified cooperative education coordinator. The combined use of school and industry to provide entry level skill training for students greatly expands the options available to students while providing a cost effective method of program delivery.

In January of 1990, a pilot pre-apprenticeship program was funded under the cooperative education umbrella. The operation of this program is similar to cooperative education except that it offers the students an opportunity to continue their training beyond graduation to a post-secondary level and leads to a Journeyman's certificate issued by the Maine State Apprenticeship and Training Council.

There were 60 State Board of Education approved cooperative education programs operating in vocational regions, vocational centers and vocational satellites during the 90-91 school year. About half of these programs operate on a year round basis to take advantage of the expanded training opportunities the tourist season brings. The 1500 or so students served by these programs gained skill and knowledges in more than 100 job classifications.

An active professional association, MACE, works cooperatively with the University of Southern Maine and the Bureau of Adult and Secondary Vocational Education to sponsor teacher workshops throughout the year. These workshops help coordinators maintain currency with the ever changing workplace and the laws that govern it.

Cooperative Education Instructors participated in a joint venture with MOICC to sponsor a summer institute: "Career Development—Putting The Pieces Together."

Technology Education/Industrial Arts: There are presently 206 Technology Education/Industrial Arts programs in Maine. These consist of 132 Senior High Schools and 74 Junior High and Middle Schools.

This year there are enough teachers available to fill vacancies. Many of these candidates are from out of state and have been recruited by the Bureau of Adult and Secondary Vocational Education and the Office of Teacher Placement and Certification.

Inservice activities of 90-91 have included 36 specific workshops conducted throughout the State. The Technology Education Association of Maine has added a Washington County Area to its other five organized areas (Portland-York, Androscoggin Valley, Kennebec Valley, Bangor, and Aroostook County). During this year, teachers in each area were provided the opportunity to attend a series of six workshops which further developed the concepts and practices outlined in the state curriculum guide (1991).

A Spring Conference was held in Portland with the sponsorship of the University of Southern Maine and the Technology Education Association of Maine. There were over 20 special interest sessions and over 240 teachers attended.

A Technology Education Academy was held in June at the University of Southern Maine at Farmington.

Mr. Robert Cronk of Wiscasset High School was selected to receive the Technology Education Award of Excellence for the State of Maine.

Home Economics-Related Occupational Programs ("Wage-Earning")

A. Food Production, Management and Service

1. Via the DACUM process, a competency profile and curriculum update were completed and disseminated to all secondary food service programs.
2. Due to the elimination of funding support for the State Food Service Advisory Board, plans are underway to form a professional affiliate of MVA/AVA with a primary objective being the continuance of leadership activities and industry/education partnerships.
3. There are currently twenty (20) secondary and four (4) post-secondary programs in Maine.

EDUCATION

4. The trend towards hospitality/tourism education continues to grow as a viable partnership with "generic" food service/culinary programs.
5. Secondary and post-secondary programs participated in the State's annual Trade Show sponsored by the Maine Restaurant and Innkeepers Association.
6. Several secondary programs joined the VICA student organization and participated in state competitive events.

B. Early Childhood Occupations

1. Via the DACUM process a competency profile and curriculum development update was begun.
2. The state's instructors voted to change the name of secondary programs from Child Care Occupations to "Early Childhood Occupations."
3. Early Childhood Occupations instructors are in the process of establishing a professional affiliate of MVA/AVA to be called "ECHO." A primary focus of ECHO will be interfacing with industry and education and opening communication linkages.
4. Early childhood instructors participated in a summer institute developed jointly by the Department of Education and the University of Southern Maine at Gorham. This seminar served as a technical update and carried CEU credits.
5. Early Childhood Occupations are expanding to encompass teen parenting and infant/toddler programs. Local/state advisory boards are playing an increasing predominant role in the establishment and maintenance of these programs.
6. There are currently fifteen (15) secondary early childhood programs with two (2) new programs being developed for implementation in fiscal year 1991-1992.

Health Occupations

A. Competency Testing

A standardized state test was piloted with graduates of secondary, post-secondary and adult CNA programs which evaluates the competency of individuals who have completed the State Board of Nursing's prescribed curriculum as mandated by P.L. 1987, c. 295. Individuals who pass this exam are eligible to be placed on the state registry and will be eligible for employment in OBRA-regulated facilities, e.g. long-term care.

- B. The Health Occupations Consultant has served on a Committee established by the Maine State Board of Nursing to rewrite Chapter V of the Rules and Regulations of the Maine State Board of Nursing which regulates CNA training and practice. The new regulations will become available in late fall of 1991.
- C. The Health Occupations Consultant approved over 1,500 applications to conduct CNA programs during fiscal year 1990-91. This is in accordance with mandates of state law as pertains to CNA program approval, monitoring and certification.
- D. Over 1,812 certificates of training were issued by the Department to successful completers of Department approved secondary, postsecondary and adult CNA training programs during fiscal year 1990-91.
- E. The Health Occupations Consultant issued over 1,000 certificates of comparable training to CNAs trained out of state, in the military, etc. who met Maine's legal requirements.
- F. L.D. 1159, enacted in June of 1991, will significantly change the Department's role pertaining to CNA training in Maine. Therefore, the development of appropriate implementing rules has begun.
- G. A summer institute was held for CNA/Allied Health Occupations instructors which featured "Futuristic Approaches to Health Occupations Education." Interfacing with school nurses and personnel from long-term care facilities as well as the Maine State Board of Nursing bridged this industry-education gap.
- H. L.D. 1545, enacted in June of 1991, established a standardized training requirement for activities coordinators in Maine. The Health Occupations Consultant will approve and monitor these training programs and certify qualified program graduates.

Trade and Industry: In FY91, secondary Trade and Industrial programs offered entry level training to approximately 3,600 students in over 20 occupational areas. This training was provided through 20 vocational centers and 8 vocational regions throughout Maine.

The Trade and Industry Educators of Maine (TIEM), a professional association of Trade and Industry instructors, continues to grow and has assumed a positive role in providing guidance and leadership for the improvement of vocational education in Maine. The University of Southern Maine, in collaboration with the Bureau of Adult and Secondary Vocational Education has provided many

EDUCATION

opportunities for staff to participate in workshops, seminars, and technical updates designed to improve their instructional teaching skills, technical knowledge, and curriculum.

The Vocational Industrial Clubs of America (VICA), which provides leadership and skill training opportunities for staff and students, continues to grow in student enrollments. During the 1991 school year, 225 students competed in 35 contest areas during the State Skill Olympics held at Southern Maine Technical College in March. First place winners in the various contest areas represented Maine in the National United States Skill Olympics in Louisville, Kentucky from June 24-28, 1991. This year 117 representatives from Maine participated in the National Convention at the secondary and post-secondary levels. During this same year three of Maine's six technical colleges elected to establish post-secondary VICA organizations and to actively participate in skill and leadership contests.

Vocational directors have developed a comprehensive plan for staff development and training, career and vocational guidance, curriculum development, youth leadership, and vocational directors in-service for the 1991-92 school year in an effort to continue our curriculum development and staff development and training initiatives to develop comprehensive programs of instructions in all areas.

Teacher Training: During the 1990 contract year, a top priority of the Bureau of Adult and Secondary Vocational Education was the training of occupational and vocational staff, including techniques and methods of identifying and working with students who may be recognized as disadvantaged and/or handicapped.

A contractual relationship with the University of Southern Maine has been continued for implementing a staff development system to improve instructional competence of vocational teachers of Maine. The concept of ongoing long-term commitments to staff development and individual professional growth of vocational educators has been encouraged through this contractual agreement with the university system.

The vocational staff development system provided 12 activities in curriculum development and six activities (courses) in teaching students with special needs, conducted statewide. Three additional reinforcement/team building sessions for new instructors were conducted in the areas of Classroom Behavior Management, Development of Cooperative Learning Environments, and Motivational Theory and Strategies for use in vocational education with participant enrollments of 247 and 42 activities for personal development with participant enrollments of 1518. All of the secondary regions and centers and the six postsecondary vocational-technical colleges utilized this contractual relationship to provide training for their teachers.

Division of Adult and Community Education.

Maine Adult and Community Education: Adult education programs funded through the Maine Department of Education, as authorized by MRSA title 20-A, Chapter 315, subsection 8601-8611 and MRSA title 20-A, Part 1, Chapter 3, sub-chapter 2, subsection 257 of the Maine law relating to public schools, provides adults with continuing opportunities to acquire the skills necessary to function more effectively in society. Through these programs a student may:

1. Acquire the reading, writing and mathematic skills needed to obtain or advance in a job;
2. Meet pre-entrance requirements of vocational training programs;
3. Earn high school credits toward a high school diploma;
4. Study to pass the General Educational Development (GED) test, a nationally recognized test for a Certificate of High School Equivalency;
5. Attain entry-level employment skills;
6. Receive training to upgrade skills or retraining in new areas;
7. Obtain the skills needed to become a functional and contributing member of society and a wiser consumer;
8. Learn English as a Second Language; and
9. Participate in avocational learning activities.

The Maine State Department of Education, through the Bureau of Adult and Secondary Vocational Education and Division of Adult and Community Education, is responsible for the administration of state and federal funds for adult education programs by providing leadership; technical assistance and monitoring and evaluation of local programs. The Division of Adult and Community Education contracts with the University of Maine system for a wide range of staff development activities for adult education directors, teachers, tutors and support staff delivered to over 50 sites across the state at no cost to the participants.

Adult Basic Education: A federally-funded program which provided funds to local public and private non-profit agencies for the purpose of improving educational activities for adults who lack the level of literacy skills requisite for effective citizenship and productive employment. Instructional services include classes or tutorials in reading, writing, computational skills as well as English as a

EDUCATION

second language. A total of 75 programs were funded and served 14,964 adults from non-readers to those preparing for high school diploma classes or the GED.

In 1990, basic educational programs operated by local adult and community education in county jails increased from 4 jails in 1988 to 15 jails in 1990. A Correctional Education Task Force was formed to address the issues of basic education in county jails and state correctional facilities. The second annual Conference of Correctional Education was held in April with 16 workshops and keynotes presentations from Corrections experts from Maryland and New England. Other activities included a newsletter and directory.

A special experimental three-year Family Literacy Project was funded with the Mechanic Falls-Poland Adult and Community Education program to develop a working model for intergenerational learning for parents and children.

Adult literacy training and basic skills remediation for the homeless was a focused effort in 6 areas in the state. Adult and Community Education programs in Augusta, Lewiston, Bangor, Portland, Somerset and York Counties cooperated and coordinated with homeless shelters, transitional housing projects, half-way houses for substance abuses and family violence projects to provide instructional services on-site. 450 adults were instructed at 26 community based sites.

Maine Adult and Community Education: Public school adult education in state includes the Adult High School Diploma Program; General Educational Development (GED) program which is the high school equivalency program; Adult Basic Education Program, a federally funded effort in partnership with local and state funds; Adult Literacy Program, a state funded effort; Adult Vocational Educational Program, General/Avocational Program and the Maine Literacy Coalition. The Division of Adult and Community Education collaborates with Literacy Volunteers of Maine to operate the Adult Learning Opportunities Hotline, a toll free phone to call for adults who wish to improve their education or volunteer to tutor.

Adult High School Diploma and GED Program: In 1990 Maine experienced a slight increase over the number of GED's awarded in 1989. In 1989, Governor McKernan signed in law legislation passed by the 104th Legislature that eliminates the fee for Maine adults taking GED exams, thus removing another barrier for the 238,000 adults still without a high school credential. There were 3,415 GED credentials issued to Maine adults in 1989-90. There are 97 testing centers around the state, mostly sponsored through public school adult and community education programs giving most Maine citizens easy accessibility to learning and testing opportunities. An additional 945 adult high school diplomas bring the total of adult education graduates for 1990 in Maine to 4,360.

The Maine Literacy Coalition: A forum to promote collaborative efforts designed to advocate on behalf of adult literacy. Current membership includes the Division of Adult and Community Education liaison, and representatives from WMTW-TV8, Guy Gannett Pro-Literacy Project, Bangor Daily News, MPBN, Training and Development Corporation, Literacy Volunteers of America-Maine, Public School Adult Education, Maine Library System and WCBB-TV.

Adult Learning Opportunities Wide Area Telephone Service (W.A.T.S.): The toll-free phone line is promoted in all media campaign and is a cooperative activity with literacy Volunteers of America—Maine and the Maine Department of Education for the purpose of providing information and referrals to local programs.

Adults requesting help in reading:	462
Adults requesting help in GED:	382
Adults requesting help in English as a second language:	30
General information calls:	1,070
TOTAL CALLS:	1,944

The Maine Literacy Awareness Theater: The Maine Literacy Awareness Theater presented interactive improvisational theater for 14 different audiences totaling 649 individuals. Its purpose is to promote awareness of adult literacy and related social issues and staff development. Groups included adult education staff, migrant teachers, Head Start staff, University groups, welfare and job training agencies, service clubs, and correctional inmates and staff. The actors are volunteer practitioners from ABE programs, literacy volunteers, libraries and social service agencies.

Reflections: A Reading and Discussion Series for Adult New Readers was funded by the Maine Humanities Council in cooperation with local adult education programs and public libraries, reaching over sixty new readers.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational technical institutes, vocational centers, vocational regions and adult and community education pro-

EDUCATION

grams. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship course for apprentices registered through the Maine State Apprenticeship Council.

During the 1989 fiscal year, total enrollments in these categories were nearly 23,000. The Bureau of Adult & Secondary Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. Home basing—a method of guiding apprentices through related instruction—continues to be one of the Bureau's major thrusts.

Vocational Career Guidance and Counseling: Vocational Career Guidance continued to grow in 90-91. As of June 1990, 17 out of 28 vocational schools employed a full time counselor. Approximately \$185,000 in funds were allocated in the following areas:

- Vocational Career Van.** This van was designed to help promote vocational education. Each program was represented as well as materials from each school and the Maine Vocational Career Guidance Association. The van will be used to promote vocational education at such things as conferences, county fairs, and school open houses.

- The PREP Career Guidance Program.** (Preparing to Realize your Educational Potential) entered its third year. Designed for eighth graders, the program introduced students to career decision making skills. Presently the program is being implemented in 100 schools.

- The Maine Guide** is a comprehensive career guidance plan for k-adult. A committee was formed to begin developing curriculum which could be used by teachers in the area of career development. The guide will include curriculum, activities, and resources for the classroom teacher to implement in their regular curriculum.

- Four full-time Vocational Guidance Counselor** positions were funded during FY 1989/90. These counselors performed varied tasks from career guidance and recruitment to assessment and publicity.

- Five Career Guidance Programs** were begun at the adult education level. These programs offered career guidance tailored for the adult learner, including computerized career assessment.

- Funds** were also awarded to the **Maine Vocational Career Guidance Association**, whose membership includes vocational career guidance counselors. Three workshops were held covering topics such as grant writing, sex equity training, and building alliances with men and women.

- Comprehensive Career Guidance Planning**—One hundred and seventy-seven educators from ninety-eight school systems attended a two-day seminar and were assisted in developing comprehensive career guidance plans for their school systems.

- A pilot program** was developed at Southern Aroostook Vocational School centered around targeting at risk students. The program included vocational assessment, career exploration, life skill training, vocational training, and counseling.

Division of Program Services and Finance.

Services for Criminal Offenders in Correctional Institutions. Criminal offenders served through programs in correctional institutions: 43. Two adult vocational programs, Small Sawmill Operation and Woodharvesting, are provided by the Charleston Correctional Facility (RR#1, Box 1400, Charleston, Maine 04422), designed to give skills that lead to jobs after prison release. Training is provided on public lands under the supervision of the Maine Department of Inland Fisheries and Wildlife. The **Forestry and Wood Harvesting Program** provides students with basic knowledge and skills in ideal forest management. Students learn safe methods to remove forest products from the woods without damage to the residual stands. The program also has an added value: it makes the students aware of their working relationship with nature. No student has left the program without a better feeling for themselves and the environment. The **Small Sawmill Operator Program** provides training in all aspects of sawmill operation. The students also have the opportunity to operate a planer and do some light construction and routine maintenance around the sawmill.

Other educational opportunities are made available to both woodharvesting and sawmill program students through cooperative agreements with the Maine Department of Inland Fisheries and Wildlife. These opportunities include: brushsaw operation, chainsaw felling and operation activities, wildlife tree management (including identifying, marking, pruning, and fertilizing), and soil erosion control by roadside fertilizing and seeding.

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, job coaching, curriculum modifica-

EDUCATION

tion, equipment modification, transition assistance from school to the world of work, and other services as outlined in the Individualized Education Plan. A total of 36 projects (includes both secondary and postsecondary) were funded by the Bureau of Adult & Secondary Vocational Education with federal monies. During the year, 1,593 handicapped students received special services through the federal projects.

Disadvantaged Persons: Thirty-one projects (includes both secondary and postsecondary) were funded during fiscal year 1990 and provided services to 3,718 secondary and postsecondary academically and economically disadvantaged. These services include skill development, developmental math, developmental reading, guidance and placement, tutorial, one on one assistance and part time post-secondary level financial aid counseling.

Vocational Regions, Centers, and Satellites : Almost a decade and a half ago, the State of Maine established a statewide network of regional vocational facilities to ensure that a broad range of modern vocational education programs is available to interested high school juniors and seniors.

The two types of organizational institutions included in this network included: vocational centers, which are governed by a single school administrative unit, and vocational regions, which are governed by a cooperative board representing a number of school units.

PUBLICATIONS:

Maine Adult and Community Education Directory 1989-90—free

Maine Vocational Education Directory 1989-90—free

Uniform Guidelines for Local Applications for Assistance to Eligible Recipients Under the Carl D. Perkins Vocational Education Act—Program Year 1991-92—free

Technology Education in Maine—State Curriculum Guide for the 21st Century—free

Safety and Health Resource Guide for Occupational/Technology Education (may be borrowed from the Vocational Curriculum Resource Center of Maine—207-453-9762)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	825,525	335,317			490,208	
Health Benefits	92,805	31,714			61,091	
Retirement	172,737	66,936			105,801	
Other Fringe Benefits	275,062	125,129			149,933	
Computer Services—State	-38,836	25			-38,861	
Other Contractual Service	174,565	82,260			92,305	
Rents	10,025	1,859			8,166	
Commodities	18,271	7,451			10,820	
Grants—Subsidies—Pensions	9,728,898	4,130,620	23,005		5,575,273	
Buildings and Improvement	6,091				6,091	
Transfers to Other Funds	39,076				39,076	
TOTAL EXPENDITURES	11,304,219	4,781,311	23,005		6,499,903	

EDUCATION

OFFICE OF THE ASSISTANT TO THE COMMISSIONER

MARY MAJOROWICZ, 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 concerns.

ORGANIZATION: The office was administratively created in 1971 and is statutorily authorized within the Commissioner's Office. The major purpose has been to assist the Commissioner in carrying out the policy-making and administrative functions of the Department, with additional administrative functions assigned at the discretion of the Commissioner.

PROGRAM:

ESEA Chapter 2 program. This program provides funds to improve education at the local and state level. Eighty percent of the funds are distributed to local education agencies according to a formula based on public and private school enrollment figures, adjusted by higher per pupil allocations for economically disadvantaged students. Twenty percent of the grant is reserved for state leadership projects and administrative costs.

Special Services/Public Information Unit. This unit is responsible for the dissemination of information about public education in Maine to a statewide audience and is composed of a public information unit, duplication center and mail services. Implementation of the public information effort is through news releases, special publications, newsletters, compilations of Maine education laws, and the Annual Performance Report on Maine's Public Schools.

Affirmative Action Unit. The unit is responsible for providing to local school districts information and technical assistance about federal and state laws, regulations and procedures. The unit works in cooperation with the Affirmative Action Officer for Vocational Education, the Department's Personnel Officer, the Office of the Attorney General, the State Personnel Affirmative Action Coordinator, the Maine Human Rights Commission, the U.S. Office of Civil Rights, the Maine Commission for Women and the U.S. Department of Education.

Christa McAuliffe Fellowship Program. This program is designed to reward excellence in teaching by encouraging outstanding teachers to continue their education, to develop innovative programs, to consult with local educational agencies and private schools, or to engage in other educational activities that will improve the knowledge and skills of teachers and the education of students.

Maine Educator Award Program. This annual award program is designed to give public recognition and financial rewards to outstanding teachers, principals, and other education professionals who make exemplary contributions to excellence in education.

Blue Ribbon Schools: Secondary School Recognition Program. The purpose of this program is to give public recognition to outstanding secondary schools across the nation.

PUBLICATIONS:

Performance Report on Maine's Public Schools—1991 (Free)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Department of Education.

EDUCATION

ADVISORY COMMITTEE ON EARLY ELEMENTARY EDUCATION

DR. PHYLLIS DERINGIS, DIRECTOR, DIVISION OF CURRICULUM
JENIFER VAN DEUSEN, CONSULTANT
MAIZIE ARGONDISA, CONSULTANT

Central Office: DECS, Augusta

Telephone: 289-5981

Mail Address: Statehouse Station #23, Augusta, Maine 04333

Established: December 1984

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 478; *Citation:* 20A M.R.S.A., Sect. 260

PURPOSE: The purpose of the Early Elementary Advisory Committee (EEAC) is to offer suggestions and/or recommendations with regard to critical early childhood education issues in the State of Maine which should be targeted by the Department of Education.

ORGANIZATION: This committee meets regularly. Meeting agendas are developed by the two consultants in conjunction with the elected Chair. Decisions are made by consensus whenever possible.

This committee is composed of practitioners with specialized knowledge in this field. Members include an assistant professor, two principals, a guidance counselor, two classroom teachers, and a superintendent. DECS staff serve on the committee also. Members serve a two-year term and are invited to serve by the Commissioner of Education.

PROGRAM: The major goals and objectives of the Early Elementary Advisory Committee (EEAC) focus on improving the quality of school programs for four through nine-year-olds and their families in the State of Maine. This body offers advice and recommendations to Department of Education staff and provides assistance in performing targeted tasks.

This year the members of this Committee assisted in the annual statewide early elementary conference, "Follow Me." They have also contributed their advice and expertise to the selection of new projects funded under the Early Childhood Education Plan Grants Program and advised on the development of Early Childhood Demonstration Sites.

PUBLICATIONS:

- "Kindergarten Curriculum for Conceptual Language Development"
- "Early Childhood Education: Programs That Work"
- "Early Elementary Education: Curriculum Planning for the Primary Grades"
- Reprints from "Maine Emphasis": "Child's Play," "Alphabet Soup," "Curriculum: Content Plus Kids," and "Teachers Take Charge."
- "New Beginnings: A Guide to Screening"
- "Building Blocks: Continuing Early Childhood Education Plan Grant Programs."
- "The Big Book for Educators—Developmentally Appropriate Practice: A Guide To Change."—(five dollars)
- "Parental Involvement: A Guide for Building Positive Relationships"—(three dollars)

FINANCES, FISCAL YEAR 1991: "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.

EDUCATION

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 Education 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 serve as the State agency for administering Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational personnel.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: The State Board of Education advocates for education and for improvements in education. During 1990, the State Board initiated a statewide campaign to encourage parental and community involvement in the schools. With the help of UNUM Corporation, Shop 'N Save Supermarkets, and the Guthrie Group, the State Board distributed over 200,000 brochures describing more than fifty ways people could become involved in their schools and in education. The bulk of the brochures were distributed in grocery stores during the first week of September. Over 20,000 were distributed by businesses across the state to their employees. Copies were placed in all of Maine's public libraries. School districts were encouraged to reproduce the brochures and many have done that. The State Board is committed to encouraging schools to form partnerships with parents, with business, and with their community.

Beyond its advocacy role, the State Board of Education has several statutory responsibilities to fulfill. The State Board held a number of public hearings throughout the year regarding rule changes in the areas of school construction, school approval, teacher and administrator certification, and geographically isolated schools.

Teacher preparation programs at the College of the Atlantic and at the University of Maine at Farmington were reviewed by the State Board in 1990 prior to granting program approval. All future

EDUCATION

approvals of teacher preparation programs will be governed by new standards adopted by the State Board in November of 1989.

The College of the Atlantic requested and received approval, following the recommendation of a visitation team, to grant the degree Master of Philosophy in Human Ecology. After a similar process, the Bangor Theological Seminary received approval to award the degrees Master of Theological Studies and Doctor of Ministry.

As required by the federal Carl Perkins Act, the State Board adopted a two year State Plan for Vocational Education at its June meeting. In the fall of 1990, Congress reauthorized the Carl Perkins Act with significant changes in how the federal funds are to be distributed. A great deal of effort has gone into preparing for the changes necessitated by the Act.

LICENSES, PERMITS, ETC.:

Certification and Placement Section

Certification:

Teachers	School Principal
School Nurse	School Superintendent
Driver Education	Counselor
School Psychologists	Vocational Instructor
Curriculum Supervisors	Reading Specialist
Psychological Examiners	Special Education Consultant
Division of Special Education	Speech & Hearing Clinicians
School Library Media Specialist	

PUBLICATIONS:

Brochure: "Your Schools Won't Make The Grade Without You"

A supply available for free: but, brochure may be reproduced locally.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE BOARD OF EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	19,750	19,750				
Other Fringe Benefits	1,512	1,512				
Other Contractual Service	40,769	40,769				
Commodities	1,188	1,188				
Interest—Debt Retirement	10	10				
TOTAL EXPENDITURES	63,229	63,229				

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

EVE M. BITHER, COMMISSIONER

FRED DOUGLAS, Director of Higher Education Services

Central Office: Department of Education, Augusta

Telephone: 289-5803

Mail Address: Statehouse Sta. #23, 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

EDUCATION

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 Educational Facilities may establish plans and rules or amend existing plans and rules in accordance with the United States Higher Education Facilities Act of 1963, Public Law 77-204, as amended by Public Law 89-752, Section 3 and requirements of the Federal Government established under the Act as amended. It may also accept and disburse all moneys in accordance with the act.

ORGANIZATION: The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967. The Bureau of School Management, Division of Higher Education Services, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

PROGRAM: Financial Assistance to Construct or Remodel Facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY91 no funds were actually appropriated and thus, no activity was conducted.

FINANCES, FISCAL YEAR 1991: No funds were available in FY91.

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.

EDUCATION

PROGRAM:

Governor Baxter School for the Deaf Liaison. This unit is the Department's administrative and policy liaison to the GBSD. It is in turn, GBSD's liaison to the Commissioner and the Legislature.

Legislative and Governmental Liaison. This unit oversees all legislative activity for the Department with the Legislature, the Governor's Office and the State Board of Education. The unit also coordinates with state and educational associations and local school administrative units. The unit is the Commissioner's liaison for state governmental relations.

Truancy, Dropouts and Alternative Education. This unit is the Commissioner's liaison to department staff and the Advisory Committee on Truancy, Dropouts and Alternative Education whose charge is to advise the Commissioner on the development and implementation of state and local policies and programs that are needed to deal effectively with the incidence of truancy and dropouts in schools.

Strategic Planning Coordination. This unit coordinates the Department's strategic planning activities and prepares reports and updates.

Telecommunication Liaison. This unit is the Commissioner's liaison to the University System's Instructional Television System and is a member of the UMS Telecommunication's Oversight Committee. The unit chairs the Department's Telecommunications Committee and the Commissioner's liaison to the Northeast Regional Distance Learning Advisory Committee.

Rulemaking Liaison. This unit is the Commissioner liaison to the Secretary of State's Office on procedures relative to the Administrative Procedures Act.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Department of Education.

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: 15

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

EDUCATION

EDUCATION FINANCE DIVISION	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	352,449	352,449				
Health Benefits	42,087	42,087				
Retirement	72,682	72,682				
Other Fringe Benefits	2,511	2,511				
Computer Services—State	18,199	18,199				
Other Contractual Service	26,532	26,532				
Rents	1,100	1,100				
Commodities	-4,858	-4,858				
Grants—Subsidies—Pensions	1,236	1,236				
Interest—Debt Retirement	5	5				
Transfers to Other Funds	62,604,930	62,604,930				
TOTAL EXPENDITURES	63,116,873	63,116,873				

GOVERNOR BAXTER SCHOOL FOR THE DEAF

KATHLEEN M. FRIES, SUPERINTENDENT
RANDALL P. ROY, Business Services Manager

Central Office: Mackworth Island, Falmouth *Telephone:* 781-3165 (Voice and TDD)
Mail Address: P.O. Box 799, Portland, Maine 04104—0799

Established: 1876 *Sunset Review Required by:* June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 090; Citation: 20A M.R.S.A., Sect. 7503

Average Count—All Positions: 118.5 *Legislative Count:* 79

PURPOSE: The Governor Baxter School for the Deaf was originally established for the purpose of providing an educational and residential program for deaf children in Maine. The purpose and organization of GBSD has evolved and expanded in response to changing federal and state regulations with regard to Special Education and, in particular, deaf education. Governor Baxter School for the Deaf has become the core of a developing and far-reaching system to identify and meet the educational and related needs of Maine's hearing impaired citizens. The mission is to integrate these educational opportunities into a single state-wide unit in order to provide optimum services for hearing impaired infants, children, adults, their families, and the community at large.

Governor Baxter School for the Deaf has met school approval standards developed by the Maine Department of Educational and Cultural Services. It is also accredited by the Conference of Educational Administrators Serving the Deaf, a national association of schools and programs serving deaf students.

ORGANIZATION: The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It operated on Spring Street as part of the Portland School System until 1897. At that time, Portland deeded the land and buildings to the State. The school became known as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the organization was placed in the Department of Mental Health and Corrections. It remained there until transferred to the Department of Educational and Cultural Services. Since 1982 the Department's Office of Federal-State-Local Relations has served as liaison to the Commissioner and Legislature and resource on administrative and policy matters.

In 1943, former Governor Percival P. Baxter donated Mackworth Island to the State. He was later influenced by deaf people to help find a new site for the school when it had outgrown its Spring Street location. In 1953, funds donated by Governor Baxter and funds granted by the Legislature were used for the construction of a new educational, residential facility for the deaf on Mackworth Island. In 1957, the Legislature honored the Governor by officially changing the name of the school to Governor Baxter School for the Deaf.

EDUCATION

PROGRAM:

GBSD provides a wide range of services for students, families, professionals and citizens in the State. Comprehensive programming includes five departments:

The Academic Program includes Elementary, Middle and High School, local and regional Athletic Program, and a Project Adventure Component.

The Residential Program includes a recreation program, Health Center, and Independent Living Program.

Statewide Educational Consulting Services include the Parent/Infant Program, Preschool Program, Preschool Outreach, Public School Outreach, Family Education, Aroostook Program, GBSD Mainstream Program, and Language Delay Preschool Program.

Therapy and Evaluation Services include Educational Assessment, Psychological Services, Occupational and Physical Therapy, Audiological Services, Speech/Language Therapy, Mental Health Counseling, Vocational Education Evaluations, Social Services, P.E.T. meetings and Statewide Comprehensive Evaluation Services.

The Resource Center on Deafness includes Adult Education, Sign Communications, Library and Media, Captioned Film Depository, Computer Program, Community Relations, and I.T.V.

GBSD also features an extensive Sound and Communications Technology Laboratory. Annual summer programming includes the Parent/Infant Program, the Preschool Program, the Family Learning Vacation and the Portland-Falmouth Teachers/ Academy.

In addition to the functions mentioned, GBSD serves as the contact for the Gallaudet University Information Center on Deafness and works closely with Gallaudet University Pre-College Programs in Washington, D.C., and the Galludet Regional Center at Northern Essex Community College in Haverhill, Massachusetts.

LICENSES, PERMITS, ETC.:

High School Diplomas. (The school is approved by the Maine State Department of Educational and Cultural Services and is accredited by the Conference of Educational Administrators Serving the Deaf).

PUBLICATIONS:

"The Beak"—school newsletter

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	2,486,295	2,468,107			18,188	
Health Benefits	257,069	254,330			2,739	
Retirement	531,397	527,752			3,645	
Other Fringe Benefits	294,195	277,669			16,526	
Computer Services—State	889	889				
Other Contractual Service	174,751	172,351			2,400	
Rents	12,494	12,494				
Commodities	179,227	166,851			12,376	
Grants—Subsidies—Pensions	68,455	58,124			10,331	
Purchase of Land	147,596	147,596				
Buildings and Improvement	44,441	11,579			32,862	
Interest—Debt Retirement	117	105			12	
Transfers to Other Funds	124				124	
TOTAL EXPENDITURES	4,197,050	4,097,847			99,203	

EDUCATION

(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, 1991 saw a renewed activity program by the State Historian. There was a considerable amount of correspondence with students and researchers in Maine History plus lectures before historical societies, service clubs, church groups, women's clubs and school groups. Historic Churches of Maine and Maine Trolleys were very popular topics in 1990-1991. Currently the State Historian is teaching two courses in Maine History at USM. He is also serving as a resource person for several teachers who have won Material Scholarships to pursue special interests in Maine History.

FINANCES, FISCAL YEAR 1991: The Office of the State Historian has no appropriated funds, and, therefore had no expenditures for FY 91.

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

Average Count—All Positions: 125.5

Legislative Count: 68

PURPOSE: The Bureau of Instruction has the responsibility for providing program direction for six divisions which deal with: curriculum development, instruction, program evaluation and other topics related to the education of Maine students in grades kindergarten through grade 12; school improvement programs including strategic planning, school approval and accreditation; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; certification procedures involved with the approval of degree-granting institutions; the delivery of alcohol and other drug education and prevention services to Maine's educational system; and implementation and administration of Title 20-A, M.R.S.A., Subpart 1, and assistance with Special Education provisions of the School Finance Act; administration of federal funds for exceptional children under the Education of All Handicapped Children Act of 1975, and P.L. 89-313, Title I, ESEA, Education of the Handicapped; an annual assessment of student achievement in Maine schools for grades 4, 8, and 11 in the subject areas of reading, writing, mathematics, and other content areas. Additionally, administrative responsibility is assumed for activities conducted under Chapter I of the Elementary and Secondary Education Amendments of 1988 and the Maine Migrant Education Program. This Bureau also has the responsibility for the Instructional Support Group Program and Maine's Common Core of Learning Program.

ORGANIZATION: The Bureau of Instruction has had a long history of operation within the Department of Education. It was once formed and operated during the 1950's and early 60's as the Division of Instruction. Following a mandate by the legislature in 1971 to reorganize state government, the Division of Instruction was re-formed as the Bureau of Instruction. It includes all classroom emphases except for vocational education, and is administered by an associate commissioner.

The following information gives a detailed description of the work performed by each of the divisions and units in this bureau.

PROGRAM:

Division of Alcohol and Drug Education Services (Carl Mowatt, Director). This division serves the public schools of Maine in alcohol/drug 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/drug dependency as a primary, progressive, chronic, and fatal disease. This basic premise is applied to three distinct populations of students and adults: (1) those who are using, abusing, or dependent on alcohol/drugs; (2) those affected by others who are abusing or dependent on alcohol/drugs; and (3) those who are neither using nor are affected by others abusing alcohol/drugs.

The division provides purpose, leadership, clear direction, and support for schools and communities regarding the development of comprehensive alcohol/drug prevention and education programs. These comprehensive programs encompass all three populations and provide specific policy, programs, and services for each. The program model calls for the formation and training of school/community teams. These fifteen member teams include superintendents, principals, guidance counselors, school board members, teachers, school nurses, students, parents, law enforcement officers, clergy, town government officials, media representatives, and alcohol/drug treatment personnel. This broad-based group representing key community interests is the best source of knowledge about local issues. At the week-long team development institute and three-day follow-up conference, team members learn about the disease of alcohol/drug dependency; how alcohol/drug abuse impacts families, schools, and communities; how to work together as a team; and how to implement comprehensive prevention and education programs and services in their schools and communities. Each local team goes through a planning process which helps to identify "where its schools and communities are" in relation to dealing with alcohol/drug issues. The division then provides continuous leadership and direction through ongoing education, consultation, and material resource assistance to help the team move through its action plan toward "where it wants to be." A key component of this support to teams includes periodic evaluation regarding the team's authority to exist; a climate of mutual respect as it conducts its work; team skills including, decision making and meeting strategies; membership issues, such as recruiting and training new members; and action planning. This systematic approach allows local control over program efforts and is a prime motivator for teams to comprehensively deal with their school and community alcohol and other drug problems. A Program Review and Comment Committee comprised of educational and community leaders provides advice and guidance on the division's program direction.

In-Service Education: The division conducts two-day in-service workshops on alcohol/drug use, abuse and dependency and on the elements of a comprehensive school program for all employees of school systems that have contracted with the division for team training. It also provides opportunities for advanced training for key professional groups within the school system.

Curriculum Development: The division provides consultation, training and technical assistance to Maine school personnel in the implementation of alcohol and other drug curriculum. The goal is to ensure that all Maine children have a developmentally oriented, age appropriate, up-to-date and accurate curriculum for alcohol and other drug education in Kindergarten through grade twelve. This goal includes linking state and local resources with schools thus creating a greater chance for students to transfer their learnings from their school to the community and state.

Technical Assistance: Technical assistance in implementing alcohol/drug education programs is available to all school personnel in Maine. With the passage of P & S 1985, c. 134, regionally based consultants were located in Presque Isle and Machias. These consultants provide direct on-site assistance to schools in Aroostook, Washington, Hancock, and Penobscot Counties. The division provides technical assistance to school/community groups in team development, school board and community awareness presentations, alcohol/drug policy development, support group development, student awareness presentations, curriculum implementation, and selection for utilization of print and audiovisual resources.

Resource Services: The division's resource services are available to all school systems and community groups in Maine. The audiovisual library contains the largest film collection in New England. Over 1000 videocassettes and films are available for use without charge to schools, hospitals, treatment facilities, law enforcement agencies, churches, businesses, civil groups, and community organizations who use them in their prevention, education, and treatment programs. The library circulates approximately 500 films per month. The division maintains an inventory of pamphlets and books available for loan and distribution to schools state-wide. These materials and related consultation on their appropriate use are provided to complement prevention and education programs in elementary, junior high, senior high, and post-secondary schools. As outlined in Chapter 934, Subchapter II, Section

EDUCATION

20022, the resource center has negotiated plans with the Office of Substance Abuse to coordinate services between the Division's Maine State Audiovisual Alcohol/Drug Resource Center and the Maine Alcohol and Drug Abuse Clearinghouse.

Special Projects: As part of the Safe Communities Program, the division sponsors state-wide prevention activities for schools and communities. This program links, school personnel, students, parents, law enforcement officers and other members of the community as they work towards preventing the use, abuse, and dependency of alcohol and other drugs by Maine's youth. The individual components of this program include: Project Holiday, Project Graduation, Non-School Student Function Policy, Pro-Active Police Response and Safe Homes. The division assists local schools and communities as they develop and implement these programs by providing workshops, consultation, technical assistance and print materials.

Special Initiatives: At the request of the Maine Superintendents Association, the division has developed a plan to focus the majority of its resources on Kindergarten through grade 8 primary prevention programs. Over the past ten years, the primary focus has been on the secondary school level. While there are still alcohol and other drug problems at this level, it is apparent that prevention efforts must reach younger children as well. Developmental work has been underway throughout the last two years and the division has piloted this program with four Kindergarten through grade 8 schools in Maine; Calais Elementary and Middle Schools, Cornville Elementary School, Miller Grade School (Waldoboro), and Peru Elementary School. These schools have been involved in a formal assessment process to determine the success of the program and over the course of the next biennium, what the division has learned from these four pilot sites will be applied to other Kindergarten through grade 8 schools throughout Maine.

Interdepartmental Cooperation: The division works in cooperation with the Departments of Corrections, Human Services, Mental Health and Mental Retardation, and Public Safety in relation to alcohol/drug related programs and services. In 1990, Public Law 934 established an Office of Substance Abuse and division staff have established cooperative working relationships with staff members in that office. Current leadership and services will continue to be provided by the Department of Education with the mandate for a plan to be submitted to the Office of Substance Abuse by January 1, 1992 outlining how the department will coordinate and consolidate alcohol/drug education programs.

Federal Initiatives: The division is administering the Drug Free Schools and Communities Act of 1986 for Maine. This includes formula grants for school administrative units to use toward comprehensive program implementation, and the Governor's discretionary funds for grants funding community prevention programs and programs for high risk youth. Under the federal Drug Free Schools Recognition Program, twenty schools in Maine were selected for awards for their prevention and education programs in either the comprehensive or innovative categories.

Research & Evaluation: This year, the division has continued a longitudinal (i.e., over 5 years) assessment of the K-8 Alcohol/Drug Primary Prevention Leadership Program involving four experimental and two control sites. This assessment will study the process and impact of implementing a comprehensive alcohol/drug prevention and education program at the elementary school level. A state-wide survey of student-athletes in the middle, junior and senior high schools was undertaken. The incidence and prevalence of use and abuse of a wide assortment of licit and illicit drugs including alcohol, tobacco, caffeine and steroids as well as student indicators to use drugs in the future was studied. Planning is also underway to replicate, with assistance from federal Drug-Free Schools and Communities funds, the state-wide survey of students in grades 5-12. This survey examines not only the incidence and prevalence of student alcohol/drug use, abuse and dependency, but also related issues, such as admitted likelihood of future use, factors considered to indicate risk of alcohol/drug use, student attitudes toward options for help, and parental alcohol abuse.

Traditionally, alcohol/drug issues have been dichotomized by federal and state agencies. The focus has been separated by targeting adults who use alcohol in the community versus dealing with other drugs by targeting teens in the schools. The division helps local teams recognize the reality that adults, as well as teens, use alcohol and other drugs. Local programs must address these combined issues and problems through the school and community to have a positive impact.

The division recognizes that the abuse of alcohol/drugs creates a barrier which inhibits academic and social achievement in schools. Students and employees who are using, abusing, or dependent upon alcohol and other drugs cannot function normally and achieve their full potential. Additionally, home environment influences the capacity to learn, to teach, and to provide school leadership. There is a definite negative impact on all individuals who come from homes where there are alcohol/drug abuse problems, particularly school-age children. As a school and community establishes strategies for dealing with alcohol/drug abuse issues, a forum is created whereby the respective responsibilities of students, teachers, administrators, and parents can be discussed and mutually agreed upon. In that process, the

legitimate role of non-school, social service and other community agencies can be negotiated and liaison agreements developed. As schools learn how to better manage problems associated with alcohol/drug related issues, the potential for excellence in schools increases proportionately.

The philosophy and direction for helping Maine schools deal with alcohol/drug issues has been set and must be maintained in the Department of Education. The Division of Alcohol and Drug Education Services provides a model of continuity and consistency for the schools and communities of Maine. The division has trained 117 school/community teams representing 64% of the state's school systems. The school/community approach utilized by the division has resulted in the development of liaisons and working relationships between schools and families, treatment facilities, law enforcement agencies, social service agencies, and other community businesses and organizations. The division provides ongoing state-wide leadership, coordination, training, consultation, and program resource services. This ensures that schools and communities have the support to successfully accomplish their short and long-term goals in prevention and education programs.

Student Assistance Team Unit. Within the Maine Department of Education, through the cooperation of the Division of Special Education and the Division of Alcohol and Drug Education Services, the Maine Student Assistance Team Unit provides leadership and guidance to school personnel in the development and implementation of student assistance teams. These school building level student assistance teams are supported by the work of school and community teams which implement comprehensive alcohol and other drug prevention and education strategies.

Rational for the Student Assistance Team: The effects of alcohol and other drug use, abuse, and dependency upon our youth and the magnitude of other related societal problems have become increasingly clear. For the past four years, efforts have been made by the Department of Education to develop appropriate strategies for assisting schools in addressing the needs of students who are at high risk of school failure, truancy, dropout, and alcohol and other drug use, abuse, and dependency, and other destructive behaviors which prevent them from reaching their full potential.

This program is in concert with the Department of Education's goal to provide increased choices and heightened performance for all Maine students as presented in Maine's Common Core of Learning by providing individualized educational programming for all "high-risk" students.

Training for Student Assistance Team Implementation: During FY '91 the Student Assistance Team Unit conducted three two-day statewide trainings. These trainings, as well as other training activities in the past two years, have brought the number of building level student assistance teams to seventy-five in total. The unit staff also provides a wide range of other workshops including:

- Awareness presentations to school staff
- Student identification and referral
- Renewal and advanced student assistance team workshops

Evaluation of Student Assistance Team Model: Through a contract with Medical Care Development, Inc., a three year (1991-1993) formative and summative evaluation is being conducted. This evaluation will be conducted at three schools that are just implementing student assistance teams.

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 sixth year of assessing all students in grades 4, 8, and 11 in the subjects of reading, writing, mathematics, science, social studies, and humanities. A unique feature of the MEA is its assessment of writing which requires students to spend approximately one hour developing an essay. The 15,000-plus essays are then scored analytically by Maine teachers.

The MEA assessment design involves both common achievement testing for individuals in reading, writing, and mathematics, and sampling across a broad range of knowledge and skills in all six subject areas listed above. Results from the common section of the assessment are reported directly to parents. Students who score above the 95th percentile receive a certificate recognizing their outstanding achievement. School and district summary reports describe overall student performance and include a detailed analysis of that information in relation to student and community characteristics.

The Division is composed of 5 professional staff and 2 support staff. In addition to administering the assessment, the assessment staff provides technical assistance to school districts in the utilization of results. Given the large scale nature of the assessment program, the Division contracts for assessment services in test development, administration scoring, and reporting.

Division of Compensatory Education (Chapter 1 of Title I of the Elementary and Secondary Education Amendments of 1988). The division operates approximately 200 local school administrative unit basic grant projects statewide (totaling more than \$23 million). The division has responsibility for approval, program compliance, performance, and evaluation of Chapter 1 ESEA activities as set forth in Public Law 100-297 and its amendments. The evaluation component has been expanded to include

EDUCATION

a minimum testing requirement of 1 NCE gain or else be placed on program improvement. In 1990-91, 61 districts were required to file program improvement action plans. The division further administers more than 60 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 35 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; and additional services as contracted for schools in program improvement.

Division of Curriculum. The Division fulfills leadership, technical assistance and regulatory functions. Technical assistance and leadership responsibilities include working with school administrative units in assessing needs and developing programs in curriculum, instruction, and staff development. This Division also bears the major responsibility for implementing Maine's Common Core of Learning. Consultants, furthermore, organize local and statewide teacher and administrator training and develop programs in all basic curriculum areas—language arts, social studies, math, science, health, fine arts, physical education, early elementary education and foreign languages. Additionally, the Division administers many federal programs ranging from bilingual education to AIDS education as well as the privately funded Newspapers in Education program. The Division of Curriculum is also responsible for a number of regulatory functions. They include basic school approval, secondary accreditation, and home instruction.

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, 1991.

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 is now in place.

Publications:

- Chapter 125 — School Approval Standards
- Chapter 127 — Curriculum and Graduation Standards
- Chapter 130 — Equivalent Instruction Through Home Study
- Chapter 138 — Accreditation Standards
- Chapter 250 — School Approval for Nontraditional Limited Purpose Schools

Innovative Educational Grants. Innovative Educational Grants are available on a competitive basis to teachers, schools, and school systems to promote fundamental change in schools. Classroom-based grants are awarded for grants submitted by groups of teachers (maximum \$5,000). School-based grants are awarded on a matching funds basis to individual schools and to two or more schools or school systems (maximum \$30,000). Additionally, school-based grant funds are available for grants to schools selected to participate in the Relearning and the Challenge 2000 Schools project. This program is administered by the Innovative Educational Grants Coordinator. Services provided by the Coordinator include technical assistance to grant recipients and consultation and training to those interested in

initiating and managing school change and in developing a grant proposal.

School Health Services. A school nurse consultant responds to requests from school administrators and school nurses, orients new nurses, presents workshops, prepares materials for use by nurses, assists school officials and school boards in understanding the role of the school nurse, promotes school health programs, prepares and distributes a school health manual and publishes a newsletter for school nurses.

Guidance, Counseling, and Testing. This office is responsible for the administration of guidance and counseling. Leadership, service, and regulatory functions include information and assistance provided to counselors, administrators, teachers, students, citizens, legislators, and allied agencies in the broad area of guidance and counseling; student records; suspension and expulsion; issues of privacy, student rights and responsibilities; career and vocational education guidance; and protection of pupil rights.

Bilingual Education, Refugee Assistance and National Origin Desegregation. The Title IV civil rights office provides workshops and technical assistance to schools, K-12. It has been active in developing equitable programs and planning for all linguistic minority children throughout Maine, generally in the form of training and materials in English as a second language and bilingual education.

The Title VII coordinator has been the department liaison with Washington for basic projects, academic excellence projects, and teacher training projects in bilingual education and ESL. The coordinator has been responsible for the development of Bilingual and Special Alternative Instructional and Training Programs funded under ESEA Title VII.

A new program, the Emergency Immigrant Education Program (EIEP) will be funded for MDOE this year.

The Department awards sub-grants to local educational agencies in accordance with the rules and regulations governing EIEP. The office monitors eligible sites that serve immigrant children. The department also provides technical assistance to schools, and appropriate leadership materials enabling them to serve refugee children. The numbers of immigrant children have increased in recent years; so have DOE technical assistance services under these federal programs.

Newspapers in Education. The Newspapers in Education (NIE) Program is administered by the Division of Curriculum, although it is funded totally by the Maine Daily Newspaper Publishers Association. The program assists Maine schools using the newspaper as an educational resource. The consultant conducts parent-teacher organization presentations and training seminars and workshops with educators from the primary to university graduate level. Numerous materials, including a bi-annual newsletter, describe newspaper-related activities which can be integrated into various curricula. Practical applications of educational research on topics such as cooperative learning, learning styles, restructuring and interdisciplinary studies are emphasized. Additionally, two graduate-level Newspapers in Education courses are offered each summer at the University of Maine and at the University of Southern Maine. Through the program, daily newspapers are provided for classroom use at a discount price. Special student contests and NIE activities are highlighted in the newspapers during NIE month—March.

Early Childhood. Funds were provided by the Legislature to be used for grants to local schools for the purpose of improving their early educational offerings for children aged four through nine years old. Seven projects were funded for a second year, and eight new programs began. Topics for projects ranged from establishing an ungraded primary program, to instituting a program for four-year-olds, and a developmental physical education program. In addition, the two early elementary consultants in the division provided leadership and technical assistance to the field. Special projects included a statewide conference attended by over 150 people. Workshops on grantwriting and topics of interest were presented to the field. Three Early Childhood Demonstration sites began providing programs for four-year-old children and their families and to act as training sites in the High/Scope Curriculum.

Instructional Support Group. The Instructional Support Group (ISG) program has been in existence for seven years and is designed to bring outstanding teachers and administrators to the Department to provide technical assistance to Maine school administrative units. In 1991-1992, six ISG's provided services in science, mathematics, guidance, middle level education, interactive television, and Common Core of Learning and Re:Learning activities.

School Volunteer Programs. The school volunteer coordinator offers regional training opportunities designed for both school staff and community members. Consultation is offered to school/community groups, teachers, administrators and school boards. An annual survey is conducted. Over 350 schools or school districts have organized school volunteer programs. Approximately 30 districts employ paid part- or full-time directors of volunteers. Approximately 20,000 people have 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.

EDUCATION

Content Areas:

Language Arts. The language arts consultants work with teachers and administrators to design curriculum, review programs and upgrade the quality of instruction in reading and writing in grades K-12. Much of this work is accomplished through regular Regional Curriculum Network meetings and visits to individual schools. Consultants also work with professional organizations such as the Maine Council for English Language Arts and Maine Reading Association and on special projects to provide teachers and administrators with a wide variety of opportunities for professional growth and development.

Math. The mathematics consultant provides technical assistance to teachers and administrators, K-12, in mathematics content and methodology and in developing mathematics curriculum. The consultant manages the Dwight D. Eisenhower program and assists school systems/institutes of higher education in developing appropriate Dwight D. Eisenhower programs. Collaboration is undertaken among the math departments of colleges and schools, industry, professional mathematics organizations and the state mathematics consultant to promote a high standard of excellence in mathematics education in Maine using the document "Curriculum and Evaluation Standards" put out by the National Council of Teachers of Mathematics that will be under one umbrella—The Maine Mathematics Alliance. Cooperation between the science consultant and the mathematics consultant in developing K-12 programs to help enhance science and mathematics for students is ongoing.

Social Studies. The Division of Curriculum has worked with school systems in designing, clarifying or implementing social studies curriculum projects. A Social Studies Consultant is available to provide leadership and technical assistance in all Social Studies areas including Maine studies.

Science. The goals of the science consultant are to assist educators in the development of their own professional and personal skills, to provide assistance to teachers and administrators in science curriculum development and enhancement, to work towards safer classrooms and laboratories, and to undertake and promote teacher and student recognition programs. Additionally, a federal grant program designed to enhance skills of teachers of math and science is administered for K-12 local educational agencies and post-secondary institutions in conjunction with the mathematics consultant.

Foreign Languages. Technical assistance is provided to teachers and school administrators in the areas of foreign language curriculum and instruction, including the development of new programs and review and improvement of existing programs. The foreign language consultant is available to provide leadership, direction, and current information concerning second language learning. The consultant also works closely with the Foreign Language Association of Maine to provide teachers and students with a wide variety of opportunities for professional growth and development.

Fine Arts. Technical assistance is provided to teachers and administrators in all curriculum areas of the arts including the development of new programs and review and improvement of existing programs. Increased emphasis is placed on developing fine arts programs at the elementary level through separate and integrated study 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 works with professional organizations such as Maine Art Education Association, Music Education Association and Maine Alliance for Arts in Education, the Drama/Theatre Task Force and the Maine Arts Commission to provide teachers and administrators with opportunities for professional growth and development and acts as a liaison between the DOE and other cultural organizations.

Health Education. Through a collaborative effort with the Maine Department of Human Services, the Maine Department of Education has two health education consultants and and through funding from the Centers of Disease Control, two AIDS education consultants in the Division of Curriculum. These consultants promote health education and provide services in curriculum development, teacher consultation, teacher resources, health promotion, and in-service training. A health education newsletter is published. The health education office also coordinates the Maine Wellness Conference, administers the Chapter 2 grant for teacher training in comprehensive school health education, and oversees the Health Me/Health Maine Program. The AIDS Prevention Education Program delivers training and technical assistance to agencies that serve out-of-school growth.

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

EDUCATION

PUBLICATIONS:

Credentials and Review Standards and Procedures for the Certification of Educational Personnel and Approval of Auxiliary School Personnel — no fee

The following publications are offered by the Division of Alcohol and Drug Education Services at no cost:

- Guidelines for Assisting Athletes with Alcohol and Other Drug Problems
- Guidelines for Developing Chemical Health Policies and Procedures
- Guidelines for In-Service Preparation
- Guidelines for Planning and Conducting Student Awareness Programs
- Guidelines for Setting up Support Groups in the School
- Maine Education Assessment: State and Local Summary Reports
- Guide to the Maine Educational Assessment Program
- Leadership in Maine
- Maine State Audiovisual Alcohol/Drug Resource Center Catalog
- Project Graduation Report
- Safe Community Brochure
- Task Force Report on Affected Children

The following publications are offered by the Division of Certification at no cost:

- Chapter 013
- Chapter 114
- Chapter 115-A
- Chapter 115 Part I; Part II; Part A
- Chapter 118-A
- Chapter 119
- Professional Development: A Guide to Local Support Systems
- Support System Newsletter (Paper and Video)
- Questions and Answers about the New Certification Law Brochure
- Maine Teacher Qualifying Examination Program Brochure
- Substitute Teacher Task Force Report

The following publications are offered by the Division of Curriculum:

- Maine Emphasis (the magazine of the Division of Curriculum)
- A Framework for Curriculum Design: People, Process and Product
- Language and Cultural Minorities Resource Catalogue
- Home School Equivalent Instruction Guidelines
- Building a Successful School Volunteer Program
- 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)
- PREP: Planning to Realize Educational Potential (an 8th grade career education and educational planning curriculum)
- Future Builders: A high school career education and life skills curriculum
- The Maine Guide: A K-adult career education activities guide
- Maine's Common Core of Learning: A Guide for School Counselors (brochure)
- Practical Practices for ESL Teachers
- The Book of Solutions: Frequent Questions on Concepts, Issues, and Strategies for the Education of Language Minority Children
- Newspapers and Mathematics—K-6
- Parental Involvement: A Guide for Building Positive Relationships (\$3.00)
- AIDS Prevention Education Needs Assessment Survey: Agencies Serving Out-of-School Youth, Sept. 1989
- Task Force on AIDS Prevention Education for School Age Youth: Report and Three Year Plan, Sept. 1989
- School Administrative Unit Survey of AIDS/HIV Education 1989-90
- AIDS and Maine Schools (brochure)
- Maine's Claim To Fame: A Gallery of Personalities—Curriculum Resource Guide (\$10.00)

EDUCATION

The following publications are offered by the Division of Compensatory Ed at no cost:

Migrant Education Coloring Book
Chapter 1 Brochure
Migrant Education Brochure
Chapter 1 Calendars—Grades K-6
Planning Guide for High School Diploma Fine Arts Requirement
“Building Blocks—Continuing Early Childhood Education Grants Programs”
“Writing With the Newspaper: Ideas for Teachers”
“Atlantic Neighbor Maritimes/Maine”

The following publications are offered by the Division of Special Education at no cost.

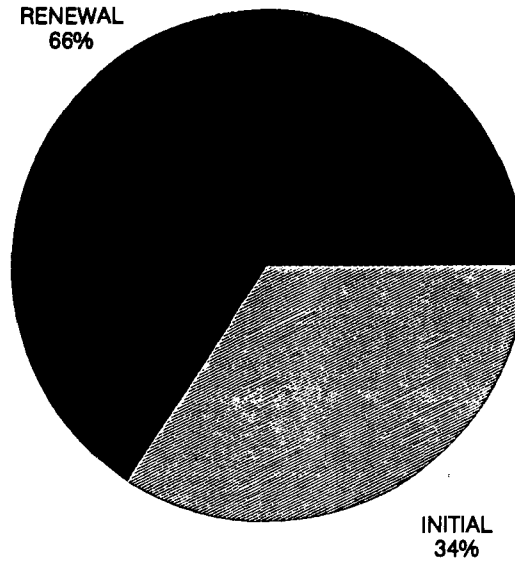
Chapter 101 Department of Education Special Education Regulations, July, 1988.
Chapter 104, Educational Programs for Gifted and Talented Children.
Family Educational Rights and Privacy (F.E.R.P.A.), Federal Register, April, 1988.
Interpretation of the Individualized Education Program, Federal Register, January, 1981.
Public Law 94-412 The Education of All Handicapped Children Act.
Public Law 98-199 Amendments to P.L. 94-142, December, 1985.
Public Law 99-457 Amendments to P.L. 94-142, October, 1966.
Rehabilitation Act of 1973—Section 504.
An Analysis of Procedures and Practices in the Identification and Education of Specific Learning Disabled Students in Maine. 1986.
Annual Program Plan (P.L. 94-142) Part B Education of Handicapped Children)
Cooperative Agreement between the Department of Corrections and the Deptment of Education. 1989
Implementing Student-Centered Transition in Maine Schools: Guidelines for Developing Procedures and Practices. 1990
The Education of Behaviorally Handicapped Students in Maine. 1985.
Guidelines for Self-Evaluation of Special Education Programs. 1981
Model Special Education Forms. 1989
Report of the Task Force on Chemical Dependency and Special Education. 1986
The Responsibility of School Administrative Units for Exceptional Students Enrolled in Private Schools: Questions and Answers. 1986
Data Summary Report: Special Education Data as Reported in 1988-1989 for the P.L. 94-142 and P.L. 89-313 Programs. 1990
Surrogate Parent Handbook. 1983
Task Force Report on Affected Children. 1988
Gifted and Talented Education Programs in Maine—A Directory.
Guidelines for Conducting a Needs Assessment and Developing a Five Year Plan. 1987
Guidelines for Identification of Gifted and Talented Children. 1989
The Maine Resource: A Director of Inservice Offerings. 1989
Opportunities for Gifted and Talented Students and Their Teachers in the Arts and Humanities. 1989
The Parent Handbook.
Assessment of Secondary Aged Students. 1981
Cooperative Agreement among the Department of Human Services, Bureau of Rehabilitation and the Department of Education, Bureau of Adult and Secondary Vocational Education and Division of Special Education (revised). 1989
A Cooperative Effort Between Special Education, Vocational Education, Vocational Rehabilitation, Eye Care Services—Program Explanations. 1987
A Guide to Child Labor Law and School Work. 1988
Programming for Secondary Aged Handicapped Students. 1981.
Transition and Young Persons with Disabilities—A Bibliography. 1987
Maine's Comprehensive System for Professional Development (CSPD)—An Update and Overview. 1989

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

EDUCATION

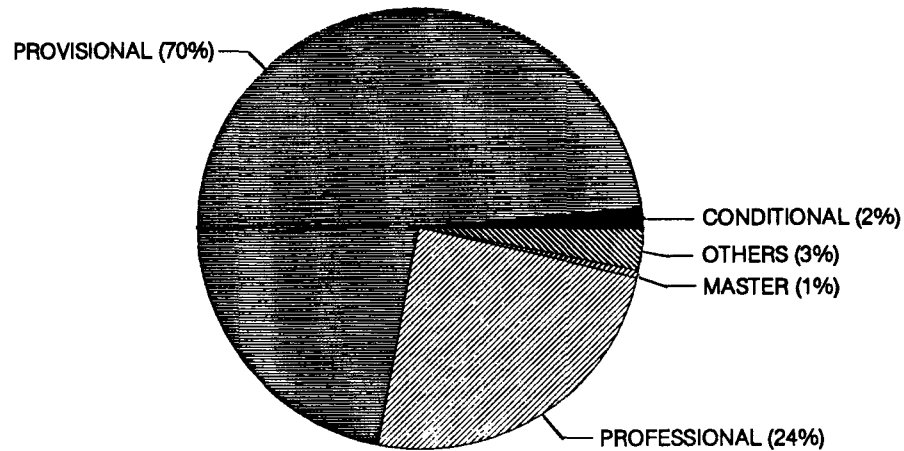
BUREAU OF INSTRUCTION	TOTAL					
	FOR	General	Special	Highway	Federal	Misc.
	ALL	Fund	Revenue	Fund	Funds	Funds
EXPENDITURES	FUNDS		Funds			
Salaries and Wages	3,347,903	1,930,044	70,466		1,347,393	
Health Benefits	333,393	186,678	7,138		139,577	
Retirement	671,903	383,653	15,440		272,810	
Other Fringe Benefits	1,487,801	1,117,783	50,315		319,703	
Computer Services—State	26,983	25,983			1,000	
Other Contractual Service	1,392,743	686,371	158,812		547,560	
Rents	24,725	9,612	2,025		13,088	
Commodities	226,108	102,739	7,678		115,691	
Grants—Subsidies—Pensions	43,167,532	2,587,578	1,166		40,578,788	
Purchase of Land	5,287	4,504	783			
Buildings and Improvement	43,572	14,708			28,864	
Interest—Debt Retirement	11,569	11,470			99	
Transfers to Other Funds	189,490	61,076	11,602		116,812	
TOTAL EXPENDITURES	50,929,009	7,122,199	325,425		43,481,385	

TEACHER CERTIFICATES ISSUED BETWEEN JULY 1, 1989 AND JUNE 30, 1990



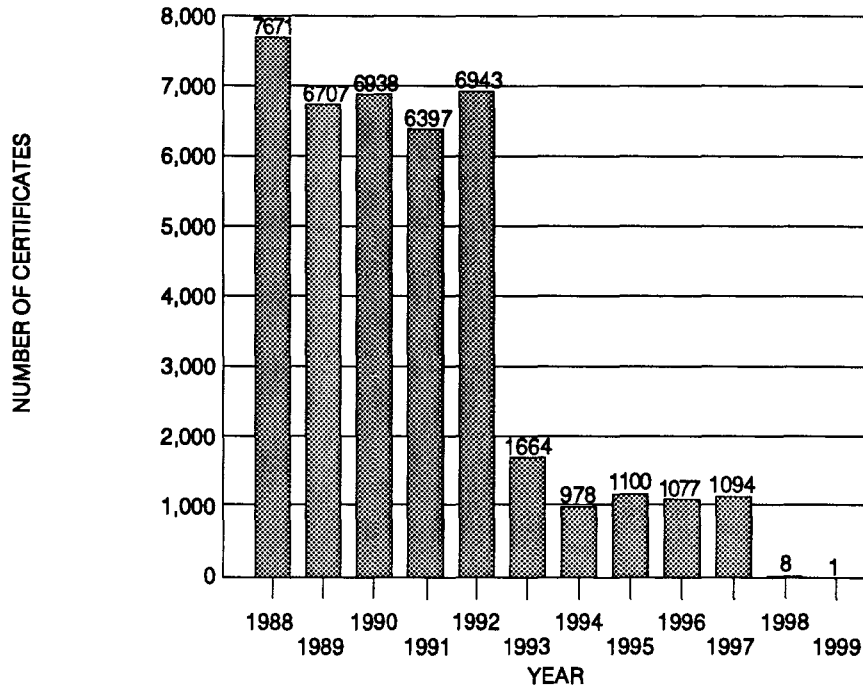
TOTAL 15, 185

TYPES OF CERTIFICATES

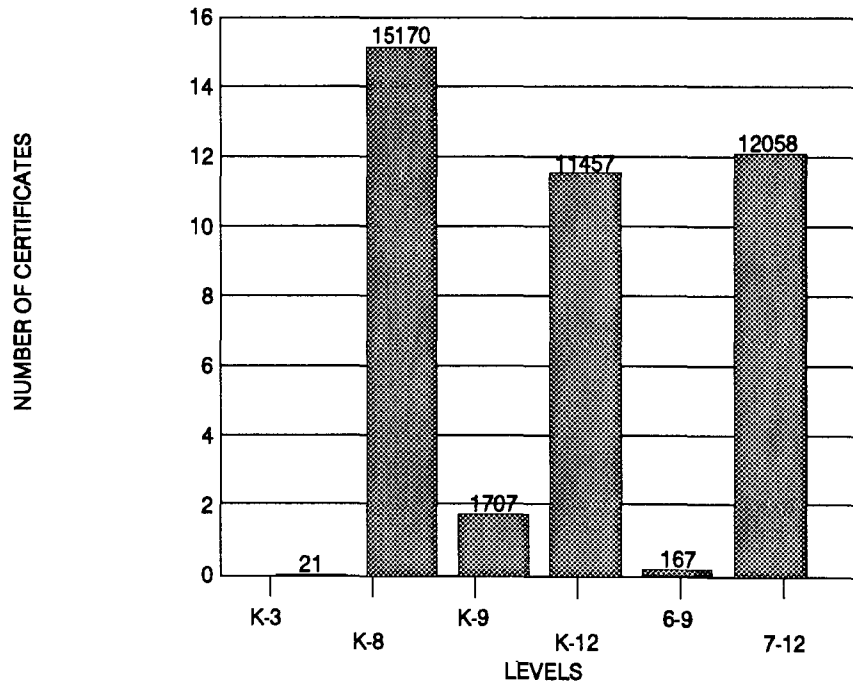


TOTAL 40,580

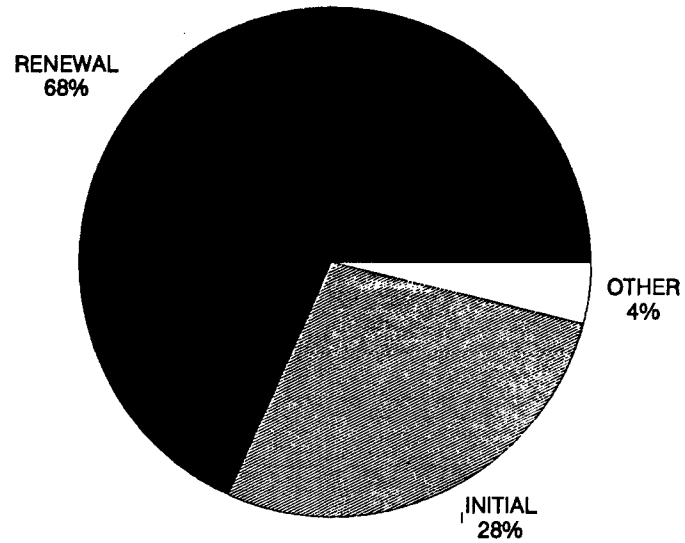
CERTIFICATES BY DATE OF EXPIRATION



NUMBER OF CERTIFICATES BY LEVEL



TEACHER CERTIFICATES VALID AS OF JULY 1, 1990



TOTAL 40,890

EDUCATION

MANAGEMENT INFORMATION DIVISION

JAMES E. WATKINS, JR., DIRECTOR

Central Office: Education Bldg., Augusta

Telephone: 289-5841

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 departmental 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 1990-91 school subsidies was processed and analyses and management information were prepared and distributed for the 1991-92 subsidy program and legislative actions.

The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year was prepared in accordance with the School Finance Act of 1985, which became effective on July 1, 1985.

In addition block grants and low income student adjustments to municipalities were distributed for property tax relief.

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

EDUCATION

MANAGEMENT INFORMATION DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	399,112	399,112				
Health Benefits	47,452	47,452				
Retirement	81,935	81,935				
Other Fringe Benefits	37,388	33,877			3,511	
Computer Services—State	79,129	79,129				
Other Contractual Service	101,181	99,904			1,277	
Rents	34,684	34,684				
Commodities	-14,040	-14,040				
Grants—Subsidies—Pensions	491,243,751	491,243,751				
Buildings and Improvement	199	199				
Interest—Debt Retirement	8	8				
Transfers to Other Funds	3,729	3,525			204	
TOTAL EXPENDITURES	492,014,528	492,009,536			4,992	

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 Education.

ORGANIZATION: This office has two positions: the Personnel Manager and a Clerk Typist III.

PROGRAM: The MDOE 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 three 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 MDOE Office of Personnel.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Education.

EDUCATION

BUREAU OF SCHOOL MANAGEMENT

POLLY WARD, 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

Average Count—All Positions: 129

Legislative Count: 12

PURPOSE: The purpose of the Bureau is: 1) To administer the Bureau consistent with policies and procedures established by the Commissioner, the State Board of Education and statute. 2) To help provide Maine children with school facilities conducive to learning. 3) To help provide for the health, safety and welfare of children riding Maine school buses in the most efficient manner. 4) To help provide nutrition education and to provide for the basic nutritional needs of Maine children participating in the school lunch program. 5) To provide for the education of children in Maine's Unorganized Territory. 6) To administer a variety of 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 Maine 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 certain federal assistance programs for Maine postsecondary institutions. Currently, the only program for which funds are available is the Dwight Eisenhower Mathematics and Science Program. Through this program, funds are provided for approved projects from postsecondary institutions to improve instruction in mathematics and science in Maine elementary and secondary schools.

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.

Division of School Operations. The Division of School Operations is responsible for the education of all children residing in the Unorganized Territories of Maine. This includes the administration of seven elementary schools (Benedicta Elementary, Brookton Elementary, Connor Consolidated, Edmunds Consolidated, Kingman Elementary, Patrick Theriault School in Sinclair, and the Rockwood Elementary School) with a total enrollment of 313. Additionally, over 1,057 students are tuitioned and transported to local school systems. The Division employs a total staff of 85, including principals, teachers, aides, cooks, janitors, and bus drivers. Twenty-two buses are operated by the Division and private conveyors are also utilized to transport students in the most remote areas of the State.

Division of School Nutrition and Food Distribution. Division of School Nutrition and Food Distribution Programs administers, supervises, provides funding and distributes commodity food to food

EDUCATION

service programs in public and private schools, residential child care, institutions, summer recreational sites, summer camps, child care programs, and public and private institutions, and administers the National School Lunch Program, School Breakfast Program, School Milk Program, Summer Food Service Program and Nutrition Education and Training Program.

During the 1991 fiscal year, the Division reimbursed \$15,222,087 in Federal and State funds to schools and other sponsors for serving nutritious meals to children. Meals subsidized in whole or in part during the year were:

- 16,546,827 school lunch;
- 2,139,010 school breakfast; and
- 981,959 half pints of milk were served.

The Division, through private transportation networks, distributed 5,976,461.96 pounds of United States Department of Agriculture commodity foods valued at \$3,393,063.85 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 \$82,396.00 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 \$56,250 federal training grant for Nutrition Education and Training.

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 Major Maintenance Projects Bond Issue Program, the energy retrofitting program in schools and the Maine School Building Authority.

During the 1990 fiscal year, there were 26 school construction projects approved at a total estimated cost of \$62,230,363. School leases numbered 431 at a total cost of \$5,493,529.

Division of Military and Veterans Education: During Fiscal Year 1991, 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 other eligible persons participating monthly in education and training programs throughout the fiscal year. They brought approximately \$5,200,000 into Maine through the receipt of Department of Veterans Affairs Educational Benefits.

The staff of the Division have been very active in related national and state activities. The Director of the Division serves in a number of official positions in the National Association of State Approving Agencies. Most recently, he has served as chair of a committee responsible for managing the development of a national training curriculum for State Approving Agency professional staff, a curriculum required by P.L. 100-323. He also is actively involved in the 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 62 schools which issued completion certificates to 1,491 students. This does not include summer courses as the school year is not complete.

One hundred thirty-one (131) 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.

Regional school bus safety conferences were conducted throughout the State.

The 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 individuals who have met requirements established by the State Board of Education under Chapter 502, effective July 1, 1988. Individuals may also receive assistance in planning routes to obtain necessary requirements for certification. In addition, the Division approves local support system 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

EDUCATION

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 of Education concerning the preparation of educational personnel at approved teacher training institutions both in Maine and nationwide.

The Placement Office conducts a nationwide recruitment program, maintains a placement service which provides job vacancy information to certified candidates, and assists superintendents in their search for qualified educators.

The Division also reviews allegations of misconduct which may result in denial, revocation, or suspension of a certificate.

Division of Special Education. Since the enactment of Federal Public Law 94-142, the Education of All Handicapped Children Act, considerable progress has been made toward assuring that handicapped children and youth of Maine have a genuine opportunity to receive an education commensurate with their needs. Federal, state and local funds have increased significantly since the enactment of P.L. 94-142. However, most of the fiscal effort to provide special education and related services has come from state and local funding.

Twenty-eight thousand, two hundred, and twenty-three students ((28,223) were provided special education and related services in 1989-90 under P.L. 94-142 and P.L. 89-313. This represents 13.4 percent of the average school-age (5-17) population in Maine in 1989-1990 (211,422.5).

The majority of students (11,086) were identified as learning disabled. This represents 39.3 percent of all exceptional students served, or 5.2 percent of Maine's 5-17 school-age population. Seven thousand, seven hundred, and seventy-four (7,774) were identified as speech and language impaired. This represents 3.7 percent of Maine's 5-17 school-age population.

There were 4,348 students served who had behavioral needs and 2,372 students served who had mental development needs.

Of the 28,223 students provided with special education and related services in Maine's schools, 50.63 percent (14,289) were enrolled in special education and related services and regular classroom instruction. Twenty-four percent (6,907) received resource room instruction. Eighteen percent received resource room/composite, self-contained, self-contained/composite instruction. Three percent received instruction in separate day programs (both public and private), while another one percent received instruction in residential placement.

Of the exceptional students between the ages of 13 and 21, six thousand, four hundred, and sixty (6,460) or 73.9 percent are still receiving special education. Seven hundred and thirty-four (8.4 percent) graduated with diplomas, while three hundred and fifty-seven (4.1 percent) dropped out of school. Sixteen year olds (107) and seventeen year olds (88) comprised the majority of students who dropped out. Five hundred and sixty-six (6.7 percent) exited to regular education.

Special education enrollment increased by 315 (1.1 percent) from 1989 to 1990. The number of learning disabled students increased by 85 students, significantly lower than the year before (543). The number of speech and language impaired students served increased by 618, an increase of 8.6 percent over the previous year, the year before saw a 2.8 decrease. The number of students being educated in regular classrooms decreased by 42 student over the previous school year.

Speech and language services as the primary related service were down 1.5 percent from the previous year. Psychological services were down by 3.8 percent. Over the past 2 years that equals a 6.4% decline in psychological services, while occupational therapy, and social work services increased.

The number of 13 to 21 year-old exceptional students still receiving special education increased by 2.7 percent. The number of exceptional students dropping out decreased from 398 students in 1988-89 to 357 in 1990, a decline of 41 students who have dropped out.

The anticipated services needed for 13 to 21 year old remained consistent for 1989-90. Vocational training and job placement, case management/counseling and mental health services, in that order, were identified as the greatest need.

Due Process: The Division of Special Education provides complaint investigations, administrative hearings, and mediation services to resolve disputes between parents and school systems concerning the provision of special education services to exceptional students. The due process system consists of a due process consultant and six independent special education hearing officers who are contracted with the Department on an "as needed" basis to provide mediation services, complaint investigations, or to preside over administrative hearings.

During fiscal year 1990 the Department received 19 requests for mediation services.

In FY 1990 the Department received 52 complaints filed against public and private schools alleging that the schools were failing to comply with State or federal special education law and regulations.

EDUCATION

There were 52 requests for hearings. This represents a 149% increase over the previous fiscal year. Of the 52 requests, 21% resulted in a hearing decision. These decisions were rendered on an average of 79 days from the date of the receipt of the request. 12% of these hearings were mediated. 50% were withdrawn by the party requesting the hearing, and 17% were open as of July 1, 1991.

Comprehensive System of Personnel Development (CSPD) Structure: Maine's Comprehensive System of Personnel Development was restructured to include, as a major leadership group, a Department of Education/Higher Education personnel development committee, composed of members of the Division of Special Education and all teacher education colleges and universities in the state. This group met four times throughout the year, and is in the process of redefining goals. A strategic planning retreat is held in June to review the mission statement and develop priority regional goals and plans to meet them. A similar process was used in Aroostook County in 1990 to begin to form an Aroostook CSPD. Some highlights of 1990-1991 are described below.

I. Western CSPD

A. Western CSPD Bulletin: Highlights regional promising practices and disseminates information about professional growth opportunities within the region to over 1,200 teachers, administrators, school board members and university staff. Two issues are published each year.

B. Seminars on Redesigning Schools and Changes: A presentation on "The Realities of Redesign" with a panel of educators from schools in Maine involved in serious redesign efforts was held in February. Over 45 teachers, administrators and board members from 11 districts attended.

A seminar on "The Copernican Plan: Restructuring the High Schools," with Dr. Joe Carroll, was held in May. Sixty teachers and principals from 14 districts attended.

To increase access to resources, a *superintendents breakfast chat* with Joe Carroll was held, as well as a *Community Forum* on the Copernican Plan. 45 parents, community members, teachers and board members attended the Forum.

II. Maine's Support Network for Special Education Teachers

This project was designed to promote the continued professional development of special education teachers. It was awarded the 1988 ACRES National Exemplary Project Award in Inservice Education.

III. Mainstreaming

The Mainstreaming Project was developed to train special education teachers to teach an exceptionality course to regular educators. The response has been overwhelming. Two three-day "training of trainers" course for teams of special educators were held in 1990-1991, with over 90 persons trained. They, in turn, taught the course to their colleagues. Follow-up sessions were also held.

Interdepartmental Activities: The Division continues its active participation in and support of Maine's twelve-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 new initiative for serving children and youth with multiple problems, development of a centralized case review model for youths who do not fit easily into existing program structures, and the development of an interdepartmental plan for increasing access to third party funds for children in need of treatment.

Maine Consumer Information Training and Technology Exchange: The (Maine CITE) program, funded to the Division of Special Education by the National Institute on Disability and Rehabilitation Research, has had a significant impact on increasing the awareness related to the benefits of assistive technology and assistive technology services. In cooperation with the University of Maine at Augusta, the coordinating Center has used in a most innovative way the University of Maine System Interactive Television System to include providers of services, consumers and parents in many aspects of improving the lives of individuals with disabilities.

Technology in Special Education: The Division of Special Education has continued to maintain a network between regional special education directors' groups in Maine via SpecialNet, a nationwide telecommunications network. Nine regional groups, 22 individual school districts, three universities and seven other agencies/organizations (including the Division of Special Education, Aroostook Private Schools, Sweetser, the Maine Association of Directors of Services for Exceptional Children, Chapter I, and Maine CITE) are participating in this network using computer and modems.

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-

EDUCATION

2 (Part H) and 3-5 (Section 619) populations have resulted in the need for the Interdepartmental Coordinating Committee for Preschool Handicapped Children (JCCPHC) 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. Completing the field review of the 0-5 Interdepartmental Standards for Family Centered Early Intervention with public and private agencies through the process of program review. These are being prepared to go through the Administrative Procedures Acts review.
2. Provision of technical assistance to programs and services for families and young children, ages 0-5, who are handicapped in synchrony with both the *Standards* as well as in compliance with the basic program components as contained in P.L. 99-457.
3. 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.
4. 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 CDS Sites in the provision of mandated services and forms of assistance.
5. Work through a series of planning activities necessary to identify the specific policies related to the implementation of the federal law for the State of Maine. Activities have been completed, 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 agreement.

The ICCPHC will continue to provide strong leadership and management for the early intervention coordination system in Maine, now identified statewide as CHILD DEVELOPMENT SERVICES. The strong interagency leadership is replicated at each of the sixteen local sites through the Local Coordinating Committees, and meets the various federal and state obligations for maximization of resources and coordination of programs and services under interagency and interdepartmental requirements.

Gifted and Talented Programs: The 112th Legislature passed legislation that requires all school administrative units to establish educational programs for gifted and talented children, Kindergarten through grade 12, in academics and the arts. Recognizing the significant scope of this effort, the law provided for the planned phase-in of the program over five years. Recent legislation has extended the comprehensive implementation of this program to 1995-1996. During the 1990-1991 school year, the fourth year of the phase-in process, a variety of state-level and local efforts were carried out to fulfill the intent of the legislation by developing the capacity of local school units to meet the requirements of this program in a timely and effective way.

As of the 1990-1991 school year, 83% of school administrative units received program approval and approval of program costs. While the annual applications represent varying degrees of implementation toward comprehensive programming, the breadth and depth of the programs reported represent a major undertaking on the part of the schools. Programs and services in academics and the arts in a variety of formats were provided to more than 12,000 students, K-12 and represent a significant commitment to this population of students.

Joint Committee of Licensure/Certification for School Psychological Service Providers: During the 1990-1991 school year the committee focused on several legislative initiatives. The Board of Examiners initiated L.D. 1028 which was passed as An Act to Clarify the Provisions for Temporary and Conditional Psychologists Licenses.

Maine Surrogate Parent Program: The Maine Surrogate Parent Program was developed to safeguard the rights of state wards, or children whose parents cannot be located, within the special education decision-making process. A surrogate parent is an individual appointed to act independently on behalf of an exceptional student in Pupil Evaluation Team meetings. A surrogate parent has all the same rights as the natural parent throughout the educational decision-making process.

LICENSES, PERMITS, ETC.:

Division of Transportation, Driver Education and Safety:

Restricted Instruction Permit

Driver Education Course Completion Certificate

EDUCATION

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.

The following publications are offered by the Division of Certification at no cost:

Credentials and Review Standards and Procedures for the Certification of Educational Personnel and Approval of Auxiliary School Personnel

Chapter 013

Chapter 114

Chapter 115-A

Chapter 115 Part I; Part II; Part A

Chapter 118-A

Chapter 119

Professional Development: A Guide to Local Support Systems

Support System Newsletter (Paper and Video)

Questions and Answers about the New Certification Law Brochure

Maine Teacher Qualifying Examination Program Brochure

Substitute Teacher Task Force Report

The following publications are offered by the Division of Special Education at no cost:

Chapter 101, Department of Education Special Education Regulations—July 1988

Chapter 104, Educational Programs for Gifted and Talented Children

Family Educational Rights and Privacy (F.E.R.P.A.), Federal Register—April 1988

Interpretation of the Individualized Education Program, Federal Register—January 1981

Public Law 94-142 Education of All Handicapped Children Act—1975

Public Law 98-199 Amendments to P.L. 94-142—December 1985

Public law 99-457 Amendments to P.L. 94-142—October 1986

Public Law 101-476 Individuals with Disabilities Education Act, Amendments to P.L. 94-142—1991.

Rehabilitation Act of 1973—Section 504

An Analysis of Procedures and Practices in the Identification and Education of Specific Learning Disabled Students in Maine—1986

Annual Program Plan (P.L. 94-142 Part B Education of Handicapped Children)

Complaint Management System Guidelines—1989

Cooperative Agreement Between the Department of Corrections and Department of Education—1989

The Education of Behaviorally Handicapped Students in Maine—1985

The Education of Preschool Exceptional Children: A Guide for School Administrative Units and CDS Coordination Sites—1990

Guidelines for Self-Evaluation of Special Education Programs—1981

Maine Special Education Data Summary Reports—1989-1990

Model Special Education Forms—1989

Report of the Task Force on Chemical Dependency and Special Education—1986

The Responsibility of School Administrative Units for Exceptional Students Enrolled in Private Schools: Questions and Answers—1986

Surrogate Parent Handbook—1991

Task Force Report on Affected Children—1988

Gifted and Talented Education Programs in Maine—A Directory—1990-1991

Guidelines for Conducting a Needs Assessment and Developing a Five-Year plan—1987

Guidelines for Identification of Gifted and Talented Children—1989

EDUCATION

The Maine Resource: A Directory of Inservice Offerings—1991
 The Parent Handbook
 Assessment of Secondary Age Students—1981
 Cooperative Agreement among the Department of Human Services, Bureau of Rehabilitation and the Department of Education, Bureau of Adult and Secondary vocational Education and the Division of Special Education—1989
 A Cooperative Effort Between Special Education, Vocational Education, Vocational Rehabilitation, Eye Care Services. Program Explanations—1987
 Curriculum Development for Exceptional Individuals: A Decision-Based Process-Oriented Approach—1990
 A Guide to Child Labor Law and School Work—1988
 Implementing Student-Centered Transition in Maine's Schools: Guidelines for Developing Procedures and Practices—1990
 Programming for Secondary Age Handicapped Students—1981
 Transition and Young Persons with Disabilities—A Bibliography—1987
 Maine's Comprehensive System of Professional Development (CSPD)—The Promise of Professional Growth—1990-1991

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF SCHOOL MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,706,300	2,027,620	267,910		410,770	
Health Benefits	308,690	228,831	28,449		51,410	
Retirement	539,653	404,375	53,011		82,267	
Other Fringe Benefits	288,937	279,173	2,125		7,639	
Computer Services—State	199	199				
Other Contractual Service	4,204,243	4,149,103	11		55,129	
Rents	39,328	39,204			124	
Commodities	219,000	204,792	296		13,912	
Grants—Subsidies—Pensions	16,307,236	1,190,689	27,668		14,659,164	429,715
Purchases of Land	89,913	89,913				
Buildings and Improvement	148,477	137,679			10,798	
Interest—Debt Retirement	200	178			22	
Transfers to Other Funds	25,524		-504		26,028	
TOTAL EXPENDITURES	24,877,700	8,751,756	378,966		15,317,263	429,715

EMPLOYMENT REHABILITATION

EMPLOYMENT REHABILITATION ADVISORY BOARD

LEE CYR, CHAIRMAN

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

Telephone: 879-4840

Mail Address: Statehouse 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: 3

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 is provided by the Office of Employment Rehabilitation.

PROGRAM:

The Rehabilitation Advisory Board has met 3-4 times annually 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 1991: The expenditures for this unit are, by administrative decision, included with those of Office of Employment Rehabilitation.

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF PEOPLE WITH DISABILITIES

VALERIE SAVAGE, CHAIRMAN
RONALD F. HANSON, Executive Secretary

Central Office: 35 Anthony Avenue, Augusta
Mail Address: 35 Anthony Avenue, Augusta, Maine 04333-0017
Established: 1969
Reference: Policy Area: 03; Umbrella: 94; Unit: 334; Citation: 26 M.R.S.A., Sect. 799
Average Count—All Positions: 3/4

Telephone: 624-5306
624-5322 (TTY)
Sunset Review Required by: June 30, 1994
Legislative Count: 3

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 related 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/placard for the handicapped driver/occupant, laws both federal and state.

The Committee reviews legislative proposals affecting the rights of people with handicaps, offers testimony, and introduces legislation to enhance the quality of life of Maine's citizens with disabilities.

In addition, the Committee provides technical assistance to employers on job site modifications. And, through the slide/tape presentation on the Job Accommodation Network (JAN) employers are informed of how they can access national computerized assistance for job site modification.

The Committee provides employer awareness training to any employer interested in learning about the benefits of hiring the disabled while dispelling the myths and stereotypes around disability.

To accomplish the many goals of the Committee, monthly and semimonthly meetings were held along with various meetings of sub-committees. The Committee also spearheads the Blaine House Tea to honor and commemorate the kickoff of National Employment of the Handicapped Month.

GOALS FY '91:

- (1) To increase employment opportunities by using print and electronic media.
- (2) To conduct handicapped awareness training for Maine's 100 largest employers.
- (3) To provide technical assistance to the general public, employers, architects and consumers on barrier removal.
- (4) To apply for grants to enable the Committee to develop media education on the Americans with Disabilities Act.

LICENSES, PERMITS, ETC:

International Symbol of Access

EMPLOYMENT OF PEOPLE WITH DISABILITIES

PUBLICATIONS: The only publications that the Governor's Committee publish are:\

1. Parking Reminders
2. Maine Laws on Accessibility

The following are available at no charge:

1. Job Accommodation Network (JAN)
2. Maine's Laws on Architectural Accessibility (This is being revised.)
3. Employer Guide: Simple Steps to Job Accommodation
4. Posters promoting disability issues.
5. Americans With Disabilities Act

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 1991: The expenditures for this unit amounted to \$3,790.60 in FY 91 and are, by administrative decision, included with those of the Bureau of Rehabilitation.

ENERGY TESTING LABORATORY

ENERGY TESTING LABORATORY OF MAINE

Telephone: 799-7303

Telex: 887274

Central Office: Tripp Bldg., Southern Maine Technical College, Fort Road
Mail Address: Southern Maine Technical College, Fort Road, So. Portland,
Maine 04106

Established: 1976

Sunset Review: Not Established

Reference: Policy Area: 02; Umbrella: 99; Unit: 424; Citation: 20-A M.R.S.A., Sect. 10201

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The Energy Testing Laboratory of Maine is a nationally accredited and recognized laboratory. Its reports are recognized by the International Conference of Building Officials (ICBO), the Building Officials and Code Administration International, Inc., (BOCA) and by the Southern Building Code Congress International, Inc. (SBCCI).

In addition to the recognition of these three regional code organizations, ETLM reports are accepted by twenty-four states, and the Province of Alberta, Canada.

ETLM was created in 1976 to test for safety central heating equipment for the Maine Oil Burner Men's Licensing Board, now the Maine Oil and Solid Fuel Board. That program led to expanded activities, including the testing of central heating appliances, radiant stoves and other devices. Since its creation, the Lab has tested and listed more than 600 different appliances in its Product Listing Directory. It has done work for more than 200 companies from the United States, and nineteen foreign countries.

ETLM which has always been located on the grounds of the Southern Maine Technical College evolved from the heating and air-conditioning program of SMTC.

ORGANIZATION: Effective July 5, 1983, ETLM became an integral part of SMTC and has the authority, among others, to conduct tests, list products, supply labels, make reports, provide consultant services, conduct educational programs, and provide other services consistent with the overall goals and objectives of ETLM.

The goals and objectives of ETLM are to provide those services which, among others, will meet the safety needs of industry and the public regarding the quality of construction of products tested by ETLM, the maintenance of high standards for testing conducted by ETLM, and the provision of educational and other consultant services, and will merge with the educational goals and objectives of SMTC.

FINANCES, FISCAL YEAR 1991: The Laboratory receives fees to cover expenses, which are included in the Southern Maine Technical College account for Energy Testing Programs and therefore reflected in the financial display for the Board of Trustees of the Maine Technical College System.

ENVIRONMENTAL PROTECTION

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEAN C. MARRIOTT, COMMISSIONER
DEBRAH RICHARD, Deputy Commissioner

Central Office: AMHI, Ray Building

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972

Reference: Policy Area: 05; Umbrella: 06; Unit: 096; Citation: 38 M.R.S.A., Sect. 341

Average Count—All Positions: 497

Organizational Units:

Board of Environmental Protection

Bureau of Air Quality Control

Bureau of Land Quality Control

Bureau of Hazardous Materials and Solid Waste Control

Bureau of Water Quality Control

Bureau of Administration

Telephone: 289-7688

Incoming WATS line: 1-800-452-1942

Sunset Review Required by: June 30, 1996

Legislative Count: 137.5

PURPOSE: The Department of Environmental Protection is charged by statute with the protection and improvement of the quality of our natural environment and the resources which constitute it, and the enhancement of the public's opportunity to enjoy the environment by directing growth and development which preserves for all time an ecologically sound environment. The Department will advocate programs and regulatory decisions that contribute to the achievement of this mission.

In pursuing this mission, it is the policy of the Department to treat its employees and the public with courtesy, respect and consideration and to be fair and honest in its dealings, and to be mindful of the special qualities that make Maine a unique place to live and work.

The Department, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the police powers of the state to prevent the pollution of the natural environment. It recommends to the Legislature measures for elimination of environmental pollution; grants licenses, and initiates enforcement actions. Its staff negotiates agreements with federal, state and municipal agencies, administers laws relating to the environment and exercises whatever other duties that may be delegated by the Board.

ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollution and to prevent pollution of waters used for recreational purposes in the state. In 1951, it was renamed the Water Improvement Commission. The Commission was renamed the Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution. That title was shortened to Environmental Improvement Commission in 1969.

On July 1, 1972, the Commission became the Board of Environmental Protection (BEP) and a new Department of Environmental Protection (DEP) was created, consisting of the Bureaus of Air Quality Control, Land Quality Control and Water Quality Control. A Bureau of Oil and Hazardous Waste Control was added in 1980, and a Bureau of Solid Waste Management was added in 1988.

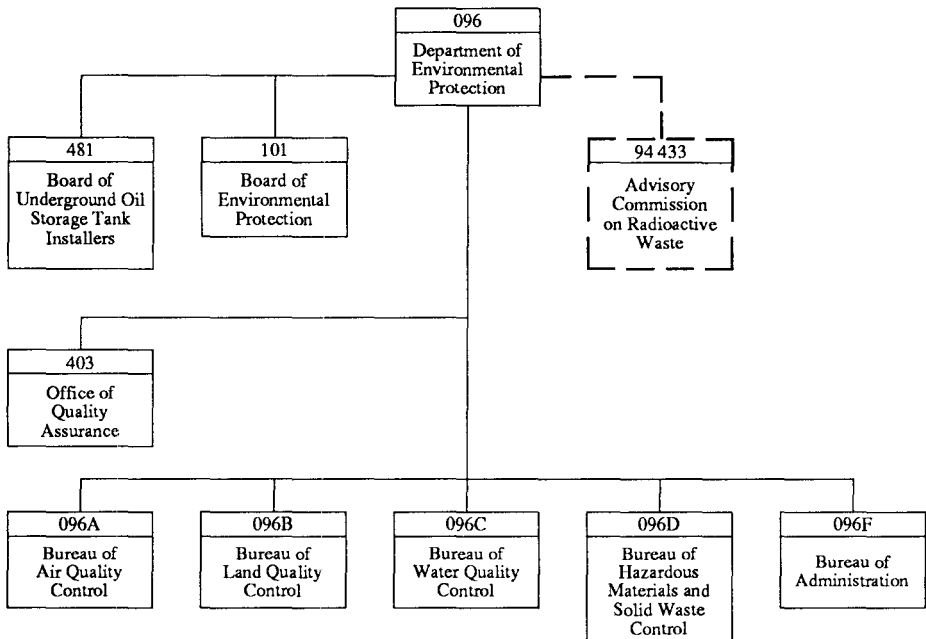
The Board consists of ten members appointed by the Governor, for terms of four years. The Board, the Commissioner, the Deputy Commissioner and the Office of the Commissioner form the Executive Branch of the Department. The Board presides over public hearings and makes findings of fact and orders on projects which are not delegated to the Commissioner, reviews staff recommendations and licensing decisions, serves as an appeals body for environmental decisions and promulgates rules and policies interpreting the statutes administered by the Department.

The Commissioner is the Chief Executive Officer for the Department and also serves as a liaison between the Board and the staff. The Deputy Commissioner is the Chief Operating Officer for the Department and is responsible for coordination of the day-to-day operations of the Department's line bureaus and the regional offices.

The Commissioner and Deputy Commissioner represent the Department before the Governor, the State Legislature, special and public interest groups, and the media and also at special meetings and workshops which pertain to the Department's function. They are also responsible for administrative decisions not delegated to staff.

ENVIRONMENTAL PROTECTION

ORGANIZATIONAL CHART DEPARTMENT OF ENVIRONMENTAL PROTECTION UMB 06



Approved by the Bureau of the Budget

ENVIRONMENTAL PROTECTION

ORGANIZATIONAL CHART FOR FY 91 DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,334,532	3,789,225	3,848,319		2,696,988	
Health Benefits	1,088,600	379,789	401,522		307,289	
Retirement	2,043,149	732,923	768,251		541,975	
Other Fringe Benefits	5,418,499	317,675	1,258,466		481,383	3,360,975
Computer Services—State	662,056	139,403	258,147		86,302	178,204
Other Contractual Service	3,222,286	872,618	1,691,560		289,033	369,075
Rents	97,052	57,217	33,342		5,029	1,464
Commodities	357,903	59,682	247,405		47,491	3,325
Grants—Subsidies—Pensions	19,544,495	173,228	310,166		347,957	18,713,144
Purchases of Land	21,931		21,931			
Buildings and Improvement	1,010,292	80,030	808,721		121,541	
Interest—Debt Retirement	1,525	116	1,025		372	12
Transfers to Other Funds	390,344		261,519		128,825	
TOTAL EXPENDITURES	44,192,664	6,601,906	9,910,374		5,054,185	22,626,199

ENVIRONMENTAL PROTECTION

The Office of the Commissioner provides assistance to the Commissioner and Deputy Commissioner in carrying out their day-to-day responsibilities. The office is divided into two sections: a Planning and Environmental Education Unit and an Enforcement and Procedures Unit. The Planning and Environmental Education 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 Unit also acts in a public information capacity by preparing materials for print and electronic media, publishing a newsletter, providing Departmental Consistency to reports and brochures, and responding to requests for speakers and special programs. The Enforcement and Procedures Unit is involved in inter-bureau policy analysis, licensing and enforcement tracking, and management functions in general. The Office of the Commissioner as a whole is responsible for coordinating inter- and intra-departmental issues and special projects as needed by the Commissioner and 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 Bureau of Air Quality Control administers state air pollution laws and the Federal Clean Air Act. The bureau consists of three divisions: Field Services, Technician Services, and Licensing and Enforcement. The Division of Field Services has staff in each of the four regional offices in Augusta, Bangor, Portland and Presque Isle.

The Bureau of Land Quality Control is responsible for regulating large-scale land development and activities which affect critical resources of state significance. The Bureau is organized into three divisions: Site Location, Natural Resources, and Enforcement and Field Services.

The former bureaus of Oil and Hazardous Materials and Solid Waste Management were combined in 1991 to form the Bureau of Hazardous Materials and Solid Waste Control. The new bureau combines all the functions of the previous two bureaus including: managing the generation, transport, storage, treatment or disposal of hazardous wastes, hazardous substances, petroleum products and biomedical waste; administering the solid waste facility licensing program, the asbestos abatement program, and the sludge and residuals landspreading program; responding to discharges or spills of oil products or hazardous matter; directing the cleanup or mitigation of adverse affects associated with uncontrolled hazardous substance sites; and establishing a program for the safe management and disposal of low-level radioactive waste. In addition, the Bureau provides staff support to the Advisory Commission on Radioactive Waste and the Board of Underground Tank Installers. The Bureau is organized into five divisions: Site Investigation and Remediation, Technical Services, Oil and Hazardous Waste Facilities Regulation, Solid Waste Facilities Regulation, and Response Services.

The Bureau of Water Quality Control is responsible for assessing the quality of Maine's waterways and reporting their uses and recommended classification to the Legislature. Once legal standards have been established, the Bureau must ensure that the classifications are attained and maintained. Many of the Bureau's activities are mandated on an annual basis by federal laws and are funded through the Federal Water Pollution Control Act. The Bureau consists of four divisions: Licensing and Enforcement, Programs, Operations and Planning, Engineering and Technical Assistance, and Environmental Evaluation and Lake Studies.

LICENSES, PERMITS, ETC.

The Department processes more than 75 different licenses, permits, certifications and registrations. Nearly all are issued by the Commissioner. The balance are issued by the Board of Environmental Protection if they involve significant policy issues, generate substantial public interest or are required by statute to be decided by the Board.

PUBLICATIONS:

EnvironNEWS, 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: an *DEP Information Sheets* are published periodically.

Environmental Resources of Maine, a directory of environmental issues and organizations.

All are free.

ENVIRONMENTAL PROTECTION

FINANCES, FISCAL YEAR 1991: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's MFASIS system

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	781,741	28,777	752,964			
Health Benefits	78,878	946	77,932			
Retirement	156,668	5,767	150,901			
Other Fringe Benefits	92,857	4,514	88,343			
Computer Services—State	319		319			
Other Contractual Service	234,281	7	234,274			
Rents	2,100		2,100			
Commodities	173		173			
Buildings and Improvement	7,695		7,695			
Transfers to Other Funds	40,439		40,439			
TOTAL EXPENDITURES	1,395,151	40,011	1,355,140			

BUREAU OF ADMINISTRATION

GEORGE VILES, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-2691

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: April 28, 1988

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 096F; Citation: 38 M.R.S.A., Sect. 342

Average Count—All Positions: 66.5

Legislative Count: 21

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, and Quality Assurance.

ORGANIZATION: Up until April 1988, the support services were administratively connected to the Deputy Commissioner and Laboratory support was located in the Bureau of Water Quality Control. In April 1988, all support services were combined under the Bureau of Administration. The Administration Bureau is comprised of 6 units or divisions: Human Resource Division, Office of Budget and Finance, Computer Services, Laboratory Services, Clerical Unit, and Office of Quality Assurance.

PROGRAM:

Computer Services Division. This division consists of 5 units: data entry/computer operations, systems development, EPA based systems, systems software, and micro computer support, providing centralized word/data processing support for the department. The data entry/computer operations unit provides: data entry, word processing, response to user request for assistance, computer hardware preventative maintenance, and batch job processing. The systems development unit provides: project management control, systems analysis, design and implementation, documentation, and training support. This unit is also utilized by senior management for special projects. The EPA support unit provides: coordination/long range planning for EPA based systems, problem resolution/tracking, and training for all EPA based systems such as AIRS, PCS, STORET, BIO-STORET, GICS and RCRIS. This unit also provides central GIS support and GIS project coordination. The micro computer support unit provides: coordination/long range planning, research and development, application development, maintenance, network administration, standard software support, 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.

ENVIRONMENTAL PROTECTION

The Computer Services Division assisted in the development of a departmental Comprehensive Automation Plan. The Division is working to provide the foundation of hardware, software and technical support staff to carry out priority projects including the Multimedia Data Management System, Tracking Systems improvement, and Project Management Systems.

Division of Budget and Finance. This division is comprised of two units: Budget and Finance. The Budget Unit is responsible for grant development, tracking and reporting along with financial and management reporting. The Financial Unit provides centralized accounting, fiscal and purchasing services and is responsible for managing, controlling and reporting fiscal activities of the department in accordance with statutory and regulatory requirements and generally accepted accounting principles. Both units work closely together on all activities involving department budgetary and fiscal operations.

Laboratory Services Division. The Division of Laboratory Services had been the primary source of Chemistry expertise for the Department. However, growing use of special laboratory services within the Department of Human Services and the need to utilize staff, equipment and space most efficiently, resulted in legislation deleting the Division of Laboratory Services within DEP and establishing a combined State Health and Environmental Testing Laboratory within the Department of Human Services.

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 distribution of legislative bills.

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 \$100 per year.

Complete set of Current Rules: \$60 per set.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,809,178	711,506	744,886		352,786	
Health Benefits	194,356	64,226	81,717		48,413	
Retirement	341,966	123,295	146,909		71,762	
Other Fringe Benefits	49,874	19,088	26,542		4,244	
Computer Services—State	10,756	10,104	452		200	
Other Contractual Service	330,373	259,180	64,629		6,564	
Rents	69,610	50,948	18,418		244	
Commodities	86,255	18,816	61,699		5,740	
Grants—Subsidies—Pensions	24,139	15,000	8,139		1,000	
Buildings and Improvement	87,924		59,005		28,919	
Interest—Debt Retirement	185	36	149			
Transfers to Other Funds	50,683		35,497		15,186	
TOTAL EXPENDITURES	3,055,299	1,272,199	1,248,042		535,058	

ENVIRONMENTAL PROTECTION

BUREAU OF AIR QUALITY CONTROL

DENNIS KESCHL, DIRECTOR

Central Office: Upham Bldg., Hospital St., Augusta
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Telephone: 289-2437

Established: July 1, 1972

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 096A; Citation: 38 M.R.S.A., Sect. 581

Average Count—All Positions: 39.5

Legislative Count: 16

PURPOSE: The Air Quality Control Bureau exists to carry out state air pollution law and the Federal Clean Air Act Amendments of 1990.

ORGANIZATION: Three divisions compose the Air Quality Control Bureau: the Division of Field Services, the Division of Technical Services, and the Division of Licensing and Enforcement.

PROGRAM:

Field Services. The quality of Maine's air is judged by the amounts of "criteria" air pollutants present. The criteria pollutants are: total suspended particulate matter, sulfur dioxide, carbon monoxide, nitrogen dioxide, hydrocarbons, ozone and lead.

Monitoring activities: Listed below are the numbers of permanent monitoring network sites operated by the Bureau.

Permanent Statewide Network Sites:

	Number of Sites
11	Total Suspended Particulate
5	Sulfur Dioxide (continuous)
2	Oxides of Nitrogen (continuous)
9	Ozone (continuous)
8	Lead
1	Carbon Monoxide (continuous)
0	Hydrocarbon (continuous)
10	Fine particulates
4	Sulfate
4	Nitrate

In addition to data collected by the Bureau, many industries are required to operate private ambient air monitoring programs and submit data to the Bureau. The Bureau supports these programs by conducting independent audits and performance checks to provide a high degree of quality assurance on all air quality data being generated within the state.

Industrial Statewide Monitoring Sites:

	Number of Sites
24	Total Suspended Particulate
13	Sulfur Dioxide (continuous)
26	Fine Particulate
1	Ozone
0	Lead
1	Sulfate
1	Nitrate

The data collected from these sites, including an analysis of trends and summary of violations of ambient air quality standards, are published in an annual report of air quality in Maine and are available from the Bureau of Air Quality Control.

Compliance activities: During CY 1990 the Divisions conducted 261 compliance inspections. In addition 343 citizen complaints, primary due to dust, odor, and smoke were responded to.

In addition, the Bureau of Air Quality and others are actively involved in collecting acid precipitation/acid deposition data from: Bridgton and Acadia National Park. The Bureau has also expanded its attention to the particulate constituents on all "violation" filters including particle size distribution. Also due to Maine's monitored high TSP levels, we have greatly expanded our fine particulate monitoring network to determine whether the size of these particulate are of public health concern. Several new co-generation facilities are now operating that are doing compliance monitoring for lead, chromium and heavy metals.

With respect to ozone, the Bureau now forecasts for local media whenever levels are expected to exceed the unhealthful level on the Pollutant Standard Index (PSI) scale.

ENVIRONMENTAL PROTECTION

Licensing. Besides issuing renewal licenses, amendments and transfers, the Bureau has continued to operate the New Source Review Program, implementing provisions of the Federal Prevention of 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 1990 the divisions:

- a. received 90 applications for new sources or modifications, amendments and renewals;
- b. approved 113 new/modified source licenses, amendments and renewals;
- c. coordinated and observed 41 stack tests;
- d. issued 9 notices of violation;
- e. made 3 referrals to the Attorney General;
- f. sent 20 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 of Maine air.
2. Data management of ambient air quality data and emission inventory for emission sources.
3. Meteorological support including long range pollution transport modeling, for example, ozone and acid rain, and modeling review for air emission source licensing; and
4. Advanced laboratory support including development of new analytical methods and sampling procedures.

In 1990 the primary regulatory initiatives included the adoption of total reduced sulfur control from Kraft Pulp Mills, Chlorine and Chlorine Dioxide emission standard, and Nitrogen Dioxide ambient increment Standards.

The major issues which the Bureau has in front of it include the implementation of the Clean Air Act Amendments of 1990, adoption of the California Motor Vehicle Control Program, implementation of a new fee system, and revising our continuous emission monitor regulation.

LICENSES, PERMITS, ETC.:

The Department technically issues all licenses and permits.

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF AIR QUALITY CONTROL	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,001,342	493,079	5,281		502,982	
Health Benefits	106,942	46,343	570		60,029	
Retirement	200,279	98,476	1,058		100,745	
Other Fringe Benefits	30,730	6,032	94		24,604	
Computer Services—State	146,089	41,367	41,488		63,234	
Other Contractual Service	163,563	84,175	2,772		76,616	
Rents	7,938	4,247			3,691	
Commodities	25,002	10,443	927		13,632	
Grants—Subsidies—Pensions	84	84				
Building and Improvement	78,986	32,025	3,560		43,401	
Interest—Debt Retirement	56	40			16	
Transfers to Other Funds	26,130		1,629		24,501	
TOTAL EXPENDITURES	1,787,141	816,311	57,379		913,451	

ENVIRONMENTAL PROTECTION

BOARD OF ENVIRONMENTAL PROTECTION

E. CHRISTOPHER LIVESAY, CHAIRMAN

Central Office: AMHI-Ray Building, Augusta
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Telephone: 289-7653

Established: 1972

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 101; Citation: 38 M.R.S.A., Sect. 341-G

Average Count—All Positions: 2

Legislative Count: 1

PURPOSE: The purpose of the Board of Environmental Protection is to provide informed, independent and timely decisions on the interpretation, administration and enforcement of the laws relating to environmental protection and to provide for credible, fair and responsible public participation in department decisions. The Board shall fulfill its purpose through rulemaking, decisions on selected permit applications, review of the Commissioner's licensing and enforcement actions and recommending changes in the law to the Legislature.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the Governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the Legislature. The Board has a staff of 2; an Executive Director and an Administrative Assistant. Members serve for a term of 4 years. The Governor appoints one member to serve as chairman.

Members receive \$55 per day for each meeting or hearing attended. They also receive reimbursement for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board.

Regular meetings are held twice monthly in Augusta; other meeting times and places are determined by the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. Six members are a quorum for a rule-making hearing and three members are a quorum for an adjudicatory hearing.

PROGRAM: The Board holds regular meetings on the second and fourth Wednesdays of each month. These meetings are open to the public. In addition, the Board holds public hearings on proposed rules and individual applications of significant public interest. 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, if requested.

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

ENVIRONMENTAL 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 1991: The following financial display was generated from this unit's accounts as recorded in the Bureau of the Budget's MFASIS system.

BOARD OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	29,136	8,965	20,171			
Health Benefits	1,813	-1	1,814			
Retirement	3,336	-1	3,337			
Other Fringe Benefits	9,322	3,112	6,210			
Other Contractual Service	25,360	18,842	6,518			
Commodities	367	351	16			
Building and Improvement	1,778		1,778			
TOTAL EXPENDITURES	71,112	31,268	39,844			

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: 47

Legislative Count: 34

PURPOSE: The Bureau of Land Quality Control is responsible for administering five environmental laws designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Natural Resources Protection Act; Maine

ENVIRONMENTAL PROTECTION

Dam Inspection, Registration, and Abandonment Act; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission); Maine Waterways Conservation Act.

The Land Bureau receives some funding under the Coastal Zone Management Act in return for state-level enforcement and administration of the core laws. The Bureau is also responsible for the completion of Federal Consistency reviews.

ORGANIZATION: There are three divisions in this bureau, the Division of Site Location, the Division of Enforcement and Field Services, and the Division of Natural Resources. In addition a Policy and Procedures Unit exists which provides management support to the entire Bureau.

PROGRAM:

Licensing and Review: Licensing and review staff in the Site Location and Natural Resources Divisions prepare recommendations to the Board of Environmental Protection or the Commissioner for 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 is a summary of Bureau actions during FY 91.

Hydro	41
Site Location	333
Coastal Wetlands	203
Sand Dunes	78
Great Ponds	91
Freshwater Wetlands	64
Stream Alteration	98
Water Quality Certifications	3
Consistency Actions	8
Delegation of Authority to Qualified Communities	3
Dams Registration Hearings	2
Permit by Rule	2,348
Mixing	10
TOTAL	3,282

Rulemaking in 1990-1991 included the adoption and implementation of the Chapter 310 Wetland Protection Rules and revisions to the Chapter 305, Permit by Rule program in the Division of Natural Resources and the adoption and implementation of the Chapter 378, Performance Standard Review for Borrow Pits and Topsoil Mining Operations regulations in the Division of Site Location Review. The Site Location Division also developed and implemented Guidelines for Expediting the Processing of Applications Under the Site Location of Development Act.

Enforcement and Field Services: Staff from the Division of Enforcement and Field Services is located in the four regional offices in Augusta, Portland, Bangor, and Presque Isle. The division is responsible for complaint resolution, compliance inspections, and enforcement actions. As Land Bureau representatives in the field they also assist the licensing staff in disseminating information about the application procedures and explaining the laws and regulations administered by the Land Bureau.

Last year the Enforcement staff responded to 1,484 citizens complaints. The Division accomplished complaint resolutions through a variety of means ranging from voluntary compliance, referral to other appropriate State agencies or municipalities, formal enforcement actions such as Administrative Consent Agreements and Enforcement Orders, Court Actions under Rule 80K, or referral to the Office of the Attorney General.

Other Services: The Land Bureau provided 231 advisory opinions during the last fiscal year. The Bureau made field determinations at 169 sites between February 1, 1991 (when logging began) and June 30, 1991.

Bureau staff are available for technical assistance on issues related to bureau administered laws and regulations. Staff members are on call from 8:00 A.M. to 5:00 P.M. Monday-Friday to handle telephone calls and walk-in visits. The Bureau handles over 500 calls per day for information.

The Bureau is in the process of producing an Operations Manual which will describe in detail the processes of application review, enforcement and other bureau functions. The manual is expected to be published by Fall of 1991.

The Bureau has published several public information documents including issue profiles on the wetland rules and Permit by Rule, as well as the Shoreland Zoning Newsletter.

ENVIRONMENTAL PROTECTION

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)
Guidelines For Municipal Shoreland Zoning Ordinance
Hydropower Development Regulations
Maine Dam Inspection Registration & Abandonment Act
Natural Resource Protection Act (1988)
Natural Resource Protection Act Permit By Rule (February 1989)
Wetland Protection Rules (June 1990)
Coastal Sand Dune Rules (January 1988)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF LAND QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,090,265	871,816	22,236		196,213	
Health Benefits	117,206	92,382	3,417		21,407	
Retirement	211,625	167,582	4,475		39,568	
Other Fringe Benefits	86,016	81,705	308		4,003	
Computer Services—State	18,282	18,133			149	
Other Contractual Service	222,122	166,450	1,051		54,621	
Commodities	13,098	6,021			7,077	
Grants—Subsidies—Pensions	34,083	34,083				
Building and Improvement	37,720	37,720				
Interest—Debt Retirement	20	18			2	
Transfers to Other Funds	10,944		950		9,994	
TOTAL EXPENDITURES	1,841,381	1,475,910	32,437		333,034	

BUREAU OF HAZARDOUS MATERIALS AND SOLID WASTE 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: 187

Legislative Count: 39

PURPOSE: This Bureau administers the State's oil, hazardous materials and solid waste 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. Processing third party damage claims for oil contamination problems;
4. Licensing and inspection of hazardous waste and waste oil facilities and transporters;
5. Licensing and inspection of oil terminals;
6. Licensing and regulation of the spreading and utilization of residuals;
7. Administering and overseeing asbestos management/disposal;
8. Licensing and inspection of septage disposal;

ENVIRONMENTAL PROTECTION

9. Investigation and clean-up of all uncontrolled hazardous substances sites;
10. Enforcement of all oil and hazardous materials control laws;
11. Management of the Maine Coastal and Inland Surface Oil Clean-Up Fund, the Ground Water Oil Clean-Up Fund, the Hazardous Waste Fund, the Uncontrolled Sites Fund, the Solid Waste Fund and the Uncontrolled Hazardous Waste Site, Underground Oil Tank and Solid Waste Bond accounts.

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. In 1991, the Bureau was reorganized and assumed the duties of the former Bureau of Solid Waste Management. Its name was changed to the current one to reflect the major additions in duties.

The Bureau consists of the Division of Response Services, Site Investigation and Remediation, Oil and Hazardous Waste Facilities Regulation, Solid Waste Facilities Regulation and Remedial Planning and Technical Services. In addition, the Bureau has four support units including Clerical, Data Management, Health & Safety and Policies & Procedures.

The Response Services Division has offices in Augusta, Bangor, Portland and Presque Isle. The remainder of the Bureau has primary offices in Augusta with small staffs in the other three offices.

PROGRAM: The more noteworthy accomplishments within the Bureau's programs during the past year are listed below.

- A. **Division of Site Investigation and Remediation.** This Division oversees Maine's Uncontrolled Hazardous Substance Site Program which includes coordinating state activities with the federal Superfund Site Cleanup program. At present, the division is coordinating the cleanup of 9 Superfund sites. In addition to these, the division has been involved with another 85 sites in the state over the past year. The division continues to monitor groundwater at several facilities where hazardous waste contamination problems were previously found. Actions aimed at reducing such contaminations are currently in progress. Over the past year this division has performed 7 preliminary site assessments, and 4 site inspections. The Division, through the Commissioner, has also issued 3 uncontrolled hazardous substance site designations.

In addition, this division also administers the state's landfill remediation and closure program which provides technical and financial assistance to municipalities for landfill remediation and closure activities. To date, 66 municipalities have been reimbursed \$5,461,000 for closing their old landfills. Another 22 municipal landfills are undergoing evaluation for closure. Preliminary geophysical surveys are being conducted on 32 landfills. In the past 12 months 19 landfill closure projects were completed with another 43 such orders pending.

- B. **Division of Response Services.** This Division is responsible for responding to all reports of spills and releases of oil and hazardous materials to the state's surface and groundwaters. It coordinates the emergency clean-up of such events when appropriate. Major activities of this Division over the last year include: responding to 1731 surface and groundwater oil spills and 191 hazardous waste spills; and performing 504 oil spill investigations, 139 hazardous materials investigations, 130 inspections of underground tank abandonments, 451 leaking underground oil tank investigations. The division has helped identify 81 contaminated wells. During calendar year 1990, 90,405,510.56 barrels of oil were transferred by licensees.
- C. **Division of Technical Services.** The major activity of this Division is to provide technical support to all Bureau programs in the fields of engineering, geology and chemistry. This is accomplished through the review of hazardous and solid waste facility license applications, enforcement cases, landfill closure plans and cleanup actions for technical adequacy and by conducting inspection and sampling programs. In addition, the division provides technical support staff to the Maine Radioactive Waste Advisory Commission. It also has developed regulatory programs for underground and above ground oil storage tanks and is responsible for the remediation of major leaking underground oil storage facilities, including development of replacement drinking water supplies.
- D. **Division of Oil and Hazardous Waste Facilities Regulation.** This division is responsible for continuing oversight of the state's oil, hazardous waste and biomedical waste facility licensing and enforcement program. The division handles damage claims resulting from groundwater contamination by oil. It is also responsible for providing staff assistance to the Maine Board

ADMINISTRATION

of Underground Oil Storage Tank Installers. Over the past year this division's activities included the following:

1. Oil Terminals licensed	10
a. Shoreside terminals	7
b. Vessels	3
2. Hazardous Waste Facility Inspections	20
3. Hazardous Waste Complaint Investigations	17
4. Hazardous Waste Facilities Approved	
a. Treatment	22
b. Closure Plans	16
c. Storage Facilities (1 denied)	3
5. Hazardous waste, waste oil <i>and biomedical waste</i> transporters	135
6. EPA I.D. Numbers	
a. Permanent	207
b. Temporary	1131
7. Underground Tanks Registered	506
8. Underground Storage Facility Inspections	70
9. Underground Oil Storage Facility Waiver Requests	6
10. Damage Claims Received	24
11. Cleanup Orders Issued By Consent	
12. Administrative Cleanup Orders	1
13. Damage Claims Processed for Settlement or Referral	39
14. Hazardous Waste Manifests processed	over 35,000

- E. Division of Solid Waste Facilities Regulation.** 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 has recently completed comprehensive regulations pertaining to the transportation of non-hazardous wastes. Citizen complaint response and compliance inspections are also the responsibility of division staff in the Presque Isle, Bangor and Portland regional offices as well as in the main Augusta office. The division is also responsible for administration of the asbestos abatement program which includes a certification program for all asbestos abatement workers.

During 1990 the division completed comprehensive revisions to its rules regulating residual composting and utilization and the transportation of solid waste. In 1991, the division is working to revise portions of its solid waste management regulation and the certification of asbestos abatement personnel.

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection is the legal authority of the Department and, as such, issues all licenses and permits. Those licenses issued by the Department that are associated with the Bureau of Oil & Hazardous Materials and Solid Waste Control are:

1. Oil Terminal Facility License;
2. Hazardous Waste Facility License;
3. Hazardous Waste License By Rule;
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 Hazardous Waste Generator Identification Number;
10. Biomedical Waste Transporter License;
11. Biomedical Waste Transfer Facility License;
12. Biomedical Waste Treatment & Disposal Facility License;
13. Registration of Underground Hazardous Substance Storage Tanks
14. Solid Waste Disposal/Storage/Processing Facility License;
15. Septage Spreading Site License;
16. Land Application of Sludge and Other Residuals License;
17. Asbestos Abatement Certifications;
18. Non-Hazardous Waste Transporter License.

ENVIRONMENTAL PROTECTION

PUBLICATIONS:

Copies of the Bureau Rules and Regulations for Oil, Hazardous and Solid Waste Handbook for Maine's Hazardous Waste Generators 1990—free
 Annual Hazardous Waste Activity Report for 1989—free
 State of Maine Hazardous Waste Capacity Assurance Plan, October 1989—free
 Casco Bay Coastal Resources Inventory — \$20.00/set
 Vol. 1 — Marine Resources
 Vol. 2 — Marine Wildlife/Marine Flora
 Abandonment and Removal of Underground Oil Storage Facilities—April 1988—free
 Underground Oil Storage Tank Installer Study Guide—\$35.00
 Siting, Design and Cost of Shallow Land Burial Facilities in Northern New England — free
 Conceptual Design of an Engineered Disposal Facility for Low-Level Radioactive Waste — free
 MORP Booklet, Maine Oil Recycling Program Directory — free
 Septage Management Regulations
 Maine Disposal Capacity Needs Analysis
 Report: Tires, White Goods and Demolition Debris

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	3,838,084	901,472	2,171,534		765,078	
Health Benefits	409,254	96,087	223,788		89,379	
Retirement	770,755	182,337	435,269		153,149	
Other Fringe Benefits	4,905,963	23,325	1,136,070		385,593	3,360,975
Computer Services—State	421,994	17,207	215,888		10,695	178,204
Other Contractual Service	2,025,823	189,612	1,379,060		88,076	369,075
Rents	14,723	299	12,824		136	1,464
Commodities	211,020	13,316	184,590		9,789	3,325
Grants—Subsidies—Pensions	5,572,608	314	301,737			5,270,557
Purchase of Land	21,931		21,931			
Buildings and Improvement	782,168		736,683		45,485	
Interest—Debt Retirement	1,193	14	876		291	12
Transfers to Other Funds	216,494		177,587		38,907	
TOTAL EXPENDITURES	19,192,010	1,423,983	6,997,837		1,586,578	9,183,612

OFFICE OF QUALITY ASSURANCE (DEP)

DEAN C. MARRIOTT, CHIEF EXECUTIVE

ELIZABETH ARMSTRONG, Deputy Chief Executive

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-2811

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1988

Sunset Review Required by:

Reference: Policy Area: 05; Umbrella: 06; Unit: 403; Citation: 38 M.R.S.A., Sect. 342

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: It is the purpose of the Office of Quality Assurance to assure that all environmental data used for regulatory purposes by the Department are of known precision and accuracy.

ORGANIZATION: The Office of Quality Assurance is located within the Department's Office of the Commissioner. It performs an overview role of all chemical, biological, geological and related environmental data created by or for the program bureaus of the Department. Its functions are performed by delegation of tasks to appropriate bureau staff. Responsibility of goal achievement is assigned to the Director of the Office of Quality Assurance by the Director of the Office of the Commissioner.

ENVIRONMENTAL PROTECTION

PROGRAM: This office is responsible for assuring that environmental data created by the Department is of known quality. Its primary responsibilities include administering and implementing the Quality Assurance Program Plan. In addition, it serves as the Department's liaison with EPA and provides technical support for the program bureaus.

FINANCES, FISCAL YEAR 1991: The budget for the Office of Quality Assurance is included in the budget for the Department of Environmental Protection.

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

LESLIE SMITH, CHAIRMAN

Central Office: Augusta

Telephone: 289-2651

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: June 28, 1985

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 481; Citation: 32 M.R.S.A., Sect. 10003

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Board of Underground Storage Tank Installers was established to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons, to assure the availability of underground storage tank installations of high quality to persons in need of these services.

ORGANIZATION: The Board of Underground Storage Tank Installers was established under the authority of PL 1985, Chapter 496, Section 2, and amended by 1987 P.L. Chapter 402, Section 172; 1987 P.L. Chapter 410, Section 1; 1989 P.L., Chapter 312; and 1990 P.L., Chapter 845.

PROGRAM: The Board of Underground Storage Tank Installers has continued to implement its certification procedures. One written examination was held in June of 1990.

Three written examinations were offered in FY 90-91: December 10, 1990; January 9, 1991; and June 5, 1991.

Changes to the Board's rules required by P.L. 1989 c. 312 and P.L. 1990 c. 845 were adopted in August 1990. Most of the additional examinations required by statutory amendments have been developed and are now available to applicants. These include the final exams for classes 2 and 3 underground oil tank installers, as well as initial exams for underground gasoline tank removers and underground hazardous substance tank removers, and an on-site examination checklist for underground gasoline tank removers. Remaining program development work for FY 91-92 includes: (1) development of a Class 1 final examination, (2) institution of an on-site examination checklist for hazardous substance tank installer applicants, (3) institution of a newsletter to certified people, (4) development of a uniform enforcement policy, and (5) development and institution of a computer system to track the status of applicants, certified people, and Board activities.

Statutory changes eliminated the need for on-site examinations for oil tank installer applicants, and thus none have been conducted. An apprenticeship program has been substituted and is now fully operational. Three (3) applicants successfully completed the entire new certification process in FY 90/91 and have become certified as oil tank installers. Twenty-six (26) existing Class 2 installers applied for upgrading to Class 1. The Board granted twenty (20) of these applications.

A total of 316 certificates for underground oil storage tank installers and 33 apprentices have been granted since the inception of the program. For various reasons some have not recertified, and thus the current number of certified underground oil tank installers in Maine is 238. The Board received no applications for underground hazardous substance tank installers or underground gasoline tank removers and thus issued no certificates under these programs.

The Board sponsored or approved six (6) continuing education workshops for a total of 26 available credit hours for installers to meet continuing education, in addition to ongoing approvals for programs

ENVIRONMENTAL PROTECTION

considered in previous years. Several of the programs approved offered multiple sessions scattered throughout the state, thus increasing still further the options available to installers.

Thirty-five (35) complaints against installers, apprentices, or applicants were received and investigated in FY 90/91. Thirty-two (32), including some initiated the previous year, were resolved and closed. Six (6) investigations remain open.

LICENSES, PERMITS, ETC.:

- Underground Oil Storage Tank Installer Certificate—Class I
- Underground Oil Storage Tank Installer Certificate—Class II
- Underground Oil Storage Tank Installer Certificate—Class III
- Underground Oil Storage Tank Inspector Certificate (DEP employees only)
- Underground Hazardous Substance Storage Tank Certificate
- Underground Hazardous Substance Tank Examiner Certificate
- Underground Hazardous Substance Tank Inspector Certificate
- Underground Gasoline Tank Remover Certificate

PUBLICATIONS:

Study Guides for Various Examinations, including:

- Initial Oil Tank Installer Exam (free to applicants)
- Class 2 Final Exam (free to applicants)
- Class 3 Final Exam (free to applicants)
- Gasoline Tank Remover Exam—\$75
- Hazardous Substance Tank Installer Exam—\$150

Summary and Assessment of Maine's Underground Storage Tank Installer Certification Program (1989)—Free

Annual Reports to the Commissioner of Environmental Protection—Free

FINANCES, FISCAL YEAR 1991: 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: 95

Legislative Count: 25.5

PURPOSE: The Bureau of Water Quality Control is responsible for reviewing the quality of Maine waterways and reporting their best uses and recommended classifications to the Legislature. Once legal standards have been established, the Bureau must ensure that the classifications are attained and maintained. Many of the activities of the Bureau are mandated on an annual basis by federal laws and are funded through the Federal Water Pollution Control Act. Federal funds for the past fiscal year included approximately \$2.0 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. To date the Bureau has assisted in the construction of over 120 municipal waste treatment plants and related facilities with a combined construction cost of more than \$750 million dollars. As a result of these efforts and those of industry, Maine's percentage of waterways which meet standards is among the nation's highest—or exceeds federal water quality standards.

ADMINISTRATION

ORGANIZATION: The Bureau of Water Quality Control has four divisions with regional office staff in Portland, Presque Isle and Bangor.

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 91:

State Licenses Issued (renewals and new)	
Municipal	37
Industrial	35
Commercial	170
Residential	373
Dredging	0
Aquatic Pesticides	0
Experimental	0
License Applications Denied	0
Certification of U.S. EPA NPDES Permits	18
Certification of Sales and Use Tax Exemption Approved	11
Certification of Sales and Use Tax Exemption Denied	2
Certification of Property Tax Exemption Approved	11
Certification of Property Tax Exemption Denied	2
Administrative Enforcement Agreements Issued	16
Referrals to Attorney General's Office	1
Cases Processed Under Rule 80(k) of the District Court Civil Rules of Procedure	2

Division of Engineering and Technical Assistance. The division oversees the operation of all wastewater treatment facilities in the State of Maine. It is responsible for inspecting municipal industrial, commercial, and residential treatment plants. The Division administers four funding programs for the planning design and construction of wastewater treatment facilities. The State Revolving fund (SRF) maintains Maine's existing inventory of municipal wastewater treatment facilities by funding rehabilitation and upgrade projects. The Small Communities and Combined Sewer Overflow Programs are focused on other municipal point source water quality problems throughout the state. The Overboard Discharge Law allows grants to individuals with licensed systems. The Priority is to eliminate discharges to shellfishing areas and public nuisance conditions. The investigation of citizen complaints is also performed by the division.

Maine Wastewater Treatment Facilities

Municipal	130
Industrial	75
Residential	2500
Commercial	200
Inspections of wastewater treatment plants:	
Municipal	336
Industrial	134
Residential/Commercial	3614
Citizen Environmental Complaints	205
Training Sessions	15
Technical Assistance Projects (New)	14
Technical Assistance Projects (Cont'd)	6
Pretreatment Inspections	8

Division of Environmental Evaluation and Lake Studies. The Division provides technical support to other Water Bureau divisions and other Bureaus in the DEP. Expertise in the Division includes biology/ecology, geology, engineering, hydrology, and water chemistry. Special services include biologic and toxicologic lab analysis, specialized computer modeling of wastewater impacts and complete ambient monitoring and investigative capabilities.

The Division has been divided into three sections. Responsibilities are delegated to the section leader through the division director.

ADMINISTRATION

1. The watershed management section has three general functions: (1) Development of a program to educate the public about water quality problems and potential threats. This is accomplished through the use of various media directed to the general public and special interest groups; (2) Development of a program to provide technical guidance to municipal officials, engineers, and contractors. This is accomplished through development of guidance documents and specialized training, assistance in design of municipal ordinances, and review of comprehensive plans; (3) development and implementation of the nonpoint source pollution (NPS) program.

2. The Environmental Evaluation section reviews applications for projects that may discharge wastes or have other impacts on receiving waters. 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.

3. The aquatic resource survey section provides the department with expertise and information to evaluate the quality of all Maine's water resources. This section directs the monitoring and research of water resources and analyzes the findings to evaluate program needs and effectiveness. Among the many needs for monitoring water, this section maintains the volunteer monitoring program, data management requirements, marine monitoring program, Mussel Watch, Groundwater Watch Program, lake restoration program and a regional laboratory.

Division of Programs, Operations and Planning. The division provides administrative support to other units of the bureau; provides computerized tracking of wastewater treatment plant discharge and licensing information, citizen complaints received by the bureau, and ambient water quality data; administers water quality planning grants to local and regional agencies; administers the wastewater treatment plant operator certification program; and implements the Maine underground injection control program.

The Underground Injection Control Program addresses groundwater pollution resulting from the subsurface discharge of Hazardous and Non-Hazardous pollutants through injection wells. A key element of the program is working with auto repair shops and manufacturing facilities to eliminate floor drain discharges to groundwater.

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:

- Protecting Maine Lakes, An Overview
- Protecting Maine Lakes from Phosphorus
- Controlling Lake Phosphorus from Existing Sources
- Comprehensive Planning for Lake Protection
- Implementation Strategies for Lake Water Quality Protection
- Comprehensive Planning for Lake Watersheds
- Watershed: An Action Guide to Improving Maine Waters
- Town Ordinance for Protecting Make Lakes

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	1,784,786	773,610	131,247		879,929	
Health Benefits	180,151	79,806	12,284		88,061	
Retirement	358,520	155,467	26,302		176,751	
Other Fringe Benefits	243,737	179,899	899		62,939	
Computer Services—State	64,616	52,592			12,024	
Other Contractual Service	220,764	154,352	3,256		63,156	
Rents	2,681	1,723			958	
Commodities	21,988	10,735			11,253	
Grants—Subsidies—Pensions	13,913,581	123,747	290		346,957	13,442,587
Building and Improvements	14,021	10,285			3,736	
Interest—Debt Retirement	71	8			63	
Transfers to Other Funds	45,654		5,417		40,237	
TOTAL EXPENDITURES	16,850,570	1,542,224	179,695		1,686,064	13,442,587

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

PAUL K. McCANN, CHAIRMAN
MARILYN E. CANAVAN, Director

Central Office: State Office Bldg., Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Telephone: 289-6219

Established: 1976

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 94; Unit: 270; Citation: 1 M.R.S.A., Sect. 1002

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts 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.

Public Law 1989, Chapter 501 and Public Law 1989, Chapter 561 provided the Commission with two additional full-time staff members.

PROGRAM: During FY 1991, the Commission administered the requirements for campaign reports and financing, the voluntary Fair Campaign Practices Code, and the laws on legislative ethics; and heard one appeal of a recount of votes. The Commission and its Subcommittee met a total of nine times.

Complaints, Violations, Report Audits: Fifteen complaints were filed with the Commission during FY 1991. The Commission deemed four not within the scope of its jurisdiction and referred two to the Subcommittee on Fair Campaign Practices. Nine complaints involved disclaimer violations. The Commission requested and obtained voluntary compliance in seven such cases, and referred the

ETHICS AND ELECTION PRACTICES

remaining two to the Attorney General's office for investigation. Maximum penalties were recommended in the latter two cases.

The Commission met to consider the lateness of campaign reports required of candidates and political action committees (PACs) involved in political campaigns. The filings of 36 candidates and 7 PACs were late.

A total of 1,921 candidate reports and 443 PAC reports underwent audit.

Appeal of Recount of Votes: The Commission heard an appeal of a recount of votes cast in House of Representatives District 90, issued findings of fact and opinion, and recommended that a new election be held.

Advisory Rulings: The Commission ruled on four questions involving campaign financing and thirteen relating to the legislative ethics laws.

Information: Commission staff distributed to PACs and candidates for state and county office 4,481 notices and reminders of filing deadlines, and filled 180 requests for copies of the laws administered by the agency. Additionally, a summary of recording and reporting requirements of the campaign finance laws and standardized registration and reporting forms were mailed to certain city clerks.

Ethics Seminar: In conjunction with the Attorney General and the Chair of the Legislative Council, the Commission held an ethics seminar for legislators in December 1990. Legislatively mandated by P.L. 1989, Ch. 561, the seminar was the first ever conducted by the Commission.

Legislation: A bill proposed by the Commission in FY 1991, amending the legislative ethics laws, was enacted P.L. 1991, Ch. 331. Other proposed legislation was not approved. Instead, the Legislature established a study of the campaign finance laws.

Objectives: Groundwork was laid to hold a workshop on the Fair Campaign Practices Code in October 1991 as part of a legislatively mandated study. Plans are also underway to conduct workshops on campaign financing to assist 1992 candidates and PACs.

PUBLICATIONS:

The Commission distributes copies of the campaign reports and finances law, the laws governing political action committees, the Maine Code of Fair Campaign Practices, and the laws on governmental and legislative ethics.

Other publications include:

Candidate brochure

Filing schedules for PACs and state, county, and Federal candidates

Roster of PACs

Roster of candidate treasurers

Sources of income statements

Registration and reporting forms for candidates and PACs

Totals of contributions and expenditures for:

State and county candidates

Gubernatorial candidates

State political action committees

U.S. congressional and senatorial candidates

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	65,965	65,965				
Health Benefits	7,033	7,033				
Retirement	13,195	13,195				
Other Fringe Benefits	726	726				
Computer Services--State	80	80				
Other Contractual Service	9,069	9,069				
Rents	50	50				
Commodities	584	584				
TOTAL EXPENDITURES	96,702	96,702				

EXECUTIVE DEPARTMENT

(OFFICE OF) GOVERNOR

JOHN R. McKERNAN, JR., GOVERNOR

Central Office: Statehouse, Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Telephone: 289-3531

Established: Circa 1820

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102; *Citation:* 2 M.R.S.A., Sect. 1

Average Count—All Positions: 26.5

Legislative Count: 26.5

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.

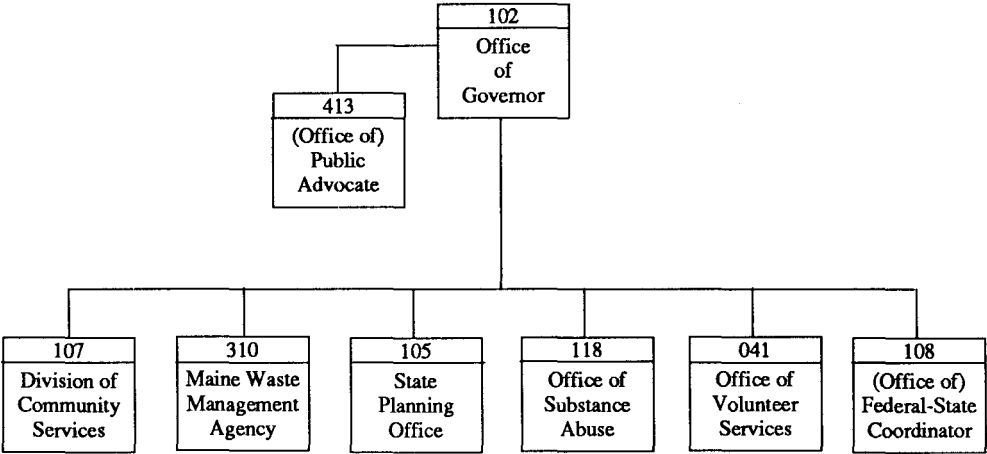
Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, 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 1991: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

EXECUTIVE DEPARTMENT

**ORGANIZATIONAL CHART
EXECUTIVE DEPARTMENT
UMB 07**



Approved by the Bureau of the Budget

EXECUTIVE DEPARTMENT

CONSOLIDATED FINANCIAL CHART FOR FY91 EXECUTIVE DEPARTMENT

	TOTAL FOR ALL FUNDS	Special General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,175,863	2,754,796	606,242		814,825	
Health Benefits	378,038	239,645	46,692		91,701	
Retirement	717,100	453,454	107,907		155,739	
Other Fringe Benefits	1,354,939	732,610	447,165		175,164	
Computer Services—State	257,402	167,319	47,329		42,754	
Other Contractual Service	1,017,107	493,721	338,594		184,792	
Rents	50,133	26,505	923		22,705	
Commodities	81,832	50,317	22,928		8,587	
Grants—Subsidies—Pensions	45,378,271	10,436,396	8,696,094		23,323,482	2,922,299
Purchases of Land	14,679,901				3,861	14,676,040
Buildings and Improvement	90,567	1,953	32,572		56,042	
Equipment	-272				-272	
Interest—Debt Retirement	160	79	2		79	
Transfers to Other Funds	130,147	6,338	70,920		52,889	
TOTAL EXPENDITURES	68,311,188	15,363,133	10,417,368		24,932,348	17,598,339

(OFFICE OF) GOVERNOR (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	832,046	832,046				
Health Benefits	63,839	63,839				
Retirement	97,000	97,000				
Other Fringe Benefits	45,502	45,502				
Computer Services—State	85,325	85,325				
Other Contractual Service	126,354	117,306	9,048			
Rents	1,794	1,794				
Commodities	25,645	25,026	619			
Grants—Subsidies—Pensions	200,490	200,490				
Buildings and Improvement	487	487				
Interest—Debt Retirement	65	65				
Transfer to Other Funds	650		650			
TOTAL EXPENDITURES	1,479,197	1,468,880	10,317			

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

GRANVILLE HENTHORNE, CHAIRPERSON

Central Office: 24 Stone Street, Augusta

Telephone: 289-2595

Mail Address: Statehouse Sta. #159, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 00; *Umbrella:* 07; *Citation:* 5 M.R.S.A., Sect. 2002

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 Office of Substance Abuse.

The Council is comprised of 30 members selected from the fields of corrections, education, health, law enforcement, manpower, medicine, mental health, mental retardation, science, social sciences, and related areas. Membership includes representatives of nongovernment organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse, and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 6 members are persons affected by or recovered from alcoholism, chronic intoxication, drug abuse, or drug dependence. At least 4 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies and the executive directors (or their designees) of the regional alcohol and drug abuse councils located throughout the State. One of the private citizen members shall be the President of the National Council on Alcoholism in this State. Membership also includes at least 2 representatives from each of the following fields: public education, mental health and mental retardation, corrections and criminal justice, and social sciences. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

On April 25, 1990, the Governor signed P.L. 1989, c. 934, AN ACT to Establish the Office of Substance Abuse, which combines the staff and functions of the Alcohol and Drug Abuse Planning Committee with the staff and contracting, evaluating, fiscal and prevention functions of the Office of Alcoholism and Drug Abuse Prevention. Effective July 14, 1990, the Act also reconstitutes the Council's existing statutory provisions under 5 MRSA, Pt. 24, c. 521, sec. 20061-20063. This Act added a requirement that one Council member must be a Maine-licensed physician or surgeon.

PROGRAM: During fiscal year 1991, the Council actively sought the reorganization of Substance Abuse Treatment and prevention services by the State through the creation of a single state agency (OSA), reviewing and testifying on all legislation which impacted substance abuse issues, actively working with the new agency in the development of policy initiatives, initiating closer working relationships with the private sector, defining inter-departmental roles, assisting in the development of the State plan for substance abuse services, clarifying the issue of accountability through support of performance-based contracting and zero-based programming and budgeting initiatives, and seeking to determine what ought to be done to redefine the service system based on present and future needs assessment.

FINANCES, FISCAL YEAR 1991: 22 MRSA, Sect. 20062, provides that expenditures of this unit shall be borne by the Office of Substance Abuse and are, therefore, included in its financial display.

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 reflects the diversity of the state's business sector and includes 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 is provided by the Department of Economic and Community Development.

Executive Order #5 of FY 87/88, effective September 24, 1987.

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OFFICE OF CHILD WELFARE SERVICES OMBUDSMAN

JANE SHEEHAN, Ombudsman

Central Office: Stevens School, Flagg-Dummer Bldg., Hallowell

Telephone: 289-6540

Mail Address: Statehouse Sta. #73, Augusta, ME 04333-0073

Established: 1989

Reference: Policy Area: 00; Umbrella: 07; Unit: 417; Citation: 22 M.R.S.A., Section 4087

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Office of Child Welfare Services Ombudsman was established to represent the best interests of individuals involved in the State's child welfare system as a class and to investigate and resolve complaints against State Government Agencies that may be infringing on the rights of individuals involved in the State's child welfare system.

ORGANIZATION: The office of Child Welfare Services Ombudsman was enacted by 1987 Public Law Chapter 511, § A, 4, effective July 1, 1987. The Office, which is autonomous from any other state agency, was funded by the Legislature in January, 1989 and established within the Executive Department.

PROGRAM: The Child Welfare Services Ombudsman provides ombudsman services to individual citizens in matters relating to child welfare services provided by state government. The ombudsman

EXECUTIVE DEPARTMENT

advises, consults and assists the Executive and Legislative branches, especially the Governor, on activities of State Government related to child welfare; reviews and evaluates state and federal policies and programs relating to child welfare services for the purpose of determining the value and impact on individuals involved in the State's welfare system; conducts research, gathers facts and evaluates child welfare services procedures and policies; consults with and advises state agencies on operational and management issues; serves as a coordinator of communication and cooperation for all components of the State's child welfare system; makes referrals for services, when appropriate, and informs the public of the current status of the State's child welfare system.

PUBLICATIONS:

1989-90 Report of the Office of Child Welfare Services Ombudsman

1990-91 Report of the Office of Child Welfare Services Ombudsman

Informational Brochure: "How Can the Office of Child Welfare Services Ombudsman Help You?"

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF CHILD WELFARE SERVICES OMBUDSMAN	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	53,279	53,279				
Health Benefits	6,136	6,136				
Retirement	10,676	10,676				
Other Fringe Benefits	1,057	1,033	24			
Other Contractual Service	4,873	4,418	455			
Rents	35	35				
Commodities	444	425	19			
Grants—Subsidies—Pensions	154	154				
Buildings and Improvement	235	235				
Transfer to Other Funds	17		17			
TOTAL EXPENDITURES	76,906	76,391	515			

DIVISION OF COMMUNITY SERVICES

NICOLA C. KOBRITZ, DIRECTOR

JUDE MASTEN, Deputy Director

Central Office: Stevens School, Flag-Dummer Bldg., Hallowell

Telephone: 289-3771

Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: 1964

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 00; Umbrella: 07; Unit: 107; Citation: 5 MRSA, Section 3511 et seq.

Average Count—All Positions: 36.5

Legislative Count: 15.5

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 several 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.

ORGANIZATION: The Division of Economic Opportunity was established in 1964 by Executive

EXECUTIVE DEPARTMENT

Order as an administrative unit of the Executive Department. 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.

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 also provides 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 1991 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 \$1,938,588 in FY 1991.

Home Energy Assistance Program. As the State administering agency for the 1990-91 Home Energy Assistance Program (HEAP), the Division received a grant of \$18,990,663 from the U.S. Department of Health and Human Services, plus supplemental funding in the amount of \$4,295,005. 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 two towns which administered the program at the local level, HEAP provided nearly 60,000 households with an average benefit of approximately \$280 to help meet their energy needs.

A portion of the HEAP funds was earmarked for the Energy Crisis Intervention Program (ECIP) to assist about 6,700 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). About 650 households were served under CHIP.

Low-Income Weatherization. This program provides weatherization and energy conservation services to eligible low-income households through Community Action Agencies and two Vocational-Technical Institutes. The Division expended a total of about \$4,340,667 from the U.S. Department of Energy and the State Legislature to weatherize or repair over 2,700 household units. On April 1, 1991, the Weatherization Assistance Program was transferred to the Maine State Housing Authority.

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.

Food Assistance Programs. Under The Emergency Food Assistance Program, known as TEFAP (formerly 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 1991, serving about 52,000 households each time. Commodities in 1990-91 included butter, cornmeal, flour, canned beans, peanut butter, honey, raisins and rice. The Division received a grant from USDA in the amount of \$220,000 to cover program costs through September 30, 1991. State funding of \$108,419 was provided to cover state distribution costs.

Under the Hunger Prevention Act, the Division of Community Services was first 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.

Effective July 1, 1991, TEFAP and the Hunger Prevention Program were transferred to the Department of Agriculture.

Head Start. Head Start is a comprehensive, child development program focusing on parent involvement, health, nutrition, education, mental health, and social services. There are over 2,400 children and families receiving Head Start services in Maine, 724 with State funding. A minimum of 10%

EXECUTIVE DEPARTMENT

of these children have an identified handicapping condition. The State appropriated \$2,436,938 for Head Start in FY 1991. Head Start services 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 \$224,444 from the U.S. Department of Health and Human Services under the Stewart B. McKinney Homeless Assistance Act through September 1991. These funds were subgranted to Community Action Agencies for homeless assistance programs.

Temporary Housing Assistance Program. Under the Temporary Housing Assistance Program (THAP), people who need shelter or who are at risk of becoming homeless receive assistance with security deposits, rent or related expenses. The State appropriated \$250,000 for this program in FY 1991.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	671,793	280,360			391,433	
Health Benefits	62,314	15,594			46,720	
Retirement	109,441	41,092			68,349	
Other Fringe Benefits	127,740	127,560	67,777		-67,597	
Computer Services—State	5,785	2,994	17,837		-15,046	
Other Contractual Service	166,821	54,612	74,783		37,426	
Rents	17,178	4,084	4,182		1,023	
Commodities	9,611	4,406	4,182		1,023	
Grants—Subsidies—Pensions	32,758,889	3,846,635	8,581,328		20,330,926	
Building and Improvement	17,047				17,047	
Equipment	-272				-272	
Interest—Debt Retirement	72				72	
Transfers to Other Funds	27,516	6,326	27,344		-6,154	
TOTAL EXPENDITURES	33,973,935	4,383,663	8,773,251		20,817,021	

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

MICHAEL L. RAIR, CHAIRMAN

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Telephone: 289-3531

Established: 1987

Sunset Review: Not Required

Reference: Policy Area: 00; Umbrella: 07; Unit: 102J; Citation: Exec. Order 9 FY 86/87

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: As established by Executive Order 9 FY 86/87 on January 16, 1987, the Governor's Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than once every two months.

ORGANIZATIONS: The Governor's Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The members of the Board are appointed by the Governor to serve at his pleasure.

EXECUTIVE DEPARTMENT

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 1991: The expenditures of this unit are, by administrative decision, included with those of the (Office of) the Governor.

FACILITY SITING BOARD

KAREN STRAM, CO-CHAIR

TADE MAHONEY, CO-CHAIR

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: June 29, 1987

Reference: Policy Area: 01; *Umbrella:* 07; *Unit:* 532; *Citation:* 38 M.R.S.A., Sect. 2104

PURPOSE: The Facility Siting Board is created to conduct a site screening and selection process for disposal facilities owned, operated or controlled by the Agency. It shall conduct this process consistent with the waste management plan and 38 MRSA Sec. 2154 and shall make all final decisions on the choice of specific sites for Agency facilities.

ORGANIZATION: The Board consists of 5 members appointed by the Governor, subject to review by the Energy and Natural Committee of the Legislature and to confirmation by the Legislature. The Agency's Office of Siting and Disposal Operations provides staff to the board.

PROGRAM: In May the Board adopted the siting criteria regulations required by 38 MRSA Sec. 2153 as Chapter 450 of the Agency's regulations. This involved working with a small group of volunteers with expertise in the technical and socio-economic aspects of facility siting, holding a public hearing broadcast on the USM ITV network to all parts of the state and three public meetings.

The Board will convene in May, 1991 to receive the report of the Agency on the site screening and selection project and to select a site by the July 1, 1991 deadline established in the law.

FINANCES, FISCAL YEAR 1991: This unit is not authorized to use or expend funds.

(OFFICE OF) FEDERAL-STATE COORDINATOR

Central Office: Hall of States, Washington, D.C.

Telephone: 202/393-2854

Mail Address: Hall of States, Suite 382, 400 North Capitol St., Washington, D.C. 20001

Established: 1965

Sunset Review: Not Required

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 108; *Citation:* 1965 P & 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.

EXECUTIVE DEPARTMENT

ORGANIZATION: The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

PROGRAM: As an aide to the Governor, the Federal-State Coordinator deals with matters concerning all federal-state relations. She/He also serves as director of the State of Maine Washington Office and the liaison to the Maine Congressional Delegation. The Office handles relations with the New England Governors' Conference, the Coalition of Northeastern Governors, the National Governors Association and other national and regional organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	69,864	69,864				
Health Benefits	5,955	5,955				
Retirement	7,149	7,149				
Other Fringe Benefits	737	737				
Other Contractual Service	724	724				
TOTAL EXPENDITURES	84,429	84,429				

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD H. SILKMAN, CHAIRMAN
CAROL A. MICHEL, DIRECTOR

Central Office: State Planning Office, Augusta

Telephone: 289-3261

Mail Address: Statehouse Sta. 38, Augusta, Maine 04333

Established: March 19, 1976

Sunset Review: Not Required

Reference: Policy Area: 00; Umbrella: 07; Unit: 102H; Citation: FY 81 Exec. Order 9

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order, which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

ORGANIZATION: The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been amended by Executive Order No. 9 FY 80/81.

The Council's membership consists of: the Director of the State Planning Office, who is the chair, the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Human Services, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of

EXECUTIVE DEPARTMENT

Transportation, the Commissioner of the Department of Economic and Community Development, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; and the Chairman of the Regional Planning Commissions Directors' Association.

PROGRAM:

HIGHLIGHTS OF ACTIVITIES

The Council continued to assist in coordination and policy development regarding the State's involvement in federal hydropower proceedings; in the State's Groundwater Protection Strategy, and in the Study of Flood Control.

GROUNDWATER: Management of the State's ground water resources continued to be a major focus of the Council's policy formulation activities. Since the late 1970s, Maine has made tremendous strides in identifying and responding to ground water pollution problems, eliminating threats to public health from ground water contamination, and gaining a better understanding of the character of the State's vital ground water resources.

The Ground Water Standing Committee first met in June 1985 and has six subcommittees that focus on selected tasks: Resource Use, Resource Protection, Ground Water Classification, Health Risk Assessment, Interagency Coordination, and Ground Water Education. Representatives from various industrial and trade associations and public advocacy groups with ground water interests serve on these subcommittees as well as state agency representatives.

A State Ground Water Coordinator staffs the Standing Committee, advises the subcommittees, and coordinates the overall implementation of State ground water policy and policy development efforts. Critical to the accomplishment of various recommendations has been hiring of four new professional staff, in addition to the State Groundwater Coordinator: a senior geologist at the Department of Environmental Protection, a hydrologist at the Department of Human Services, and two geologists at the Maine Geological Survey. These personnel enable the State to better accomplish its ground water protection goals.

In FY 90, the Maine Wellhead Protection Program became one of the first programs in the country to receive U.S. Environmental Protection Agency approval.

The Maine Groundwater Management Strategy addresses ten areas of groundwater management, as suggested by the National Groundwater Policy Forum and the U.S. EPA: 1) program coordination; 2) research; 3) classification; 4) data management; 5) contamination controls; 6) compliance evaluation and enforcement; 7) technical assistance; 8) emergency response; 9) education; and 10) public involvement. The appropriate members of the Council concur with the Strategy as the groundwater program of the state. The six groundwater agencies in Maine will implement the Strategy through appropriate administrative and legislative means.

WATERFLOW: In 1983, the Council's special Water Flow Management Committee reported a series of findings and recommendations to improve the State's existing flood prediction, response, and prevention programs and policies.

As a result of the Water Flow Management Committee's recommendations, the U.S. and Maine Geological Surveys have formed a permanent Water Flow Advisory Committee. This Committee, consisting of representatives from State and federal agencies and major dam operators throughout Maine, meets semi-annually to exchange information on precipitation, snow pack, and seasonal storage levels, to discuss flooding potentials; to issue a seasonal flood advisory; and to plan for measures to abate excess flows.

The Committee also recommended an in-depth analysis of the Kennebec River watershed as a prototype for similar studies of other rivers.

After the 100-year flood of April 1987, the U.S. Army Corps of Engineers received funding for four flood control studies on the Kennebec, Androscoggin, Saco, and Penobscot Rivers. State oversight was provided by the Committee.

Data Management. The Data Management Committee was established by the Council to address what all member agencies agree is a critical problem in natural resources policy implementation and coordination: the gathering, organizing, and dissemination of data necessary to guide policy and decision making. A groundwater data index was implemented in 1988-89 to serve as a source of current information on availability, location, and format of ground water data in the State. The index serves as a "road map" to groundwater data, but does not store data.

HYDROPOWER: By Executive Order, the Council has established a process for coordinating state agency comments to the Federal Energy Regulatory Commission (FERC), on its notices of preliminary permits and licenses for hydropower projects. The Council established a Standing Committee to administer this procedure and to assure effective communication among the affected agencies.

EXECUTIVE DEPARTMENT

Enactment of the Maine Waterway Development and Conservation Act in 1983 resulted in the consolidation of State hydropower permitting authority under the DEP and LURC. Because of the potential for conflict between the State hydropower permitting decision and the FERC licensing action, the importance of the Council's coordination procedure expanded to assure a consistent assertion of a single State position before FERC.

The FERC Coordinating Committee has recently been charged by the Council with coordinating and developing State policy on the pending federal relicensings of many of the State's major hydropower facilities. This promises to be a major undertaking over the next few years. The Committee produced a volume of state agency hydropower policy statements in 1988.

In 1987, Maine received FERC acceptance of its comprehensive hydropower plan as a guide for federal hydropower licensing decisions.

A report providing basic information on hydropower potential at sites in Maine without existing dams was completed in 1989. No prior analysis of the raw hydropower potential based on topographic hydrologic conditions had been undertaken.

PUBLICATIONS:

A Management Strategy for Maine's Ground Water Resources
Recommended Improvements in Computerized Management of Natural Resources Information
Recommendations of the Ground Water Protection Commission
Assessment of Ground Water Quantity in Maine
Interim Report of the Hydropower Study Subcommittee
Maine State Agency Hydropower Policy Statements
Maine Wetlands Conservation Priority Plan
The Planning Process for Local Groundwater Protection
Maine Groundwater Data Management Study Phase II: Evaluation of Groundwater Data Management Systems
Maine Groundwater Management Strategy—June 1989
Feasibility Study of Maine's Small Hydropower Potential—January 1989
Maine Hydropower and Relicensing Status Report—January 1989
Protecting Prime Sites for Water Dependent Uses—March 1989
State Groundwater Data Management System—Phase I Study—January 1987

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the State Planning Office.

GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

CHERYL LEEMAN, CHAIRMAN
DANA CONNORS, Liaison

Central Office: Statehouse, Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Telephone: 289-3531

Established: 1979

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 07; Unit: 102S; Citation: Exec. Order 11 FY 79

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Governor's Municipal Advisory Council ensures a partnership between the chief executive and local governments, enhancing prospects for achieving mutually-held objectives and providing a forum for discussion and resolution of potential conflicts. The Council's duty is to advise the Governor on matters which it feels have substantial impact on the future development of municipalities and the quality of life of their residents. The Council's purpose is to improve mutual understanding and to forge a foundation for more creative and practical solutions to the problems confronting municipalities.

ORGANIZATION: The Council consists of thirteen members, all of whom are municipal officials representative of all areas of the State. Included in the Council membership are the President of the Maine

EXECUTIVE DEPARTMENT

Municipal Association, and representatives from the Maine Conference of Mayors, Maine Town and City Management Association, Maine Town and City Clerks' Association, Maine Association of Regional Councils, and Maine Association of Assessing Officers. Six other members are appointed for two year terms by the Governor. The Executive Director of the Maine Municipal Association serves as ex-officio. The council is required to meet at least four times a year.

PROGRAM: The Governor's Municipal Advisory Council meets with the Governor every two to three months to discuss critical municipal concerns regarding such things as the Governor's legislative program, highway funding, the level of state-local funding, and the status of various programs of local concern.

FINANCES, FISCAL YEAR 1991: 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: 39.5

Legislative Count: 24

Organizational Units:

Natural Resources Policy Division
Economics Division

Policy Coordination and
Management Division

PURPOSE: The State Planning Office is responsible for functions which include research, analysis and the formulation, coordination, and management of policy. The State Planning Office assists the Governor and other state agencies in the development of economic, energy, fiscal and regulatory policy; the management of the State's natural and physical resources; the identification of issues and problems of long-term significance to the State; and the coordination of state policy and its implementation on issues of interagency concern.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; additional economic planning and analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975, coordination of state responses to the Federal Energy Regulatory Commission hydropower relicensing process in 1987, and administration of the Land for Maine's Future land acquisition program in 1987. Other organizational activities assigned by Executive Order or designation by the Governor are the Land and Water Resources Council, Maine-Canadian trade analysis, federal activities impact coordination, and Coastal Energy Impact Program administration.

In 1989, the Office of Energy Resources was abolished and its energy planning responsibilities were transferred to the State Planning Office.

PROGRAM: The mission of the State Planning Office is threefold: 1. *short term issue analysis:* to meet in a timely fashion the requests of the Governor, executive agencies, and the Legislature for information, economic analysis, and policy recommendations on issues of immediate concern; 2. *long range policy analysis:* to conduct in-depth studies on issues of long range significance for the socio-economic and natural resource development of the State and to formulate policy recommendations for state decision makers; and 3. *program coordination:* to maintain current information on development plans and on state and federal development assistance programs, to formulate state positions on the best use of these

EXECUTIVE DEPARTMENT

programs and to coordinate federal, state, and local development efforts. The Office also administers the Maine Coastal Program under the Federal Coastal Zone Management Program, the Maine Critical Areas Program and the Land for Maine's Future Fund.

Policy Coordination and Management Division. The Policy Coordination and Management Division directs the development and coordination of major policy initiatives as requested by the Office Director or Governor, coordinates planning and policy implementation among the state agencies, and provides general management services to the Office. The Deputy Director serves as the division director.

The Division is responsible for staffing the Land and Water Resources Council including the development of a groundwater strategy and coordination of the hydropower permitting process. Principal policy work during the past year focused on developing the Governor's solid waste legislative initiative and the Commission on Maine's Future. Management functions include legislative affairs, budget, accounting and personnel.

Economics and Energy Policy Division. The Economic and Energy Policy Division conducts and coordinates short- and long-term state economic and energy policy development and analysis. The Division also provides a variety of technical information services for use by the Governor, Legislature, state agencies and the public.

Chapter 501 of the Laws of 1989 divided the responsibilities of the former Office of Energy Resources between the State Planning Office and the Department of Economic and Community Development. Consequently, the Economics Division has added energy policy to its responsibilities.

Economics Unit. The Economics Unit monitors the condition of the Maine economy and conducts analysis of the economic structures and dynamics of the State. The Unit regularly publishes the *Quarterly Economic Report* on the condition of the Maine economy and the *Retail Sales Quarterly* containing detailed information on retail sales throughout the state. In addition, the Unit publishes an annual review and outlook of the Maine Economy. More detailed analysis of Maine economic policy issues are published on a sporadic basis. Finally, the Economics Unit maintains and develops economic models for short- and long-range economic forecasting.

Additionally, this unit coordinates the Intergovernmental Review, a federal project review mechanism which replaced the A-95 Review process. Projects reviewed include grant applications from State and non-State applicants, federally required State plans, and direct federal development projects, including Environmental Impact Statements and notices of U.S. Government Surplus Property. Review coordination was accomplished through the publication of a bi-weekly bulletin.

Energy Unit. The responsibilities of the Energy Unit include the development of policies to guide the wise development of Maine's energy resources, including the preparation of the Maine Biennial Energy Plan, and a regular fuel price survey. In addition, the Unit administers the allocation of oil overcharge funds, represents Maine in energy-related regional and national policy organizations, and develops and administers the emergency fuel allocation program during an energy emergency.

Special projects with which the Division has been involved include an analysis of projectivity in the Maine economy, coordination of the interagency staff groups of the Marine Infrastructure Task Force and the Governor's Rural Development Committee, coordination of Maine's participation in the CSPARural Policy Academy, chairing the Governor's Task Force on Home Heating Oil Prices and guiding Maine's response to fuel oil and propane shortage of the Winter of 1989/90.

The *Natural Resources Policy Division* performs natural resource policy analysis and coordinates natural resources policy planning within State government. The Division is headed by a director and consists of a multi-disciplinary staff focusing on diverse issue areas. Basic program areas are: coastal management, marine policy, critical areas, land acquisition and policy development and analysis of the State's natural resources.

Natural resources policy analysis includes examination and study of specific issues as directed by the Governor or Legislature and as requested by other agencies. During the fiscal year major policy research and planning topics included nonpoint source pollution, lake management, aquaculture, esutarine management, public access, river management, and outdoor recreation. In FY 90, the Division, in cooperation with other agencies, completed a comprehensive plan for Moosehead Lake..

Coastal Program: The Coastal Program consists of projects and activities designed to achieve a balance between the conservation of coastal resources and their wise utilization for the economic benefit of Maine people. For the past 12 years, Maine has received an annual grant from the U.S. Department of Commerce's Office of Ocean and Coastal Resources Management; FY 90 annual grant was \$1.8 million. The State Planning Office provides a focal point for coastal issues and coordinates the coastal activities of the State, Regional Planning Commissions, and local governments.

The Coastal Program provided funds to several State agencies during FY 90 to address various public policy issues of Statewide significance. For example, the Program provided funds to the Maine Department of Environmental Protection (DEP) to support nine staff positions. This additional support

EXECUTIVE DEPARTMENT

enabled the DEP to assist developers to apply for permits more efficiently and assure greater compliance with the State's environmental laws. Examples of other issues addressed through special projects include the development of public assistance announcements to raise public awareness concerning growth in the State. The Coastal Program also coordinates annual Coastweek events including a successful voluntary beach cleanup program.

In addition, Coastal Program funding supports the review by State agencies of federal projects and other projects requiring federal permits for consistency with Maine's Coastal program and resource management laws. Maine's extensive research and analysis of the proposals to explore for oil and gas on Georges Bank resulted in the addition of needed restrictions on the drilling procedures. These restrictions help to protect the New England Coast from damaging spills and safeguard the invaluable fisheries of the region. Maine also joined the federal government in requiring a detailed program to monitor the effects of these drilling activities.

A large portion of Maine's Coastal Program funds are granted to coastal communities to conduct coastal resource management projects. The local grants portion of the Coastal Program complements State efforts to address significant public policy issues, improve the implementation of State laws and programs, and foster economic development. Communities use these small grants to support projects related to local land use issues (e.g. shoreland protection and land use ordinances), economic development (e.g. ports, harbors, waterfronts and fish piers), recreation and access (e.g. park developments and parking facility planning). These grants enable towns to resolve conflicts and capitalize on opportunities to make the best use of their coastal resources. This results in better management of and improved protection for these irreplaceable resources as well as additional quality jobs for Maine people. Coastal funds for local waterfront acquisition and improvements were available to coastal communities for the first time in 1986. In FY 90, Coastal funds were used with Land for Maine's Future funds to acquire public access to the Maine coast.

In addition to local grants, the Coastal Program provides financial support for essential technical information and planning services provided by the SPO and Regional Planning Commissions to local governments. This effort is aimed primarily at decision-makers on the local level who are charged with the local land use regulation responsibilities.

Under auspices of the Coastal Program and with federal funding support, in FY 88 the SPO launched a Gulf of Maine Initiative comprised of four parts: development of a Gulf of Maine Agreement on environmental matters among the Gulf of Maine states and provinces; organization of a Governors and Premiers Gulf of Maine conference; production of a Gulf of Maine Environmental trends and conditions report; and development of a multilateral Gulf of Maine environmental monitoring program. Natural Resources Policy Division staff served to facilitate this work through a Gulf of Maine Working Group composed of representatives from Maine, New Hampshire, Massachusetts, New Brunswick and Nova Scotia.

In FY 90, a conference—"The Gulf of Maine: Sustaining Our Common Heritage"—organized by SPO, discussed Gulf issues and served as the venue for the signing of an "Agreement on Conservation of the Marine Environment of the Gulf of Maine" by the bordering states and provinces. The Agreement established a Gulf of Maine Council of the Marine Environment and calls for a Gulf of Maine Action Plan being completed by SPO staff in cooperation with state, provincial and national agencies.

PUBLICATIONS:

The following is a partial listing of State Planning Office publications, many of which are available from the State Data Center.

- State of Maine Economic Report—bi-monthly
- Natural Resources in Maine's Economy—1986
- The Geology of Maine's Coastline—1983 (\$5.00)
- The Gulf of Maine: Sustaining Our Common Heritage
- The Gulf of Maine: Conference Proceedings
- Comprehensive Land Use Plan for the Moosehead Lake Region
- Maine's Finest Lakes: The Results of the Maine Lakes Study
- An Analysis of Winter 1989-1990 Heating Oil Prices
- The Productivity Imperative and the New Maine Economy
- The Maine Economy: Year End Review and Outlook, 1989
- An Update of the Economic Impact of the Closing of Loring Air Force Base
- The Maine Economy: A Forecast to 1995
- Public Access to the Maine Coast—August 1986
- The Penobscot Bay Conservation Plan—March 1987

EXECUTIVE DEPARTMENT

Maine Retail Sales Quarterly Report
 Standard Geographic Code for Minor Civil Divisions — 1982
 Guide to Federal Consistency
 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,158,711	776,730	57,876		324,105	
Health Benefits	109,398	71,974	3,219		34,205	
Retirement	227,729	140,812	20,072		66,845	
Other Fringe Benefits	231,910	53,880	11,097		166,933	
Computer Services—State	17,200	16,187			1,013	
Other Contractual Service	261,322	145,328	31,740		84,254	
Rents	25,626	16,018	545		9,063	
Commodities	24,430	12,609	4,768		7,053	
Grants—Subsidies—Pensions	254,324	20,000			234,324	
Purchases of Land	3,861				3,861	
Buildings and Improvement	42,780		6,320		36,460	
Interest—Debt Retirement	10	1	2		7	
Transfers to Other Funds	61,688		8,588		53,100	
TOTAL EXPENDITURES	2,418,989	1,253,539	144,227		1,021,223	

LAND FOR MAINE'S FUTURE BOARD

RICHARD H. SILKMAN, CHAIRMAN
JAMES R. BERNARD, COORDINATOR

Central Office: State Planning Office, Augusta

Telephone: 289-3261

Mail Address: Statehouse Sta. 38, Augusta, Maine 04333

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

EXECUTIVE DEPARTMENT

Commissioner of the Department of Conservation, and the Commissioner of the Department of Inland Fisheries & Wildlife.

PROGRAM: The Board has been meeting monthly since February 1988 and has a monthly newsletter *Gaining Ground*. The Board was charged to complete, by June 1988, an assessment of the State's public land acquisition needs. The needs assessment was composed of five parts: public participation/outreach; a review of data bases significant to acquisition; an assessment of communications from Maine citizens to the Board; creation of a map of state public lands; and a summary of existing acquisition programs.

Nine workshops were held around the state in April and May 1988 to better determine the interests and needs of the public. A questionnaire for workshop participants was developed and the results entered into a data base.

The Board also created the first set of maps of state and federal conservation ownership in Maine by March 1989.

By September 1988, the Board successfully met the legislative mandate of developing a land acquisition strategy and guidelines.

All land acquired is to be of State significance and contain:

- recreation lands;
- prime physical features of the Maine landscape;
- areas of special scenic beauty;
- farmland or open space;
- undeveloped shoreline;
- wetlands;
- fragile mountain areas;
- habitat for plant or animal species or natural communities considered rare, threatened or endangered; or
- lands providing public access to recreation opportunities on the lands listed above.

A scoring system has been devised to enable LMFB to decide the priority for acquisition among proposals. The scoring system assigns points according to the relative values of five criteria: the naturalness of the land; the accessibility of the land; proximity of other state lands; land category-significance and need; and multiple values.

Based on the needs assessment process, the priorities of the LMFB continues to focus on water access lands and lands supporting vital ecological or conservation functions and values. Coequal with the lands above are recreational lands, especially those lands offering hunting and fishing opportunities or trail corridors.

Acquisition Summary: In December 1989, the Board voted to revise its 1988 to obligate \$2.06 million of the acquisition fund toward the purchase of 1,041 acres in the **Kennebunk Plains**, a sand plain grassland bordered by pitch-pine-scrub oak woodland. Matching funds and in-kind contributions were received from Coastal Blueberry Service, Maine Department of Inland Fisheries and Wildlife, the Kennebunk-Kennebunkport-Wells Water District, Ramanascho Land Trust, and the Kennebunk Conservation Commission.

In March 1989, the Board acquired 497 wooded acres and over 7000 feet of coastal water frontage known as **Dodge Point** on the western shore of the Damariscotta River in Newcastle for \$2.35 million. The matching funds came from the Damariscotta River Association and the Maine Coastal Program. The Bureau of Public Lands holds title and manages the property.

In August 1989, the Board obligated \$525,000 toward the \$560,000 purchase of **Shackford Head** in Eastport, a headland offering spectacular views of Cobscook Bay and having two and one half miles of undeveloped shoreline. Matching funds were received from the Maine Coastal Program.

In November 1989, the Board obligated \$750,000 to purchase **Mount Kineo** in Mooshead Lake. The unique physical feature of this Maine landscape has great historical and ecological significance and is managed by the Bureau of Parks and Recreation.

In November 1989, the Board obligated \$822,125 toward the \$857,125 purchase of 100 acres and 300 front feet of undeveloped natural sandy/travelly beach in the town of Stockton Springs known as **Sandy Point Beach**. Matching funds were provided by the Maine Coastal Program. Management of the property since February 1990 has been undertaken by the Stockton Springs Development Corporation under an agreement with the titleholder, the Bureau of Parks and Recreation.

In November 1989, the Board obligated \$2.5 million to acquire 2,100 acres and over 4.5 miles of pristine, wilderness rocky **Cutler Coast**. Management of the sea arches, cobble beaches, sheer cliffs and unusual volcanic rock formations on the property since January 1990 has been undertaken by the Bureau of Public Lands.

EXECUTIVE DEPARTMENT

In January 1990, the Board voted to acquire **Tide Mill Farm**, a property with over five miles of shoreline on Cobscook Bay, by approving a 1520-acre conservation easement and a three acre purchase for \$1.075 million. The Board also voted to acquire **Commissary Point**, a coastal property adjacent to Tide Mill Farm with over two miles of shoreline by approving a 200-acre purchase and a 50-acre easement for \$515,000. The Department of Inland Fisheries and Wildlife has managed the properties since April 1990.

In February 1990, the Board voted to approve the purchase of the development rights to the 307-acre **Alice Wheeler Farm** in Richmond and Bowdoinham for \$380,000. The first-of-its-kind-in-Maine purchase of development rights to the working dairy farm allows Alice Wheeler to continue to own and farm the land, but not allow the land to be developed or subdivided.

In June 1990, the Board voted to obligate \$11.715 million toward the purchase of nearly 40,000 acres of woodlands, wetlands and waterfront composed of seven properties to be acquired from Diamond Occidental Forest, Inc. and the James River Corporation offered to the State at a bargain sale price of \$13.1 million, historically the largest single purchase of land by the State. Under an agreement negotiated by The Nature Conservancy acting on behalf of LMFB for this unique package of significant lands, the National Park Service contributed \$1.376 million to purchase 1,820 acres along a stretch of Appalachian Trail corridor contained in the Nahmakanta Township property. In addition, Diamond Occidental contributed \$200,000 to the Department of Conservation to assist in the long-term management of these properties. Closing was held in October 1990.

The centerpiece of the acquisition package is the 31,512 acre parcel surrounding **Nahmakanta Lake**, including all of Township T1 R11 and the lower third of Rainbow Township and includes scenic terrain southwest of Baxter State Park and 24 lakes and ponds, and a twelve-mile stretch of the Appalachian Trail corridor. The Bureau of Public Lands holds title to and manages this parcel.

A second significant parcel of land is the 2,262-acre wooded property along the **Androscoggin River** in Turner and Leeds. The riverfront, proposed for acquisition by the Board by the Androscoggin Riverlands Preservation Council, a locally-organized conservation group, is of interest to the greater Lewiston-Auburn community as a prime open space and as a recreation area for hunting, fishing, boating and nature study. Twelve miles of shoreline habitats protected by the State purchase will continue to be available for public recreational use. The Bureau of Parks and Recreation holds title to this property that is only five miles from Auburn.

In eastern Penobscot County, two outstanding tracts of river and stream habitats and their associated wetlands are included in the acquisition package. Over 4,119 acres of floodplain wetlands, swamps and forests along 15 miles of the **Mattawamkeag River** and tributaries are owned by the Maine Department of Inland Fisheries and Wildlife. Along the **Mattagodus Stream**, a 1,425-acre tract along four miles of this tributary of the Mattawamkeag includes one of the most unique wetland plant communities in New England.

In southern and southwestern Maine, three smaller parcels have been included as part of the deal with Diamond Occidental:

- A 300-acre tract of land in Waterboro includes a mile of frontage on the **Little Ossipee River** and is adjacent to an 1,100-acre endangered pine barrens community under option for purchase by The Nature Conservancy. This land is held by Inland Fisheries and Wildlife.

- On **Sabattus Mountain** in Lovell, a 90-acre tract includes a major portion of the mountaintop and popular hiking trail to the summit. This land is held by the Bureau of Parks and Recreation.

- Finally, a 64-acre parcel has been added to **Little Concord Pond** owned by the Bureau of Parks and Recreation in Woodstock. The land is on the slopes of Speckled Mountain in Peru.

In June 1990, the Board voted \$650,000 to fund the purchase of 1,072 acres of mixed woodland and significant meadow areas in the town of Raymond, known as **Morgan Meadow**. The property will be held by the Department of Inland Fisheries and Wildlife and will continue to be an important recreational area for hunters, nature enthusiasts and passive recreational users 20 miles from Lewiston-Auburn and Portland.

Through October 1990, some 45,831 acres of land including nearly 94 miles of shorefrontage had been acquired by the obligation of \$23,533,957 from the \$35 million Land for Maine's Future Fund. Cash matching funds in the amount of \$1,117,748 have been received from state, federal, municipal, and private sources as well as \$580,000 in matching property and \$495,000 in-kind or cash contributions toward management enabling the Board to significantly extend the impact of the bond funds.

The Board has obligated or spent \$253,359 undertaking associated appraisals of property, surveys of land, environmental tests, legal services, archeological surveys, and access improvements. Under a provision of the LMFB companion legislation allowing the expenditure of up to 5% of the appraised value of any property acquired for access improvements, the Board has reserved an additional \$701,900 to enhance access. Obligations and reservations from the fund total \$24,234,877.

EXECUTIVE DEPARTMENT

A Biennial Report to the Legislature was completed in February 1990 detailing the Board's actions.

PUBLICATIONS:

Land for Maine's Future Fund Strategy & Guidelines for Acquisition—September 1988, revised August 1990.

Land for Maine's Future Fund Proposal Workbook—September 1988, revised May 1989.

Maine Land in State and Federal Conservation Ownership—A Guide to the Maps—May 1989.

Land for Maine's Future Board Biennial Report—February 1990, updated August 1990.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

LAND FOR MAINE'S FUTURE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Purchases of Land	14,676,040					14,676,040
TOTAL EXPENDITURES	14,676,040					14,676,040

MARINE RESEARCH BOARD

JAMES A. STORER

Central Office: Augusta, Maine

Telephone: 289-3703

Mail Address: Statehouse Sta. #147, Augusta, Maine 04333

Established: July, 1989

Sunset Review: Not Established

Reference: Policy Area: ; Umbrella: 94; Unit: 522; Citation: 5 M.R.S.A., Sect. 13127 et seq.

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: The Marine Research Board was established in 1989 by the 114th Legislature to identify basic and applied marine research needs within the Gulf of Maine of interest to the state and to develop a competitive grants program to address those needs. The board will also foster cooperation between marine research agencies and institutions to efficiently carry out marine research. The Board's focus will be on basic and applied scientific research rather than technological development or technology transfer.

ORGANIZATION: As provided by 1989 Public Law #529, the Board is a functional unit within the Maine Science and Technology Commission. The Board is composed of 13 members. The membership includes one representative of the University of Maine System, one representative of the Association for Research in the Gulf of Maine, one representative of nonprofit environmental organizations, one representative of independent higher education institutions, 2 representatives of the scientific community, and 2 representatives of marine resource industry. Serving ex-officio are the Commissioners of the Departments of Conservation, Environmental Protection, and Marine Resources, and the Directors of the State Planning Office and Sea Grant. Members of the Board are nominated by the Governor and require confirmation by the Legislature; the Chair of the Board is annually appointed by the Governor. Board members are appointed for 3-year terms and may not serve for more than 2 consecutive terms.

The enabling legislation provided funds to hire a clerk typist II. Staff support for the Board is provided by the Maine Science and Technology Commission staff.

PROGRAM: Although the enabling legislation of the Board became law on July 8, 1989, Board members were sworn in on May 11, 1990 at the Board's initial meeting. As such, the Board has begun the process of developing strategies to implement legislatively mandated activities. In addition to prioritizing marine research needs, other mandated activities, subject to availability of funds, include a bibliography of marine research relevant to the Gulf of Maine, identification of research facility needs,

EXECUTIVE DEPARTMENT

sponsorship or hosting of conferences or publication of periodic reports relating to marine research, and the competitive marine research grants program.

The Board is in the process of identifying marine research needs of relevance to the state. These needs and other priorities will be part of the priority research statement and action plan document to be submitted to the Governor and the Legislature by January 1, 1991, as required by law.

FINANCES, FISCAL YEAR 1991: 5 MRSA, Sect. 13127 et seq. provides that expenditures of this unit, which amounted to \$23,449 in FY 91, shall be borne by Maine Science and Technology Commission.

OFFICE OF PLANNING

SHERRY F. HUBER, DIRECTOR

Central Office: 287 Water Street, Augusta;
Mail Address: Statehouse Sta. #154, Augusta, Maine 04333

Telephone: 289-6800

Established: September 30, 1989

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; *Umbrella:* 07; *Unit:* 310; *Citation:* 38 M.R.S.A., Sect. 2102

Average Count—All Positions: 4

Legislative Count: 0

PURPOSE: The Office of Planning was created in 1989 to implement an integrated approach to solid waste management. The Agency's responsibilities are to develop a state waste management and recycling plan; promote and assist recycling and waste reduction in order to accomplish the state's recycling goals of 25% in 1992 and 50% in 1994; develop generic siting criteria and select sites for use by the Agency; and review applications for new and expanded waste disposal facilities for consistency with the siting criteria and the plan.

ORGANIZATION: The Office of Planning's responsibilities include the preparation of the State Solid Waste Management and Recycling Plan and its bi-annual update; research and analysis of recycling and disposal issues; planning and policy development; program coordination; monitoring state and federal legislative affairs; and data management.

PROGRAM: The State Waste Management and Recycling Plan was prepared and adopted by the Office of Planning on July 5, 1990 with the involvement of the general public through hearings held throughout the State; the Waste Management Advisory Council; and the Bureau of Solid Waste Management in the Department of Environmental Protection.

PUBLICATIONS:

1. "Camping and Waste Reduction." A flyer of waste reduction tips for campers.
2. *Citizen's Guide.* Includes: explanations of different backyard composting systems; source reduction tips; and information on household hazardous waste alternatives. (21 pages)
3. *Classroom Activities.* A sampling of waste reduction activities for grades K-12 (100 pages)
4. *Commonly Asked Questions About Plastics.* A plastics primer on plastic resin types, degradable plastics and plastic recycling. (7 pages)
5. "Maine Recycles" bumper stickers.
6. *Model Graphics.* Includes: reproducible clip art and posters; and guidelines for promoting recycling and waste reduction efforts. (16 pages)
7. *Municipal Information.* Includes: the basics of planning and operating municipal recycling and leaf composting programs; work sheets on waste composition and avoided disposal costs; and a listing of Maine communities with recycling programs. (35 pages)
8. *Promotion and Information.* Includes: promotion ideas (art contest, essay contest, flyers); the State recycling symbol; guidelines for media involvement; and citizen attitude surveys. (26 pages)
9. *Recycling Guide for Your Office.* Basic information on waste reduction and recycling programs in the office place. (13 pages)

EXECUTIVE DEPARTMENT

10. *Recycling Market and Resource Directory*. Includes: Maine brokers and processors of recyclable materials; vendors of recycling and composting equipment; and vendors of recycled paper products; and listing of municipal and commercial recycling programs in the state. (50 pages)
11. *State of Maine Waste Reduction and Recycling Plan*. Outlines a waste reduction strategy for the State, including an information and education program, municipal recycling and composting, market encouragement and reduction of waste at its source. (96 pages)
12. *Developing and Implementing a Mandatory Source Separation Ordinance*. Points to consider when drafting mandatory recycling ordinance for your community. (8 pages)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF PLANNING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	19,203		139,203			
Health Benefits	9,481		9,481			
Retirement	27,824		27,824			
Other Fringe Benefits	39,324		39,324			
Computer Services—State	6,865		6,865			
Other Contractual Service	35,999		35,999			
Commodities	2,812		2,812			
Grants—Subsidies—Pensions	2,922,299					2,922,299
Buildings and Improvement	20,143		20,143			
Transfers to Other Funds	4,791		4,791			
TOTAL EXPENDITURES	3,208,741		286,442			2,922,299

(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. Section 1701, 24-A M.R.S.A. Section 2363(9)

Average Count—All Positions: 7

Legislative Count: 7

PURPOSE:

The fundamental goals and objectives of the Public Advocate's office are to represent the interests of the consuming public in utility-related proceedings before the Public Utilities Commission, federal agencies and the relevant courts, and to represent the public in matters relating to workers' compensation insurance rate proceedings before the Superintendent of Insurance and the courts.

This year the Public Advocate's office completed its tenth year of advocacy on behalf of utility consumers before Maine's Public Utilities Commission.

SUMMARY OF MAJOR ACHIEVEMENTS IN FISCAL YEAR 1990-1991

In the last ten years the Public Advocate's office has concentrated its efforts upon consumer representation at Maine's PUC, particularly in utility rate cases. Due to a faltering economy, the pace of utility rate increase requests and their magnitude has increased during the past year with each of Maine's electric utilities presenting a rate hike filing during 1990-1991. In the case of Bangor Hydro-Electric Company and Central Maine Power, these were the second successive annual requests for an increase in electric prices. A third successive increase request from CMP is expected in July 1991.

EXECUTIVE DEPARTMENT

1. *Electric Utilities Cases: Rate Hike Requests Totalling \$236 Million*

- a. **CMP**—Central Maine Power filed for a \$58.4 million rate increase (*CMP 1990*) on May 29, 1990 requesting that the increase request take effect by March 1, 1991. This increase request was subsequently revised to \$68.5 million at the rebuttal stage of the case and, following a PUC order specifying CMP's inputs for its 1991/1992 sales forecast, was reduced to \$64.5 million. The Public Advocate filed the testimony of three expert witnesses and cross-examined six PUC Staff and more than a dozen CMP witnesses. By the time of its conclusion in February 1991, the record in this major case consisted of more than 100 CMP exhibits, 90 PUC Staff exhibits, 80 Public Advocate exhibits and 41 exhibits sponsored by other witnesses.

The office also was actively involved in a major examination of how CMP's costs of service should be allocated among the various customer classes (*CMP 1990 rate design*).

- b. **Bangor Hydro**—In this fiscal year, the PUC completed one Bangor Hydro rate case (*Bangor 1990*) in October only to confront five months later a follow-up request for a December 1, 1991 increase (*BHE 1991*). The 1990 case was initiated by Bangor Hydro's request for a \$8.8 million increase, subsequently revised upward to \$10.3 million (or 18%). The Public Advocate's two expert witnesses recommended that the increase be limited to \$3 million (or 5%).
- c. **MPS**—Maine Public Service Company in Aroostook County (and portions of Penobscot County) is Maine's smallest investor-owned electric utility and has had no major rate cases since 1985. In early January Maine Public filed a request for an 8% increase, or \$3.6 million (*MPS 1991*).

2. *Telecommunications Cases: Rate Decreases Totalling \$1.2 Million*

Unlike Maine's electric utilities, telephone utilities in Maine have been experiencing a declining trend in costs as more efficient digital and fiber-optic technology replaces obsolete telephone plant and permit maintenance expense reductions. Additionally, new central office technology has created new revenue opportunities for Maine's telephone utilities from customers interested in paying for Call Forwarding, Caller-ID and other enhanced services.

- a. **NET**—In mid-June, 1991, the Commission approved a one-year extension of a 1990 agreement among New England Telephone, the PUC Staff, our office and other intervenors (representing business and low-income interests) which freezes NET's rates and permits NET to market new customer services without prior PUC approval.
- b. **Contel**—Along with the PUC Staff, we were successful in negotiating a \$1.1 million decrease in rates for Contel, Maine's second largest telephone company.
- c. **FCC Lottery**—On May 16 we filed with the PUC a brief recommending that the \$500,000 received by Cobbosseecontee Telephone Company and Lincolnville Telephone Company for the sale of its right to participate in an FCC lottery for a rural cellular franchise is a payment which shareholders should share with Cobbosseecontee's ratepayers. A final decision on the disposition of this \$500,000 payment (and on a possible \$250,000 decrease in Cobbosseecontee's and Lincolnville's rates) is expected in mid-summer 1991.
- d. **Relay Service**—In August 1990 the PUC convened a formal hearing (*Vocal Relay Services*) on how best to implement the Legislature's requirement that hearing and speech-impaired telephone customers be afforded a vocal relay service to give them full access to Maine's telecommunications system.

3. *Water and Natural Gas Utilities: Uncertain Prospects*

Maine's smaller utilities, providing water and natural gas service in limited service territories, faced ongoing challenges in FY 1990-1991. Water utilities confront a 1993 deadline for complying with stringent new requirements for assuring the purity of surface water supplies.

- a. **Water Cases**—In routine water company rate increases cases, we joined with the PUC Staff in agreeing to increases for the following investor-owned companies: Maine Water Company, Northeast Harbor Water Company, Millinocket Water Company, Lisbon Falls Water Company, Bucksport Water Company, Addison Water Company, the Passamaquoddy Water Company, Winter Harbor Water Company, Castine Water Company and York Water Company.
- b. **Natural Gas Cases**—We were the only Maine party to represent consumers of natural gas in proceedings before the Federal Energy Regulatory Commission in Washington where Granite State Gas Transmission has filed twice in 7 months for an increase in wholesale rates.
- c. **Water and Gas-Related Legislation**—The 1991 Legislative Session considered numerous charter amendments for water utilities and adopted a new requirement that water districts file with the PUC information supporting the cost-effectiveness of any new water treatment facilities proposed for compliance with the federal Clean Drinking Water Act.
- 4. **Workers Compensation: Rate Increase Requests Exceeding \$110 Million**

EXECUTIVE DEPARTMENT

- a. **NCCI**—In December 1990 the National Council on Compensation Insurance filed its request for a 29.7% increase in workers' compensation insurance rates. The Public Advocate intervened in the proceeding and was the only other party to present expert testimony on the proposed rate increase and proposed "fresh start" surcharges. We recommended that the rate increase be limited to an overall increase of 0.9% and that the fresh start surcharge be limited to 1.3% for policy year 1988.
- b. **Workers' Compensation-Related Legislation**—Apart from responding from specific questions from legislators or the relevant legislative committees (Banking and Insurance and Labor), the Public Advocate's office did not testify or actively participated in the Legislature's efforts to reform the workers' compensation system during the 115th Legislature.
5. *Low-Level Radioactive Waste and Nuclear Power Issues*
 - a. **Interstate Compact Agreements**—Since early 1988, the Public Advocate has served, at Governor McKernan's request, as Maine's representative in discussions with other states considering negotiated access for in-state generators of low-level radioactive waste to new disposal facilities now planned for operation elsewhere in the country.
 - b. **Compliance with Federal Law**—In October 1990 Governor McKernan received a letter from the three states which currently operate commercial disposal facilities (Nevada, South Carolina and Washington) threatening to deny further access to Maine's generators of low-level radioactive waste and requiring a response by December 7.
 - c. **Maine Yankee Decommissioning Collections**—In February of 1990 the PUC ordered Maine Yankee to increase the amount collected for plant decommissioning in 2008 from \$167 million to \$178 million, based on evidence in a PUC proceeding initiated under Maine's decommissioning finance statute.
 - d. **Related Legislation**—Of the 66 bills in the 115th Legislature for which the Public Advocate's office offered testimony, a small number concerned changes in local approval requirements for an in-state disposal facility and the regulation by the State of Maine Yankee's disposal of high-level radioactive waste.

PUBLICATIONS:

- "Guidelines for Consumer Participation in Public Hearings Held by the Maine Public Utilities Commission"—free
 Public Advocate Docket List—free

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
(OFFICE OF) PUBLIC ADVOCATE						
EXPENDITURES						
Salaries and Wages	257,282	257,282				
Health Benefits	23,220	23,220				
Retirement	55,012	55,012				
Other Fringe Benefits	188,823	102,775	86,048			
Computer Services—State	500	400	100			
Other Contractual Service	39,932	27,331	12,601			
Rents	711	439	272			
Commodities	2,959	2,304	655			
Buildings and Improvement	1,657		1,657			
Transfer to Other Funds	10,838		10,838			
TOTAL EXPENDITURES	580,934	468,763	112,711			

EXECUTIVE DEPARTMENT

MAINE SCIENCE AND TECHNOLOGY COMMISSION

JOHN PIOTTI, ACTING EXECUTIVE DIRECTOR

MARGARET RYAN DOWNING, CHAIRPERSON

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
- 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

EXECUTIVE DEPARTMENT

MAINE SCIENCE AND TECHNOLOGY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	174,804	167,182			7,622	
Health Benefits	16,215	15,580			635	
Retirement	38,893	37,420			1,473	
Other Fringe Benefits	377,972	368,674	819		8,479	
Computer Services—State	1,368	1,074	294			
Other Contractual Service	79,401	54,920	1,202		23,279	
Rents	2,879	2,879				
Commodities	3,111	2,816			295	
Grants—Subsidies—Pensions	1,712,719	1,402,219			310,500	
Buildings and Improvement	2,748	213			2,535	
Transfer to Other Funds	379		20		359	
TOTAL EXPENDITURES	2,410,489	2,052,977	2,335		355,177	

OFFICE OF SITING AND DISPOSAL OPERATIONS

SHERRY F. HUBER, DIRECTOR

Central Office: 287 Water Street, Augusta;

Telephone: 289-6800

Mail Address: Statehouse Sta. #154, Augusta, Maine 04333

Established: September 30, 1989

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 07; Unit: 310; Citation: 38 M.R.S.A., Sect. 2102

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Maine Waste Management Agency was created in 1989 to implement an integrated approach to solid waste management. The Agency's responsibilities are to develop a state waste management and recycling plan; promote and assist recycling and waste reduction in order to accomplish the state's recycling goals of 25% in 1992 and 50% in 1994; develop generic siting criteria and select sites for use by the Agency; and review applications for new and expanded waste disposal facilities for consistency with the siting criteria and the plan.

ORGANIZATION: The Office of Siting and Disposal Operations' principle responsibilities are to site, construct and operate Agency disposal facilities and to assist municipalities to do the same on a local and regional basis, consistent with capacity needs identified in the state. The Office also is responsible for developing siting criteria designed to identify appropriate disposal sites and conducting an open, accessible and public site selection process.

PROGRAM:

Office of Siting and Disposal Operations. Siting Criteria, Regulations Chapter 450, were adopted by the Agency on May 30, 1990. A process to select sites for two Agency special waste landfills was initiated, the office established a process to review decisions made by municipalities and regional associations concerning the construction of new and expanded disposal facilities.

PUBLICATIONS:

1. "Camping and Waste Reduction." A flyer of waste reduction tips for campers.
2. *Citizen's Guide.* Includes: explanations of different backyard composting systems; source reduction tips; and information on household hazardous waste alternatives. (21 pages)
3. *Classroom Activities.* A sampling of waste reduction activities for grades K-12 (100 pages)
4. *Commonly Asked Questions About Plastics.* A plastics primer on plastic resin types, degradable plastics and plastic recycling. (7 pages)
5. "Maine Recycles" bumper stickers.
6. *Model Graphics.* Includes: reproducible clip art and posters; and guidelines for promoting recycling and waste reduction efforts. (16 pages)

EXECUTIVE DEPARTMENT

7. *Municipal Information*. Includes: the basics of planning and operating municipal recycling and leaf composting programs; work sheets on waste composition and avoided disposal costs; and a listing of Maine communities with recycling programs. (35 pages)
8. *Promotion and Information*. Includes: promotion ideas (art contest, essay contest, flyers); the State recycling symbol; guidelines for media involvement; and citizen attitude surveys. (26 pages)
9. *Recycling Guide for Your Office*. Basic information on waste reduction and recycling programs in the office place. (13 pages)
10. *Recycling Market and Resource Directory*. Includes: Maine brokers and processors of recyclable materials; vendors of recycling and composting equipment; and vendors of recycled paper products; and listing of municipal and commercial recycling programs in the state. (50 pages)
11. *State of Maine Waste Reduction and Recycling Plan*. Outlines a waste reduction strategy for the State, including an information and education program, municipal recycling and composting, market encouragement and reduction of waste at its source. (96 pages)
12. *Developing and Implementing a Mandatory Source Separation Ordinance*. Points to consider when drafting mandatory recycling ordinance for your community. (8 pages)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF SITING AND DISPOSAL OPERATIONS	TOTAL FOR ALL	General	Special	Highway Fund	Federal Funds	Misc. Funds
	FUNDS	Fund	Revenue Funds			
EXPENDITURES						
Salaries and Wages	136,708		136,708			
Health Benefits	10,921		10,921			
Retirement	27,197		27,197			
Other Fringe Benefits	188,552		188,552			
Computer Services—State	269		269			
Other Contractual Service	26,772		26,772			
Commodities	910		910			
Buildings and Improvement	1,499		1,499			
Transfers to Other Funds	7,406		7,406			
TOTAL EXPENDITURES	400,234		400,234			

OFFICE OF SUBSTANCE ABUSE

RONALD G. SPECKMANN, Acting Director

Central Office: 24 Stone Street, Augusta, State House Station #159

Telephone: 289-2595

Mail Address: Statehouse Sta. #159, Augusta, Maine 04333

Reference: Citation: 5 M.R.S.A., Sect. 2002

Legislative Count: 19

PURPOSE: The Office of Substance Abuse (OSA) was established by the 114th Maine Legislature to establish the overall plans, policies, objectives, and priorities for all State substance abuse prevention and treatment functions, except the prevention of drug traffic and the State Employee Assistance Program.

ORGANIZATION: The Office of Substance Abuse combines the staff and functions of the Alcohol and Drug Abuse Planning Committee (ADPC) and the staff and contracting, evaluating, fiscal, and prevention functions of the Office of Alcoholism and Drug Abuse Prevention (OADAP). This consolidation took place July 14, 1990, and the new Office is now part of the Executive Department. The staff (3) of the management information system for substance abuse is also located in this office.

EXECUTIVE DEPARTMENT

PROGRAM: P.L. 1983, c. 934, "AN ACT to Establish the Office of Substance Abuse," created the Office of Substance Abuse and established the following mandated responsibilities:

1. **Comprehensive Plan.** Develop and provide for the implementation of a comprehensive State plan for alcohol and drug abuse.
2. **Information.** Ensure the collection, analysis, and dissemination of information for planning and evaluation of alcohol and drug abuse services.
3. **Coordination.** Ensure that alcohol and drug abuse assistance and service are delivered in an efficient and coordinated program and, with the advice of the Maine Council on Alcohol and Drug Abuse Prevention and Treatment, coordinate all programs and activities authorized to do so by Federal law, and also other State or Federal programs or laws related to drug abuse prevention that are not the specific responsibility of another State agency under Federal or State law.
4. **Budget.** Develop and submit to the Legislature by January 15 of the first year of each legislative biennium recommendations for continuing and supplemental allocations and appropriations from all funding sources for all State alcohol and drug abuse programs.
5. **Contracts and Licensing.**
 - A. Administer all contracts with community service providers for the delivery of alcohol and drug abuse services, and
 - B. Establish operating and treatment standards, and inspect and issue certificates of approval for drug abuse treatment facilities or programs, including residential treatment centers.
6. **Uniform Requirements.** Develop, use, and require the use of uniform contracting, information gathering, and reporting formats by any State-funded substance abuse program. To the extent feasible, information must maintain compatibility with Federal information sharing standards.
7. **Reports.** By January 15 of each year, report to the Legislature on the accomplishments of the past year's programs, the progress toward obtaining goals and objectives of the comprehensive State plan and other necessary or desirable information.
8. **Cooperation.** Provide support and guidance to individuals, local governments, public organizations, and private organizations in their alcohol and drug abuse prevention activities.
9. **Planning.** The Office shall plan alcohol and drug abuse prevention and treatment activities in the State and prepare and submit to the Legislature the following documents:
 - A. **Biennial Plan.** By January 15, 1991, and biennially thereafter, a comprehensive plan containing statements of measurable goals to be accomplished during the coming biennium and establishing performance indicators by which progress toward accomplishing those goals will be measured; and
 - B. **Four-year Assessment.** By January 15, 1991, and every 4th year thereafter, an assessment of the costs related to drug abuse in the State and the needs for various types of services within the State, including geographical disparities in the needs for various types of services and the needs of special populations of drug abusers.

LICENSES, PERMITS, ETC.:

Certification for outpatient and nonresidential substance abuse treatment programs.

License for residential rehabilitation, detoxification programs, halfway houses, extended care, extended shelter, and shelter.

PUBLICATIONS: (all free)

1. State Plan for Alcohol and Other Drug Abuse Services in Maine. (1/91)
2. The Third Blaine House Conference on Alcohol and Other Drug Abuse: Substance Abuse in the Workplace (12/89).
3. A Management Information System for Maine's Alcohol and Drug Abuse Treatment System (Revised 12/89).
4. The Second Blaine House Conference on Alcohol and Other Drug Abuse Prevention, Education, Treatment and Law Enforcement (11/88).
5. FY '89 Progress Report (12 months 7/1/88-6/30/89) (1/90).
6. Drug Abuse in Maine (4/87).
7. Consumer Guide to Substance Abuse Counseling Services in the State of Maine (3/91).
8. Regulations for Licensing/Certifying of Substance Abuse Treatment Programs in the State of Maine.
9. *Alcohol and Drug Abuse Services in the State of Maine*; current service directory; available free upon request.

EXECUTIVE DEPARTMENT

10. A Report on: An Act to Reform the Statutes Relating to Driving Under the Influence of Intoxicating Liquor or Drugs; annual reports for 1986, 1987, 1988; available free upon request.
11. 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.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF SUBSTANCE ABUSE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	409,718	318,053			91,665	
Health Benefits	47,488	37,347			10,141	
Retirement	83,365	64,293			19,072	
Other Fringe Benefits	76,775	9,426			67,349	
Computer Services—State	118,126	61,339			56,787	
Other Contractual Service	128,915	89,082			39,833	
Rents	1,804	1,256			548	
Commodities	2,947	2,731			216	
Grants—Subsidies—Pensions	7,414,630	4,966,898			2,447,732	
Buildings and Improvement	1,018	1,018				
Interest—Debt Retirement	13	13				
Transfers to Other Funds	5,596	12			5,584	
TOTAL EXPENDITURES	8,290,395	5,551,468			2,738,927	

MAINE COUNCIL ON VOCATIONAL EDUCATION

NEIL PIPER, CHAIR

CHRISTINE SZIGETI-JOHNSON, Executive Director

Central Office: 40 Water St., Unit #1, Hallowell, ME 04347

Telephone: 622-4709

Mail Address: 40 Water St., Unit #1, Hallowell, ME 04347

Established: 1969

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 07; Unit: 102D; Citation: 1985 Exec. Order 07

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine Council on Vocational Education implements all duties required by P.L. 98-524 which includes the following: (1) meet with the State Board of Education and the Technical College Board of Trustees or their representatives to advise on the development of the state plan; (2) advise the State Board of Education, the Technical College Board of Trustees and make reports to the Governor, the business community and the general public concerning policies which strengthen vocational education and foster private sector initiatives to modernize vocational education programs; (3) analyze and report on the distribution of spending for vocational education as well as on the availability of vocational education activities and services within the state and assess the distribution of financial assistance under the Act, particularly the distribution between secondary and postsecondary programs; (4) consult with the State Board of Education and the Technical College Board of Trustees on evaluation criteria for vocational education programs in the state; (5) emphasize and assess the participation of local employers and labor unions in the provision of vocational education at the local levels; (6) assess equal access to vocational programs and report to the State Board of Education; (7) evaluate and make recommendations to the governor, the State Board of Education, the Technical College Board of Trustees, the Maine Job Training and Coordinating Council, and the Secretaries of Education and Labor

EXECUTIVE DEPARTMENT

regarding the Job Training Partnership Act, with particular attention to the adequacy and effectiveness of the coordination between JTPA and vocational education.

ORGANIZATION: The members of the Maine Council on Vocational Education are appointed by the Governor. P.L. 98-524 mandates thirteen members, seven from the private sector. The staff consists of the executive director and the associate executive director.

PROGRAM: This past year the council has entered into a project of creating an awareness of the need to change the way education is delivered if Maine is to have a position in the global marketplace of the future. The council brought Dr. Willard Daggett, Director of Occupational Education for the State of New York, to Maine to speak to academic and vocational educators via the ITV network. The speech, "Education for a New Age", was taped and has been distributed throughout the state, upon request, as part of the council's awareness project. The council estimates that about 6,000 Maine educators, employers and parents have already seen or heard the tape. It presents some challenges as well as some solutions to the education crisis in the country.

MCVE held public meetings and monitored federal and state legislation as well as other organizations involved with or studying vocational education.

PUBLICATIONS:

1989 Annual Report

Program Advisory Committees—A Vital Part of Vocational Education

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive financial data relative to this unit.

WASTE MANAGEMENT ADVISORY COUNCIL

KAREN STRAM, CO-CHAIR

TADE MAHONEY, CO-CHAIR

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: June 29, 1987

Reference: Policy Area: 01; Umbrella: 92; Unit: 531; Citation: 38 M.R.S.A., Sect. 2104

Average Count—All Positions: 13

Legislative Count: 0

PURPOSE: The Waste Management Advisory Council was established in 1989 to provide information and advice to the Maine Waste Management Agency. Through the expertise of its members, the Council reviews the activities and progress of the Agency as it develops the State waste management and recycling plan, develops its programs, delivers its services and in facility siting and evaluation activities.

ORGANIZATION: The Council consists of 13 members, with 2 members each representing municipal governments, statewide and local environmental organizations, the recycling industry, and the waste disposal industry, one member representing industrial waste generators and 3 members from the general public. The Commissioner of Environmental Protection is an ex officio member. All members, except the Commissioner, are appointed for a 3-year term. The Council is required to meet at least four times a year. Staff support is provided by the Maine Waste Management Agency.

PROGRAM: During this year, the Council met on a monthly basis. The Council assisted the Agency in the development of the "State Waste Management and Recycling Plan." The Council members also provided the Agency with data and information on waste management and recycling activities occurring within the state.

FINANCES, FISCAL YEAR 1991: This unit is not authorized to receive or expend funds.

MAINE WASTE MANAGEMENT AGENCY

SHERRY F. HUBER, DIRECTOR

Central Office: 287 Water Street, Augusta;

Telephone: 289-6800

Mail Address: Statehouse Sta. #154, Augusta, Maine 04333

Established: September 30, 1989

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 07; Unit: 310; Citation: 38 M.R.S.A., Sect. 2102

Average Count—All Positions: 3

Legislative Count: 216

PURPOSE: The Maine Waste Management Agency was created in 1989 to implement an integrated approach to solid waste management. The Agency's responsibilities are to develop a state waste management and recycling plan; promote and assist recycling and waste reduction in order to accomplish the state's recycling goals of 25% in 1992 and 50% in 1994; develop generic siting criteria and select sites for use by the Agency; and review applications for new and expanded waste disposal facilities for consistency with the siting criteria and the plan.

ORGANIZATION: The Agency is organized into three offices.

Office of Planning—The Office of Planning's responsibilities include the preparation of the State Solid Waste Management and Recycling Plan and its bi-annual update; research and analysis of recycling and disposal issues; planning and policy development; program coordination; monitoring state and federal legislative affairs; and data management.

Office of Waste Reduction Recycling's responsibilities include administering financial and technical assistance programs to municipalities including recycling capital investment grants, recycling feasibility studies, recycling incentives; market development and assistance, and a scrap metal transportation cost subsidy. The Office also provides technical assistance to State Government, the University System, private businesses and is responsible for designing a public education program.

Office of Siting and Disposal Operations—The Office of Siting and Disposal Operations' principle responsibilities are to site, construct and operate Agency disposal facilities and to assist municipalities to do the same on a local and regional basis, consistent with capacity needs identified in the state. The Office also is responsible for developing siting criteria designed to identify appropriate disposal sites and conducting an open, accessible and public site selection process.

PROGRAM:

Office of Planning. The State Waste Management and Recycling Plan was prepared and adopted by the Office of Planning on July 5, 1990 with the involvement of the general public through hearings held throughout the State; the Waste Management Advisory Council; and the Bureau of Solid Waste Management; in the Department of Environmental Protection.

Office of Waste Reduction & Recycling. The Office distributed \$7 million in capital investment grant funds to municipal and regional recycling programs providing funds to purchase capital equipment to implement local recycling programs. Planning grants were awarded to the State's eleven (11) regional planning councils for the development of regional reduction and recycling plans and to provide assistance to municipalities to implement recycling programs. A market development strategy was designed outlining recommendations to develop new markets and expand existing markets for recycled materials. Recycling Plans for University Campus' were received and approved. Education and promotion of reduction and recycling was on-going with presentations to civic and school groups, the distribution of publications and brochures, and the development of an Agency newsletter. WASTECAP, a technical assistance program designed to help Maine businesses reduce their waste stream was implemented. Direct technical assistance was provided to Maine municipalities in planning, developing, implementing, marketing, and promoting local recycling programs.

Office of Siting and Disposal Operations. Siting Criteria, Regulations Chapter 450, were adopted by the Agency on May 30, 1990. A process to select sites for two Agency special waste landfills was initiated, the office established a process to review decisions made by municipalities and regional associations concerning the construction of new and expanded disposal facilities.

EXECUTIVE DEPARTMENT

PUBLICATIONS:

1. "Camping and Waste Reduction." A flyer of waste reduction tips for campers.
2. *Citizen's Guide*. Includes: explanations of different backyard composting systems; source reduction tips; and information on household hazardous waste alternatives. (21 pages)
3. *Classroom Activities*. A sampling of waste reduction activities for grades K-12 (100 pages)
4. *Commonly Asked Questions About Plastics*. A plastics primer on plastic resin types, degradable plastics and plastic recycling. (7 pages)
5. "Maine Recycles" bumper stickers.
6. *Model Graphics*. Includes: reproducible clip art and posters; and guidelines for promoting recycling and waste reduction efforts. (16 pages)
7. *Municipal Information*. Includes: the basics of planning and operating municipal recycling and leaf composting programs; work sheets on waste composition and avoided disposal costs; and a listing of Maine communities with recycling programs. (35 pages)
8. *Promotion and Information*. Includes: promotion ideas (art contest, essay contest, flyers); the State recycling symbol; guidelines for media involvement; and citizen attitude surveys. (26 pages)
9. *Recycling Guide for Your Office*. Basic information on waste reduction and recycling programs in the office place. (13 pages)
10. *Recycling Market and Resource Directory*. Includes: Maine brokers and processors of recyclable materials; vendors of recycling and composting equipment; and vendors of recycled paper products; and listing of municipal and commercial recycling programs in the state. (50 pages)
11. *State of Maine Waste Reduction and Recycling Plan*. Outlines a waste reduction strategy for the State, including an information and education program, municipal recycling and composting, market encouragement and reduction of waste at its source. (96 pages)
12. *Developing and Implementing a Mandatory Source Separation Ordinance*. Points to consider when drafting mandatory recycling ordinance for your community. (8 pages)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE WASTE MANAGEMENT AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	112,395		112,395			
Health Benefits	10,092		10,092			
Retirement	11,632		11,632			
Other Fringe Benefits	2,555		2,555			
Computer Services—State	19,953		19,953			
Other Contractual Service	36,805		36,805			
Rents	106		106			
Commodities	3,333		3,333			
Buildings and Improvement	406		406			
Transfers to Other Funds	4,167		4,167			
TOTAL EXPENDITURES	201,444		201,444			

EXECUTIVE DEPARTMENT

OFFICE OF WASTE REDUCTION AND RECYCLING

SHERRY F. HUBER, DIRECTOR

Central Office: 287 Water Street, Augusta;

Telephone: 289-6800

Mail Address: Statehouse Sta. #154, Augusta, Maine 04333

Established: September 30, 1989

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; *Umbrella:* 07; *Unit:* 310; *Citation:* 38 M.R.S.A., Sect. 2102

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Maine Waste Management Agency was created in 1989 to implement an integrated approach to solid waste management. The Agency's responsibilities are to develop a state waste management and recycling plan; promote and assist recycling and waste reduction in order to accomplish the state's recycling goals of 25% in 1992 and 50% in 1994; develop generic siting criteria and select sites for use by the Agency; and review applications for new and expanded waste disposal facilities for consistency with the siting criteria and the plan.

ORGANIZATION:

Office of Waste Reduction Recycling's responsibilities include administering financial and technical assistance programs to municipalities including recycling capital investment grants, recycling feasibility studies, recycling incentives; market development and assistance, and a scrap metal transportation cost subsidy. The Office also provides technical assistance to State Government, the University System, private businesses and is responsible for designing a public education program.

PROGRAM:

Office of Waste Reduction & Recycling. The Office distributed \$7 million in capital investment grant funds to municipal and regional recycling programs providing funds to purchase capital equipment to implement local recycling programs. Planning grants were awarded to the State's eleven (11) regional planning councils for the development of regional reduction and recycling plans and to provide assistance to municipalities to implement recycling programs. A market development strategy was designed outlining recommendations to develop new markets and expand existing markets for recycled materials. Recycling Plans for University Campus' were received and approved. Education and promotion of reduction and recycling was on-going with presentations to civic and school groups, the distribution of publications and brochures, and the development of an Agency newsletter. WASTECAP, a technical assistance program designed to help Maine businesses reduce their waste stream was implemented. Direct technical assistance was provided to Maine municipalities in planning, developing, implementing, marketing, and promoting local recycling programs.

PUBLICATIONS:

1. "Camping and Waste Reduction." A flyer of waste reduction tips for campers.
2. *Citizen's Guide.* Includes: explanations of different backyard composting systems; source reduction tips; and information on household hazardous waste alternatives. (21 pages)
3. *Classroom Activities.* A sampling of waste reduction activities for grades K-12 (100 pages)
4. *Commonly Asked Questions About Plastics.* A plastics primer on plastic resin types, degradable plastics and plastic recycling. (7 pages)
5. "Maine Recycles" bumper stickers.
6. *Model Graphics.* Includes: reproducible clip art and posters; and guidelines for promoting recycling and waste reduction efforts. (16 pages)
7. *Municipal Information.* Includes: the basics of planning and operating municipal recycling and leaf composting programs; work sheets on waste composition and avoided disposal costs; and a listing of Maine communities with recycling programs. (35 pages)
8. *Promotion and Information.* Includes: promotion ideas (art contest, essay contest, flyers); the State recycling symbol; guidelines for media involvement; and citizen attitude surveys. (26 pages)
9. *Recycling Guide for Your Office.* Basic information on waste reduction and recycling programs in the office place. (13 pages)
10. *Recycling Market and Resource Directory.* Includes: Maine brokers and processors of recyclable materials; vendors of recycling and composting equipment; and vendors of recycled

EXECUTIVE DEPARTMENT

paper products; and listing of municipal and commercial recycling programs in the state. (50 pages)

11. *State of Maine Waste Reduction and Recycling Plan*. Outlines a waste reduction strategy for the State, including an information and education program, municipal recycling and composting, market encouragement and reduction of waste at its source. (96 pages)
12. *Developing and Implementing a Mandatory Source Separation Ordinance*. Points to consider when drafting mandatory recycling ordinance for your community. (8 pages)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF WASTE REDUCTION AND RECYCLING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	160,060		160,060			
Health Benefits	12,979		12,979			
Retirement	21,182		21,182			
Other Fringe Benefits	73,992	23,023	50,969			
Computer Services—State	2,011		2,011			
Other Contractual Service	109,189		109,189			
Commodities	5,630		5,630			
Grants—Subsidies—Pensions	114,766		114,766			
Buildings and Improvement	2,547		2,547			
Transfers to Other Funds	7,099		7,099			
TOTAL EXPENDITURES	509,455	23,023	486,432			

OFFICE OF VOLUNTEER SERVICES

ANN MARDEN, DIRECTOR

Central Office: Stevens School, Flagg-Dummer Bldg., Hallowell
Mail Address: Statehouse Sta. #73, Augusta, ME 04333-0073

Telephone: 289-3771

Established: 1987

Reference: Policy Area: 00; Umbrella: 07; Unit: 041

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: The purpose of the Maine State Office of Volunteerism (MSOV) is to identify, recognize, and promote volunteerism throughout the State of Maine. The office accomplishes this by stimulating new active citizen initiatives in the voluntary sector; by promoting and supporting voluntary participation in governmental and local public and private organizations; providing technical assistance and training to those who deal with volunteers; and by communicating information regarding volunteerism. The office currently has a staff of one supported by volunteers.

ORGANIZATION: Before the MSOV came into existence in 1987, no other agency in the State of Maine fulfilled the role of providing a statewide focal point for volunteerism. Although Maine has many excellent volunteer programs, now more than ever, and in the future, the State will need volunteers. The MSOV works for all volunteer programs within the state so that they might work better separately and together.

PROGRAM: Summary of Activities 1990-1991

In 1990-91 the Maine State Office of Volunteerism has been a visible presence in the State working to encourage volunteerism and assisting volunteer efforts.

The Maine State Office of Volunteerism is a statewide resource, committed to the growth and development of volunteerism throughout the State. The demand for volunteers continues to grow and outstrips the supply. Volunteers require training in order to effectively carry out their responsibilities;

EXECUTIVE DEPARTMENT

meaningful recognition is important to volunteers and affects their longevity. The Office of Volunteerism continues to have a positive impact on each of these areas by encouraging more people to volunteer, by training volunteers and recognizing them for their efforts.

Volunteer service is a cost-effective approach to service delivery. The dollar-value of contributions made by volunteers is substantial.

Because the director serves as a resource for volunteer organizations from Kittery to Fort Kent, the services she provides depend on the needs of the group with whom she is working. In some cases, the result is a workshop targeted to the needs of that group; in others, an informal meeting with a small group, a long conversation on the phone, or a referral to someone in the state who can help. In these and other cases, the director works to meet the specific needs of the volunteer group.

The goals of the Office include:

Encourage Maine citizens of all ages to become more active in responding to community needs through volunteerism; Coordinate the ongoing efforts of existing volunteer participation and volunteer programs; Provide technical assistance necessary to ensure community-wide volunteer participation; Increase local public recognition of the efforts of volunteers; Establish a system of ongoing education and training for volunteers and volunteer leaders; Provide consultation and support for volunteer coordinators through research and problem solving in the areas of recruiting volunteers, through research and problem solving in the areas of recruiting volunteers, evaluating programs, training and recognition; Ensure communication among the varied Maine volunteer organizations through speaking to individual groups, publishing a statewide newsletter, and telephone referral service.

Volunteerism in Maine is a cost-effective means by which government services are amplified, or services, not offered by State agencies are provided to Maine citizens.

PUBLICATIONS:

The MSOV Library offers a range of services designed to meet the information needs of the volunteer manager. The Library houses a collection of program materials, manuals, publications and newsletters. It also contains basic reference materials, research reports and newsletters that might be of interest to anyone in the field of volunteerism.

MSOV Publication: The Maine Connection (Newsletter) Spring 1990.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Office of the Governor.

FINANCE

DEPARTMENT OF FINANCE

H. SAWIN MILLETT, JR., COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 3

Telephone: 289-3446

Mail Address: Statehouse Station #78, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 08; Unit: 114; *Citation:* 5 M.R.S.A., Sect. 281

Average Count—All Positions: 625.5

Legislative Count: 599.5

Organizational Units:

Administrative Services Division

Bureau of Taxation

Bureau of the Budget

Board of Emergency Municipal Finance

Bureau of Accounts and Control

State Claims Commission

Bureau of Alcoholic Beverages

State Liquor Commission

Bureau of Lottery

State Lottery Commission

Advisory Council on Deferred Compensation Plans

PURPOSE: The Department of Finance is the principal fiscal agency of Maine State Government.

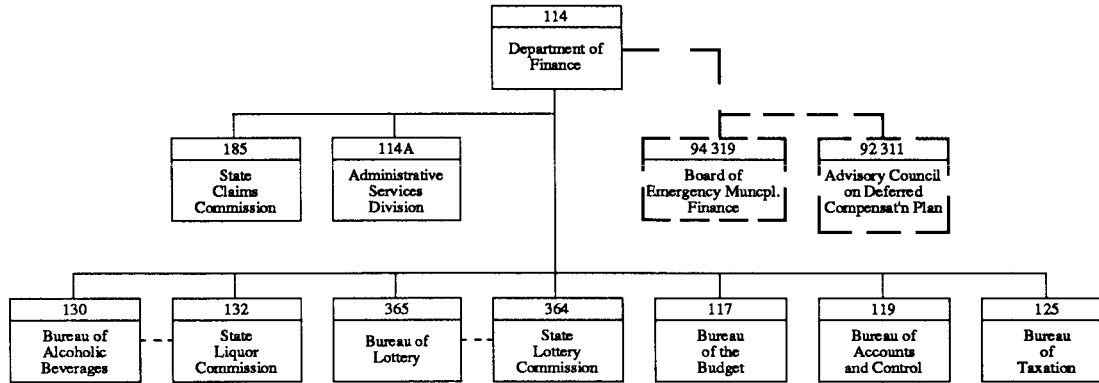
ORGANIZATION: An organizational chart is provided in this report.

PROGRAM: The program of the Department is implemented through its component units.

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1991: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

**ORGANIZATIONAL CHART
DEPARTMENT OF FINANCE
UMB 08**



Approved by the Bureau of the Budget

**CONSOLIDATED FINANCIAL CHART FOR FY91
DEPARTMENT OF FINANCE**

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,409,351	8,551,403		63,254		5,794,694
Health Benefits	1,730,749	976,681		2,968		751,100
Retirement	2,882,783	1,741,867		3,744		1,137,172
Other Fringe Benefits	3,079,266	2,508,668		3,147		567,451
Computer Services—State	1,858,739	1,696,527				162,212
Other Contractual Service	5,410,512	2,141,259		26,639		3,242,614
Rents	63,450	43,767		45		19,638
Commodities	513,868	132,917		1,911		379,040
Grants—Subsidies—Pensions	26,761,047	22,163,865	4,362,105	14,271		220,806
Buildings and Improvement	313,707	313,707				
Interest—Debt Retirement	1,571	581				990
Transfers to Other Funds	1,168,008	764,000	135,028	7,056		261,924
TOTAL EXPENDITURES	58,193,051	41,035,242	4,497,133	123,035		12,537,641

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	106,285	106,285				
Health Benefits	8,780	8,780				
Retirement	22,581	22,581				
Other Fringe Benefits	40,302	40,302				
Computer Services—State	929	929				
Other Contractual Service	8,377	8,377				
Rents	999	999				
Commodities	723	723				
Grants—Subsidies—Pensions	50,000	50,000				
Transfer to Other Funds	135,028		135,028			
TOTAL EXPENDITURES	374,004	238,976	135,028			

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: 41

Legislative Count: 41

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 accounting records for all State expenditures and financial transactions. It examines all bill and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The State Controller's office maintains the official financial records for all agencies and programs administered by the State with the exception of 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.

The Bureau oversees the State's automated Accounting System and, jointly with the Bureau of the Budget and the Bureau of Human Resources, oversees the State's automated Human Resource Management System. During the period from early 1988 through mid 1990, these systems were upgraded to current technology integrated systems. The systems are commonly known as MFASIS (Maine Financial and Administrative Statewide Information Systems).

The Accounting System processes approximately 1.5 million payments annually and approximately 160,000 other accounting transactions. All accounting transactions are reviewed and approved by the Controller's Office. The system provides on-line access, subject to appropriate security, to current financial information and status; and produces daily, monthly and annual accounting information for individual agencies and central statewide reporting.

The Human Resource Management System retains current personnel, payroll and position control information. This system issues over 400,000 payroll payments annually, and maintains and controls tax withholding and payroll deduction transactions. This system is also used to process and record several thousand personnel and position control transactions.

PUBLICATIONS:

State of Maine Financial Report (free).

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,111,042	1,111,042				
Health Benefits	128,947	128,947				
Retirement	218,153	218,153				
Other Fringe Benefits	1,372,152	1,372,152				
Computer Services—State	476,127	476,127				
Other Contractual Service	122,924	122,924				
Rents	18,809	18,809				
Commodities	9,453	9,453				
Grants—Subsidies—Pensions	44,528	44,528				
Buildings and Improvement	114,938	114,938				
Interest—Debt Retirement	425	425				
TOTAL EXPENDITURES	3,617,498	3,617,498				

FINANCE

DIVISION OF ADMINISTRATIVE SERVICES

DAVID S. CAMPBELL, DIRECTOR

PATRICIA L. BEAUDOIN, PERSONNEL MANAGER

BETTY E. GLIDDEN, CHIEF ACCOUNTANT

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

Telephone: 289-2931

Mail Address: Statehouse Sta. #67, Augusta, Maine 04333

Established: July 1, 1977

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 08; Unit: 114A; Citation: 5 M.R.S.A., Sect. 282

Average Count—All Positions: 14

Legislative Count: 14

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	376,189	376,189				
Health Benefits	41,873	41,873				
Retirement	82,827	82,827				
Other Fringe Benefits	2,317	2,317				
Computer Services—State	8,034	8,034				
Other Contractual Service	9,137	9,137				
Rents	577	577				
Commodities	3,634	3,634				
Grants—Subsidies—Pensions	980	980				
Buildings and Improvement	465	465				
Interest—Debt Retirement	17	17				
TOTAL EXPENDITURES	526,050	526,050				

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: 240.5

Legislative Count: 231

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 1987 the Commission was increased to five members.

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: During the year a computerized data base was initiated in the Licensing Division. Information is now readily available to Beer and Wine Wholesalers.

In 1990, a minimum profit pricing structure was formulated. Concurrently, a new shelf management program was implemented in all state liquor stores.

LICENSES, PERMITS, ETC.:

License:

- Class I. Spirituous, Vinous and Malt Beverages
- Class II. Spirituous Only
- Class III. Vinous Only
- Class IV. Malt Beverages Only
- Class V. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages
- Class VI. Off-premise retailer—beer
- Class VII. Off-premise retailer—wine

Permit:

- Certificate of Approval for Wine, Beer
- Alcohol
- Catering

PUBLICATIONS: Rules and regulations supplementing the new law are available. Fee—\$2.00

FINANCE

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,853,357					4,853,357
Health Benefits	636,715					636,715
Retirement	962,205					962,205
Other Fringe Benefits	108,807					108,807
Computer Services—State	161,612					161,612
Other Contractual Service	2,549,819					2,549,819
Rents	18,621					18,621
Commodities	307,185					307,185
Grants—Subsidies—Pensions	206,832					206,832
Interest—Debt Retirement	195					195
Transfers to Other Funds	252,978					252,978
TOTAL EXPENDITURES	10,058,326					10,058,326

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, 2000

Reference: Policy Area: 00; Umbrella: 08; Unit: 117; Citation: 5 M.R.S.A., Sect. 283

Average Count—All Positions: 13

Legislative Count: 13

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance, for carrying out State budget laws.

ORGANIZATION: The Bureau of the Budget is a departmental division, headed by a State Budget Officer appointed by the Commissioner.

PROGRAM:

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government, and corporations and associations desiring to receive State funds under provisions of law, prepare and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium.

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.

FINANCE

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	401,736	401,736				
Health Benefits	33,433	33,433				
Retirement	94,830	94,830				
Other Fringe Benefits	4,551	4,551				
Computer Services—State	20,366	20,366				
Other Contractual Service	32,612	32,612				
Rents	102	102				
Commodities	3,373	3,373				
Buildings and Improvement	1,000	1,000				
TOTAL EXPENDITURES	592,003	592,003				

FINANCE

STATE CLAIMS COMMISSION

ROBERT C. TREWORGY, CHAIRMAN
RONALD M. ROY, Chief Counsel & Clerk

Central Office: State Office Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #49, Augusta, Maine 04333

Telephone: 289-4031

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 238 cases for hearings during FY91. There were 56 land damage cases which were settled prior to hearings. The Commission heard 85 cases and 87 cases were continued. There were also 16 cases that were disposed of by default judgments and 138 additional land damage cases were received but settled and, therefore, hearings were not required.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
STATE CLAIMS COMMISSION						
EXPENDITURES						
Salaries and Wages	63,254			63,254		
Health Benefits	2,968			2,968		
Retirement	3,744			3,744		
Other Fringe Benefits	3,147			3,147		
Other Contractual Service	26,639			26,639		
Rents	45			45		
Commodities	1,911			1,911		
Grants—Subsidies—Pensions	14,271			14,271		
Transfers to Other Funds	7,056			7,056		
TOTAL EXPENDITURES	123,035			123,035		

STATE LIQUOR COMMISSION

EARLE L. INGALLS, CHAIRMAN
EDWIN W. BOWDEN, COMMISSIONER
CHARLES H. MILAN, III, COMMISSIONER
MARY ANNE SMITH, COMMISSIONER
RICHARD B. OLFENE, 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 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. In 1987 the Legislature raised the membership from 3 to 5 Commissioners.

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.

FINANCE

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Bureau of Alcoholic Beverages.

STATE LOTTERY COMMISSION

WILLIAM L. VARNEY, CHAIRMAN

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6700

Mail Address: Statehouse Sta. #30, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 364; *Citation:* 8 M.R.S.A., Sect. 373

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes; to make recommendations and set policy for State lotteries; to approve or reject reports of the State Lottery Director; and to transact other business that may be properly brought before it.

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the State Lottery Director. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

PROGRAM:

(See Bureau of Lottery Annual Report).

LICENSES, PERMITS, ETC.:

(See Bureau of Lottery Annual Report).

PUBLICATIONS: (See Bureau of Lottery Annual Report).

FINANCES, FISCAL YEAR 1991: The expenditures of this unit amounted to \$3,477.28 in FY 91 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: 41.5

Legislative Count: 41.5

FINANCE

PURPOSE: The Director is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

ORGANIZATION: 1987 P.L. #505 provides that the Director shall be appointed by the Commissioner of Finance and shall serve at the pleasure of the Commissioner of Finance. The Director acts as both chief administrative officer of the Bureau of Lottery and executive secretary of the Commission.

PROGRAM: The Maine State Lottery had another successful year in Fiscal Year 1989-1990. The lottery's contribution to the State Treasury was \$30,543,755.18; a 00.45% increase over FY 1988-1989 total of \$30,407,318.61.

In addition to the money turned over to the State, more than \$50.2 million was paid to Maine winners and was disbursed to ticket agents. Maine had 24 Megabucks winners in FY 89-90.

Early in 1989, research was conducted for the Tri-State Commission to provide information about the effectiveness of our advertising and about player buying habits.

Total sales increased to a record high of over \$98,495,000, up 2.28% over the previous fiscal year. One factor contributing to the increased sales was the addition of approximately 50 on-line terminals to 950.

Since its inception in 1974, the Maine State Lottery has contributed more than \$142,500,000 to the State's General Fund benefiting all the people of Maine.

LICENSES, PERMITS, ETC.:

Lottery sales agent; licensing

1. Factors. A license as an agent to sell lottery tickets may be issued by the Director to any qualified person. Before issuing such license, the Director shall consider such factors as:

- A. The financial responsibility and security of the person and his business or activity;
- B. The accessibility of his place of business or activity to the public;
- C. The sufficiency of existing licensees to serve the public convenience; and
- D. The volume of expected sales.

PUBLICATIONS:

1. *Annual Report* (Fiscal Year 1989-1990)—available to general public free of charge until supplies are depleted.
2. *Winners Newsletters*—bi-monthly newsletter sent to ticket agents. Free to public until supplies are depleted.
3. Information Kit which includes general information and historical background on Maine State Lottery. Available free of charge until supplies are depleted.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

FINANCE

BUREAU OF LOTTERY	TOTAL	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	FOR ALL FUNDS					
EXPENDITURES						
Salaries and Wages	941,337					941,337
Health Benefits	114,385					114,385
Retirement	174,967					174,967
Other Fringe Benefits	458,644					458,644
Computer Services—State	600					600
Other Contractual Service	692,795					692,795
Rents	1,017					1,017
Commodities	71,855					71,855
Grants—Subsidies—Pensions	13,974					13,974
Interest—Debt Retirement	795					795
Transfers to Other Funds	8,946					8,946
TOTAL EXPENDITURES	2,479,315					2,479,315

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: 270.5

Legislative Count: 254

Organizational Units:

Sales and Excise Tax Division
Audit Division
Enforcement Division
Income and Estate Tax Division

Operations Division
Research Division
Appellate Division
Legal Research 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,

FINANCE

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 8 operating divisions, some of which contain several sections.

PROGRAM:

Income and Estate Tax Division. This division has responsibility for the income and succession tax systems. Major functions include designing and distributing the forms, processing tax returns filed by taxpayers, initiating refunds and tax notices, and providing tax information to taxpayers and others. It also administers the Maine residents property tax relief program and certifies eligibility for low-cost drug cards. Annual processing volume includes 594,000 tax returns, 86,000 withholding and estimated tax payment accounts, and 81,000 taxpayer benefit applications.

Sales and Excise Tax Division. This division, through its two sections, has responsibility for the sales and use tax and all excise taxes administered by the Bureau.

Sales and Use Tax Section. This section manages the accounts of 53,000 registered sellers which includes an average turnover of over 700 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, camper trailers, livestock trailers, aircraft, and boats. The sales tax exemption/refund program for machinery and equipment purchases by commercial fishermen and farmers is also administered. This section administers the now re-designated "Recycling Assistance Fee" imposed on furniture, appliances, tires and batteries.

Excise Tax Section. This section administers 20 taxes concerning motor fuels, tobacco, illegal drugs, businesses and special industries, as well as 13 related refund programs. In the course of a year, it processes 54,000 tax returns and 15,000 refund claims.

Operations Division. The functions of the division involve administration of the property tax laws, tax collection in the Unorganized Territory, handling mail from taxpayers, data entry of tax return information, and computerization of tax systems.

Property Tax Section. Has responsibility for determination of the State Valuation, supervising municipal 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 first year of Elderly Property Tax Deferrals generated 72 participants. The annual Assessor's School conducted July 29-August 3, 1990 was attended by 268 registrants.

Business Services Section. Provides mail processing, revenue progressing and accounting, control of office supplies and equipment, and maintains the central tax records facility. Seasonal and intermittent employees are used to assist with peak workloads. Second shift operations are also important in providing efficient service during the individual income tax filing season.

Computer Services Section. Designs, maintains, and operates the Bureau's automated systems. It participates in research concerning plans for data processing contract work and provides specialized statistical analysis concerning computerized data bases. The acquisition and overall coordination of computer hardware is also handled by this section.

The mainframe computer facilities at the Bureau of Data Processing is used for both on-line and batch work. The primary systems currently reside on the Bull HN mainframe where they have been since the Bull HN computer was installed. There are several other systems, notably the collections system, which are on the IBM mainframe. Most of the 172 terminals and personal computers (PCs) connected to mainframe computers have access to both the Bull HN and IBM mainframes.

It is intended that all of the on-line and batch systems be converted to the IBM mainframe during the next several years. This is desirable from the standpoint of compatibility with outside data sources, a larger selection of package software and for the availability of more state-of-the-art development tools. A study has been completed which examined our complete computer system, including both hardware and software, and to make recommendations as to priority, method, and scheduling for conversion. Bids were solicited, with Andersen Consulting selected as contractor for the new system, called MATS

FINANCE

(Maine Automated Tax System). They have begun a four phase project to replace nearly all of the existing online tax systems with a new relational database system residing on the IBM mainframe. The project is scheduled for completion in 1994.

Enforcement Division. This division was established in 1986 to consolidate the state tax enforcement and compliance efforts. In addition to generating additional revenue, enforcement activities maintain the public's confidence in the State's tax programs. The division consists of two sections: one section concentrates on delinquent accounts while the other section pursues taxpayers who fail to file returns.

Collection efforts on the 50,000 unpaid state tax liability accounts consumes the bulk of available resources. Routine collection procedures are exhausted before employment of the more stringent actions permitted by statute. Debtors are contacted by telephone and by mail at regular intervals over an extended period to effect satisfaction of the obligation. Those unable to pay lump sum are encouraged to pay according to an agreed upon installment schedule.

Extenuating taxpayer circumstances are given every consideration. Finally, the judicious application of forceful measures is used for those debtors who continue to disregard the debt. To protect the State's interest in the tax debts, civil collection action can be taken in Maine courts, liens can be placed on tangible property, assets can be levied, or a taxpayer's authority to do business in Maine can be revoked.

Audit Division. The division conducts examinations of tax returns filed by taxpayers with the Bureau of Taxation and assesses any additional tax necessary to effect compliance with the provisions of the State tax laws. The audits are performed at the taxpayer's place of business. Division staff also visit at business locations for the purpose of either educating taxpayers as to tax law or assisting in the collection of overdue tax liabilities. Operations are supervised from the central office located on Water Street and from the field offices in Augusta, Bangor and Falmouth. About one-half of the tax auditors are headquartered at the field offices, while the remainder are based in other locations throughout the State.

The staff are trained to audit all the major revenue-producing tax systems. Examinations of the returns of taxpayers whose principal place of business is outside Maine are conducted by one or more members of a special team.

The division completed 1,228 taxpayer audits during fiscal 1991 which resulted in additional tax assessments of \$41,424,263.

Research Division. The division provides technical support for the administration of the state taxes which are the responsibility of the Bureau of Taxation. It develops complex economic models for tax policy analysis and conducts studies of state taxes and administrative procedures. Statistical analyses of tax revenues are maintained, and revenue estimates are prepared for current tax systems and for proposed changes in tax rates and tax bases.

Some project reports are produced at regular intervals. After the adjournment of a legislative session, a digest is written of the statutes which have an impact on the responsibilities of the Bureau. A financial report is compiled of Bureau revenues for each fiscal year. Estimates of expected revenues by month are prepared annually for the Bureau of the Budget, and for each biennium a projection of yearly revenues and a report on the tax expenditure items reflected in Maine law is prepared. Annual updates of current tax laws are assembled for inclusion in publications such as the Legislature's Compendium of State Fiscal Information, Moody's Municipal and Government Manual, and the Government of the District of Columbia's nationwide comparison of tax rates and tax burdens.

The division has responsibility for the maintenance of a computer file of historical tax revenue data. Reports are generated quarterly, after programming any changes in the revenue detail accounts and updating the master historical dataset. The reports are used in estimating both future revenues and fiscal impacts of proposed law changes.

Appellate Division. The division was established February 1, 1988. It serves the State Tax Assessor with respect to his statutory responsibilities and authority to take final agency action on all taxpayer petitions for reconsideration of assessments, denials of claims for refund, requests for abatement, denials and revocations of exemption certificates and licenses issued by the Bureau of Taxation. The division conducts conferences as requested by taxpayers; determines the appropriate application of statutory provisions; and drafts decisions of the State Tax Assessor, including decisions to cancel any tax which has been levied illegally and to abate, subject to the approval of the Governor, all or any part of any tax assessed by the State Tax Assessor. The division functions to promote uniformity and consistency in administration of the tax laws in accordance with constitutional requirements, statutes, regulations, court decisions, Attorney General opinions, and administrative practices. The Appellate Division operates independently from all other divisions in the Bureau and is directly responsible to and subject only to direction of the State Tax Assessor.

FINANCE

During the past fiscal year, the division has undertaken several changes to improve the efficiency of its daily functions. Both the director and the director's assistant have received personal computers and training thereon. As a result, standard paragraphs, the statutes and the rules are on the computer and can be easily incorporated into decisions. Reconsideration letters are now generated without clerical support reducing the processing time substantially. The division is in the process of developing a case tracking system to identify each case, its location and its status. When the Appellate Division receives an appeal, the taxpayer receives a letter which acknowledges receipt of the appeal and explains the appeal process. Taxpayers are also receiving copies of a brochure explaining the taxpayer bill of rights as enacted on April 17, 1990. Over the past twelve months the Appellate Division has received an average of thirty-eight cases per month and issued an average of thirty-seven decisions per month.

Legal Research Division. The division was established in 1990. It provides the Assessor with legal research into questions of tax law and related questions in areas such as constitutional law, conflicts, contracts, and procedure. While the Attorney General continues to provide complete representation in court proceedings, the Division of Legal Research supports the Attorney General's legal representation by serving as a communications link with the Bureau and by providing insight and background that are necessary to effective representation.

The Assessor consults the division on a broad range of projects, including drafting of legislation; review, revision, and promulgation of agency rules; establishing and drafting agency policies; review and revision of contracts; and review of numerous and miscellaneous documents created by agency staff. The division also reviews and comments on the determinations prepared for the Assessor's signature by the Appellate Division.

Summary of Net Revenue (preliminary data)

Fiscal 1991

Thousands of dollars

Individual income tax	573,362,428
Corporate income tax	76,246,655
Sales and use taxes	497,068,569
Motor fuel taxes	121,457,860
Business taxes	70,157,197
Tobacco taxes	45,552,679
Succession taxes	11,713,115
Real estate transfer tax	7,049,176
Property taxes	11,944,006
Special industry taxes	1,962,150
Recycling Assistance Fee	1,889,301

LICENSES, PERMITS, ETC.:

Sales Tax Sellers Certificate

Tobacco Tax:

Cigarette License (annual)—distributors, wholesale dealers, nonresident distributors

Tobacco Products Distributors License (annual)

Gasoline Tax:

Distributors Certificate

Exporters Certificate

Importers Certificate

Special Fuel Tax:

Suppliers Certificate

Users License

Blueberry Processors & Shippers License (annual)

Potato Shippers Certificate

Sardine Packers Certificate

Mahogany Quahog Dealers Certificate

Certified Maine Assessor Certificate

Certified Assessment Technician Certificate

FINANCE

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)—\$7.00

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF TAXATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,556,151	6,556,151				
Health Benefits	763,648	763,648				
Retirement	1,323,476	1,323,476				
Other Fringe Benefits	1,089,346	1,089,346				
Computer Services—State	1,191,071	1,191,071				
Other Contractual Service	1,968,209	1,968,209				
Rents	23,280	23,280				
Commodities	115,734	115,734				
Grants—Subsidies—Pensions	26,430,462	22,068,357	4,362,105			
Buildings and Improvement	197,304	197,304				
Interest—Debt Retirement	139	139				
Transfers to Other Funds	764,000	764,000				
TOTAL EXPENDITURES	40,422,820	36,060,715	4,362,105			

FINANCE AUTHORITY OF MAINE

BRADFORD E. WELLMAN, CHAIRMAN
TIMOTHY P. AGNEW, CHIEF EXECUTIVE OFFICER

Central Office: 83 Western Ave., Augusta

Mail Address: P.O. Box 949, Augusta, Maine 04332-0949

Established: 1983

Reference: Policy Area: 01; Umbrella: 94; Unit: 457; Citation: 10 M.R.S.A., Sect. 964

Average Count—All Positions: 30

Telephone: 623-3263

FAX: 623-0095

Sunset Review Required by: June 30, 2001

Legislative Count: 0

PURPOSE: The Finance Authority of Maine, an independent State agency, was created by an Act of the Maine State Legislature in 1983 to assist business development and create new employment opportunities throughout Maine. In part, the Authority accomplishes this by working cooperatively with the State's lending, financial, economic development and business community to develop and implement new financial services for Maine's business community.

The Authority has a wide array of existing programs, ranging from traditional loan insurance for both small and larger Maine businesses, to tax credits for investments in eligible small businesses. FAME also administers two bond financing programs which help Maine businesses access long-term, reduced-rate financing.

Effective April, 1990, the Authority became the designated agency responsible for administering the State's higher education finance programs. Through loans and grants, the Authority will assist students in paying the costs of attending institutions of higher education. In addition, the Authority will be developing a program of outreach and counseling to encourage Maine youth to aspire to higher education.

ORGANIZATION: The Finance Authority of Maine (FAME) was created during the First Regular Session of the 111th Legislature. FAME incorporates three former state loan agencies and adds a new dimension to the State's financial assistance programs, that of natural resource financing. The Authority is also responsible for developing new financial programs and services to better meet the needs of business, both large and small, throughout the State. The three former agencies folded into FAME are the Maine Guarantee Authority, the Maine Small Business Loan Authority and the Maine Veterans' Small Business Loan Authority.

The Maine Education Assistance Division was added to FAME in April 1990 to provide financial assistance to students pursuing higher education.

FAME currently receives direct appropriations for certain higher education grant and loan programs, and limited appropriations for business and natural resource development. FAME derives most of its operating funds from mortgage insurance fees, service and application fees charged in connection with the issuance of taxable and tax-exempt bonds, as well as insurance premiums and fees generated from other financial assistance offered by the Authority.

The Finance Authority of Maine is overseen by a fifteen member Board of Directors. The Board has the following makeup;

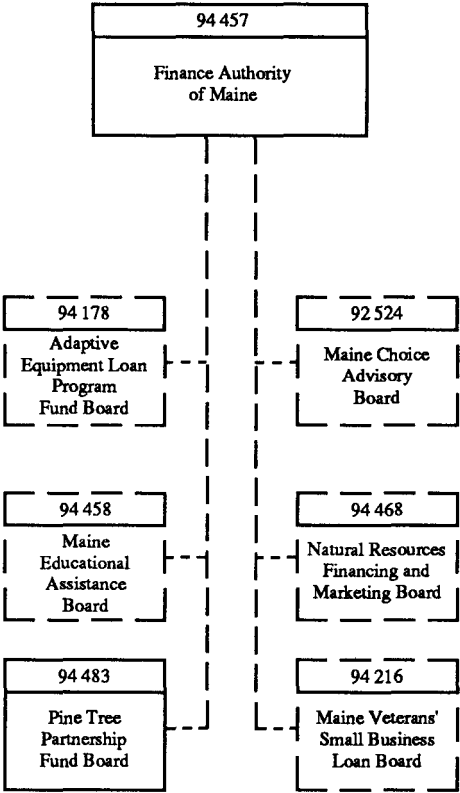
- two veterans from the Maine Veterans Small Business Loan Board
- two members from the Natural Resources Financing & Marketing Board
- two members from the Maine Education Assistance Board
- one Certified Public Accountant
- one commercial lender
- one attorney
- three members-at-large
- three state members to include the Commissioner of the Department of Economic and Community Development, a natural resource commissioner and the State Treasurer.

Members are appointed by the Governor and are subject to confirmation by the Legislature. Each member-at-large serves for a term of four years. A Chief Executive Officer is appointed by the Governor, subject to confirmation by the Legislature, to supervise and direct the administrative and technical activities of the Authority.

As organized, FAME consists of three broad divisions—Business Development, Natural Resources, and the Maine Education Assistance Division. These divisions are supported by an Office of General Counsel, External Affairs, Finance and Lending.

FINANCE AUTHORITY OF MAINE

**ORGANIZATIONAL CHART
FINANCE AUTHORITY OF MAINE**



Approved by the Bureau of the Budget

PROGRAM:

BUSINESS DEVELOPMENT DIVISION. This division maintains several programs which are utilized individually or in combination with other financing mechanisms to assist in business development. Programs overseen by this division include:

Commercial Loan Insurance Program. The Commercial Loan Insurance Program is designed to promote economic development by providing business borrowers, who exhibit a reasonable ability to repay a loan, access to capital that would otherwise be denied by a lender due to an unacceptable level of credit risk.

Through this program, FAME will insure up to 90% (not to exceed \$7,000,000 for most projects or \$2,500,000 for recreational projects) of a commercial loan. Loan proceeds may be used for purchase of, and improvements to, real estate, fishing vessels and machinery and equipment. Loan insurance may not be used to insure construction loans or housing projects. There are also certain limitations on loan insurance for projects with greater than 25% retail or 35% office space.

The program works in cooperation with local lending institutions and bond underwriters.*

Lenders originate loans, provide construction or interim acquisition financing without loan insurance, maintain at a minimum 10% of the loan uninsured and service the entire loan.

*(FAME insured loan bond issues are typically rated AA1 by Moody's and AA by Standard and Poor.)

Eligibility Criteria

- The borrower must demonstrate loan repayment ability.
- The business must be located in the State.
- Collateral must be sufficient to meet loan to value standards of the Authority.
- The project must demonstrate public benefit; for example, job creation, increase in municipal tax base, etc.

Small Business Loan Insurance Program. Similar to FAME's Commercial Loan Insurance Program, the Small Business Program is designed to specifically help those small businesses that cannot obtain conventional financing. FAME insurance provides additional security to financial institutions while encouraging greater lending activity to Maine's small businesses. Under this program, FAME can insure up to 85% of a loan to maximum loan insurance exposure of \$500,000. If the borrower is an eligible Maine veteran, FAME's maximum exposure increases to \$600,000.

Most prudent business activities (lines of credit included) are eligible. To participate in the Small Business Loan Insurance Program, a business must employ 20 or fewer employees or have gross annual sales of less than \$2.5 million.

Taxable and Tax-Exempt Bond Programs. In an effort to assist more Maine businesses, FAME has implemented two unique credit enhancement programs. These programs work to help Maine business access 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 insurance and a letter of credit; or by other comparable insurance.

The program benefits borrowers by providing a low, fixed or variable interest rate on 90% of a loan for up to 15-20 years. The interest rates are lower than conventional commercial credit because interest paid to the buyers of the bonds is tax exempt. This savings is passed along to borrowers.

The program works in cooperation with bond underwriters and local lending institutions who must originate loans, provide construction or interim acquisition financing, and agree to maintain, at minimum, 10% of a loan uninsured and service the entire loan for the life of the loan. Lenders may also be required to provide a letter of credit insuring payment on a portion of the loan. Borrowers will maintain their normal banking relationship.

Applicants for this program must demonstrate a strong likelihood that they will be able to repay the loan. The maximum size loan under this program is \$7,000,000.

SMART Bond Program. This program is similar to the Authority's SMART-E Bond Program. It is available (with some exceptions) to those businesses who are not eligible for tax exempt financing. The process begins when a lending institution provides a Maine based business with a loan commitment for acquisition of real estate, equipment, or other fixed assets. After a review of the loan application,

FINANCE AUTHORITY OF MAINE

FAME will commit to insure up to 90% of the loan, and will also agree to purchase the insured portion of the loan upon completion of construction or upon acquisition of the machinery or equipment.

FAME then groups the purchased portion of the loan with other loans to form a pool of insured loans which is then sold to private investors.

Because of the high credit rating associated with FAME's loan insurance, the bond becomes a marketable security which will sell at favorable fixed rates. Subject to market conditions, these bonds are generally sold at 1.25% over comparable term treasury bonds. However, since the lending institution is required to retain, at a minimum, 10% of the loan, the borrower will actually pay a "blended rate" based on the combination of the portion of the loan held by the lender and the portion sold through FAME. The rate and term on the portion of the loan retained by the lender is negotiated between the borrower and the lender.

Throughout the process, the borrower will continue to work with the lender. The lender will continue servicing the entire loan and, in addition, maintain a direct relationship with the borrower.

Applicants for this program must demonstrate a strong likelihood that they will be able to repay the loan. The maximum size loan under this program is \$7,000,000.

Municipal Securities Approval Program. Maine municipalities are empowered, with the approval of FAME, to issue tax-exempt revenue bonds to finance any private project authorized under the United State's Internal Revenue Code, Section 103, (now limited to manufacturing facilities and exempt projects such as solid waste disposal projects). Proceeds from the sale of municipal revenue bonds may be used for land, buildings, machinery and equipment, financing and interest charges, engineering, legal services, surveys, cost estimates and studies.

The advantage of this type of financing lies in the relatively low borrowing rates it affords. The specific rate is determined by a number of factors, including the bond markets, the credit worthiness of the bond beneficiary and the size of the bond issue.

Maine Job Start Program. The Maine Job Start Program is a revolving loan program designed to provide the eligible small business person with the necessary capital to start, strengthen or expand a business operation. It is a direct loan program targeted at those businesses which cannot obtain financing (even with loan insurance) through conventional lending sources.

The maximum available loan is \$10,000. The term of each loan will depend on applicant need, the business plan and the useful life of collateral. The interest rate on Job Start loans is 2% below the prime interest rate, fixed at the date FAME issues its loan commitment.

In order to qualify for a Job Start loan, the applicant must have an annual gross household income at or below 80% of the federal median income.

Investment Banking Service. For borrowers seeking large amounts for major projects, FAME can assist in suggesting and pursuing financing alternatives. Through contacts with underwriters, international banks, and buyers of taxable and tax-exempt bonds, FAME can help ensure that businesses can borrow on the best available terms.

Occupational Safety Loan Fund Program. The Finance Authority of Maine, in cooperation with the Maine Department of Labor, administers the Occupational Safety Loan Fund Program.

This program provides targeted direct loans to Maine businesses seeking to make workplace safety improvements. Under this program, a business may borrow up to \$50,000 for a period of up to 10 years. The interest rate paid by the borrower is 3% fixed.

To be eligible, the business must be located in the State of Maine. Proceeds from the loan must be used to purchase, improve, install or erect equipment which reduces workplace hazards or promotes the health and safety of employees. Borrowers must exhibit a reasonable ability to repay the loan from the cash flow of the business.

Underground Oil Storage Facility Program. FAME's underground oil storage facility replacement program provides 100% loan insurance to lenders, or direct loans and grants to borrowers for the removal, replacement and disposal of underground marketing and distribution tanks for oil, petroleum products or petroleum by-products, and for tanks used for on-premises consumption.

In order to qualify for this program a borrower must be an owner of an underground oil storage tank or facility which is or was used in a business activity or by a unit of local government.

Loan proceeds must be used for the removal, replacement and/or disposal of tanks for oil, petroleum products or petroleum by-products and for some equipment necessary to improve air quality. Removal of existing tanks and installation of new systems must be completed in accordance with State regulations. In some cases, loan proceeds may also be used for cleaning up contaminated soil. The interest rate on direct loans varies from 0% to prime depending on the payment ability of the borrower.

A mortgage or security interest and other collateral is required on a case-by-case basis. Personal guarantees will be required where applicable. The Authority may require environmental liability insurance.

FINANCE AUTHORITY OF MAINE

Overboard Discharge Replacement. FAME's Overboard Discharge Replacement Program provides 100% loan insurance to lenders for the removal, rehabilitation or replacement of certain waste water disposal systems which result in discharges into fresh or salt water ("overboard discharges").

The borrower must be the owner of a waste water disposal system utilized by a business which produces overboard discharges.

The borrower must not be able to obtain loan funds without loan insurance.

Loan proceeds must be used for removal, rehabilitation or replacement of a privately owned waste water disposal system utilized by a business. The system must currently result in an overboard discharge.

The maximum insured loan under this program is \$1,000,000. The interest rate and term are negotiated between the borrower and lender. The loan term may not exceed 10 years.

Waste Reduction and Recycling Loan Program. The Authority will periodically, upon accrual of sufficient funds, request that businesses intending to finance projects designed to reduce and recycle waste, submit proposals for loans of up to \$50,000. The proposals will be ranked by the Maine Waste Management Agency in accordance with criteria designed to achieve the goals of the State Waste Management and Recycling Plan. Interest rates on loans are fixed at 8% or 4%, with the lower rate available to projects receiving 50% or more of the financing from sources other than the Authority.

Waste Oil Furnace Loan Program. The Authority will provide an interest rate subsidy to Approved Lenders who make loans to borrowers to purchase and install an approved waste oil boiler or furnace. Loans may be for up to \$5,000 for a term of up to five (5) years. The loan may provide for an interest rate of up to thirteen percent (13%) per annum. The Borrower is required to pay an effective interest rate of three percent (3%) per annum on the loan. The Authority will provide a subsidy in an amount which, when invested by the Approved Lender at an assumed annual return of six percent (5%) per annum, will provide the Approved Lender with an overall return of thirteen percent (13%).

Linked Investment Program for Commercial Enterprises. The Maine Legislature has authorized the State Treasurer to invest up to \$4,000,000 of State funds in financial institutions at reduced interest rates. The financial institutions will use those funds to provide loans to certain commercial businesses at comparably reduced rates of interest. The loans will be approved and made by lenders according to their own policies; the State Treasurer will make compensating investments to the lenders to provide the interest rate savings to businesses on the underlying loans. The Finance Authority of Maine assists the State Treasurer in administering this program.

The purpose of the program is to assist targeted Maine businesses in obtaining loans at lower interest rates while encouraging greater private commercial lending. Those targeted businesses include manufacturers or businesses at least 70% of whose sales or services or products are sold out-of-state.

Export Financing Services. FAME's financial services can help Maine businesses begin or expand their export marketing efforts. Working Capital Insurance from FAME provides additional security to bankers while encouraging greater lending activity for international business. Export Credit Umbrella Insurance, provided by the Export-Import Bank of the United States (Eximbank) and administered by FAME, reduces international credit risk, allows an exporter to offer credit terms to foreign buyers in a competitive market, and offers the opportunity to obtain current cash flow against foreign receivables. With these insurance programs, either FAME or Eximbank becomes responsible for up to 100% of a loan made by a financial institution to the exporter.

Maine Seed Capital Tax Credit Program. In order to encourage equity investments in young business ventures, FAME may authorize State income tax credits to investors in an amount equal to 30% of the cash equity they provide to eligible Maine businesses.

ELIGIBLE BUSINESSES MUST:

- Be for profit and organized as a corporation, partnership, or joint venture.
- Have annual sales in the last 12 month period for which financial statements are available of no more than \$500,000.
- Sell, or project to sell, more than 60% of their goods or services outside of the State.
- Be the full-time professional activity of at least one of the principal owners, each of whom is an individual.
- Not be primarily distribution, construction, transportation, financial services, insurance, or real estate businesses.

ELIGIBLE INVESTORS MUST:

- Own less than 50% of the business for which application for a tax credit is being made. However, investors may participate in the operation of the business.
- Not be a principal owner or an immediate relative of a principal owner.

FINANCE AUTHORITY OF MAINE

ELIGIBLE INVESTMENT MUST:

- Be in cash and used for fixed assets, research and development, or working capital, and not for repayment of equity investment.
- Be at risk in the business, which means the investment is unsecured and unguaranteed and remains in the business for at least 5 years with no interest or dividends paid to the investor during that period.
- Be made only after application for the tax credit.

TAX CREDITS:

- Are available to investors who provide between \$10,000 and \$50,000 per business. There is no limit on the number of businesses in which an investor can invest and for which he receives tax credits.
- Are available for aggregate investments of between \$25,000 and \$250,000 per business.
- Will be authorized in an amount of up to 30% of eligible investments. The credits may be taken over a minimum of 2 years and a maximum of 15 years, and may begin in the year of the investment.

Maine Capital Network. The purpose of the Maine Capital Network (MCN) is to match potential investors with Maine businesses. MCN maintains a confidential data base of investors and business investment opportunities, and matches them based on stated interests and requirements.

Investors complete applications highlighting the type and level of investments that they would like to make, and businesses complete comparable applications regarding the type and level of financing required. FAME then matches by computer the interests of both parties based on the information submitted on the questionnaires. When a match is made the potential investor receives a copy of the business questionnaire. Should additional information be requested, FAME sends a summary business plan which the business has prepared. If the investor wishes to pursue the opportunity, FAME provides the respective names to each party, and FAME's involvement ends, with the exception of a periodic questionnaire to determine if introductions resulted in investments.

MCN investors are required to certify that they are accredited investors as defined in Rule 501 of Regulation D of the Security and Exchange Commission or that they have such knowledge and experience in financial and business matters that they are capable of evaluating the merits and risks of prospective investments, as specified in Rule 506 of Regulation D.

FAME provides only an information service for investors and businesses. FAME does not review the accuracy of information provided to it, advise either party on the prudence of a proposed investment or participate in the negotiations of investment terms.

An application fee of \$200 is charged to investors and a fee of \$100 to businesses for a one year subscription period to cover administrative expenses. Participants may renew subscription indefinitely subject to a renewal fee. FAME receives no other fees, commissions, or remuneration.

Small Business, Veterans and Underground Oil Loan Guarantee Fund Portfolio (As of 6/30/90)

Total Bank Financing Approved in FY 1991	\$10,773,709
Total FAME Guarantees Approved in FY 1991	\$ 7,336,448
Number of Loans Approved in FY 1991	95
Total Bank Principal Balance as of 6/30/91	\$27,538,527
Total Guaranteed Balance & Commitment as of 6/30/91	\$17,215,595
Total Number of Loans Outstanding as of 6/30/91	284

Commercial Insurance & Smart-E Portfolios (As of 6/30/91)

Total Bank Financing Approved in FY 1991	\$ 3,425,000
Total FAME Guarantees Approved in FY 1991	\$ 1,440,000
Number of Loans Approved in FY 1991	8
Total Bank Principal Balance as of 6/30/91	\$38,817,516
Total Guarantee Balance and Commitment as of 6/30/91	\$31,946,258
Total Number of Loans Outstanding as of 6/30/91	0

Moral Obligation Portfolios (As of 6/30/91)

Total Bank Financing Approved in FY 1991	\$ 7,415,000
Total FAME Guarantees Approved in FY 1991	\$ 7,415,000
Number of Loans Approved in FY 1991	8

FINANCE AUTHORITY OF MAINE

Total Bank Principal Balance as of 6/30/91	\$ 24,049,013
Total Guarantee Balance & Commitment as of 6/30/91	\$ 21,277,091
Total Number of Loans Outstanding as of 6/30/91	23

Outstanding Guarantee Balance as of 6/30/91

Small Business and Veteran Small Business	\$ 17,215,595
Commercial Insurance & Smart-E	\$ 31,946,258
Moral Obligation	\$ 21,277,091
Sub-Total	\$ 70,438,944
State Obligation Bonds Applied to Guarantee Capacity	
Total Outstanding Guarantee Balance	\$ 70,438,944
Total Insurance Availability	\$141,500,000
Insurance Available for New Projects	\$ 71,061,056

Direct Lending Programs as of 6/30/91

Job Start:

Total Financing Approved in FY 1991	\$ 259,100
Number of Loans Approved in FY 1991	34

Underground Oil:

Total Financing Approved in FY 1991	\$ 703,540
Number of Loans Approved in FY 1991	18

Adaptive Equipment:

Total Financing Approved in FY 1991	\$ 472,828
Number of Loans Approved in FY 1991	40

PUBLICATIONS:

1990 Annual Report of the Finance Authority of Maine
 1989 Annual Report of the Finance Authority of Maine
 1988 Annual Report of the Finance Authority of Maine
 1987 Annual Report of the Finance Authority of Maine
 1986 Annual Report of the Finance Authority of Maine
 1985 Annual Report of the Finance Authority of Maine
 1984 Annual Report of the Finance Authority of Maine
 1987 Patterns of Growth in Maine Businesses by Size of Employment
 1986 A Strategy for Investing in the Natural Resources Industries of Maine
 1986 The Natural Resource Industries of Maine—An Assessment and Statistical Portrait
 1986 New Directions in State Financial Assistance to Business
 1986 A Survey of Business Finance in Maine
FAME FORECAST (Newsletter)
 FAME Program Brochures

FINANCES, FISCAL YEAR 1991: 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, 1991.

FINANCE AUTHORITY OF MAINE

ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD

RAYMOND EMOND, JR., CHAIRMAN

Central Office: c/o Finance Authority of Maine, 83 Western Ave., Augusta *Telephone:* 623-3263
Mail Address: P.O. Box 949, Augusta, Maine 04332-0949 *FAX:* 623-0095

Established: 1988

Reference: Policy Area: ; *Umbrella:* 94; *Unit:* 178; *Citation:* 10 M.R.S.A., Sect. 371

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To loan money for the purchase of adaptive equipment which will be used to assist one or more disabled persons to become more independent or a more productive member of the community.

ORGANIZATION: The Board consists of nine (9) members. Seven (7) members are appointed by the Governor and confirmed by the Legislature. Of these, one member must be an experienced commercial lender, one must be a certified public accountant, and the remaining five must have a range of disabilities. The remaining two members are the Commissioner of Human Services or the Commissioner's designee and the Treasurer of State or the Treasurer's designee.

The Board contracts with alpha One, a community based organization offering services to persons with disabilities, to provide initial assistance to borrowers and a determination of the appropriateness of the equipment to be purchased. The Board contracts with the Finance Authority of Maine to provide administrative assistance, financial analysis and management, and legal counsel.

PROGRAM: The Board administers a program which provides low interest loans to be used to assist one or more disabled persons to become more independent and to be more productive members of the community. Loans may be for up to \$50,000 for a term of up to twenty (20) years. The interest rate on the loans varies from 0% to the prime rate and is determined by the borrower's ability to repay the loan.

Activity. In the past fiscal year, the Board put its program into place and considered seventy (73) applications for loans totalling \$1,038,788.72 in requests. Of those the Board has closed 89 loans for a total of \$841,311.46. The average loan size was \$9,452.94. Loans have ranged in size from \$291.90 to \$50,000.

Loans have been made to individuals for the purchase of equipment ranging from hearing aids to home modification. Loans have been made for the purchase and adaptation of vehicles, for special computer devices to enable nonverbal persons to communicate, for ramps, wheelchairs and prosthetic devices.

PUBLICATIONS:

Program Brochure (free)

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For further financial information, contact the Finance Authority of Maine.

MAINE CHOICE ADVISORY BOARD

BERNARD MILLER, CHAIRMAN

MIA PURCELL, Director, Maine Education Assistance Division

Central Office: One Weston Court, Augusta
Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Telephone: 623-3263
800-228-3734

Established: July, 1989

Sunset Review Required by: June 30, 2001

Reference: Policy Area: ; *Umbrella:* 92; *Unit:* 524; *Citation:* 20-A M.R.S.A., c. 430-A

Average Count—All Positions: 0

Legislative Count: 0

FINANCE AUTHORITY OF MAINE

PURPOSE: The Maine Choice Program was established by the Legislature to provide financial assistance to superior students seeking post-secondary education in nursing and allied health occupation programs, including nurse practitioner and physician's assistant programs. The program will provide interest-free loans of up to \$2,500 per academic year.

ORGANIZATION: The Maine Choice Advisory Board consists of 10 members, including: the Chief Executive Officer of the Finance Authority of Maine or the chief executive officer's designee, the Director of Health Planning and Development or the director's nominee, the Commissioner of Labor or the commissioner's designee, the Director of the State Planning Office or the Director's designee, a member of the Maine Health Policy Advisory Council appointed by its chair, 2 representatives of the nursing profession appointed by the Governor, 2 representatives of other allied health professions appointed by the Governor and one consumer appointed by the Governor. The Board advises the FAME Chief Executive Officer and FAME Board on operation of the program and the amount of appropriations needed to operate the program, selects the finalists to receive loans and determines underserved regions and subject areas.

PROGRAM: The Maine Choice Program recognizes graduating secondary school seniors and students enrolled in post-secondary education programs who show evidence of academic merit and who are enrolled in nursing programs or programs in allied health occupation programs such as nurse practitioner and physician assistant programs. Preference is given to students enrolled in a health care program which has been determined by the Board to be in an underserved health care region or subject area.

Those students designated as Maine Choice Scholars by the Advisory Board are entitled to loans of up to \$2,500 per academic year, which loans are automatically renewable for subsequent years provided that the student maintains a minimum grade point average.

The loans are interest free. In addition, borrowers are entitled to forgiveness of 25% of their loans for each completed year of employment in the State in the health care profession in which the student is educated. There is currently no available funding for this program

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For further financial information, contact the Finance Authority of Maine.

MAINE EDUCATION ASSISTANCE BOARD

DONALD A. KOPP, CHAIRMAN

MIA PURCELL, Director, Maine Education Assistance Division

Central Office: One Weston Court, Augusta

Mail Address: Statehouse Sta. # 119, Augusta, Maine 04333

Established: July 12, 1989

Sunset Termination Starting by: February 1, 1993

Reference: Policy Area: ; *Umbrella:* 94; *Unit:* 458; *Citation:* 10 M.R.S.A., Sect. 1013

Average Count—All Positions: 9

Telephone: 289-2183

800-228-3734

Legislative Count: 0

PURPOSE: The Maine Education Assistance Board was established as an advisory board to the Finance Authority of Maine Board to provide policy and administrative recommendations for the administration of a comprehensive, consolidated program of financial assistance to Maine post-secondary students and their parents. In addition to operating a variety of grant and loan programs to assist with the costs of higher education, including medical education, the Board is directed to establish a program of outreach and counseling designed to encourage students at the secondary level to aspire to post-secondary education.

ORGANIZATION: The Maine Education Assistance Board consists of seven members including: the Commissioner of Education or the commissioner's designee and six members appointed by the Governor and confirmed by the Legislature. The members must include: a trustee, director, officer or employee of an institution of higher education in the State; a member of a statewide organization representing the

FINANCE AUTHORITY OF MAINE

chief executive officers of public and private post-secondary institutions; a student financial aid administrator; a guidance counselor at a high school; a representative of a state financial institution that is active in student lending; and a member who represents the interests of the consumers of the program.

The Board operates in conjunction with the Maine Education Assistance Division established within the Finance Authority of Maine, which provides staff assistance.

PROGRAM: The Maine Education Assistance Division operates a range of programs designed to provide financial assistance to Maine students:

Maine Guaranteed Student Loan Program. This program, consisting of the Stafford Loan Program and the Supplemental Loan for Students Program, provides for loans to students and parents based on financial need. The loans are guaranteed by the State of Maine and the federal government, and payment may be deferred until after the student has been out of school for six months. The loans bear a below market interest rate. The Division processes over \$35,000,000 per year in loans under this program.

Maine Student Incentive Scholarship Program. Through this program, grants are available to Maine residents based on financial need. For Fiscal Year 1991, grants will be \$500 for students attending public institutions and \$1,000 for students attending private institutions.

Blaine House Scholars Program. This program provides interest free loans of up to \$1,500 per year for academically superior high school seniors entering college, college students training to be teachers, and teachers seeking to further their education. The loans may be forgiven at a rate of 25% per year for return service as a teacher in the State.

Douglas and Byrd Scholars Programs. The Division administers two small federal programs with limited funding, one a loan for students training to be teachers and the other a scholarship for exceptional entering freshmen.

PUBLICATIONS:

Program Brochures

Maine Guaranteed Student Loan Program Annual Report

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For further financial information, contact the Finance Authority of Maine.

ADVISORY COMMITTEE ON MEDICAL EDUCATION

JOHN LaCASSE, CHAIRMAN

MIA PURCELL, DIRECTOR, MAINE EDUCATION ASSISTANCE DIVISION

Central Office: One Weston Court, Augusta;

Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: May 1978

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 02; Umbrella: 05; Unit: 093; Citation: 20A M.R.S.A., Sect. 11807

Average Count—All Positions: 0

Telephone: 289-2183

Legislative Count: 0

PURPOSE: The Advisory Committee on Medical Education advises the Chief Executive Officer of the Finance Authority of Maine in the development of a plan for medical education in disciplines not available in the State of Maine. This plan is to include the development of a coordinated mechanism for the administration of the program, the projected number of student seats needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total amount expended for the purchase of the seats at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

ORGANIZATION: The Advisory Committee on Medical Education consists of 15 members who are recommended by the Chief Executive Officer to the Joint Standing Committee on Education for its final

FINANCE AUTHORITY OF MAINE

approval. Members are appointed for 2 year 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 Chief Executive Officer.

PROGRAM: The Advisory Committee on Medical Education is authorized to make recommendations to the Chief Executive Officer relative to implementation of the Post Graduate Health Professions Program. Issues under examination focus on access to post graduate medical, dental, optometric, and veterinary doctoral programs in out-of-state institutions; budget recommendations; legislative policy; student indebtedness; and Program impact on the Maine health system in providing access to health care to the people of Maine.

PUBLICATIONS: Annual Report — Advisory Committee on Medical Education January 1990.

FINANCES, FISCAL YEAR 1991: The Advisory Committee on Medical Education has no appropriated funds and, therefore, had no expenditures for FY 91.

NATURAL RESOURCE FINANCING AND MARKETING BOARD

SAMUEL G. DAVIDSON, CHAIRMAN

KAREN LAZARETH, Director, Natural Resource Financing and Marketing Division

Central Office: 83 Western Ave., Augusta

Telephone: 623-3263

Mail Address: P.O. Box 949, Augusta, Maine 04332-0949

Established: 1983

Sunset Review Required by: June 30, 2001

Reference: Policy Area: ; Umbrella: 94; Unit: 468; Citation: 10 M.R.S.A., Sect. 964

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Natural Resource Financing and Marketing Board was established to provide assistance and advice to the Finance Authority of Maine Board and staff in developing programs and policies designed to help natural resource based businesses to expand production and markets, improve product quality and add value to natural resource products.

ORGANIZATION: The Natural Resource Financing and Marketing Board consists of 8 members including the Commissioners of Conservation, Marine Resources, and Agriculture, Food and Rural Resources, and the State Treasurer, along with four public members appointed by the Governor and subject to confirmation by the Legislature.

PROGRAM: In assisting natural resource enterprises, FAME utilizes all of the programs available to businesses generally through FAME, as well as the following programs:

Natural Resource Entrants Guarantee Program. FAME is authorized to guarantee up to 90% of a loan to an eligible borrower made by either a financial institution or the seller of the agricultural or fishing enterprise. The borrower must meet certain eligibility criteria, including a net worth of \$100,000 or less, and the guaranteed amount is limited to \$225,000.

Agricultural Operating Loan Insurance Program. This variation on FAME's loan insurance program is designed to assist agricultural enterprises in obtaining seasonal lines of credit. It is generally used to insure up to 75% of loans to pay the costs of raising a crop, and the term of the loan is tied to the expected time between when the loan is needed and when the crop is sold. The term cannot exceed 15 months, and the maximum loan may not exceed \$250,000.

Natural Resources Capital Investment Program. This program was established to provide assistance to natural resource projects designed to increase the State's capacity to produce, harvest, store, process, distribute, market and improve the quality of natural resource products. The program is authorized to provide direct loans for up to 45% of the costs of such projects, and is designed to leverage other sources of capital. This program does not currently have any loan funds available.

FINANCE AUTHORITY OF MAINE

Potato Marketing Improvement Program. Operated by FAME in conjunction with the Department of Agriculture, Food and Rural Resources, the Potato Marketing Improvement Fund (PMIF) provides direct loans to potato growers and packers to construct modern storages, packing lines and sprout inhibitor facilities as part of the industry's plan to improve the quality and marketing of Maine potatoes. The fund provides long-term, fixed rate loans at attractive, below market interest rates, and can finance up to 55% of the eligible costs of construction and improvement.

Linked Investment Program for Agriculture. In cooperation with the State Treasurer's Office, the State invests up to \$4,000,000 in financial institutions at reduced interest rates. The financial institutions use those funds to provide operating loans to Maine farmers at comparably reduced rates of interest for up to two years per borrower. The loans are made and administered by the lenders according to their own policies, but with the interest rate savings generated by the State investment. FAME's Natural Resource Marketing and Finance Division assists the State Treasurer in the operation of the program.

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For further financial information, contact the Finance Authority of Maine for a copy of their audited financial statements.

PINE TREE PARTNERSHIP FUND BOARD

PROF. RICHARD HILL, CHAIRMAN

CHARLES A. GARON, PROGRAM COORDINATOR

Central Office: 83 Western Ave., Augusta

Mail Address: P.O. Box 949, Augusta, Maine 04332-0949

Telephone: 623-3263

FAX: 623-0095

Established: 1985

Reference: Policy Area: ; Umbrella: 94; Unit: 483; Citation: 10 M.R.S.A., Sect. 351

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To provide research and development grants to small Maine businesses, advance existing technology or introduce new products into the marketplace.

ORGANIZATION: The Pine Tree Partnership Fund Board consists of seven (7) members as follows: The Chairman of the Finance Authority of Maine or the Chairman's designee; the Director of Energy Resources or the Director's designee; the President of the Maine Development Foundation or the President's designee; a member of the Senate recommended by the President of the Senate and appointed by the Governor; a member of the House of Representatives recommended by the Speaker of the House of Representatives and appointed by the Governor; and two (2) members of the public appointed by the Governor, who shall be knowledgeable and have favorable reputations for skill, knowledge and experience in the development of technological innovation.

The Finance Authority of Maine provides assistance in the administration of the program.

PROGRAM: The Pine Tree Partnership Board periodically solicits proposals for grants. Maine small businesses employing 30 or fewer employees and having a net worth not exceeding \$250,000 may apply for grants of up to \$15,000 in any twelve month period. The applicant must contribute matching funds in an amount equal to the grant to the project. In some instances the Board will accept in-kind services or property in lieu of matching funds. The Board evaluates each application in accordance with several criteria, including: whether the research proposed is reasonably likely to assist in advancing existing technology or introducing new products into the marketplace; whether the research is well designed and capable of producing results; the qualification of the applicant to conduct the research; and the availability of adequate resources to conduct the research.

Activity: In fiscal year 1991, the Pine Tree Partnership Fund Board awarded no new grants, as there is currently no funding available for this program.

The Board's follow-up on grants from previous years shows successful use of the grants to access additional funding. A number of patent applications for products resulting from research conducted with grant funds have been initiated.

FINANCE AUTHORITY OF MAINE

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For further financial information, contact the Finance Authority of Maine.

MAINE VETERANS' SMALL BUSINESS LOAN BOARD

ARNOLD LEAVITT, CHAIR

DAVID S. MARKOVCHICK, Director of Business Development

Central Office: 83 Western Ave., Augusta

Telephone: 623-3263

Mail Address: P.O. Box 949, Augusta, Maine 04332-0949

Established: 1983

Sunset Review Required by: June 30, 2001

Reference: Policy Area: ; *Umbrella:* 94; *Unit:* 216; *Citation:* 10 M.R.S.A., Sect. 964

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Maine Veterans' Small Business Loan Board is to assist the Finance Authority of Maine in providing financial and technical assistance to eligible veterans. The Board is directed to advise FAME on the needs of veterans in the State and recommend ways the Authority might address those needs. Eligible veterans are defined as those residents who served in the United States Armed Forces during any federally recognized period of conflict or who were eligible for an Armed Forces Expeditionary Medal or campaign medal, and who were not dishonorably discharged.

ORGANIZATION: The Board consists of 7 members including the Director of Veterans' Services and six members appointed by the Governor from nominations submitted by the Maine Veterans' Coordinating Committee. Two members of the Board are designated by the Governor to serve on the FAME board.

PROGRAM: The Maine Veterans' Small Business Loan Board is authorized to insure up to 100% of loans of up to \$75,000 from lenders to small businesses owned by veterans. Recommendations of 100% guarantees are considered by the Board. FAME is authorized to insure up to 85% of loans to eligible veterans, provided that the insurance does not exceed \$250,000. However, when combined with insurance under the Authority's Small Business Loan Insurance Program, an eligible veteran can obtain insurance of up to \$600,000. Veterans are also eligible for all other programs and services of FAME.

The Board is also authorized to provide services to veterans in the form of information on the veterans' loan insurance program as well as information and assistance on accessing business financing generally.

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For further financial information, contact the Finance Authority of Maine for a copy of their audited financial statements.

FIREFIGHTERS

ADVISORY COMMITTEE FOR THE TRAINING OF FIREFIGHTERS

STEVE HASSON, STATE FIRE ADMINISTRATOR

Central Office: Howe Hall, SMTC

Telephone: 799-7303

Mail Address: Fort Road, So. Portland, Maine 04106

Established: 1959

Sunset Review: Not Established

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 326; *Citation:* 20A M.R.S.A., Sect. 9002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Advisory Committee provides the Maine Technical College System and Southern Maine Technical College with 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 system president 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 SMTC's Fire Science Craft Committee; and two members from EMTC's Fire Science Craft Committee.

PROGRAM: The Maine Technocal College System's Advisory Committee on Fire Training and Education met three times during FY 91, advising MTCS and Southern Maine Technical College administrators and staff on a variety of fire safety issues.

Fire Training and Education: The Maine Fire Training and Education (MFT&E) program employs a staff of 3 full-time administrators, 3 full-time secretaries, 3 half-time coordinators, 9 part-time field supervisors, and 100 part-time instructors and evaluators to help make citizens of Maine safer from fire. Courses offered range from basic, hands-on training for new fire department members, to college-level fire technology education for senior fire officers. Additional courses and services offered include:

- Training teachers in the "Learn Not To Burn" fire safety education program
- Providing consultation services to municipal officials and fire chiefs on a variety of public fire protection issues
- Assisting fire departments in specifying new fire apparatus, and providing acceptance tests for newly-purchased fire trucks
- Testing local firefighters and awarding State Firefighter Certification, based on National Firefighter Qualification Standards
- Providing a wide range of industrial fire education programs to private industry in Maine, for a fee.

During FY 91, MFT&E delivered the following services:

Service	# Courses	Hrs. Instruction	# Students	S/C Hrs.*
Local Field				
Delivery Courses	112	2,073	1,535	20,294
Officer Training Courses	17	260	571	6,340
Technical Consultation Services	4	56	—	—
Fire Science Assoc.				
Degree Courses	14	630	397	17,865
Fire Academies	5	450	108	11,013
Fire Cert. Testing	11	119	146	2,374
Ind. Fire Ed./Tmg.	15	132	3,204	5,718
Apparatus Spec's and Testing Services	22	138		
TOTALS	200	3,858	5,961	63,604

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 — \$3.00
6. Ground Ladder Student Manual — 1984 — \$3.00
7. Rural Hitch manual — 1984 — \$3.00
8. Pumper Acceptance/Service Testing — 1985 — \$3.00
9. Emergency Response Driving — 1985 — \$3.00
10. Tanker Operation — \$3.00
11. Sprinklers: The Fire Dept. Connection — \$3.00
12. Fire Instructor I — \$30.00
13. Fire Fighter I and II Curriculum — \$30.00
14. Driver/Operator Curriculum — \$30.00
15. Fire Fighter I Student Manual — \$15.00
16. Fire Fighter II Student Manual — \$15.00
17. Fire Command—Student Manual — \$10.00

FINANCES, FISCAL YEAR 1991: 20-A MRSA Sect. 9002, provides that expenditures of this unit shall be borne by the Maine Technical Colleges—Board of Trustees and are, therefore, included in its financial display.

FOREST FIRE ADVISORY COUNCIL

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 reviewed 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 review on 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.

ORGANIZATION: The Governor appointed a 9-member council to advise the Department of Conservation on all matters pertaining to the forest fire control program. The council consists of one representative each from the Forest Fire Control Division of the Department of Conservation and the Maine State Fire Chief's Association; one member is a municipal official; four members represent the commercial forest industry, of which 2 represent landowners in the organized portions of the State, and 2 represent landowners in the unorganized portion of the State; one member represents a forest related tourist industry; and one represents a noncommercial private owner of acreage which is subject to the tax assessed under Title 36, Chapter 366.

PROGRAM: The Advisory Council met three times to be updated on changes and to provide constructive input. Regular bi-annual meetings are planned for September and March.

FINANCES, FISCAL YEAR 1991: This unit is not authorized to receive or expend funds.

FOREST FIRE PROTECTION

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

RICHARD E. MULLAVEY, EXECUTIVE SECRETARY
JOHN H. CASHWELL, CHAIRMAN, MAINE COMMISSIONERS

Central Office: AMHI—Harlow Building

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1949

Sunset Review: Not Established

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 327; *Citation:* 1949 P&SL, Chap. 75

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION: The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation; the third member is a citizen appointed by the Governor for a term of three years.

PROGRAM: The activities of the Northeastern Interstate Forest Fire Protection Commission during FY 91 included the annual Commission meeting in New Hampshire; Incident Command System (ICS) transition training; Basic Incident Command System training; Fire Investigation training, Advanced Fire Behavior, Safety Officer (I401); and Crime Scene Photography training.

In addition, an equipment call up was held for Compact member states to test equipment compatibility and response. New Brunswick called upon Maine for pumps, hose, handtools, overhead personnel, one helicopter and two pilots for a 6500 acre fire and a 1000 acre fire, both in June 1991.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Forestry.

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

WALTER MOULTON, CHAIRMAN
ROBERT O. LENNA, Executive Director

Central Office: 45 University Drive, Augusta, ME 04330
Mail Address: P.O. Box 2268, Augusta, ME 04338

Telephone: 622-1958

Established: 1971

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 03; Umbrella: 94; Unit: 336; Citation: 22 M.R.S.A., Sect. 2054

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: To assist private, non-profit hospitals, non-profit nursing homes and private, non-profit institutions for higher education within the State of Maine in both short and long term tax-exempt financing for the construction and equipping of health-care and educational facilities, the refinancing of existing indebtedness and student loans by providing access to the municipal (tax-exempt) bond market.

ORGANIZATION: The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Educational and Cultural Services and Treasurer of State who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: Bonds, notes or any other obligations of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing home or institution for higher education or may take a mortgage on the project. Each hospital, nursing home or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals, nursing homes and institutions for higher education using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is based on a schedule as follows: (calculated on amount borrowed)

1st \$1,000,000	—	\$1,500
Next \$10,000,000	—	\$1 per \$1,000
Next \$10,000,000	—	75¢ per \$1,000
Thereafter	—	50¢ per \$1,000

A fee of 1/10 of 1% of original amount of bond issue is charged annually. A fee of 1/100 of 1% of original amount of refunded bond issues is charged annually.

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HEALTH CARE FINANCE COMMISSION

ROSALYNE S. BERNSTEIN, CHAIRMAN
ROBERT K. CLARKE, Executive Director

Central Office: 9 Green Street, Gardiner

Telephone: 289-3006

Mail Address: Statehouse Sta. #102, Augusta, Maine 04333

Established: September 23, 1983

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 03; Umbrella: 90; Unit: 460; Citation: 22 M.R.S.A., Sec. 383

Average Count—All Positions: 35

Legislative Count: 5

PURPOSE: The Commission was created to design and administer the hospital payment system established by the 111th Maine Legislature. The purposes of this system are to (1) limit future increases in the cost of hospital care in Maine; (2) promote greater equity among those who must pay hospitals; and, (3) assure that the essential financial requirements of all Maine hospitals are met.

ORGANIZATION: The Commission is composed of five members appointed by the Governor subject to review by the Joint Standing Committee on Human Resources and confirmation by the Legislature. The members are Rosalyn S. Bernstein of Portland, Chair; Elinor Goldblatt of Auburn, Vice-chair; Diantha Carrigan of Medomak, David Wihry of Orono and Harvey Picker of Camden.

The Commission is empowered to appoint an Executive Director and General Counsel, as well as to employ such other staff as it deems necessary. The Executive Director is authorized to appoint a Deputy Director and carry out all administrative and technical responsibilities delegated to him by the Commission.

The staff is divided into four 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 Legal Division represents the Commission and the Executive Director in all legal proceedings involving the Commission and provides legal assistance in the preparation of rules.

The Commission and its staff regularly consult with the members of four advisory bodies. The Hospital Advisory Committee is composed of two representatives of hospitals with 55 or fewer beds, two representatives of hospitals of moderate size and two representatives of large hospitals. The Payor Advisory Committee is composed of a representative of the Department of Human Services, a representative of Blue Cross and Blue Shield of Maine, a representative of a commercial insurer, and a representative of self-insured employer groups. The Professional Advisory Committee is composed of two allopathic physicians, two osteopathic physicians, two registered nurses and a hospital employee, other than a nurse or physician, who is directly engaged in the delivery of patient care. The fourth advisory body, the Consumer Advisory Panel, was established by the Commission and is composed of seven members who are broadly representative of consumer interests and concerns. In 1991, the Legislature amended the statute to establish a fourth permanent advisory body, the Consumer Advisory Committee.

PROGRAM: The hospital payment system administered by the Commission has been in effect since October 1, 1984. In its most recent Annual Report, 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 approximately 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 \$7.0 million to the annual cost of hospital care.

HEALTH CARE FINANCE

The Commission has engaged in an intensive effort to revise its rules in order to reflect the substantial changes to the hospital payment system that were approved during the First Regular Session of the 114th Legislature. These changes became effective on October 1, 1990.

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE HEALTH CARE FINANCE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,017,233	179,617	837,616			
Health Benefits	93,094	15,388	77,706			
Retirement	217,201	41,357	175,844			
Other Fringe Benefits	120,579	1,362	119,217			
Computer Services—State	3,039		3,039			
Other Contractual Service	153,994	977	153,017			
Rents	7,896		7,896			
Commodities	9,949		9,949			
Grants—Subsidies—Pensions	2,201,414	2,024,376	177,038			
Buildings and Improvement	3,615		3,615			
Transfers to Other Funds	352		352			
TOTAL EXPENDITURES	3,828,366	2,263,077	1,565,289			

MAINE HEALTH POLICY ADVISORY COUNCIL

RONALD G. THURSTON, CHAIRMAN

KALA E. LADENHEIM, EXECUTIVE DIRECTOR

Central Office: 397 Water Street, Gardiner

Telephone: 582-8940

Mail Address: Statehouse Sta. #141, Augusta, Maine 04333

Established: September 27, 1987

Sunset Review: Not Established

Reference: Policy Area: 03; Umbrella: 92; Unit: 494; Citation: 5 M.R.S.A., Sec. 19101

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Maine Health Policy Advisory Council advises and is available for consultation to the Governor, Commissioner of Human Services, Commissioner of Mental Health and Mental Retardation, other executive branch agencies, the Legislature and the Maine congressional delegation on health policy issues related to health status, health promotion and health care delivery. Each year, by December 15, the Council issues a report that includes a forecast of major health care issues that are expected to face the State in the next five years, an agenda of major health policy issues for the coming year, and its findings on issues it had raised in the previous year and on public and private health care delivery and financing goals and objectives. The Council is also authorized to conduct or commission studies and reports on health policy matters.

ORGANIZATION: The Council is an independent advisory body of 17 members, 13 appointed by the Governor, 2 by the Speaker of the House of Representatives, and 2 by the President of the Senate, a majority of whom are non-providers of health care services. The Council elects its officers, a chair, a vice chair and a secretary. The Council employs an executive director, a health planner and a clerk typist. The executive director is responsible to the Council and supervises the other members of the Council staff.

PROGRAM:

Current Agenda. The Council has chosen the following goals for 1991: 1) To advocate for statewide health planning including a broad-based participatory structure; 2) To develop a vision of the health care system in Maine, including access to necessary basic services; and 3) To create a forum for public discourse on ethical issues in health. The Council is integrating visions on these topics from a variety of organizations into a shared agenda for health. In each area, the Council is studying issues related to integration of mental and physical health, the impact of chronic conditions, and risk reduction/prevention. Council meetings are held monthly, with at least three meetings outside Augusta each year. The monthly meetings are open to the public and often include expert panels presenting health policy topics.

Ongoing Activities and Services. In addition to the annual report, which provides an overview of health issues and activities in the state and is widely distributed and used, the Council works closely with the Legislature, Executive branch agencies, and consumer and provider groups in a variety of ways. These services include a small library of health policy materials, a directory of groups with health policy interests and staff assistance in identifying groups working on specific issues, listings of proposed health legislation, and assistance in formulating and carrying out health policy research on issues identified by the Council. Council members and staff are available to immediately assist groups and individuals with technical questions that do not require deliberation by the entire Council. Members and staff make presentations and assist with workshops on health policy, on request, and the Council actively participates as a member of a number of other advisory bodies and work groups.

Policy Research and Recommendations. The Council carries out policy research on topics of concerns and disseminates its findings. This research includes literature reviews, policy briefs and surveys. The Council has prepared concept papers on several major health policy issues before the Legislature—health planning, health personnel demand and supply, and health services regulation. The Council developed a State Health Budget, showing sources of funds and expenditures related to health by all departments of state government. The Council continues to monitor and report on efforts to improve health professional supply and demand and is involved in ongoing studies of public health in Maine. It promotes policies that enable community-based and statewide health planning. The Council is designing an assessment of the economic impact of recent tort reform legislation on health care. How Maine's health care delivery system responds to rising chronic care needs is being examined in a study

HEALTH POLICY

of hospital and nursing home relations and the problem of days awaiting placement. The Council developed a research plan for the statewide health insurance program feasibility study.

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 to local community forums, to small study seminars on topics of interest to the Council (topics to date have included mandated benefits, preferred provider organizations, the proposed Maine Educational Loan Authority, and CNA supervision). The Council has convened a series of small focus groups to refine proposals related to health planning. The Council convened a statewide series of simultaneous public forums linked by Interactive Television to define basic level of care, exploring policy, system and ethical issues surrounding access. In 1991 the Council is coordinating the development of a Shared Agenda in Health by a number of private groups, in order to develop consensus on a vision for Maine's future. Meetings have included panels on patient responsibility and consumer empowerment, the education of providers, and disparate definitions of the health care system.

The Council's health policy issue discussions at monthly meetings have covered access to care, cost and financing of health care services, supply and demand of health care professionals, AIDS, the future of public health services and programs, chronic care, mental health system issues, health care planning, and organization of health care financing and delivery systems. The Council has also convened expert panels to address the monthly meetings, notably on planning, health personnel supply and demand, chronic care, consumer empowerment, and the relationship of hospitals and mental health policy.

PUBLICATIONS: Available at cost unless otherwise noted.

Maine Health Policy Advisory Council, *Fourth Annual Report*, December 15, 1990, 102 pages, \$4.00

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, 44 pages
Legislative update, end of 114th Legislature, second session, April 24, 1990 (free)

Recent Panel Reports, Conferences and Other Documents: (single—free)

Shared Agenda: Visions of the Future of the Health System, 4/5/91

Shared Agenda: Consumer Control or Self Rationing, 5/22/91

Panel on Mental Health Reform and the Health System, 9/26/90

Access to What?—Defining a Basic Level of Health Care, 8/22/90

Long Term Care Insurance—Policy Implications, 6/20/90

Recent Concept Papers and Issues Briefs/Alerts include: (single—free)

Capitation, 1991

Days Awaiting Placement, 1991

Access, Availability and the Ethics of Allocation, 1991

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE HEALTH POLICY ADVISORY COUNCIL	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	86,248	86,248				
Health Benefits	8,234	8,234				
Retirement	19,063	19,063				
Other Fringe Benefits	2,547	2,547				
Computer Services—State	27	27				
Other Contractual Service	19,849	19,849				
Rents	1,948	1,948				
Commodities	1,177	1,177				
TOTAL EXPENDITURES	139,093	139,093				

HIGH-RISK INSURANCE

MAINE HIGH RISK INSURANCE ORGANIZATION

KENNETH A. HEWS, Chairman of Board of Directors

Mail Address: P.O. Box 31726, Omaha, NE 68131

Established: September 29, 1987

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 495; *Citation:* 24A M.R.S.A., Sect. 6052

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of this organization is to provide health insurance to Maine residents who are unable to obtain insurance due to health problems.

ORGANIZATION: A seven-member Board of Directors is appointed by the Governor. The Board contracts with an insurer to administer the program. The Board receives staff support from the Bureau of Medical Services.

PROGRAM: Enrollment began in September, 1988, and approximately 450 people were insured at the end of FY 91; approximately 13% were receiving a partial premium subsidy.

PUBLICATIONS:

A brochure describing the program and containing an application and rate table is available at no charge.

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

For the year ended June 30, 1991

Premium Income	\$ 315,775
Expenses:	
Claims incurred	1,019,616
Loss adjustment expense	47,895
General and administrative expenses	81,803
Underwriting loss	(833,539)
Investment income	167,204
Net loss	(666,335)
Membership assessments	1,479,281
State subsidy premiums	18,699
Fund balance, end of year	<u>\$1,970,098</u>

HISTORIC PRESERVATION

MAINE HISTORIC PRESERVATION COMMISSION

DR. RICHARD WILL, 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: 94; Unit: 089; Citation: 27 M.R.S.A., Sect. 502

Average Count—All Positions: 10

Legislative Count: 5

PURPOSE: The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% state matching grants available for the restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department. In 1990 the 114th Legislature established the Commission as an independent agency.

The Maine Historic Preservation Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect. In making these appointments, due consideration must be given to the recommendations made 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 91, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 17 individual sites and three historic districts. The Commission sponsored one prehistoric archaeological survey, one historic archaeological survey, two architectural inventories of Maine communities, and two special projects.

The Historic Preservation provision of the Economic Recovery Tax Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

Federal Grants. The Commission, during FY 91, 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	\$328,807
Prehistoric Archaeological Surveys	8,443
Historic Archaeological Surveys	15,375

HISTORIC PRESERVATION

Architectural Surveys	16,605
Special Projects	35,000
Total	\$404,230

LICENSES, PERMITS, ETC.:

Under 27 MRS 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	448,680	171,898	138,620		138,162	
Health Benefits	57,095	18,499	21,443		17,153	
Retirement	92,905	38,671	26,546		27,688	
Other Fringe Benefits	-141,326	1,685	-178,668		35,657	
Computer Services—State	24,994	685	13,121		11,188	
Other Contractual Service	86,601	24,153	18,998		43,450	
Rents	604		91		513	
Commodities	42,130	4,696	4,002		33,432	
Grants—Subsidies—Pensions	508,633	68,317	2,108		144,816	293,392
Buildings and Improvement	305				305	
Interest—Debt Retirement	15	3	12			
Transfers to Other Funds	7,784		-2,238		10,022	
TOTAL EXPENDITURES	1,128,420	328,607	44,035		462,386	293,392

MAINE HISTORICAL RECORDS

MAINE HISTORICAL RECORDS BOARD

JAMES S. HENDERSON, STATE COORDINATOR

Central Office: L-M-A Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Reference: Policy Area: ; Umbrella: 92; Unit: 533A; Citation:

PURPOSE: The Maine Historical Records Advisory Board (MHRAB) was created by Executive Order in 1989, in accordance with the National Historical Publications and Records Commission (NHPRC) statutes and regulations to address historical records issues of statewide concern. The Board has responsibility for promoting the NHPRC grant program, including assisting applicants, developing proposals, and reviewing grant applications; monitoring legislation concerning public or historical records administration; providing leadership and coordination among existing archives and records management institutions; sponsoring and encouraging educational and public awareness programs relating to historical records; promoting the publication of historical records.

ORGANIZATION: The Maine Historical Records Advisory Board was created in 1989 to provide advice for state historical projects records and to make funding recommendations to the National Historical Publications and Records Commission.

It consists of from seven to eleven members appointed by the Governor for three year, renewable terms. The majority of the members shall have experience in the administration of historical records or in a field of research or activity which makes extensive use of historical records. The Maine State Archivist and the Director of the Maine Historical Society shall be members, and, as required by NHPRC regulation, one of them is appointed by the Governor to act as MHRAB State Coordinator serving a renewable four year term. The Maine State Archives serves as fiscal agent for the MHRAB. Board members serve without compensation.

PROGRAM: The Maine Historical Records Advisory Board guided a grant from the NHPRC to conduct an assessment of Maine's historical records. After completing a statewide survey of Maine's historical records repositories, the Board recommended action to be taken in order to improve the care of Maine's historical records. The condition of records at both the state and local government levels was also evaluated and recommendations made. The Board has also reviewed NHPRC grant applications and applied to the NHPRC for its own travel and meeting grant.

Grants Reviewed: Maine Historical Society: "Archival Planning Project."

Maine Maritime Museum: "Manuscripts Cataloging Project."

LICENSES, PERMITS, ETC.:

Recommendations to National Historical Publications and Records Commission regarding Maine grant proposals to that Commission.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE HISTORICAL RECORDS ADVISORY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Fringe Benefits	23,647				23,647	
Other Contractual Services	560				560	
TOTAL EXPENDITURES	24,207				24,207	

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 Association of Museums, the Maine Library Association, Maine Historical Records Advisory Board, the New England Archivists, Committee for a New England Bibliography, Portland's Four-Sites Association, the New England Studies Program, University of Southern Maine, the New England Museum Association, the Society of Maine Archivists, and the Museum Educators of Maine.

PROGRAM: The MHS Collections, educational programs, and publications support the study and teaching of state and community history. Activities in the last year continued to address collections care needs and outreach opportunities.

COLLECTIONS. Library. The Library includes approximately 65,000 books, pamphlets, newspapers, scrapbooks, and clipping files on all aspects of Maine's social, economic, cultural, and political developments. During FY-1991, the Society added 410 items to the Library, 70% of which were acquired by donation. Acquisitions included a wide variety of materials on community history and genealogy and the rare book library of First Parish Church, Portland.

During FY-1990, the staff completed an inventory of its newspaper collection and initiated a multi-year project to microfilm rare newspapers. It also continued to expand its rare book collection and initiated participation in the Maine State Library's MaineCat automated catalog system. This latter project was done with support from the Maine State Library Commission, the Maine Charity Foundation, the Rosamond Thaxter Foundation and the Simmons Foundation.

Manuscripts and Special Collections. In addition to the library of published materials, the Society maintains the State's foremost collection of manuscripts and special materials. The collection of approximately 2 million items spans the 16th to 20th centuries and includes the personal papers of many of Maine's civic and business leaders, early proprietary and town records, diaries and journals, account books and related business records, and genealogical research collections. The collection also includes cartographic and land surveys, architectural and engineering drawings, photographs, prints, and broadsides. materials, prints, and broadsides.

HISTORICAL SOCIETY

In June the Society authenticated a copy of the Declaration of Independence in its collections as a first edition. It is in the John S. H. Fogg Collection of autographs, letters, and documents.

Key acquisitions in FY-1991 included the Horace Hildreth Papers, the Women's Exchange Records, Portland Water District Scrapbooks, and Portland Society of Natural History. The Maine Local Records Advisory Board designated the Society as an alternate site for depositing town records and the Town of Falmouth deposited 18th and 19th century materials.

With support from the Maine State Library Commission and Diversified Communications, the Society initiated a conservation project of approximately 5,000 nitrate negatives of town views. The negative images will be transferred to interpositive safety film and then be available for use.

Museum Collections. The Society also maintains an extensive collection of Maine artifacts and original works of art, including more than 200 paintings, as well as sculpture, furniture, glassware, metalware, samplers, costumes, and other textiles, military and naval artifacts, and ethnographic materials.

During FY-1991, the Society purchased a sampler by Dulcina Dunbar, associated with the Cony Female Academy, as well as a penmanship certificate by Marsha A. Rice. Also of note is the acquisition of Maine squares from the 1985 Peace Quilt.

The Society completed its first inventory of the Museum Collection, undertaken to research specific acquisition information, to evaluate historical significance, to determine long-term storage and conservation needs, and to identify exhibition and publication potential. This project received support from the Dillon-Dunwalke Foundation.

Collections Use. During FY-1991, use of the collections continued to grow. Approximately 4,000 people consulted the collections in person, while the staff also responded to another 5,700 telephone and mail inquiries. Research topics included genealogical and community history, architecture and historic preservation, land use and environmental conservation, military history, maritime history, medical history, and political biography. State agencies served include the Maine State Museum, the Maine State Archives, the Maine State Library, the Maine Historic Preservation Commission, the Department of Parks and Recreation, the Maine State Legislature, the U.S. District Court, and the Maine State Supreme Court.

Wadsworth-Longfellow House. The Wadsworth-Longfellow House, a National Register Historic Landmark, provides a focal point for the Society's educational programs. Built in 1785-86 by Revolutionary War General Peleg Wadsworth, the childhood home of poet Henry Wadsworth Longfellow is used to teach American cultural history. Approximately 10,000 visitors toured the historic site during the regular summer season (June through mid-October) and special December holiday open house. Approximately 1,000 schoolchildren from southern Maine visited free-of-charge during special tours in April, May and June. The school tour program was expanded to include a series of curriculum packets on Portland regional history; lesson plans included staff visits to the classroom. The Society continued its participation in Portland's Four-Sites association of historic sites.

With support from the Institute of Museum Services and the Daveis Benevolent Fund, the Society undertook a survey of environmental conditions in the House. The survey includes recommendations on furniture placement, tour route, storage, cleaning, and maintenance.

Exhibitions. The Society greatly expanded its exhibition program in FY-1991, collaborating with the York Institute Museum in Saco to produce "My Best Wearing Apparel: Maine Women and Fashion, 1800-1840." The exhibition installed at the Museum featured twenty costumes and related clothing accessories, portraits, and artifacts from the Society's Museum Collection, most on public view for the first time. The project was supported by a grant from the Libra Foundation, Portland businesses, and Society members. A special issue of the *Quarterly* served as a catalog to the exhibition.

The Society continued its active loan program, making collections available during FY-1991 for exhibitions at the Maine State Museum, Boston Public Library, Brick Store Museum (Kennebunk), Pejepscot Historical Society (Brunswick), and the Vermont Historical Society.

Other Educational Programs. The Society continued its lectures, workshops, tours, and special events during FY-1991. The annual lecture series presented "Maine During the Civil War," examining domestic conditions, political figures, and memorial activities. "An Evening with Joshua Chamberlain" concluded the series.

The Society's 169th Annual Meeting was held at the Pownalborough Court House (Dresden), with special tours at various Wiscasset historic sites.

A workshop on researching Maine's medical history aimed to encourage research and resource-sharing in Maine's libraries, museums, and historical societies. The Society also sponsored a four-part class on doing genealogy and family history research.

HISTORICAL SOCIETY

PUBLICATIONS:

During FY-1991, the Society continued its publication of the *Maine Historical Society Quarterly*, with articles on the Bangor Theological Seminary, "Evolution of Maine Place Names," "Fortifications on Maine's Northeast Boundary, 1828-1845," the Fort Kent Blockhouse, 1839-1842, and Maine Women and Fashion, 1800-1840." David Demeritt received the James Phinney Baxter Award for his article "Cuban Annexation, Slave Power Paranoia, and The Collapse of the Democratic Party in Maine, 1850-1854."

The Society issued a reprint of the *Maine Province and Court Records*, Volume 1 (\$50.00).

Previous Maine Historical Society publications which are still in print include:

Maine in the Early Republic, edited by Charles Clark and James Leamon, \$31.45.

Maine in the Age of Discovery, Roger Howell, Jr., and Emerson Baker, \$14.00.

New Men, New Issues: The Formation of the Republican Party in Maine by Richard Wescott, \$10.00.

Canals and Inland Waterways of Maine by Hayden L.V. Anderson, \$10.00.

The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643, edited by Robert E. Moody, \$10.00.

The Maine Bicentennial Atlas (\$6.00) and various bibliographical guides (\$4.00).

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	29,786	29,786				
TOTAL EXPENDITURES	29,786	29,786				

ADVISORY COMMITTEE ON HOME HEALTH

Established: 2-1-92

Reference: Policy Area:; Umbrella: 92; Unit: 526; Citation: 22 M.R.S.A., Sect. 2150A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: This committee was established in the first session of the 114th Legislature to monitor the policy of the Bureau of Medical Services of the Department of Human Services in regard to home health services and to advise the Bureau on provisions of the Medicaid program which affect the development and maintenance of effective home health services. The statute creating this committee is repealed February 1, 1992.

ORGANIZATION: There are nine members on this committee, as follows:

One Senator, appointed by the President of the Senate;

Two members of the House of Representatives appointed by the Speaker of the House;

Six members appointed by the Commissioner of Human Services, to include one member to represent the Maine Committee on Aging, one member to represent a home care alliance, two members to represent home care consumers and two members to represent home care provider agencies which are Medicaid providers. All members serve two year terms.

PROGRAM: This committee has met every two months to review current and proposed Medicaid policies for home care services, to become better informed concerning licensure and Medicare/Medicaid certification requirements and other Medicaid activities affecting home care providers. A report was prepared with input from the Committee, as required by the legislation.

The goals for 1991 are as follows:

1. Identify gaps in the system and develop recommendations for change to the Bureau of Medical Services.
2. Advise the Bureau on how to educate the consumer regarding access to Medicaid home health services.
3. Monitor budgetary considerations regarding home care.
4. Review regulations and policies of the Medicaid home care programs and advise the Bureau regarding these rules.
5. Monitor the training and competency testing of Home Health Aides and investigate the possibility for integrating the state systems for nursing home and home health nursing assistants.

PUBLICATIONS:

Report of the Advisory Committee on Home Health, January 1990.

Report of the Advisory Committee on Home Health, January 1991.

FINANCES, FISCAL YEAR 1991: Committee members are reimbursed for expenses.

DISPLACED HOMEMAKERS ADVISORY COUNCIL

GILDA E. NARDONE, DIRECTOR

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
621.3437
1-800-442-2092
Gilda E. Nardone, Director

PROGRAM: In FY 91, the Maine Displaced Homemakers Advisory Council continued to offer a full range of pre-training/pre-employment services through a statewide toll-free resource line, twelve regional Resource Centers, and an additional three rural outreach locations around the state.

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. New Program initiatives included expanding divorce information and advocacy resources; developing and implementing customized outreach, training, and support services for older displaced homemakers; collaborating in a new non-traditional training program for women and an innovative workshop series for dislocated and unemployed workers via interactive television; and coordinating extensive public information activities during Displaced Homemakers Awareness Month in May.

The Program continued to work collaboratively with a wide range of human service, education and training, economic development, and advocacy organizations on a community, state, regional, and national level. Staff provided technical assistance and training to organizations and businesses in a variety of topic areas, including management, data collection, entrepreneurship, workplace communication and diversity. Director Gilda Nardone was elected as President of the National Displaced Homemakers Network's Governing Board.

PUBLICATIONS:

Single copies of "Venturing Forth: A Guide for Women Considering Starting a Small Business" and the Program's Annual Report are available free of charge.

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

Displaced Homemakers Program University of Maine at Augusta

All Other

\$519,883

HOSPICE COUNCIL

MAINE HOSPICE COUNCIL

GERALD R. DUBE

Central Office: 283 Water St., Rm. 12, Augusta

Telephone: 626-0651

Mail Address: 283 Water St., Rm. 12, Augusta, Maine 04330

Established: 1984

Reference: Policy Area: ; Umbrella: 99; Unit: 516; Citation:

PURPOSE: The purpose of the Maine Hospice Council is to provide technical and administrative support to the states 23 hospices. The support takes the form of educational training programs for hospice volunteers and health care workers as well as advocacy, oversight in standards of care, ethical guidelines of care, certification assistance and assistance in growth and development.

ORGANIZATION: The Maine Hospice Council is an entity of the state of Maine created by statute. It is comprised of a membership of all hospices in the State of Maine (23). The council is overseen by a volunteer board of directors comprised of 13 members, these include 8 direct service provider representatives, one attorney, one accountant, one representative from the state of Maine division of Licensing and Certification, one other State Agency representative and one representative of a third party payor organization in Maine.

The full council is represented by members of all 23 hospices and the board of directors. The council is staffed by one full-time director and one part-time secretary.

PROGRAM: During the past year the Maine Hospice Council has provided advanced and special training to over 300 hospice direct care volunteers. Training and education included an AIDS Caregiver Training Program for 150 persons, training in bereavement for children, as well as training in pain care management and assessment for all terminally ill persons. The Council produced and distributed statewide a Hospice Manual and Guide for the public who seek or need hospice services in Maine. The Council also produced and distributed various materials required by hospices, including a resource guide and a "Standards of Care" updated manual.

Development: We have assisted and provided technical support to hospice agencies seeking Medicare certification. This has resulted in a tripling of the number of Medicare-certified hospices from two one year ago to six currently. This increase in certified hospices also accounts primarily for a near doubling of hospice patient caseloads statewide from about 1,500 last year to almost 3,000 this year.

The Maine Hospice Council continues to participate on the Commissioner's Hospice Task Force to seek the development of more inpatient hospice facilities and the promulgation of state Medicaid regulations for hospice.

Support: Throughout the year, the Maine Hospice Council has provided a variety of technical, educational and administrative support to local hospice agencies allowing them to serve more patients. We have also lent educational support about hospice to more nurses and physicians so that they may cooperate more fully with local hospice agencies. Resource materials, training and technical support are ongoing services 365 days a year.

LICENSES, PERMITS, ETC.:

- Certificate of Participation (For Volunteer Trainees)
- (Pending) Certificate of Standards Compliance

PUBLICATIONS:

- Standards of Hospice Care—Free
- Maine Hospice Guide—Free
- AIDS—Caregiver Training Program Video— (Free to Hospices and Health Agencies)
- Ethical Guidelines Manual for the Terminally Ill—\$7.00
- Resource Guide and Bibliography—Free to Hospices/\$2.50 ea. all others.
- Maine Hospice Brochure—Free
- Pain Care and Assessment Guide—Free

FINANCES, FISCAL YEAR 1991: 22 M.R.S.A., Chapter 1680, Sect. 2—1989 provides that expenditures of this unit, which amounted to \$64,188 in FY 1990-91, shall be borne by DHS and the General Fund and are, therefore, included in its financial display.

HOUSING AUTHORITY

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

DIANA HUOT, PRESIDENT

E. SHIPPEN BRIGHT, VICE-PRESIDENT

Incoming WATS: 1-800-452-4603 (TDD)

Incoming WATS: 1-800-452-4668 (Voice)

Central Office: Water Street, Augusta

Telephone: 626-4600

Mail Address: P.O. Box 2669, Augusta, Maine 04338-2669

FAX: 626-4678

Established: 1969

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 03; Umbrella: 99; Unit: 345; Citation: 30 M.R.S.A., Sect. 4602

Average Count—All Positions: 21

Legislative Count: 0

PURPOSE: To advise the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

ORGANIZATION: The Advisory Board to the Maine State Housing Authority consists 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 1991: This unit is not authorized to receive or expend funds.

HOUSING AUTHORITY

MAINE STATE HOUSING AUTHORITY

DWIGHT A. SEWELL, DIRECTOR AND CHAIRMAN

Incoming WATS: 1-800-452-4603 (TDD)

Incoming WATS: 1-800-452-4668 (Voice)

Telephone: 626-4600

Central Office: Water Street, Augusta

Mail Address: P.O. Box 2669, Augusta, Maine 04338-2669

FAX: 626-4678

Established: 1969

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 03; Umbrella: 99; Unit: 346; Citation: 30 M.R.S.A., Sect. 4601A

Average Count—All Positions: 85

Legislative Count: 0

Organizational Units:

Office of the Director

Finance

General Counsel

Management

Home Ownership

Development

Federal Funds Administration

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, those of lower income, those with special housing needs, and first-time homebuyers.

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 and confirmed by the Legislature. The 6th Commissioner, the director of the State Authority, 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 91, it continued its position as one of the state's largest financial institutions. By year-end 1990, the Authority had assets of \$1,140,695,976, and fund balances of \$112,261,221.

The Authority has been a participating agency in HUD's Section 8 program since its inception in late 1974, and in calendar year 1990 received from the Federal Government \$44,560,871 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 1990, the Authority had 7,400 such units occupied in approximately 200 apartment complexes. The new construction, substantial rehabilitation portion of the Section 8 program has been ended by the Federal government. During 1984 the Authority started the Rental Loan Program which has provided financing for more than 1,500 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 22,000 families buy a home, including more than 14,000 buying their first homes since 1982.

The Authority has also implemented the Housing Opportunities for Maine (HOME) Program. This program combines dedicated receipts from a portion of the real estate transfer tax which is used only for program, not administrative, funding with the Authority's tax-exempt bonding capacity to generate funds for single family mortgage purchase or improvement loans, multi-family mortgage purchase or

HOUSING AUTHORITY

improvement loans, homeless shelters, and a variety of other housing programs for low and moderate income Maine people. The program in 1990 used a total of \$8.2 million in funds, and generated \$107.3 million in low-interest rate housing loans to help 2,550 Maine households.

During 1990 the MSHA began programs financed through General Obligation bonds; these programs help purchase land for affordable housing, preserve existing low-income housing, and help house developmentally disabled people. The Authority also operates several other programs, including those removing underground oil storage tanks; weatherization and replacing central heating systems in homes of low income people; making housing more accessible for the physically disabled, providing reverse annuity mortgages for elderly homeowners, and transitional housing for the homeless.

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 (1973-1990 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Bonds—1972 Series A, through 1991 A).

"Maine Housing News"

Homebuyers Handbook

Maine Rental Housing Guide

Housing Programs for Maine People

Various program brochures

For availability, contact the Authority.

FINANCES, FISCAL YEAR 1991: 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 DEVELOPMENT COMMISSION

ROLAND CARON, CHAIRPERSON PRO TEM
ROBERT A. FRATES, Executive Director

Central Office: 160 Capitol Street, Augusta; *Floor:* 1
Mail Address: Statehouse Sta. #155, Augusta, Maine 04333

Telephone: 289-2288

Established: 1974

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 162; *Citation:* 5 M.R.S.A., Sec. 461

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Maine Human Development Commission's purpose is to assist the Executive and Legislative Branches of State Government on activities related to human needs and development, such as child development, education, energy, family functioning, income, maternal and child health, mental disabilities and social services. The Commission, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions. Recommendations relate to state and federal plans, policies and programs; particularly state administered funds provided under federal block grants, the U.S. Social Security Act, and other health and human service programs. The Commission conducts hearings and forums, and monitors the development and award of agreements for purchasing community services. The Commission provides information to the public-at-large, national government, and the executive and legislative branches of State Government.

ORGANIZATION: The Maine Human Development Commission is the successor to the Maine Human Services Council which was established in 1974. It consists of seventeen members representing the Legislature, nongovernmental organizations, citizens-at-large, private groups and local public agencies concerned with human development. Members, except those representing the Legislature, are appointed by the Governor for terms of three years. The Governor designates the chairperson from among the appointed members. The Commission meets monthly, and its subcommittees/task forces meet throughout the year.

During 1982, the Legislature completed the Sunset Review of the former Maine Human Services Council authorizing continuation of the former Council.

In 1989, statutes governing the Commission were revised and updated, based on legislation initiated by the former Council. The new statute was approved by the Governor, and changed the agency name to Maine Human Development Commission. Effective July 11, 1989, the unit number will be 94-530 and the Citation will be Title 5, Sec. 461.

PROGRAM: During the year ending June 30, 1990, the Maine Human Development Commission continued activities to improve programs of child development, education, family development, health, health cost containment, health insurance, income supplementation, job training, mental development, social services, and community-based programs. Efforts focused on abused children, special needs children, mentally disabled people, low income people, and unemployed young mothers. Work concentrated on programs of the Department of Educational and Cultural Services, the Division of Community Services, and the Department of Mental Health and Mental Retardation. Priority activities of this independent board continue to be policy/budget/legislative analysis and technical assistance to the Governor, the Legislature, agencies of the Executive Branch and the public-at-large.

Goals and Objectives. The Commission adopted goals and objectives at its September 1989 annual meeting. Of particular concern were multiple, interrelated problems that affect education and family and child development, such as alcoholism, child abuse, mental disabilities, homeless people, teen pregnancy, and teen suicide. Other major efforts focused on improving the organization and efficiency of state administered programs for families and children; performing budget/policy analysis; and following through on a Legislatively authorized review of endeavors directed to prevention of child abuse. Clearly major objectives of the year involved, in response to a Legislative request, assisting consideration of proposals to restructure state children's programs.

Appropriations Affecting Education, Family Development, Access to and the Cost of Health Care, and Related Problems. The Commission encouraged administrative and legislative action to enact legislation affecting juvenile justice, children's mental health, prevention, and the organization of state administered children's services; health care access, costs, financing, and improved public/private insurance; affordable housing programs and their financing; and expanding medicaid payments for children's services.

HUMAN DEVELOPMENT

Maine Social Services Report. In order to adequately describe current human development programs available to people, and to improve those programs, the Commission emphasized preparation and wide distribution of the Maine Social Services Report. It is available in November of each year to assist state executive and legislative managers, as well as citizens, community leaders, and the boards of public and private agencies.

The Maine Social Services Report was prepared as a resource to assist budget and policy development. The unique report presents comparative information covering 4 years in a single document utilizing a uniform format. The report includes budget, policy, and program information describing the activities of the Department of Human Services, the Department of Mental Health and Mental Retardation, the Division of Community Services, and other state agencies related to human development.

Legislative Studies. Particular emphasis was given to following through on a report prepared at the request of the Legislature's Audit and Program Review Committee. In July of 1987 the Commission initiated a legislatively authorized review of endeavors directed to prevention of child abuse.

The Commission researched prevention of child abuse and published a report, *We Can Do It, Primary Prevention, A Common Sense Approach to Child Abuse and Neglect*. It recommends a forward looking positive human development strategy. The strategy is directed to positive development of socially healthy children and to primary prevention of numerous social problems, including child abuse.

The Commission followed through on the report by working with the Committee on Primary Prevention located in the Department of Corrections.

Families and Children's Services. The Commission expressed its long standing commitment to families and children by integrating these concerns with various activities. High priority family and children's issues addressed were: adequate funding and availability of quality treatment services; increased family support for children with special needs; and more effective use of existing resources to restructure and simplify administration of multiple services to clients of several state agencies. The Commission asserts the position that the family and the home is the primary way of helping children, adults and the elderly to meet educational, developmental, income, health and social needs.

PUBLICATIONS: (All are available at no cost)

Child Abuse and Neglect Report

Maine's Hidden Poor in Substandard Housing

Statement of Concern on the Budget Process, 1978

Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs, 1979

Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979, 1980

Neighbors Helping Neighbors With Energy-Resource Packet

Food Stamp Report

Maine Social Services Report, 1984, 1985, 1986, 1987

A Sampler of Community Responses to Human Needs, 1986

We Can Do It, Primary Prevention, A Common Sense Approach To Child Abuse and Neglect, 1988

Making Maine Better Through Human Development, Second Edition, 1990

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE HUMAN DEVELOPMENT COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	64,035				64,035	
Health Benefits	7,857				7,857	
Retirement	14,025				14,025	
Other Fringe Benefits	1,751	1,261			490	
Computer Services—State	46	39			7	
Other Contractual Service	32,065	22,004			10,061	
Rents	37	37				
Commodities	2,997	2,571			426	
Transfers to Other Funds	42				42	
TOTAL EXPENDITURES	122,855	25,912			96,943	

HUMAN RIGHTS

MAINE HUMAN RIGHTS COMMISSION

BETH I. WARREN, CHAIRPERSON

PATRICIA E. RYAN, Executive Director

Central Office: Hallowell Annex

Mail Address: Statehouse Sta. #51, Augusta, Maine 04333

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

624-6050
Telephone: 289-2326

Legislative Count: 10

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, national origin and race. 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 publicatins 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 '91, 595 new complaints were filed with the Maine Human Rights Commission. In addition, 512 complaints were carried over from the previous fiscal year. During fiscal year '91, the Commission closed 652 cases, leaving a total of 455 cases active at year end.

Of the 652 cases closed by the Commission, 215 resulted in pre-determination settlements; 209 were administratively dismissed; and 270 resulted in Commission determinations. Of these determinations, 34 were reasonable grounds findings and 276 were no reasonable grounds findings. Due to efforts to resolve cases prior to a finding, complainants received over \$872,355.76 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 '91 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.

Sixteen cases were referred for litigation and six were filed in Superior Court during fiscal year 90-91. Six cases in litigation were closed during the 90-91 fiscal year as a result of settlement. There are presently eight cases in court and an additional ten cases are under review for litigation.

Public Education and Information. The Commission speaks to groups upon request, when possible, in an effort to educate people about the provisions and remedies under the Maine Human Rights Act.

HUMAN RIGHTS

Interagency Cooperation. The Commission continues to work with such federal agencies as the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, and the Office of Federal Contracts & Compliance in order to assure that the human rights of all citizens receive fullest protection of the law. The Commission has contracts and worksharing agreements with the Equal Employment Opportunity Commission; Department of Housing and Urban Development; Department of Education, Office of Civil Rights; and the U.S. Department of Labor, Bureau of Apprenticeship Training. In addition, the Commission has worked closely and cooperatively with the State's affirmative action officer, and affirmative action officers throughout State government, Commissioners of major departments of State government, as well as the Maine Chamber of Commerce & Industry, the Maine Commission for Women, ALPHA-1, and the Governor's Committee on Employment of People With Disabilities.

PUBLICATIONS:

- Pre-Employment Inquiry Brochure
- Fair Housing Brochure & Poster
- Sexual Harassment Brochure
- Procedural Regulations
- Employment Regulations & Poster
- Equal Educational Opportunity Regulations/Procedural Rules
- Public Accommodation Regulations Relating to Handicap Discrimination in Public Conveyances
- Regulations on Accessibility Requirements for Public Accom. and Places of Public Employment—\$2.00

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	423,899	306,158			117,741	
Health Benefits	43,646	32,718			10,928	
Retirement	87,352	67,951			19,355	
Other Fringe Benefits	5,810	5,339			471	
Other Contractual Service	41,072	36,743	986		3,343	
Rents	660	660				
Commodities	6,010	5,950	60			
Buildings and Improvement	1,652				1,652	
Transfers to Other Funds	7,098		47		7,051	
TOTAL EXPENDITURES	617,199	455,565	1,093		160,541	

DEPARTMENT OF HUMAN SERVICES

ROLLIN IVES, COMMISSIONER

Central Office: Human Services Bldg., Augusta
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Telephone: 289-2736

Established: 1975

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144; Citation: 22 M.R.S.A., Sect. 1

Average Count—All Positions: 2,593.5

Legislative Count: 1338.5

Organizational Units:

Bureau of Health
Bureau of Rehabilitation
Bureau of Income Maintenance
Bureau of Child & Family Services
Bureau of Maine's Elder and Adult Services
Bureau of Medical Services

Office of Management and Budget
Office of Public and Legislative Affairs
Office of Attorney General (DHS)
Office of Alcoholism and Drug Abuse Prevention
Office of Administrative Hearings
Office of Vital Statistics
Office of Emergency Medical Services

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.

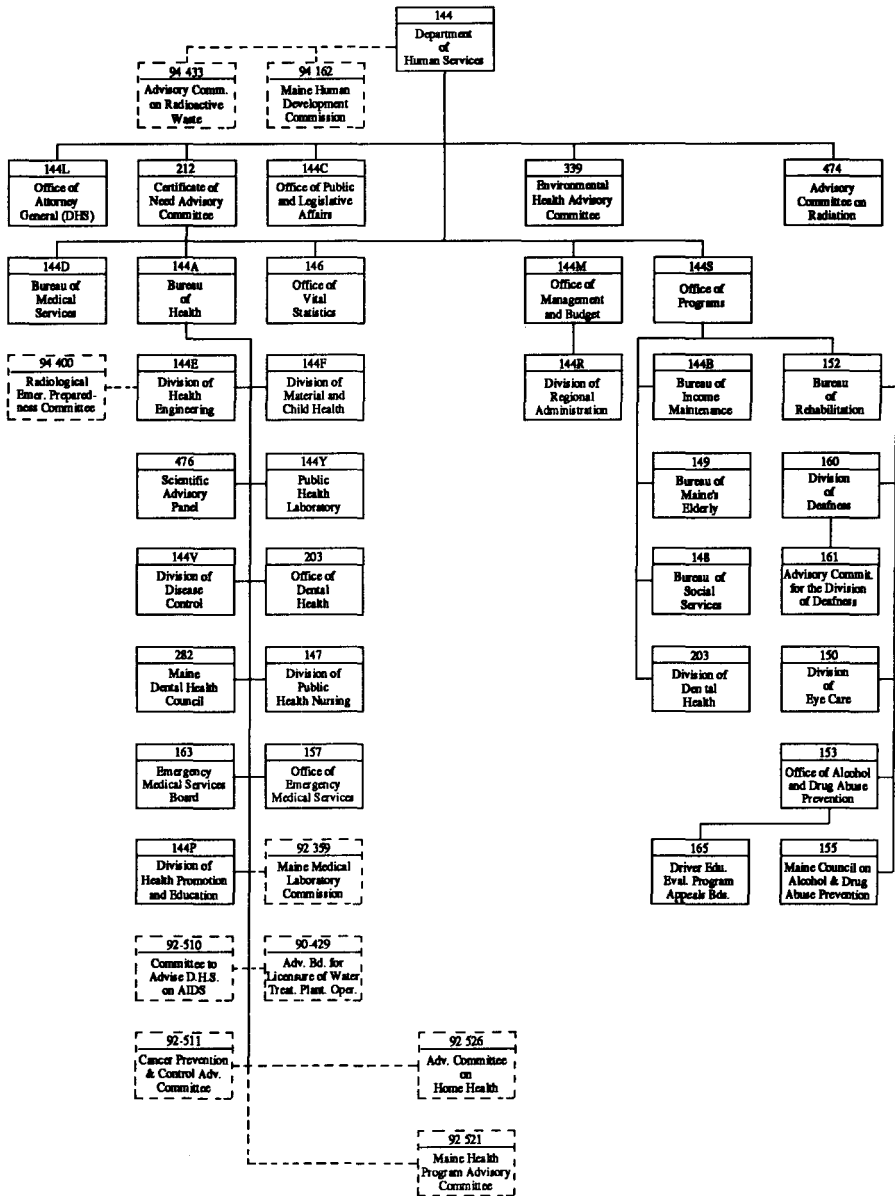
Since 1931 there have been gradual changes in the Department's structure, including a name change to Department of Human Services in 1975. There are now two Deputy Commissioner level offices, six bureaus, as well as five regional offices, each having at least two field offices.

One Deputy Commissioner is in charge of the Bureaus of Health, Rehabilitation, Child and Family Services, Income Maintenance, Medical Services, Maine's Elderly, the Offices of Alcohol and Drug Abuse Prevention, Administration Hearings, Vital Statistics, and Emergency Medical Services. The other Deputy Commissioner is responsible for the Department's overall administration, including the Division of Regional Administration, the Division of Personnel, Division of Audits, Division of Data Processing, and the Employee Assistance Program.

Title 22 M.R.S.A. §1 establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject 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

HUMAN SERVICES

ORGANIZATIONAL CHART DEPARTMENT OF HUMAN SERVICES UMB 10



Approved by the Bureau of the Budget

HUMAN SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 91 DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	59,323,262	30,922,270	2,337,896		26,063,096	
Health Benefits	6,938,195	3,559,583	289,360		3,089,252	
Retirement	11,902,881	6,210,893	472,571		5,219,417	
Other Fringe Benefits	11,447,613	5,712,354	907,193		4,828,066	
Computer Services—State	6,351,720	986,622	1,896,455		3,468,643	
Other Contractual Service	13,783,344	7,446,011	356,921		5,980,412	
Rents	489,061	252,158	46,674		190,229	
Commodities	1,642,792	1,021,216	270,201		351,375	
Grants—Subsidies—Pensions	739,961,794	269,655,801	39,797,679		430,508,314	
Purchases of Land	2,419	1,872			547	
Buildings and Improvement	1,359,203	95,760	309,425		954,018	
Equipment	378				378	
Interest—Debt Retirement	7,199	3,838	627		2,734	
Transfers to Other Funds	1,220,929		103,630		1,117,299	
TOTAL EXPENDITURES	854,430,790	325,868,378	46,788,632		481,773,780	

HUMAN SERVICES

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.

FINANCES, FISCAL YEAR 1991: The following financial displays were generated from the Department's accounts as recorded in the files of the Bureau of the Budget's MFASIS 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	70,798	70,798				
TOTAL EXPENDITURES	70,798	70,798				

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

ANNE KINTER, CHAIRPERSON

Central Office: 71 Hospital Street, Augusta

Telephone: 289-2595

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

Established: 1973

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 155; *Citation:* 22 M.R.S.A., Sect. 7107

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

ORGANIZATION: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. Legislation (P.L. 1983, c. 464) was enacted during Fiscal Year 1984, which expanded and strengthened the role of the Council by: (1) including representatives of community agencies served by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation, and (2) reinforcing the responsibility of the Council in the planning process through its direct access to the Governor and the newly established Alcohol and Drug Abuse Planning Committee (ADPC).

The Council is comprised of 30 members selected from the fields of corrections, education, health, law, law enforcement, manpower, medicine, mental health, mental retardation, science, social sciences, and related areas. Membership includes representatives of nongovernment organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse, and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 6 members are persons affected by or recovered from alcoholism, chronic intoxication, drug abuse, or drug dependence. At least 4 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies and the executive directors (or their designees) of the regional alcohol and drug abuse councils located throughout the State. One of the private citizen members shall be the President of the National Council on Alcoholism in this State. Membership also includes at least 2 representatives from each of the following fields: public education, mental health and mental retardation, corrections and criminal justice, and social sciences. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

On April 25, 1990, the Governor signed P.L. 1989, c. 934, AN ACT to Establish the Office of Substance Abuse, which combines the staff and functions of the Alcohol and Drug Abuse Planning Committee with the staff and contracting, evaluating, fiscal and prevention functions of the Office of Alcoholism and Drug Abuse Prevention. Effective July 14, 1990, the Act also reconstitutes the Council's existing statutory provisions under 5 MRSA, Pt. 24, c. 521, sec. 20061-20063. This Act added a requirement that one Council member must be a Maine-licensed physician or surgeon.

PROGRAM: During the past fiscal year, the Council continued its focus on specific areas: networking, adolescents, particularly the developmental stages and special treatment needs. In addition, the Council has focused consideration of countermeasures to alcohol advertisements, especially alcohol advertising subtly directed toward adolescents. Working with the Alcohol and Drug Abuse Planning Committee (ADPC), the Council participated strongly in support for the new Office of Substance Abuse legislation.

The Council also monitored and reviewed draft legislation and provided review and comment on documents and reports prepared by the ADPC.

FINANCES, FISCAL YEAR 1991: 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.

HUMAN SERVICES

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

SYLVIA V. LUND, DIRECTOR

Central Office: 35 Anthony Ave., Augusta

Telephone: 626-5404

Mail Address: Stathouse 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: 18

Legislative Count: 18

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP) was established to administer and oversee the operation of the Department's alcohol and drug abuse activities, including those relating to the abuse of alcohol by motor vehicle operators. The Office operates the Driver Education Evaluation Programs and the Maine Alcohol and Drug Abuse Clearinghouse. The Clearinghouse operates a toll-free number: 1-800-322-5004. The Office provides training on substance abuse issues.

ORGANIZATION: The Office of Alcoholism and Drug Abuse Prevention was created by P.L. 1973, c. 566 to assume the responsibilities of the former Maine Commission on Drug Abuse, and the Department of Human Services Division of Alcoholism Services. P.L. 1983, c. 464 has amended the statute and created significant reorganization of the Office. The Office is no longer a part of the Bureau of Rehabilitation; it is currently under the Deputy Commissioner for Programs.

Effective July 14, 1990, P.L. 1990, C. 934 significantly altered the responsibilities of the Office, transferring many of its powers to a newly created Office of Substance Abuse, within the Executive Department.

PROGRAM: The Office of Alcoholism and Drug Abuse Prevention is responsible for planning, coordinating, monitoring, and improving the Department's alcohol and drug abuse service system.

The Office serves as the Department's primary liaison with other Departments, the Legislature, citizens' groups, and service providers on issues pertaining to substance abuse. The Office analyzes and develops policy for the Department pertaining to substance abuse. It is responsible for certifying Driver Education Evaluation Programs private practitioners; and it contracts for a variety of training programs.

LICENSES, PERMITS, ETC.:

Certificate of Approval

Driver Education Evaluation Programs and Private Practitioners

PUBLICATIONS:

1. *Alcohol and Drug Abuse Services in the State of Maine*; current service directory; available free upon request.

2. A Report on: An Act to Reform the Statutes Relating to Driving Under the Influence of Intoxicating Liquor or Drugs; annual reports for 1983, 1984, 1985, 1986, 1987, 1988; available free upon request.

3. An Examination of the Relationship Between Legal Sanctions, DEEP Intervention and Repeat OUI Offenses; 1991—Available free upon request.

4. Regulations for Certifying of Driver Education and Evaluation Programs in the State of Maine.

5. *Annual Training Catalogue*.

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

HUMAN SERVICES

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR		Special			
	ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	435,785	340,727			95,058	
Health Benefits	52,340	43,238			9,102	
Retirement	87,038	70,593			16,445	
Other Fringe Benefits	323,236	275,519			47,717	
Computer Services—State	40,664	3,248			37,416	
Other Contractual Service	282,009	222,925			59,084	
Rents	8,098	5,983			2,115	
Commodities	20,048	13,526			6,522	
Grants—Subsidies—Pensions	522,456	68,315	156,138		298,003	
Buildings and Improvement	1,034	1,034				
Interest—Debt Retirement	21	15			6	
Transfers to Other Funds	3,577				3,577	
TOTAL EXPENDITURES	1,776,306	1,045,123	156,138		575,045	

CERTIFICATE OF NEED ADVISORY COMMITTEE

JOHN ANNET, CHAIRMAN

Central Office: 35 Anthony Ave., Augusta

Telephone: 624-5424

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 Planning, Research and Development.

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 FY 91, the Committee conducted one public hearing concerning a competitive review between Eastern Maine Medical Center's proposal to add a second cardiac cath and New England Rehabilitation Hospital of Portland's intent to convert 50 SNF beds to acute beds. The Committee concurred with the Department's recommendation to approve both projects.

HUMAN SERVICES

PUBLICATIONS:

Monthly Project Summary—Free of Charge.
Certificate of Need Procedures Manual—\$5.00 charge.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Office of Planning, Research and Development.

DIVISION OF DEAFNESS

NORMAN R. PERRIN, DIRECTOR

Central Office: 35 Anthony Ave., Augusta

Telephone: 624-5318

Mail Address: 35 Anthony Avenue, Augusta, Maine 04333-0011

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: 8

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)/T.V. Decoder Programs, 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.

PROGRAM: The Division of Deafness has the following focus:

Statewide Registry: The Division maintains, coordinates, and updates a voluntary statewide registry of deaf and severely hearing impaired persons in order to assess their needs for services. Presently, there are 3,141 persons on the registry who are deaf or severely hearing impaired. More than 300 new names are added every year.

Vocational Rehabilitation: The purpose of Vocational Rehabilitation is to assist eligible deaf and hearing impaired clients toward employability and independence. The vocational rehabilitation program served 257 deaf and hearing impaired clients during this reporting period.

Five rehabilitation specialists (RCD's) provide counseling and case management statewide.

Telecommunications Devices for Deaf (TDD): The Division administers two programs providing Telecommunications Devices for the Deaf (TDD)/T.V. Decoder Programs 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 1991, the Division provided a total of 818 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.

HUMAN SERVICES

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 300 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 300 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)
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 1991: 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: 35 Anthony Ave., Augusta, Maine 04333

Telephone: 624-5318

Mail Address: 35 Anthony Avenue, 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

HUMAN SERVICES

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 1991: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

MAINE DENTAL HEALTH COUNCIL

WALTER R. MOODY, CHAIRPERSON

Central Office: 151 Capitol St., Augusta

Telephone: 289-2361

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 282; Citation: 22 M.R.S.A., Sect. 2096

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The Council must be consulted by the Commissioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting activities designed to meet the problems of dental health at the State and community levels. The Council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

ORGANIZATION: The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than

HUMAN SERVICES

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. The 115th Legislature First Regular Session passed L.D. 489 which changed the specifications of membership of the Council. The new language allows dental professionals who work in public non-profit clinics and those employed less than full-time to be appointed as members.

PROGRAM: Due to budget constraints and membership vacancies, the Maine Dental Health Council only had 1 formal meeting during FY 1991. Throughout the year, however, council members reviewed materials developed by the Office of Dental Health and advised the Office on specific issues. The Council also supported a portion of an exhibit on injury prevention during National Children's Dental Health Month. Terms of 4 Council members expired this year; two positions were vacant; 1 member resigned due to a job change; and the chairman was on a leave of absence. One member was reappointed and 2 new membership appointments are in process.

FINANCES, FISCAL YEAR 1991: 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.

DIVISION OF DENTAL HEALTH

BEVERLY A. ENTWISTLE, DIRECTOR

Central Office: 151 Capitol St., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2361 and 289-3121

Established: 1975

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 203; Citation: 22 M.R.S.A., Sect. 2094

Average Count—All Positions: 7

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,

HUMAN SERVICES

health professional education institutions and volunteer agencies; conducts reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

ORGANIZATION: A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation with the Council. The director serves in the unclassified service, serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties. The 115th Legislature First Regular Session passed L.D. 1147 which changes the name of the Office of Dental Health to the Division of Dental Health to create consistency among programmatic units within the Bureau of Health.

PROGRAM: During fiscal 1991, the Office of Dental Health primarily conducted needs assessments, administered dental disease prevention programs, and provided consumer education. The Maine Dental Health Council assists the Office in setting priorities for the year.

The School Dental Health Education Program administered by the Office and partially funded by a State appropriation continued to provide dental health education materials and fluoride supplements to more than 60,000 children in over 300 schools across the State. Fifty in-service training sessions were conducted for 1,000 school personnel. Office programs were showcased at state and national conferences.

The Well Child Clinic Preventive Dental Program continued in conjunction with the Divisions of Public Health Nursing and Maternal and Child Health within the Bureau of Health. Fluoride supplements, toothbrushes, and dental health education materials were provided to about 1500 eligible children ages birth through 5.

Through funding from the Preventive Health and Health Services Block Grant, the Office continued to support a statewide Fluoride Supplement Program, including technical assistance to community groups. Staff conducted a survey of oral health status of 750 children in Limestone and began developing health promotion programs for all age groups, particularly those with special needs. Throughout the year over 12,500 audiovisual materials were distributed to the public. Office staff participated in five health fairs, reaching over 1,000 people.

The Office administers program activities funded by block grants to six community agencies. Staff development sessions were conducted around issues related to standardized data collection and quality assurance mechanisms.

PUBLICATIONS:

A variety of publications are available from the Office; write the Office of Dental Health, Maine Department of Human Services, Statehouse Station 11, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

HUMAN SERVICES

DIVISION OF DISEASE CONTROL

GREGORY BOGDAN, DR. P.H., Acting Director

Central Office: 157 Capitol St., Augusta

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

Telephone: 289-3591

1-800-821-5821

Established: 1972

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144V; *Citation:* 22 M.R.S.A., Sect. 1019

PURPOSE: The Division of Disease Control exists to prevent illnesses which can be controlled through vaccination, quarantine, proper hygiene, early recognition and treatment, or other means in order to protect the public health. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, increased attention is being given to control or amelioration of chronic diseases (such as cancer), and prevention of illnesses which are attributable to environmental or occupational hazards.

ORGANIZATION: The Immunization Program, Sexually Transmitted Diseases Program, AIDS Program, Refugee Program, Tuberculosis Program, Environmental Health Program, the Cancer Registry, and Epidemiology Services all lie within this Division.

PROGRAM:

Infectious Disease Epidemiology. The service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form. The State Epidemiologist, who is responsible for these disease investigations, works with other programs within the Division of Disease Control, as well as other Divisions within the Bureau of Health, particularly, the Division of Public Health Laboratories, the Division of Public Health Nursing, and the Division of Health Engineering.

Tuberculosis Control. Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Tuberculosis can be found in many areas of the body. Eighty-five percent (85%) is found in the lungs (pulmonary tuberculosis) and is the infectious form of the disease. Fifteen percent (15%) can be found in lymph system, bone, kidneys, etc., and is called Extrapulmonary tuberculosis. Active tuberculosis generally develops from an already-infected minority of the population who did not receive preventive treatment at the time of their initial infection. This aggregate constitutes the "reservoir" or tuberculosis infection.

Direct program services are provided by nurses in the Division of Public Health Nursing and other local nursing agencies, primary care physicians and nine consultant/clinicians under contract to the Department of Human Services and the Tuberculosis Control Program.

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.

In FY91 the program served 322 refugees and in FY 91 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 attention.
- 4) To increase communication with medical providers including dissemination of information regarding refugee health and feedback from physicians.
- 5) To continue to establish agreements with individuals for interpreter services.
- 6) To increase the numbers of refugees who start tuberculosis preventive therapy to complete their course of therapy.

Immunization. The Immunization Program is responsible for the control of vaccine preventable diseases including diphtheria, measles, mumps, poliomyelitis, pertussis (whooping cough), rubella, tetanus, haemophilus influenzae b (Hib) and perinatal hepatitis B.

The Immunization Program provides vaccines to over 450 private and public health care providers

HUMAN SERVICES

statewide. Measles, mumps, and rubella (MMR) vaccine are provided free of charge to private physicians. Public health care providers receive DTP, MMR, oral polio vaccine (OPV), and Hib vaccine.

Beginning in FY '91, the Immunization Program initiated a program to prevent the transmission of hepatitis B from infected mothers to their newborn infants. The program's goal is to identify pregnant women with hepatitis B and immunize their newborn infants and susceptible household and sexual contacts. The program is funded through a grant from the Centers for Disease Control.

Ongoing activities of the Immunization Program include: disease investigation (i.e., disease surveillance and case investigation); immunization education and informational campaigns; quality assurance reviews in clinics and health departments; and assessment of immunization levels in child care centers, primary and secondary schools, colleges, and hospitals.

AIDS. Human Immunodeficiency Virus (HIV) is the agent responsible for the Acquired Immunodeficiency Syndrome (AIDS) and related illnesses. The principal target of the virus is the cellular immune system, which is central to the body's response to challenges from many infectious and cancer-causing agents. Over time, persons infected with HIV become increasingly susceptible to these agents. While a large variety of medications have become available to combat HIV disease, most infected persons experience debilitating and progressively severe illness. The diagnosis of AIDS is reserved for those persons with life-threatening manifestations of HIV infection.

In mid-1991, 1500-2500 Maine residents were believed to be infected with HIV and over 250 had been diagnosed with AIDS. Most persons who become HIV-infected, remain symptom-free for a period of at least several years, although they are capable of transmitting infection to other persons during this time. Many, probably the majority of HIV-infected persons, do not know that they are infected. In Maine, sexual contact with an infected person has been the most significant of these routes of HIV transmission, having been identified as the principal risk for over 80% of reported AIDS cases.

In recognition of the serious threat to Maine citizens posed by the AIDS epidemic, Governor John R. McKernan, Jr., established responding to the epidemic as a priority issue for his administration. On February 16, 1988, the Governor released state government's first AIDS report, *AIDS in Maine: Background and Policy*. An updated version of this report was reissued in March, 1990.

As the title suggests, this is not a State plan in the classic sense of identifying unchanging goals and objectives to be achieved over specific time periods. Rather, this report is expected to serve as the foundation for a coordinated statewide approach to AIDS.

Sexually Transmitted Disease Control. 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. Funding for clinic operations is precarious in Maine, and there is constant pressure to increase fee-intake from patients for all services in order to keep the doors open.

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.

Gonorrhea Infection, with its acute ascending infection which damages the female reproductive tract of infected women, appears well under control. After documenting a 7-9% decrease in the early 80's, we recorded decreases in the range of 25-30% per year in the mid-80s. In 1990 we reported 214 cases, a decrease of 85% from the 1980 caseload of 1,450 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. Penicillin-resistant gonorrhea cases increased to a total of seven cases in 1990.

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 1990, we

HUMAN SERVICES

reported 3,872 cases and have received supplemental funds from CDC to continue screening and detection in 1991-92.

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. In 1990, we began to offer confidential HIV counseling and testing to all STD clients at no extra charge to the patient (along with expanded chlamydia testing). The STD Program also assists the Office on AIDS Counseling and Testing Component which provides counseling and partner notification services to private-sector HIV-infected patients and their exposed contacts, and assists in investigations of non-complaint carriers of HIV.

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. Major activities in the Environmental Health Program include the following:

Environmental Epidemiological Assessments. Community health studies such as the Lincoln County Cancer Rates Evaluation Study and cancer cluster investigations are conducted by this program area. Also, occupational health studies (Pesticide Applicators Study) and environmental health related chronic disease surveillance evaluations are carried out.

Chronic and Sentinel Disease Surveillance System. The Division of Disease Control was awarded a four year Cooperative Agreement from the Centers for Disease Control to develop a Chronic and Sentinel Disease Surveillance System in collaboration with the Maine Health Care Finance Commission who provides, tabulates, and verifies hospital discharge data by matching hospital discharges with Cancer Registry and death certificate records. The project, which was completed in June 1991, has produced a data set of 34 specific disorders from hospital discharge, Cancer Registry, and death certificate data for a 9 year time period (1980-1988).

Environmental Toxicology. The toxicology team provides guidance and leadership on specific toxicological issues confronting the State. Current examples include the establishment of drinking water guidelines, assessment of the safety for human consumption of fish and wildlife contaminated with metals or dioxin, development of recommendations for petroleum hydrocarbons in water and air, health assessments of hazardous waste sites in the state, risk assessment of ash releases from trash-to-energy facilities, makes recommendations for research for disposal of paper mill sludge, and developing and implementing a comprehensive risk assessment policy.

Hazardous Air Pollutant Program. The Hazardous Air Pollutant Program has developed priorities for a regulatory program with the Maine Department of Environmental Protection. It has developed risk assessments and action levels for five toxic air contaminants. Assessments have been completed for toluene, perchloroethylene, formaldehyde, woodsmoke, and chlorine.

Occupational Health Program. A statewide occupational disease reporting system was established by the legislature and became effective March 29, 1986. The law requires physicians and hospitals to report to the Department of Human Services, Bureau of Health all persons diagnosed as having an occupational disease no later than 30 days from the date of diagnosis or discharge from a hospital.

Agricultural Injury and Illness Surveillance: In October 1990 the National Institute of Occupational Safety and Health (NIOSH) funded a cooperative agreement with the Maine Bureau of Health to establish a surveillance system for illnesses and injuries in agricultural occupations. This multi-year program is designed to establish an accurate picture of work-related health problems occurring in agricultural occupations in Maine and to develop preventive programs targeting these problems.

Cancer Incidence Registration Program. The objective of the Cancer Registration Program is to describe the statewide distribution of cancer incidence and mortality. This program, which has been collecting data since 1983 and will be releasing its sixth annual report later this summer, is becoming a rich data source for conducting research and assisting with cancer cluster investigations.

The Women's Health Study—A Breast Cancer Risk Factor Study. June 30, 1991 marks the completion of the Cancer Registry's part in the Women's Health Study which evaluates selected at 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.

Breast Cancer Control Demonstration Project. The Division of Disease Control completed a two year planning effort directed at increasing the screening for, and detection of, Breast Cancer in Maine women.

HUMAN SERVICES

PUBLICATIONS:

1. Rules for Control of Communicable Diseases.
2. Reportable Diseases Reference Guide
3. EPI-Gram
4. Criteria for Reporting Occupational Diseases
5. State of Maine 1985 Cancer Registry Annual Report
6. Petroleum Contamination of Maine's Drinking Water Wells
7. AIDS Resource Material
8. Immunization Certificate

All of above are free

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF ELDER AND ADULT SERVICES

CHRISTINE GIANOPOULOS, DIRECTOR

Central Office: 35 Anthony Ave., Augusta Business Park, Augusta
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Telephone: 624-5335

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: 98.5

Legislative Count: 82.5

PURPOSE: This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity and to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people. The Bureau is also responsible for managing Maine's Adult Protection Services and Guardianship Programs.

The Bureau of Elder and Adult Services, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau encourages and assists development of coordinated use of existing and new resources and services relating to older people; maintains up-to-date data on programs it administers; maintains a clearing house of information on programs and services operated under public or private auspices for older people; and conducts assessments of their adequacy and the need for additional programs and services. The Bureau assists the Legislature and Executive Branches of State Government in coordination of all government efforts relating to older people. It prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs as are required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973, the United States Older Americans Act of 1965, the Congregate Housing for Maine's Elderly Act of 1979, the In-Home and Community Support Services for Adults with Long-Term Care Needs Act of 1981 and the Adult Day Care Services Act of 1983. 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; to enter into agreements necessary or incidental to the performance of its duties; to develop, issue and enforce rules and regulations; and to conduct training programs for persons in the field of serving older people. It convenes and conducts conferences concerned with the development and coordination of programs for older people, including co-sponsorship with the Maine Committee on Aging of the Blaine House Conference on Aging.

The Bureau of Elder and Adult Services is also responsible for providing or arranging for services to protect incapacitated and dependent adults in danger as specified in the Adult Protective Services Act of 1981. The danger may be as a result of abuse, neglect, or exploitation by others, or as a result of self-neglect. The Bureau is also responsible for the public guardianship and conservatorship of incapacitated

HUMAN SERVICES

adults (other than mentally retarded persons) under the Uniform Probate Code. When less restrictive arrangements are not possible, the Bureau petitions the Probate Court for guardianship and or conservatorship of individuals who are unable to make or communicate responsible decisions for themselves. The goal is to protect and provide continuing care for these individuals. A guardian assumes on-going responsibility for decision making regarding all facets of an individual's life, unless the appointment is limited by the court, or is temporary. A conservator must protect and manage the finances of the person in need of protection from exploitation.

ORGANIZATION: The Bureau of Maine's Elder and Adult Services originated in 1966 as the Services for Aging Office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973 the office was established by statute as a separate and distinct organizational unit of the Department, under the name of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. Legislation was passed in 1989 to bring into the Bureau the Division of Adult Services of the Bureau of Social Services, as of October 1, 1989, and to rename it the Bureau of Elder and Adult Services. It is currently one of six bureaus in the State Department of Human Services. The Bureau operates from a central office in Augusta and from the five regional offices of the Department of Human Services. It has also designated five private non-profit area agencies on aging across the state, under federal and state law to receive and administer funds for programs for the elderly.

PROGRAM: The Bureau's programs focus on assisting persons age 60 and over to maintain independent and productive lives. To do so, it budgeted for FY 91 \$18,000 dollars of state and federal funds, most of which were granted to the Area Agencies on Aging (AAA).

During FY 91 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 24,000 people were served hot meals in 115 nutrition sites and through home delivered programs across the State. The Bureau sponsored 74 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in sites around the state. Eighty-four older workers served local agencies through the Senior Community Service Employment Program.

In FY 91 the Bureau continued to work closely with AAAs to develop a variety of resources to meet the needs of the over 2300 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 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 30 congregate housing services programs for approximately 306 congregate housing residents.

Through a sub-contract to the Maine Committee on Aging, the Bureau supported the Long Term Care Ombudsman Program which investigates complaints on behalf of nursing home residents and advocates for extensive policy reform in long term care.

The Bureau provided protective services to approximately 3000 people and served as public guardian for approximately 600.

Additional accomplishments of the Bureau included the following: As lead agency for the Department of Human Services, it continued its effort to develop and implement a DHS plan for compliance with the Augusta Mental Health Institute (AMHI) Settlement Agreement. With Relatives and Friends Together for Support (RAFTS), it developed a group home to accommodate six wards of the department who will be discharged from AMHI in August. The Bureau continued "It's Never Too Late," a program of outreach and community education on alcohol and substance abuse in the older population that reached 4,000 people with the aid of six VISTA volunteers. It joined a national Information and Referral Network which is phasing in a nationwide Eldercare Locator Service, with the New England region as its first operating region. It wrote and published 15,000 copies of "Aging: Taking Care of Business," an 87 page booklet on guardianship, advanced directives and related issues.

The Bureau also developed a quality assurance component for adult protective services that includes a mechanism for periodic case review and accomplished revision of a significant portion of its policy and procedures manual.

LICENSES, PERMITS, ETC.:

- Voluntary Certification of Congregate Housing Services Programs
- Adult Day Care Licensing

HUMAN SERVICES

PUBLICATIONS: Free and available at the Bureau of Maine's Elderly are:

Resource Directory for Maine's Older Citizens (Revised 1/91)

Adult Abuse, Neglect or Exploitation (brochure)

Demographics of Maine's Elderly: Income Levels, Age, Gender, Marital Status, Household Size and Living Arrangements (6/91).

Durable Power of Attorney for Health Care: Information About This Document

Living Will Declarations in Maine

Options for Elderly Homeowners: A Guide to Reverse Mortgages and Their Alternatives (HUD, 1989)

Home-Made Money: A Consumer Guide to Home Equity Conversion (AARP, 1990)

A Profile of Older Americans (AARP, 1990)

Guide to Health Insurance for People with Medicare (NAIC and HCFA, 1991)

For a charge of \$2.00 payable to Treasurer, State of Maine, people may request a copy of "Aging: Taking Care of Business—A Guide for Older People, Families and Friends"

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF ELDER AND ADULT SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,687,301	2,330,427			356,874	
Health Benefits	260,317	224,405			35,912	
Retirement	539,291	471,544			67,747	
Other Fringe Benefits	128,833	113,431	4,990		10,412	
Computer Services—State	-32,169	-32,575			406	
Other Contractual Service	322,868	299,983	1,431		21,454	
Rents	2,686	2,626			60	
Commodities	7,031	5,802			1,229	
Grants—Subsidies—Pensions	7,310,699	2,479,002	33,688		4,798,009	
Buildings and Improvement	2,105	2,105				
Interest—Debt Retirement	68	68				
Transfers to Other Funds	11,266		148		11,118	
TOTAL EXPENDITURES	11,240,296	5,896,818	40,257		5,303,221	

OFFICE OF EMERGENCY MEDICAL SERVICES

KEVIN McGINNIS, DIRECTOR

MARSHALL CHAMBERLIN, M.D., MEDICAL DIRECTOR

Central Office: 353 Water St., Augusta

Telephone: 289-3953

Mail Address: 353 Water Street, Augusta, Maine 04330

Established: 1982

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 157; Citation: 32 M.R.S.A., Sect. 84

Average Count—All Positions: 8

Legislative Count: 8

PURPOSE: Almost all medical emergencies are produced by 8 diseases: heart conditions, trauma, poisoning, spinal and head injuries, high risk births, burns and behavioral emergencies, and a very few medical conditions. The Office of Emergency Medical Services serves as the administrative arm of the State Board of EMS, and both have as their purpose to insure that medical emergencies are promptly recognized, effectively treated in the field, and safely transported to competent definitive care in the hospital.

ORGANIZATION: The Office staffs and reports to the State Board of Emergency Medical Services. EMS licensure, state system coordination, support of providers and provider services, and other day to day responsibilities are delegated by the Board to the Office. Besides staffing the Board and its committees, which meet monthly, the Office completely revised the EMS licensure system to make it

HUMAN SERVICES

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 that led to statewide EMS protocols being implemented. Several new training programs were developed for EMS Providers, including "Ambulance Vehicle Operators Course," "Mass Casualty Incident Management," "Volunteer Ambulance Service Management," and "Pediatric EMS." Over 1000 attendees received continuing education through weekly EMS Interactive T.V. programming to 20 sites serving areas not commonly reached by traditional training programs. Plans were developed for an intensive recruitment/retention program for EMS personnel, particularly volunteers.

PROGRAM: There are a total of 225 services in the State of Maine. Of these, 190 are ambulance services and 35 are first responder rescue services. Of the 225 services in the State, 29 guarantee emergency response with advanced life support at the Critical Care-Paramedic levels, 15 guarantee Intermediate-Advanced Life Support, and 177 guarantee Basic Life Support services. A new "Permit" system allows services to provide levels of care higher than their license on an "as-available" basis (the level of licensure being a guarantee that the level of care will be provided on *all* emergency calls.) The permit enables services to gradually increase their capabilities by training and using a few ALS technicians at a time rather than having to wait until all personnel are trained to begin offering this level of care. This has proven very useful for smaller, volunteer services in particular. Paramedic permits are held by 48 services, critical care permits by 17, and intermediate permits by 37. Towns served by 22 services now enjoy paramedic or critical care level service, at least part time, that did not have such service prior to the permit system. There are some 3,400 individuals licensed as emergency medical service providers in the State. The Office is responsible for the licensure, facilitation, and coordination of these services.

LICENSES, PERMITS, ETC.:

Ambulance vehicle licenses.

Ambulance and First Responder Service licenses and permits

Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free

Directory of Ambulance Services, free

Laws and Regulations affecting EMS, free

Journal, free

Incidental Reports on Studies of Emergency Care, free

Statewide Protocols, \$5.00

Maine EMS Goals, 1992-93, free

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF EMERGENCY MEDICAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	41,067	17,894			23,173	
Health Benefits	3,665	1,610			2,055	
Retirement	8,135	3,490			4,645	
Other Fringe Benefits	519,828	519,243			585	
Computer Services—State	964	362			602	
Other Contractual Service	26,652	37,546			-10,894	
Rents	210	210				
Commodities	1,411	1,411				
Buildings and Improvements	4,449	4,449				
Transfers to Other Funds	103				103	
TOTAL EXPENDITURES	606,484	586,215			20,269	

HUMAN SERVICES

EMERGENCY MEDICAL SERVICES BOARD

RAYMOND PARENT, CHAIRMAN

Central Office: 353 Water Street
Mail Address: Augusta, Maine 04330

Telephone: 289-3953

Established: 1982

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 163; Citation: 32 M.R.S.A., Sect. 88

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Emergency Medical Services Board, as defined by Chapter 2-B of 32 MRSA, is the central agency responsible for insuring an effective statewide emergency medical services system. Pursuant to the legislative intent, the Board recognizes and accepts its role as a separate, distinct administrative unit of the Department of Human Services. The Board assigns responsibility for carrying out the purposes of Chapter 2-B, 32 MRSA, to Maine 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 responder services, emergency department nurses, emergency department physicians, 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.

(See Also: Office of Emergency Medical Services)

PROGRAM: The Board adopted 1992 goals. A completely revised set of rules came into effect in FY 89. The Board's licensure responsibilities have been delegated to staff which has overhauled the computer licensure system, previously used to make it more responsive to the needs of EMS service chiefs and other providers.

The Board continued committees to establish more uniform systems of EMS training and testing, and to coordinate medical care protocols. These committees include non-Board members with special expertise, including unprecedented physician participation, and have met monthly to carry out their assignments. New written and practical exams, curricula and instructor outlines, and statewide treatment protocols, are being completed at all levels of prehospital care.

(See also: Office of Emergency Medical Services)

LICENSES, PERMITS, ETC.:

Ambulance vehicle licenses.

Ambulance and FirstResponder Service licenses and permits

Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free

Directory of Ambulance Services, free

Laws and Regulations affecting EMS, free

Journal, free

Incidental Reports on Studies of Emergency Care, free

Statewide Protocols, \$2.00

Maine EMS Goals, 1992-93, free

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

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

Reference: Policy Area: 03; Umbrella: 10; Unit: 339; Citation: 22 M.R.S.A., Sect. 1693

PURPOSE: The Environmental Health Advisory Committee was established in 1981 to advise, assist, and consult with the Commissioner of the Department of Human Services regarding the public health implications of hazardous elements in the environment and make recommendations to the Commissioner concerning the steps that should be taken to make for a healthful environment.

ORGANIZATION: The committee is composed of not less than 11 members and conducts quarterly meetings. Members shall include individuals with training and experience in environmental medicine, epidemiology, toxicology, human genetics, biomedical research, and related fields. Committee members serve without compensation, but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: During the past year issues the committee considered the following ongoing projects in the Environmental Health Unit: the chronic disease surveillance project, a proposed dioxin standard in surface water, the air toxics project, Cancer Registry findings, the Occupational Disease Reporting Program and several new Federal grants received by the Bureau of Health. These grants include an Agricultural Injury and Illness Surveillance Project, Cancer Prevention and Control Project and an educational project targeted to physicians regarding environmental toxics.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

HAROLD LEWIS, DIRECTOR

Central Office: 35 Anthony Ave., Augusta

Telephone: 624-5323

Mail Address: 35 Anthony Avenue, 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: 28.5

Legislative Count: 12.5

PURPOSE: The Division was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of special education services to blind and visually-impaired children from birth to age 21; vocational guidance and training; the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; and the provision of other social services to the blind.

ORGANIZATION: The Division was established in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. In 1973, legislation established the Division as a statutory unit of the Department but for administrative purposes, it remains within the Bureau of Rehabilitation. In 1983 legislation designated the Division as responsible for the provision of special education services to blind children and in 1989 the Division received its present name. The Division maintains direct service staff in five regional offices throughout the state.

HUMAN SERVICES

PROGRAM: The program has the following areas of focus:

Register of Blindness. Maine Law necessitates the Division to register blind persons for the purpose of evaluating their need for service. There are presently over 3,000 severely visually-impaired persons on the Register with approximately 250 new names added each year.

Prevention of Blindness. The Division has supported the creation of a new private non-profit agency, Maine's Prevention of Blindness Program, Inc. This public-private cooperative effort has as its goal the reduction of the incidence of blindness through public education, visual screening of high risk population and the coordination of existing services.

Education of Blind Children. The Division, in 1983, was designated as the agency responsible for the provision of those specialized services needed by blind children ages 0-21 (braille instruction, low vision services, mobility, special educational materials, itinerant teacher services, etc.) so that they may receive an appropriate education in local schools.

During this reporting period, the Division provided special education services to over 450 blind and severely visually-impaired children in Maine. All but approximately 15 of these children were served in Maine's local public schools.

These legislatively mandated services are provided in close cooperation with local education agencies and the Maine Department of Education. Services are specified in the individual education plan of each student, which is written by the local Pupil Evaluation Team.

Vocational Rehabilitation. The purpose of the Vocational Rehabilitation Program is to assist blind persons to retain or to enter gainful employment.

During this reporting period, over 400 blind and severely visually-impaired men and women received services under this program, of which over 70 were placed into gainful employment.

Vending Stand Program. (Randolph Sheppard Act) In order to enhance the economic opportunities of blind persons, both state and federal statutes grant to the Division the authority to install in municipal, state or federal buildings, vending facilities or snack bars to be operated by licensed blind persons.

To carry out this activity the Division, to date, has established nineteen vending facilities throughout the state, including new locations on the Interstate highways and in state parks.

Other Services. The Division, in close cooperation with the Maine Center for the Blind, maintains a program of rehabilitation and social services for the older blind of Maine, for the purpose of assisting them to remain in their own homes rather than 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 in order to strengthen existing service programs.

One of the major goals of the Division is to work cooperatively with the Department of Education and local school districts in carrying out its legislative mandate to work with blind children 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 for the Blind)
3. What Do You Do When You See a Blind Person
4. Facts About Blindness And Visual Impairment
5. The Eye And How We See
6. Understanding Eye Language

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

HUMAN SERVICES

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	765,937	336,282			429,655	
Health Benefits	88,732	36,377			52,355	
Retirement	153,698	66,912			86,786	
Other Fringe Benefits	9,320	3,501	1,433		4,386	
Computer Services—State	6,830	6,830				
Other Contractual Service	102,935	46,463	13,723		42,749	
Rents	4,008	150	3,858			
Commodities	8,495	2,684	5,521		290	
Grants—Subsidies—Pensions	1,555,668	993,783	200		561,685	
Buildings and Improvement	17,087		17,087			
Transfers to Other Funds	10,250		471		9,779	
TOTAL EXPENDITURES	2,722,960	1,492,982	42,293		1,187,685	

BUREAU OF HEALTH

LANI GRAHAM, M.D., M.P.H., DIRECTOR

Central Office: 151 Capitol St., Augusta

Telephone: 289-3201

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

Established: 1835

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144A; Citation: 22 M.R.S.A., Sect. 251

Average Count—All Positions: 276

Legislative Count: 141.5

Organizational Units:

Central Administration

Division of Public Health Laboratories

Division of Disease Control

Division of Public Health Nursing

Division of Maternal and Child Health

Division of Health Promotion and Education

Division of Health Engineering

Office of Dental Health

PURPOSE: The purpose of the Bureau of Health is to preserve, protect and promote the health and well-being of the population through the organization and delivery of services designed to reduce the risk of disease by: (1) modifying physiological and behavioral characteristics of population groups ("hosts" of disease); (2) controlling environmental hazards to human health ("agents" of disease); and (3) promoting health/wellness through education, counseling, and access to health services.

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health in 1885.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted health promotion, disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century. The Bureau's Division of Maternal and Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, childhood lead poisoning, genetic disease prevention, hypertension and diabetes control were organized within the

HUMAN SERVICES

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.

PROGRAMS: 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.

During FY '90, based on the national initiative, the Bureau began a process of developing public health goals for the Year 2000. This process has involved many state agencies and independent organizations interested in health, as well as individual Maine citizens. Targeted areas include, infectious diseases, HIV infection, chronic diseases, cancer, tobacco use, maternal and child health, teen and young adult health, occupational health, environmental health, substance abuse, oral diseases, injury prevention, and mental health. The goals, and the strategies to reach those goals, are expected to be released in FY '91.

Central Administration. The Director of the Bureau functions as the State's Health Officer. In addition to overseeing the Bureau's programs, the Director is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. The Director represents the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations, and at the national level, represents Maine through membership in the Association of State and Territorial Health Officials.

PUBLICATIONS:

Information Packet for New Physicians
Health Officers Manual

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,960,088	3,074,348	1,059,519		1,826,221	
Health Benefits	669,472	327,348	120,891		221,233	
Retirement	1,195,030	616,651	214,188		364,191	
Other Fringe Benefits	860,375	58,895	155,030		646,450	
Computer Services—State	-248,833	-477,694	81,122		147,739	
Other Contractual Service	1,223,626	635,703	113,379		474,544	
Rents	113,378	62,104	38,984		12,290	
Commodities	1,059,853	736,551	252,585		70,717	
Grants—Subsidies—Pensions	14,061,617	2,500,300	-131,520		11,692,837	
Purchases of Land	1,872	1,872				
Buildings and Improvement	551,795	5,799	186,617		359,379	
Interest—Debt Retirement	1,851	439	379			1,033
Transfers to Other Funds	102,486		37,328			65,158
TOTAL EXPENDITURES	25,552,610	7,542,316	2,128,502		15,881,792	

HUMAN SERVICES

DIVISION OF HEALTH ENGINEERING

DONALD C. HOXIE, DIRECTOR

Central Office: 157 Capitol St., Augusta

Telephone: 289-5697

Mail Address: Statehouse Sta. #10, Augusta, Maine 04333

Established: 1936

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144E; *Citation:* 22 M.R.S.A., Sect. 2491

Average Count—All Positions: 7

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 prior 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 14 inspectors which enable us to conduct inspections a minimum of once a year.

In 1990 the field staff conducted approximately 14,000 inspections including routine, follow-up, complaints and other types of inspections.

An attorney was also hired to provide the legal support needed to enforce the rules. Establishments in serious violation of the rules can be taken to Administrative Court for suspension or revocation of the license.

Complaints are investigated by sanitarians on a priority basis. 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 systems. 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.

In 1990, 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 91, the program staff accomplished the following major operating objectives: (1) conducted 227 sanitary surveys, 10 inspections, and 12 technical assistance visits with 315 enforcement orders under the 1986 Amendments to the (federal) Safe Drinking Water Act; (2) licensed 127 water treatment plant operators and conducted four separate license examination sessions; (3) published one issue of "Maine Safe Water"; (4) continued the programming of a database system to automatically determine compliance with water quality standards; (5) inspected 55 laboratories for certification compliance; (6) provided 43 days of training seminars for water treatment plant operators; (7) provided engineering and

technical review on more than 75 separate water supply projects and provided hydrogeologic review on more than 120 separate groundwater supply projects; (8) monitored for compliance all water supplies eligible for complying with the Safe Drinking Water Act; (9) provided technical assistance to both the private and the public sector in reference to drinking water problems; (10) put over 1,000 seasonal Non-Community Water Systems on a pre-summer testing program and tracked their compliance by computer; (11) continued a pesticides and Volatile Organic Chemical testing program for community supplies; (12) together with MGS, DEP, and the State Planning Office, begun implementation of a comprehensive Wellhead Protection Program, including educational outreach and adding a geologist to the staff; (13) developed software to print computer generated compliance violation notices; (14) continued joint enforcement efforts with the Manufactured Housing Board (for Mobile Home Parks), the PUC, and DEP; (15) responded to major contamination of Public Water Supplies in Lisbon; (16) reported all changes and additions to public water supplies to EPA as required under FRDS (the Federal Reporting Data System); (17) completely rewrote the Program's regulations incorporating Federal EPA rules; (18) installed a new local area network which put 20 computers in the division; a computer on every desk.

The recording and reporting of data at the Public Health Laboratory has been computerized and efforts are presently underway to automatically report the results by modem from the lab. At present, results are reported by floppy diskette.

Radiological Health Program. The program is divided into 3 major areas; a brief description follows.

1. *Environmental Surveillance:* Environmental monitoring for ambient gamma radiation and specific radionuclide analysis in biological media is conducted within a 25 mile radius of Maine Yankee Atomic Power Plant.

Thermoluminescent dosimeters (TLDs) are used to measure ambient gamma radiation. Nine (9) stations near the plant are monitored monthly and fifty-two (52) stations within 25 miles are monitored quarterly. In addition, the State of Maine maintains forty-one (41) TLD stations within 10 miles of the plant under a contract with the U.S. Nuclear Regulatory Commission.

A continuous air sampler is maintained at the plant and filters are replaced and analyzed weekly. Seaweed and water samples are collected weekly near the plant service water discharge outlet. Quarterly, 9 milk samples, 5 seaweed samples, and 19 water samples are analyzed for specific radionuclides.

In March of 1989 a remote monitoring system was installed around Maine Yankee Atomic Power Plant. The system is comprised of seventeen (17) gamma radiation monitors which are linked by radio to a control computer located onsite in the Office of Nuclear Safety. The monitors ring the plant site and range from 0.1 to 0.9 miles from the plant. Data from in-plant radiation monitors is also collected by the system. The control computer supports links to computers in Augusta at the Maine Emergency Management Agency and the Division of Health Engineering.

Environmental monitoring also occurs in York County to determine the background radiation due to the presence of Portsmouth Naval Shipyard and New Hampshire Yankee Atomic Power Plant (Seabrook Station). Fifteen stations monitor gamma radiation within a 30-mile semi-circle in southern Maine.

2. *X-Ray Registration:* Rules Relating to Radiation Protection require the annual registration and periodic inspection of all x-ray facilities and machines. Nine hundred and twenty-seven (927) facilities were licensed with a total of 2162 tubes registered.
3. *Tanning Salon Registration:* Rules Relating to Tanning facilities (10-144A CMR 223) were promulgated. Currently there are approximately 300 facilities registered. These facilities will be inspected yearly by Division of Health Engineering personnel.
4. *Emergency Response:* The Radiation Control Program is prepared to react to radiation emergencies such as could occur at a nuclear power facility, or any holder of radioactive materials (hospitals, institutions, industry). Biannually, the State participates in a federally evaluated emergency drill for Maine Yankee Atomic Power Plant. The Radiation Control Program plays a central role in the assessment of the accident and consequences to the public health. Field teams comprised of Division of Health Engineering personnel and other agency personnel and under the direction of the Radiation Control Program perform initial monitoring for releases of radioactivity and for long term contamination by radioactivity.
5. *Office of Nuclear Safety:* The Office of the State Nuclear Safety Inspector was established at the Maine Yankee plant with the hiring of the Nuclear Safety Inspector on February 6, 1989. The Nuclear Safety Inspector undertook the responsibility of monitoring Maine Yankee, e.g., monitoring storage and transportation of low-level radioactive waste, observing NRC inspections, and overseeing the State's newly acquired and installed remote radiation monitoring system installed in proximity to Maine Yankee.

HUMAN SERVICES

The primary objectives of FY 1992 are to update the x-ray machines facility data base, inspect all mammographic facilities, conduct 100 x-ray machine inspections, complete an agreement between the U.S. Nuclear Regulatory Commission to assume the enforcement actions for materials license holders, and to enforce the Rules Relating to Radiation Protection.

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 91, the program staff accomplished the following objectives:

1. Completed the implementation of a computerized tracking system for review projects and the certification of Local Plumbing Inspectors and Site Evaluators.
2. Coordinated the issuance of over 40,000 municipal plumbing permits and maintained a billing system for money received.
3. Held a public hearing on February 5, 1991 to implement fee increases in FY 92. Legislation delayed implementing the BOCA Code until FY 92.
4. Reviewed new designs of subsurface wastewater disposal systems based on points.
5. Provided public information about the program through forums, newsletters, news media, seminars and correspondence.
6. Assisted municipalities in the enforcement of applicable rules with investigation of specific problems, preparation of court complaints or as expert court witness.
7. Provided recertification training for all local plumbing inspectors through a training program conducted statewide.
8. Certified Local Plumbing Inspectors and Code Enforcement Officials in court procedures.
9. Administered written and field examination for candidates as Licensed Site Evaluators.
10. Investigated complaints and initiated appropriate legal action when determined necessary.
11. Completed a review of Departmental implementation of the Minimum Lot Size Law.
12. Completed a redraft of Subsurface Wastewater Disposal Rules.

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, structural surveys for lead-based paint, asbestos and general "sick building syndrome" complaints. Available resources and assistance have been expanded to include numerous other contaminants found in a home/office environment plus perform assessments for adequate ventilation. These services are available to municipalities. 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 to identify and quantify contaminants, normally after several available passive tests have been performed, on a fee for service basis. General and technical information relating to radon and general indoor air concerns is provided free.

The Program received approximately 9,000 telephone calls relating to health concerns or requests for information. Approximately 250 investigations were completed relating to causes of elevated blood lead, radon or toxic chemicals. The Program has responded to numerous requests to perform indoor air assessments and radon assessments in schools. Numerous speaking requests relating to radon or indoor air have been received.

The ORH Program has been designated the contact agency with the Environmental Protection Agency (EPA) for indoor air, and radon.

The Program has been very active participating in an EPA sponsored House Evaluation Program and School Assessment Program. A School Mitigation Project, funded by EPA was performed at several schools the 1990-91 school year. The Program performed extensive radon and ventilation assessment throughout the year. Additional mitigation and assessment is projected for the 1991-92 year. An EPA Radon Grant, effective July, 1990, enabled expanded staff and equipment to better address radon concerns. A WATTS line, 1-800-0842, has been installed to provide free informational assistance throughout the State.

HUMAN SERVICES

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
- Resident Youth Camps
- Trip and Travel Camp
- School Lunch
- School Lunch and Catering
- Class "A" Tavern
- Bed and Breakfast
- Radiation—X-ray License
- Tanning Facilities
- Water—Operator's License
- Wastewater—Site Evaluator's License
- Vending Machine Location
- Senior Citizens Meals
- Eating Place Takeout
- Tattooing Parlors
- 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
- Public Water Supply Engineering Plans
- Public Water Supply Wellhead Protection Plans

PUBLICATIONS:

- Copies of rules—free, except plumbing and radiation
- Radon in Air and Water—free
- Water Supply—free
- Water Testing Guide—free
- Tanning Facility Rules—free

HUMAN SERVICES

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	121,009		121,009			
Health Benefits	13,947		13,947			
Retirement	24,061		24,061			
Other Fringe Benefits	3,895		3,895			
Computer Services—State	455,155		455,155			
Other Contractual Service	41,666		41,666			
Rents	2,670		2,670			
Commodities	2,038		2,038			
Interest—Debt Retirement	202		202			
Transfers to Other Funds	11,395		11,395			
TOTAL EXPENDITURES	676,038		676,038			

OFFICE OF HEALTH PLANNING AND DEVELOPMENT

HELEN ZIDOWECKI, R.N., MSN, DIRECTOR

Central Office: 151 Capitol Street, Augusta

Telephone: 289-2716

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

Established: 1976

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144N; Citation: 22 M.R.S.A., Sect. 1

Average Count—All Positions: 9

Legislative Count: 9

PURPOSE: The Office addresses issues, concerns and activities which cross Bureaus and departments, with focus on development of services, such as recruitment of health providers to rural areas and expansion/changes in health care institutions; provision of data for policy and program development; education of departmental and contract personnel; preparation of special reports such as DHS services regarding the homeless; and provision of legal documents to the public, such as birth and death certificates.

ORGANIZATION: The Office of Planning, Research and Development expands the previous Office of Health Planning and Development. The Office includes: the Division of Health Planning, the Division of Program Analysis and Development (previously Project Review) which were part of the Bureau of Health since 1987; the Office of Data, Research and Vital Statistics (previously Office of Vital Statistics).

PROGRAM:

Division of Health Planning: Health Planning provides a statistical and analytical basis for programs and priority development, funding requests, and implementations of regulatory functions, such as certificate of need. Health Planning information is drawn from multiple sources: public and private, program activities and health status outcomes, scientific analyses and projections. The unit has broadened its focus in the last year from strictly development of a planning document to integration of the planning process throughout the Department, including preparation of planning documents, both broad-based and targeted to specific topics for regions throughout the State. In FY90, the Division of Health Planning continued publishing volumes of the *Small Area Variation Analysis of Health Status and Health Care*, and started an exhaustive study of criteria for a broad range of health services, and development of an inventory of these services in Maine, published in *Health Systems Services in Maine*. In addition, the Division has undertaken several specific projects including the development of a long term care need prediction model.

HUMAN SERVICES

The Division continues to implement a cooperative agreement with the Maine Ambulatory Care Coalition to increase services available through community health centers. The Division also has been awarded a federal student loan repayment program which recruits physicians/extenders to Maine.

Division of Program Analysis and Development: The Division's primary function is to review and provide recommendations to the Commissioner of the Department of Human Services for his approval or disapproval of proposed significant changes in the health care system as specified in the Maine Certificate of Need Act of 1978, amended (22 MRSA Sec. 301 *et seq.*). These functions are of a continuing nature. The staff publishes and revises procedural manuals to conduct such reviews. The decisions affect both health care facilities and institutional health services.

During calendar year 1990, the Division processed 112 proposals for new health services and/or health care capital expenditures involving proposed capital expenditures of \$39,995,105. Of those considered, 54 were not subject to review under the Maine Certificate of Need (CON) Act. In accordance with statutory amendments, the Division waived CON review on 11 eligible proposals (\$2,668,690).

A total of 47 full applications were reviewed. Of the decisions rendered 46 applications were approved (\$31,192,217) and 1 was disapproved (\$37,000).

In 1990 the Division was assigned continued responsibility for administration of the Community Health Grant Program. Twenty-nine grant requests were received proposing either primary care programs or health promotion programs. During calendar year 1990 the Division funded 9 grants for July and 6 grants for October out of a total of 29 grants.

Staff Education and Training Unit: The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel. Unit staff deliver the majority of generic training programs and provide coordination and support for all Department training efforts by working with program administrators and field staff. The Unit identifies, trains and coordinates the efforts of other Department personnel who may serve as trainers for specific programs. The Unit maintains and continuously updates an inventory of specialized contract trainers. Training programs are presented Statewide and are available to virtually every employee of the Department as well as employees of block grant agencies and others on a space available basis. The training topics cover such varied areas as basic skills and knowledge, individual development, highly specialized programs such as Identification of Child Abuse and Sexual Abuse, and a full curriculum of managerial and supervisory training. Attendance at these programs is recorded on a Staff Training Records System, and Continuing Education Units are awarded to help meet professional development needs. In addition, the Unit offers consulting services and specialized training for intact work groups which may be arranged with individual managers and supervisors.

Office of Data, Research and Vital Records: Please see separate report.

PUBLICATIONS:

Health Systems Services in Maine, Vol. I.—\$8.00

Small Area Variation Analysis (SAVA), Vol. I—\$3.00, II—\$8.00, III—\$13.00—1989

State Health Plan for Maine 1985

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF 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	339,759	339,759				
Health Benefits	33,224	33,224				
Retirement	71,273	71,273				
Other Fringe Benefits	-9,969	-9,969				
Computer Services—State	-930	-930				
Other Contractual Service	68,843	68,843				
Rents	8,152	8,152				
Commodities	2,376	2,376				
Interest—Debt Retirement	10	10				
TOTAL EXPENDITURES	512,738	512,738				

HUMAN SERVICES

MAINE HEALTH PROGRAM ADVISORY COMMITTEE

Established: 7-12-89

Sunset Termination Starting by: June 30, 1993

Reference: Policy Area:; Umbrella: 92; Unit: 521; Citation: 22 M.R.S.A., Sect. 3189

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: This committee was created as part of an Act to Improve Access to Health Care and Relieve Hospitals Costs Due to Charity and Bad Debt Care Which are Currently Shifted to Third Party Payors, to advise the Department on an ongoing basis with respect to the development and administration of the Maine Health Program, a program created to expand access to basic health care to meet the health care needs of uninsured financially needy Maine residents.

ORGANIZATION: Of the twelve-member Committee, five are appointed by the Governor, representing hospitals; mental health, substance abuse or chiropractic services; physicians; a health policy researcher; and nurses. Six members appointed jointly by the President of the Senate and Speaker of the House represent the Special Select Commission on Access to Health Care; community health centers; and two consumers, in addition to a Senator and one Member of the House of Representatives. The Superintendent of Insurance or designee also serves on the Committee. Members serve two year terms. This Committee, along with the Maine Health Program, is repealed effective June 30, 1993. The Department supplies staff and other assistance.

PROGRAM: This Committee meets monthly to review and make recommendations concerning proposed rules and to study issues relating to implementation of the program, including issues such as asset limits, effect of other Federal legislation, the needs of working and nonworking participants for funds to pay transportation and other work-related costs, and program administrative costs.

PUBLICATIONS:

Rules for Maine Health Program
Program brochures

FINANCES, FISCAL YEAR 1991: Each member of the committee is compensated for expenses.

DIVISION OF HEALTH PROMOTION AND EDUCATION

RANDY SCHWARTZ, DIVISION DIRECTOR

Central Office: 151 Capitol St., Augusta

Telephone: 289-5180

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

Established: 1980

Sunset Review Required by: 6/30/2002

Reference: Policy Area: 03; Umbrella: 10; Unit: 144P; Citation: 22 M.R.S.A., Sect. 251

Average Count—All Positions: 17

Legislative Count: 0

PURPOSE: The Division of Health Promotion and Education addresses those health problems and conditions in which prevention through education is a major strategy.

ORGANIZATION: The Division works closely with a wide variety of groups and organizations in carrying out its mission. Communities, worksites, school systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work.

PROGRAM: The Division of Health Promotion and Education addresses those health problems and conditions in which prevention through education is a major strategy. Today the leading causes of death and disability in Maine and in the United States are no longer infectious diseases with single causes (like tuberculosis or diarrhea), but man-made and degenerative diseases. These diseases do not have a single cause but are a result of combinations of risk factors. Heart disease, cancer and unintentional injuries account for nearly 75% of all premature deaths. Epidemiologic literature suggests that health is affected by: (1) behavior (social and personal lifestyle); (2) environment; (3) congenital factors (biological makeup); and (4) medical and social service systems. Behavior (social and personal lifestyle) and environment contribute largely to the multiple causes of these every day deaths and disabilities.

The Division provided 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.

Additional Community Health Promotion Activities: In addition to the above focus on PATCH, the Community Health Promotion Program has been involved in a number of other activities among which include:

1. **Community Chronic Disease Prevention Program.** Maine is one of only three states to have received a cooperative agreement to implement a community-based chronic disease prevention program focused on risk factors for heart disease and cancer. The Community Health Promotion 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. A no-cost extension was granted for the period 10-1-91 to 9-30-91.
2. **Community Health Promotion Institute:** The 4th Annual Community Health Promotion Institute was held November 29-December 1, 1990. All three CCDPP communities were represented in addition to PATCH communities and the Eastern Maine Medical Center Healthy Heart Program. This year the Institute was held jointly with the Maine School Health Education Coalition and the Adolescent Pregnancy Coalition. Consistent with the conference theme, Grassroots Organizing the conference, provided training, recognition and networking opportunities for 174 community volunteers and health professionals. The Bingham Program, MESHEC and the Department of Human Services were co-sponsors.
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.
4. **The Maine Health Promoter,** a newsletter for the Bureau of Health, is published quarterly. In FY 91 special issues on low-fat diet and risk communication 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

HUMAN SERVICES

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.

Cardiovascular Disease Risk Reduction Program. This was the second year of the state cardiovascular Disease (CVD) Risk Reduction Program. This program funds local agencies to deliver community based risk reduction activities such as cholesterol and blood pressure screenings, smoking cessation programs, exercise programs and nutrition education. The major risk factors for heart disease are smoking, high blood cholesterol and high blood pressure. Secondary risk factors are obesity, inactivity, and diabetes.

This year, eight sites were funded to conduct community based CVD risk reduction programs. Funds for the program were provided by the state general fund and the Preventive Health Block Grant. Approximately 150,000 Maine citizens were covered by these programs. Approximately 15,000 individuals were screened for blood pressure and cholesterol. Many individuals attended programs sponsored smoking cessation programs, nutrition education classes, and exercise activities.

Maine ranks 11th in the nation for rate of heart disease. Heart disease accounts for one fourth of all hospital costs in Maine. According to the Maine Behavioral Risk Factor Survey (BRFS), 24% of Maine citizens have high blood pressure, half of Maine adults have cholesterol levels higher than the recommended levels, and 26% of the adult population smokes.

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.

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 include various disorders of the vascular and nervous system such as atherosclerosis, adult blindness, end stage renal disease, lower extremity amputations, and loss of nerve functions. Diabetes is one of the ten leading causes of death in Maine, and a contributing factor in many other deaths.

The Diabetes Control Project's objectives for FY 91 are to continue to develop the core capacity in the Bureau of Health for the coordination, 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:

1. **Diabetic Eye Disease Prevention Program** works with eligible eye care providers statewide to ensure the availability of comprehensive eye examinations for persons with diabetes at high risk for developing diabetic eye disease.
2. **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 importance of good glycemic control prior to conception and throughout the pregnancy to prevent and/or reduce adverse outcomes of diabetic pregnancies.
3. **Maine Amputation Prevention Program** works with health professionals throughout Maine to improve the knowledge, skills and practices of health care providers, patients and families in preventive and therapeutic foot care of the person with diabetes.
4. **Diabetes in Cardiovascular Disease Control Activities** functions as a clearinghouse and resource referral for health care professionals caring for persons with diabetes and cardiovascular disease.

Behavioral Risk Factor Survey (BRFS). Begun in 1986, the Behavioral Risk Factor Survey is a federally-funded monthly telephone survey, using random-digit dialing, of Maine adults, aged 18 and older. Information is collected on health behaviors such as smoking and alcohol use, utilization of preventive measures such as pap smear and mammography, and demographic features.

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

HUMAN SERVICES

FINANCES, FISCAL YEAR 1991: 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: 310.5

Legislative Count: 61.5

Organizational Units:

Quality Control Unit

General Assistance

Family Services Program

AFDC

Division of Support Enforcement and Recovery

Food Stamps

Medicaid Eligibility

Emergency Assistance

A.S.P.I.R.E. Jobs/Jet

PURPOSE: Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Income Maintenance are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food Stamp program, General Assistance, Emergency Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients. The Bureau also enforces child support enforcement and location laws. The Bureau also administers the welfare to work training program known as ASPIRE. Furthermore, the Bureau supports the development of management information systems and other management control systems; and, finally, administers quality control activities as required by Federal Regulation.

ORGANIZATION: The Bureau of Income Maintenance originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. These central office units provide staff support to the Department's five regional offices. The Bureau is recognized by statute as an administrative unit of the Department of Human Services. Its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs. The Bureau of Social Welfare was renamed Bureau of Income Maintenance by the 110th Maine State Legislature effective September 18, 1981.

PROGRAM: The most significant accomplishments of the Bureau during FY 91 were: continued decrease in error rates; consolidation of case management in ASPIRE; increase in child support collections from absent parents.

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-four percent federal and thirty-six percent State funding. The Income Maintenance Unit processes applications and conducts periodic reviews through the regional offices. The Unit's active caseload averages 22,300 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.

HUMAN SERVICES

Division of Support Enforcement and Recovery. The Division of Support Enforcement and Recovery is responsible for the establishment and enforcement of child support obligations in behalf of children whose parent(s) are not meeting these responsibilities. Associated tasks involve the location of missing parents and the establishment of paternity of children born out-of-wedlock, as well as the initiation of collection/enforcement action to recover past-due support. Support Enforcement Services are available to all who need them irrespective of economic status. During the past year, the Overpayment and Recovery Unit was re-assigned to this Division. The Overpayment and Recovery Unit, now known as the Special Investigation and Recovery Unit, is responsible for the investigation of misrepresentation of facts by Bureau clients and the recovery of overpayments of programs' funds.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government and fifty percent by the State Government. The average monthly caseload is 56,000 households consisting of over 131,000 individuals.

Quality Control Review and Planning. This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health and Human Services, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefitting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Bureau of Income Maintenance is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health and Human Services, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility. The Bureau is responsible for program development and setting eligibility policies in this program. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by Federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial. As a result of changes in Federal regulations, pregnant women and newborns have been added as eligibility categories which assists individuals who would not be categorically eligible prior to these changes. Prenatal care and postpartum services are now available to more individuals to improve the health standards for newborns.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the 494 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .003% of their 1981 state evaluation. At this time, administrative costs of municipalities are not reimbursable. As of July 1, 1989, there are more expenditures reimbursed as a result of a law passed by the 113th Maine State Legislature. Municipalities now have the option of receiving 50 percent of their direct costs until their obligation is met or receiving 10 percent of their direct costs for the entire year.

In addition, there are 414 unorganized towns in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

HUMAN SERVICES

The General Assistance Staff of the Bureau has basic responsibility for reviewing validity of local agency claims, conducting audits and administrative reviews, handling complaints from clients, as well as offering consultation to municipal officials in establishing standards of need.

Emergency Assistance. This program is designed to provide assistance to families with dependent children. It is limited in scope, length and frequency of service. Most assistance is granted to alleviate an emergency caused by destitution or homelessness. In FY 90, the program was decentralized and is now available through regional offices.

The Telephone Subsidy and Installation Programs. The Maine State Legislature authorized the Public Utilities Commission to administer the Telephone Subsidy and Installation Programs. The Department's role is to provide information to determine applicants' eligibility.

A.S.P.I.R.E./Jobs Program. In July 1988, the A.S.P.I.R.E. Program replaced the WEET Program. In June 1988, the Legislature enacted the A.S.P.I.R.E. Program, Additional Support for People in Retraining and Education, a coordinated delivery of education and training programs designed to reduce welfare dependency.

The Bureau of Income Maintenance is responsible for the overall administration and operation of the A.S.P.I.R.E. Program. The Bureau of Income Maintenance contracts with the Department of Labor Job Training System and other community resources to provide education, training, and job placement.

The A.S.P.I.R.E. Program provides the following services to AFDC recipients:

- Assessment of AFDC recipients employability and employment-related needs for education, training, and support services,
- Case management approach, working with individual A.S.P.I.R.E. participants to put together the particular mix of available education, training, employment, and support services needed by the individual recipients,
- Development of action plan (Individual Opportunity Service Contract) to address client needs,
- Pre-training, including remedial education, career decision-making, social-life skills development,
- Referral to other agencies for support services, education, training, and job placement services,
- Support services to assist AFDC recipients to obtain the education, training, and job search assistance to become self-sufficient, and
- Advocacy to ensure the availability of and accessibility to services and opportunities for AFDC recipient

A.S.P.I.R.E. Jet Program. Food Stamp recipients began to receive employment and training services in January 1983, after the Department of Human Services received a contract by the U.S. Department of Agriculture to participate in a national demonstration program to test various job search methodologies. Under the demonstration, a group employment search activity called "Job Club" was tested. After June 1984, Food Stamp recipients were allowed to choose to either participate in an individual, monitored job search or "Job Club."

On April 1, 1987, the Food Security Act of 1985 became effective and allowed for more latitude in the design of employment and training programs for Food Stamp recipients. The Food Security Act of 1985 emphasized improving the employability of Food Stamp recipients and as a result, the Food Stamp Employment and Training (FSET) Program was developed in Maine and was started in April 1987. The FSET Program continued to develop and in October 1987 the Job Exploration and Training (JET) Program evolved. The JET Program provides more services to Food Stamp recipients than earlier programs with some limited support services money.

A.S.P.I.R.E. Jet provides the following services to Food Stamp recipients:

- Assessment of Food Stamp recipients employability and employment-related needs for education, training and support services,
- Development of action plans with Food Stamp recipients addressing those needs,
- Referrals to other agencies for a variety of services,
- Job search assistance, on both a group and individual basis,
- Case management approach, working with individual Food Stamp recipients to put together the mix of services to assist them in becoming self-sufficient,
- Limited support services to assist Food Stamp recipients towards self-sufficiency.

Family Services Program. Pregnant and parenting teens are at risk for a range of problems that effect their ability as parents and their ability to take advantage of educational, training and employment opportunities. The Family Services Program, utilizing an innovative mix of outreach and case work services, provides opportunities that target the self sufficiency needs of Maine's pregnant and parenting teens. Eligibility for the Family Services Program is dependent on the teen receiving benefits under the AFDC Program. The Family Services Program operates under a case management model that brings into play the health, education, training, and supportive resources available in the teen parent's community.

HUMAN SERVICES

Upon the teen parent's completion of high school or its equivalent, the Family Services Program serves as a direct link for young parents to Maine's ASPIRE Program.

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.

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.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF INCOME MAINTENANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,984,207	1,475,649	1,031,583		4,476,975	
Health Benefits	861,317	158,555	140,121		562,641	
Retirement	1,409,902	298,866	209,559		901,477	
Other Fringe Benefits	2,431,564	104,340	327,006		2,000,218	
Computer Services—State	2,511,929	540,477	887,246		1,084,206	
Other Contractual Service	1,971,384	986,143	158,408		826,833	
Rents	52,596	29,331	361		22,904	
Commodities	91,800	53,416	7,542		30,842	
Grants—Subsidies—Pensions	180,103,138	68,088,378	37,960,297		74,054,463	
Buildings and Improvement	670,381	3,692	105,721		560,968	
Interest—Debt Retirement	336	196	3		137	
Transfers to Other Funds	220,234		36,012		184,222	
TOTAL EXPENDITURES	197,308,788	71,739,043	40,863,859		84,705,886	

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: 160.5

Legislative Count: 64

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.

HUMAN 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 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 (NURSING, 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. Nursing 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 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 Nursing Facilities and the Intermediate Care Facilities for the Mentally Retarded will be established and all amounts paid for that operating year will be adjusted accordingly with payment being made to the providers or recovered in the event of a lower final prospective rate being established.

Division of Personnel & Employee 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 16 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 personnel and payroll records; administration of workers' compensation cases to include approval for payment of claims; and unemployment compensation administration. The labor relations function includes the administration of the bargaining agreements and representing the Department in the resolution of grievances.

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

HUMAN SERVICES

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.

Affirmative Action. The Affirmative Action Coordinator (AAC) 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 AAC 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 AAC to monitor and track applicant flow and build an improved data base for affirmative action goals.

The AAC also handles internal grievances and complaints that allege discrimination by the Department. The AAC represents DHS at administrative hearings as necessary when complaints are made to outside compliance agencies.

The Affirmative Action Coordinator provides formal training for supervisors regarding Employee Interviewing and Selection Techniques and Affirmative Action Legislation and Regulations. In addition, the AAC provides information and guidance to individual supervisors with specific questions. The AAC 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 Coordinator 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 receives and distributes 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.

PUBLICATIONS:

State of Maine Principles of Reimbursement for Nursing Facilities

State of Maine Principles of Reimbursement for Boarding Care Facilities

State of Maine Principles of Reimbursement for Intermediate Care Facilities for the Mentally Retarded

(No fee for any of the above)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

HUMAN SERVICES

OFFICE OF MANAGEMENT AND BUDGET	TOTAL FOR ALL FUNDS		General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES							
Salaries and Wages	4,500,751	1,867,588		69,896		2,563,267	
Health Benefits	469,412	212,430		8,150		248,832	
Retirement	869,791	367,341		13,967		488,483	
Other Fringe Benefits	228,888	24,525		1,192		203,171	
Computer Services—State	-249,434	-151,850		170,533		-268,117	
Other Contractual Service	793,555	397,446		3,628		392,481	
Rents	37,562	33,024		83		4,455	
Commodities	211,464	33,355		1,307		176,802	
Grants—Subsidies—Pensions	30,434	2,823		163		27,448	
Interest—Debt Retirement	120	84				36	
Transfers to Other Funds	74,115			4,586		69,529	
TOTAL EXPENDITURES	6,966,658	2,786,766		273,505		3,906,387	

DIVISION OF MATERNAL AND CHILD HEALTH

ZSOLT H.B. KOPPANYI, M.D., M.P.H., DIRECTOR

Central Office: 151 Capitol Street, Augusta

Telephone: 289-3311

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

Established: 1937

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144F; Citation: 22 M.R.S.A., Sect. 1950

Legislative Count: 40

PURPOSE: The goal of this Division is to assure all mothers in Maine access to quality maternal and child health services. The program emphasis is on low income and rurally isolated mothers and children, and children who have special health needs.

ORGANIZATION: The Division of Child Health was organized as the Division of Maternal and Child Health and Crippled Children's Services within the Bureau of Health in 1937. In 1972, Medical Eye Care was added to the division and then became known as Division of Specialized Medical Care.

PROGRAM:

Division of Maternal and Child Health. The term "Maternal and Child Health (MCH) Services" refers to a group of preventive services which we consider necessary for the health of mothers and children. Because of the focus on the health of children, these services have an ultimate effect on all Maine citizens. Primary responsibility for the delivery of MCH services rests upon Maine's family physicians, obstetricians and pediatricians working in their private offices, hospital based clinics, rural health centers and in the state's five family practice residency programs. Through its MCH Programs, the Division of Maternal and Child Health works with physicians to coordinate and improve these services, make them available to as many people as possible and to encourage the development in Maine of advances in these services as they become known. Within its limited financial resources, the Division 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.

HUMAN SERVICES

Prenatal Care. Through a grant to the perinatologist at the Maine Medical Center, the Division of Maternal and Child Health funds a program of continuing education for the professionals in the state who provide prenatal care. The Division also directs the state's WIC Program which provides food supplements for eligible pregnant women. The Division staff regularly monitors the utilization of prenatal care through vital statistics data, and maintains regular contact with the Executive Committee of the state chapter of the American College of Obstetrics and Gynecology to discuss common objectives. The Division funds perinatal home visits to high risk clients.

Nutrition. The Division of Maternal and Child Health has a nutrition program which is available to all health professionals for nutrition consultation in the maternal and child health areas. In addition, the nutrition program participates in nutrition research and surveillance projects.

In-service education in nutrition is provided for health professionals in the state. Various brochures on MCH nutrition issues are available to anyone who wishes them.

WIC Program. The Special Supplemental Food Program for Women, Infants and Children (WIC) was conceived to address identified nutritionally related gestational and early childhood disorders within a high risk (low income) population. The Program provides specific nutritious foods, nutrition education and counseling to pregnant, postpartum, breast feeding and non-breast feeding women, to infants and to children (up to age 5). The Division contracts with local agencies for provision of these services across the state.

Childbirth Education. The Division is encouraging the childbirth educators in the state to include parenting education in their classes. See Parenting section.

Maternity Care. The Division provides professional education to nurses and physicians in quality obstetric care through grants to Maine Medical Center and through its own sponsored activities. The Division provides funds to transport eligible high risk women to the Perinatal Center for intensive care. The Division encourages Perinatal Review at the hospital level through a review of the linked birth-death certificates each year and the provision of appropriate information to each hospital staff. The Division staff reviews vital statistics data each year and notes any trends. The Division assisted in a revision of the birth certificate to improve the reporting of obstetrical data.

Newborn Special Care. The Division provides for emergency and convalescent transport of high risk infants to and from the neonatal special care centers for infants financially eligible for the HCP Program. The Division provides professional education in quality newborn care through grants to Maine Medical Center.

Genetic Disease Screening. The Division of Maternal and Child Health staff coordinates the services of the New England Newborn Screening Program in the state and sees to it that those infants with abnormal findings are followed up and, if affected, referred to the Handicapped Children's program for evaluation. Females of child bearing age affected with PKU receive genetic counseling and are encouraged to become a part of the New England Maternal PKU study.

Parenting Education. The Division of Maternal and Child Health is concerned about the damage suffered by children from the consequences of family dysfunction and views parenting education as a primary prevention strategy. The Division funds parenting education classes for income eligible people. The Division also provides training for parenting teachers. Educational booklets and films/videos on parenting topics are made available free of charge to the public.

Routine Well Child Care. The Division of Maternal and Child Health, through the Division of Public Health Nursing (DPHN) and through grants to other agencies, funds a network of well child clinics for those children who do not have access to private physicians or other care. Well child care includes a physical examination, laboratory tests, counseling, developmental assessment, immunizations and anticipatory guidance. The Division of Maternal and Child Health also provides professional education for the providers of this care throughout the state.

Immunizations. The Director of the Division of Maternal and Child Health advises the Director of the Bureau of Health on immunization related matters. In addition, the Division helps fund the immunization program in the Division of Disease Control. Immunizations are also provided in the well child conferences described above and in federally funded rural health centers.

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 Developmental Evaluation 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. 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

HUMAN SERVICES

of Mental Health and Mental Retardation, Bureau of Mental Retardation, and the Department of Educational and Cultural Services, Division of Special Education. The Division through its membership on ICCPHC and the state D.D. Council influences the Preschool Handicapped Children's Coordination System in the state.

Genetic Counseling and Education. The Division of Maternal and Child Health through grants to the Foundation for Blood Research and the Eastern Maine Medical Center helps to support genetic testing, counseling, and diagnostic services in the state. The Division of Maternal and Child Health also helps support the cost of the Alpha fetoprotein screening test in Maine as a service to Maine's pregnant women. Education in genetics is provided to professionals and the public through these grants and through the Division's own education activities. The Division is working with the New England Regional Genetics Group to regionalize clinical and educational genetic services as well as to assure quality control of these services.

The Division of Maternal and Child Health also helps fund the state's Hemophilia clinics.

Dental Health Education. The Division of Maternal and Child Health provides funds to the Office of Dental Health to assist interested schools in developing dental health education programs and make fluoride supplements available to children attending participating schools, and to start a pilot project in the use of sealants.

Health Education. The Division of Maternal and Child Health has developed a resource library of health education materials that are available singly or in bulk at no charge. The Division funds a lending library of health education materials at the University of Maine, Farmington. The Division funds two school health education consultants in the Department of Educational and Cultural Services. The Division also funds a project to increase the awareness in the state's teachers of the benefits of family life education to their students. The Division of Maternal and Child Health also provides professional and public education in health matters through its various grants and its own activities.

Adolescent Health Care. The Division of Maternal and Child Health grants funds to Community Programs to provide a range of basic services to pregnant teens and teenage parents in Maine. Monies are awarded for Peer Facilitation Programs through the Lewiston YWCA. The Division also funds one school-based clinic. The Division serves on various interdepartmental committees addressing teen and young adult health.

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.

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.

Coordinated Care Services for Children with Special Health Needs (CCS/CSHN) Program. The CCS/CSHN 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, spina bifida, juvenile rheumatoid arthritis and other chronic illnesses or physically handicapping conditions.

The program also administers funding to five Child Developmental Evaluation 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.

The Medical Eye Care Program is a statewide program that provides specialty medical care to low income individuals with an eye disorder that would progress to blindness if not treated; limited services are available to low-income individuals with severe refractive problems.

Scoliosis and Kyphosis. The Division of Maternal and Child Health has assumed responsibility for carrying out the activities mandated in the Spinal Screening legislation, specifically assisting the various

HUMAN SERVICES

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
 Good Food for Pregnant Teens
 Division of Maternal and Child Health Brochure
 The Special Supplemental Food Program for Women, Infants and Children
 Brochure—Revised 1988
 Your Child Is A Rose
 Parents, Children and Discipline
 You and Your Child
 Positive Parenting Bibliographies
 Can Your Child Hear and Talk?
 Safe Passage Pamphlets
 Seat Belt Use During Pregnancy

ALL BROCHURES ARE FREE

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	993,296				993,296	
Health Benefits	102,594				102,594	
Retirement	199,280				199,280	
Other Fringe Benefits	75,253				75,253	
Computer Services—State	222,611				222,611	
Other Contractual Service	209,696				209,696	
Rents	7,155				7,155	
Commodities	7,320				7,320	
Grants—Subsidies—Pensions	102,007				102,007	
Interest—Debt Retirement	176				176	
Transfers to Other Funds	31,610				31,610	
TOTAL EXPENDITURES	1,950,998				1,950,998	

BUREAU OF MEDICAL SERVICES

ELAINE FULLER, DIRECTOR

Central Office: 249 Western Avenue, Augusta
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Telephone: 289-2674

Established: 1978

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144D; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 216

Legislative Count: 69

Organizational Units:

Division of Medical Claims Review
Division of Surveillance &
Utilization Review
Division of Medicaid Policy
and Programs

Division of Residential Care
Division of Licensing and Certification
Division of Consumer Services
Division of Health Insurance & Special Projects

PURPOSE: The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing programs. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Services, including long-term care facilities, health insurance programs for low income people, Drugs to Maine's Elderly, the Residential Care Program and the licensure and certification of hospitals, nursing homes and a variety of other agencies providing health services. The need for effective administration for these programs is indicated by their aggregate expenditure and its influence on the state budget, Maine's health care delivery system, long term care services and the health status of Maine's citizens. Total projected Medicaid service costs for FY '91 were \$478,714,311. The State share of these costs was 36.08% or \$172,720,123. Administrative costs were 3.0% or \$14,787,596 for all programs administered by the Bureau.

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.

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. This Division also works closely with other state agencies to establish Medicaid coverage of eligible services. The Provider Relations Unit is included in this Division.

The Division of Consumer Services is responsible for determining medical eligibility of Medicaid clients needing long-term care services. Pre-admission screening for nursing facility services in an institutional setting or at home with community based services includes medical eligibility determination for all Medicaid clients. An average of 1200 Medicaid clients are determined medically eligible for a variety of nursing facility level of services per month. Medicaid Program information and referral services are also available in this Division with one 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. In addition to the "sentinel effort," 199 provider cases were opened and \$269,000 recouped. This Division also identifies recipients who are high users or abusers of Medicaid health benefits for restriction of services when necessary, attempts to correct the misuse. 193 new cases were opened in FY '91 and 28 recipients were on the Restriction Program at the end of the year.

HUMAN SERVICES

The Division of Medical Claims Review processed 5,233,000 claims during FY '91. This unit has developed and maintains a highly sophisticated automated claims processing system with 17% of claims now transmitted electronically over telephone wires, an increase of 7% over last year. This Division also prior approves a variety of medical services and also includes the Third Party Benefit Recovery Unit, which recovered over \$514 in SFY '91.

The Division of Licensing & Certification surveys 454 hospitals, nursing and other medical and health related institutions and agencies to determine if they meet the standards for Medicare Certification, Medicaid Certification and/or State licensure. The Division investigated 247 complaints in 1990 about these facilities or agencies.

The Division of Residential Care is responsible for developing and enforcing licensing standards and reimbursement policies for Maine's 505 boarding and foster homes having a total of 4,060 beds. This Division participates in the analysis of the need for new boarding home development for special populations and in various sections of the State. This Division also determines medical eligibility of residents for Medicaid reimbursement for certain services provided in cost-reimbursed homes.

The Division of Health Insurance includes the Maine Managed Care Demonstration Project, a 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 its demonstration sites in December, 1988. A second site became operation in February '91. 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. This Division is also responsible for the administration of the Maine Health Program which became operational in October, 1990.

The Maine Health Program extends Medicaid-like benefits to low-income individuals meeting certain income criteria. It also includes coordination with private health insurance, if available to the enrollee. Approximately 12,000 people are expected to enroll in the program during the first year of operation.

The Division also provides staff support to the Board of the Maine High Risk Insurance Organization (MHRIO). The MHRIO provides medical insurance to those individuals who are otherwise unable to obtain insurance due to a medical condition.

The Division will also be implementing a pilot health program for working people with disabilities, in conjunction with the Maine Health Program. This initiative will allow those individuals who qualify based on their disability to buy into a benefit plan through the Medicaid program.

PROGRAM: Some of the Bureau's most significant accomplishments during FY '91 were: 1) Enhanced electronic claims submissions to 17% of all claims, processing 5.2M claims in '91 with fewer staff than in 1980, when 1.1M claims were processed; 2) Significantly increased implementation of Medicaid coverage for medical and residential services in boarding care facilities; 3) Revisions to the Principles of Reimbursement for Long-Term Care Facilities to comply with the Federal Nursing Home Reform Act; and 4) Implemented the Resident Assessment portion of the national Multi-State Long-Term Care Case Mix and Quality Assurance Demonstration Project.

Medical Care Services. Approximately 133,020 Maine residents received Medicaid benefits during FY 90. 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 eight, in families with income to 100% of poverty, and elderly and disabled people, up to 100% of poverty. As of 4/1/90, children age 6 in families whose income is 133% of poverty are also eligible. There were an estimated 173,000 Medicaid eligible recipients in FY '91. 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 and any other medically necessary services. Approximately 6,000 medical providers

HUMAN SERVICES

are participating in the program. This program is administered by the State in conformity with Federal regulations and received Federal Financial Participation (FFP) of 63.92% for Medicaid services in FY '91.

Drugs to Maine's Elderly. This program was implemented in October 1977. It was designed to assist elderly Maine residents who need assistance paying for prescription drugs, and who did not qualify for Medicaid benefits or other assistance programs. A copayment of \$2.00 is required. Approximately 18,948 elderly Maine citizens received assistance in paying for 177,149 prescription drugs during FY 91. A client must be 62 or 55 if receiving Federal disability or over with income of less than \$8,400 for a single person and \$10,500 for a household of two or more.

Residential Care Program. In SFY 90, 11 new boarding homes were licensed, but 10 were closed, many due to multiple licensing violations. A total of 24 new foster homes were licensed and 41 closed. There were 505 licensed facilities as of June 30, 1990, with 4,060 beds. In calendar year 1990, the Division received 88 complaints on boarding homes, 60 in adult foster homes and 16 on unlicensed facilities.

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 | (3) Intermediate Care Facilities for the Mentally Retarded |
| (2) Nursing Facilities | (4) Home Health Care Services Agencies |
| | (5) Ambulatory Surgical Centers |

Applications for Medicare/Medicaid Certification may also be made for the following:

- | | |
|--|--|
| (1) Home Health Agencies | (10) Hospitals |
| (2) Rural Health Clinics | (11) Ambulatory Surgical Centers |
| (3) Renal Dialysis Centers | (12) Comprehensive Out-patient Rehabilitation Facilities |
| (4) Renal Transplant Centers | (13) Hospices |
| (5) Speech and Hearing Centers | (14) Portable X-ray Services |
| (6) Independently Practicing Physical Therapists | (15) Rehabilitation Agencies |
| (7) Psychiatric Hospitals | (16) Occupational Therapists in Private Practice |
| (8) Independent Laboratories | (17) Rural Health Clinics |
| (9) Chiropractors | |

Application for the following licenses may be made to the Division of Residential Care, Bureau of Medical Services, Department of Human Services, Station #11, Augusta, Maine 04333 (Tel. 289-2821).

- | | |
|--------------------|------------------------|
| (1) Boarding Homes | (2) Adult Foster Homes |
|--------------------|------------------------|

PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:

- Annual Medicaid Report (free)
- Maine Medical Assistance Manual—\$50.00
- Regulations for the Licensure of General and Specialty Hospitals (\$15.00)
- Regulations Governing the Licensing and Functioning of Nursing Facilities (\$21.00)
- Regulations Governing the Licensing and Functioning of Home Health Care Agencies (\$5.00)
- Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for the Mentally Retarded (\$14.00)
- Regulations for the Licensing and Operation of Boarding Homes—\$10.00
- Principles of Reimbursement for Long Term Care Facilities —\$10.00
- Principles of Reimbursement for Intermediate Care Facilities for the Mentally Retarded—\$10.00
- Principles of Reimbursement for Boarding Care Facilities on Cost Reimbursement—\$10.00
- Rules and Procedures for Licensing and Operation of Adult Foster Homes—\$5.00

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

HUMAN SERVICES

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	4,431,641	1,606,043	54,132		2,771,466	
Health Benefits	511,036	193,244	6,162		311,630	
Retirement	900,403	323,275	10,796		566,332	
Other Fringe Benefits	6,036,966	4,487,285	314,728		1,234,953	
Computer Services—State	2,469,174	565,273	228,728		1,675,009	
Other Contractual Service	1,378,538	817,061	7,059		554,418	
Rents	45,637	25,271			20,366	
Commodities	63,711	59,434			4,277	
Grants—Subsidies—Pensions	486,372,793	170,310,414	1,300,481		314,761,898	
Buildings and Improvement	25,415	19,493			5,922	
Equipment	378				378	
Interest—Debt Retirement	1,542	1,485			57	
Transfers to Other Funds	135,878		8,535		127,343	
TOTAL EXPENDITURES	502,373,112	178,408,278	1,930,785		322,034,049	

OFFICE OF PROGRAMS (HUMAN SERVICES)

DOUGLAS PORTER, DEPUTY COMMISSIONER

JAMIE MORRILL, Assistant Deputy Commissioner

Central Office: Human Services Bldg., Augusta

Telephone: 289-2546

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

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144S; Citation: 22 M.R.S.A., Sect. 3

ORGANIZATION: The Office of Programs (Human Services) includes the Bureau of Child and Family Services, Bureau of Rehabilitation, Bureau of Income Maintenance, Bureau of Elder and Adult Services, Bureau of Health and Bureau of Medical Services. The Deputy Commissioner has overall responsibility for the management of these Bureaus, for the operation of the Department's programs across the State and responsibility for the Office of Alcohol and Drug Abuse, Office of Administrative Hearings, Office of Vital Statistics, the Office of Health Planning and Development and Project Review, the State Education and Training Unit and the Federal Cooperative Agreement.

PROGRAM: The Office of Vital Statistics processes over 50,000 vital records each year and provides 10,000 certified copies of vital records to the public. Additionally, this Office provides technical assistance in data development, management and analysis to the Department's Bureaus, and conducts and publishes over 20 studies, reports and surveys annually.

The Division 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 Division of Project Review reviews several million dollars of health care services expansion requests, conducts detail cost/programmatic analysis and recommends approval/disapproval of major health care expenditures in the State. The State Education and Training Unit provides several hundred hours of management, supervisory, and program staff training to the Departments and private providers statewide.

LICENSES, PERMITS, ETC.:

Certificate of Need—for Health Care Expenditures

All Certificates of Birth, Death, Divorce or Adoption

HUMAN SERVICES

PUBLICATIONS:

1990 Maine Social Services Report in conjunction with the Division of Community Services and Department of Mental Health and Mental Retardation—free.

1990 Medicaid Program Report—free.

1990 Annual Action Plans for AIDS, Health Care, Teen and Young Adult Health, Health Care Industry, Child Care, Child Protection, State Health Planning, Low Income and Disabled, Elderly and Long term Care—free

DHS Response to Homelessness: Report II, March 1991—\$2.00

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

OFFICE OF PUBLIC AND LEGISLATIVE AFFAIRS (HUMAN SVCS.)

PETER M. GORE, DIRECTOR

VACANT, Assistant Deputy Commissioner

Central Office: 221 State Street, Augusta

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: 6

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 Director, one aide to the Commissioner, two secretaries and a receptionist.

PROGRAM: During the 1989-1990 period, the office produced at least six news releases a month on department affairs, developed awareness campaigns, and designed supporting brochures for departmental programs.

FINANCES, FISCAL YEAR 1991: 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 75% of the Laboratory's operating expenses while the remainder comes from state (23%) 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 tubercle 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:

At the end of FY 91, the Legislature voted to transfer the Department of Environmental Protection Laboratory to the Department of Human Services, forming the Health and Environmental Testing Laboratory, effective July 1, 1991.

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

HUMAN SERVICES

culture for isolation and identification. The most frequent virus isolates are herpes simplex virus, influenza viruses, parainfluenza virus, and enterovirus.

Serologic testing involves a wide variety of tests involving virus and non-viral agents. The tests are designed to either diagnose a recent infection or to provide evidence of past infection to differentiate immunity/susceptibility in individuals. Hospitals are now requesting that their employees be screened to determine whether they are immune to rubella, measles or chickenpox since outbreaks involving these viruses are capable of easily involving hospital patients.

A major public health problem now receiving national and international attention because of the large number of cases involved and fatal consequences is acquired immune deficiency syndrome (AIDS). The Virology Section is testing for serum antibody against the human immunodeficiency virus (HIV) which is the agent responsible for the disease using the enzyme immunoassay (EIA). In late 1986 a Western Blot test was made available in-house to confirm true positive cases. In FY 1989-90, over 10,000 serum specimens were tested for HIV infection. Around 190 cases of clinical AIDS have been reported in this state to date.

Several other sexually transmitted diseases which are of public health importance are herpes simplex, syphilis and chlamydia. The importance of screening pregnant women for primary or recurrent herpes simplex infection in the genital area is to minimize the risk of neonatal herpes which can be devastating to the health of the child resulting in death or permanent brain damage if the infant were to be infected during the delivery process.

Bacteriology/Parasitology

The bacteriology/parasitology section provides a variety of services to the State of Maine. Specimens for examination are received from different public and private agencies, doctors, hospitals and clinics. These specimens come from numerous sources such as foods, human, animal or environmental. The following is a general list of capabilities:

- | | |
|---------------------------|--|
| 1. Chlamydia | Examine specimens for this significant sexually transmitted disease by DNA probe. |
| 2. Parasitology | Identify helminths (worms) like tapeworms or round worms. Examine stools for ova (worm eggs) or protozoa. Protozoans cause amoebic dysentery and giardiasis. |
| 3. Foodborne Illness | Analyze foods for foodborne bacteria that cause disease. Bacteria that cause botulism, bacillary dysentery and typhoid fever are examples. |
| 4. Neisseria gonorrhoeae | Examine samples for identification by DNA probe. Do drug sensitivity testing on positive cultures. |
| 5. Special Bacteriology | Identify bacteria that require special procedures. Bacteria that cause whooping cough, meningitis, plague and brucellosis are just some examples. |
| 6. Enteric Bacteriology | Identify bacteria that cause typhoid fever, bacillary dysentery and Yersiniosis. |
| 7. Anaerobic Bacteriology | Identify bacteria that cause botulism and gas gangrene. |

Mycobacteriology, Rabies, Mycology

The Tuberculosis Laboratory provides support to the Bureau of Health as well as a service to doctors, hospitals, and clinics. Since *Mycobacterium tuberculosis* may invade any organ of the body, such varied specimens as sputum, all body fluids, pus, urine, and tissues may be sent to the laboratory for examination. The laboratory identifies other mycobacteria as well as *M. tuberculosis*. Drug susceptibility studies are performed on all mycobacteria. The trend indicates a steady increase in the isolation of *M. tuberculosis* and atypical mycobacteria from the general population. There was a noticeable increase in the number of atypical mycobacterial isolates over the previous year. This trend is expected to continue because of the number of immuno-suppressed patients who are susceptible to many diseases.

Rabies diagnosis in animals is performed at the request of individuals, physicians, or veterinarians as well as the Department of Agriculture when an exposure or potential risk is indicated. In the last 4 years we have had only 4 positive bats and one positive cat, which is a big drop from previous years. The average for the preceding five years was 20 with the highest number being in foxes.

In the Mycology Laboratory, clinical and reference diagnostic services are provided to doctors, hospitals, and clinics. There is more demand in the identification of mycology cultures, therefore, our numbers of specimens received increased by approximately 21% for this fiscal year.

HUMAN SERVICES

Laboratory Improvement Program

Program Activities and Responsibilities:

1. Evaluation and certification of 28 drinking water/environmental laboratories.
2. Annual evaluation of 8 hospital and 22 independent clinical laboratories for State and Federal licensure and Medicare certification programs.
3. Assists the Maine medicaid program by providing consultation in lab reimbursement and by evaluating physician's office laboratories in fraud and abuse cases.
4. Sponsors, coordinates and conducts educational programs for laboratorians.
5. Prepares and edits *Lab Gab*, a quarterly newsletter which is sent to hospitals, private laboratories, pathologists, State PHL directors and other interested parties (available free of charge).
6. Monitors proficiency testing performance for clinical and environmental (water) laboratories, and for physician's office laboratories.
7. Administers the regulatory programs for laboratories under the Maine Workplace Drug Testing Law. This new law has entailed the development of a substantial new body of regulation, and has meant considerable new work for the Laboratory Improvement Program, although the new position authorized by the legislation has not been filled due to the state's financial constraints.

Water Lab

The Water Lab provides a wide range of testing to public water systems and to private well owners as well as providing support to the Bureau of Health and other departments of the state government.

The Lab tests for inorganic and microbiological contaminants using modern instrumentation such as atomic absorption, autoanalyzer, and specific ion electrodes. In the future, the increasing workload will be met with more automation and computerization including a personal computer at each work station to facilitate reporting of results.

Besides drinking water, the Water Lab also does dump leachate, sewage and tissue samples for a number of state agencies and the general public.

Department Supported

Transportation (Well Claims Div.)
Marine Resources
Environmental Protection
Fish and Wildlife
Health Engineering

Support Activities

Test for road salt in wells
Trace metals in shellfish
Trace metals in deer and moose liver
Test of water companies, trailer parks and other water supplies for compliance with state regulations

A critical situation exists in the Laboratory Improvement Program as more and more work is expected of the same staff. Regulation of clinical, environmental and drug testing laboratories to ensure quality testing is of utmost importance to the health and welfare of the citizens of the state. Prioritization is underway to adjust the work to the available personnel.

Organics

The pesticide laboratory section of the Public Health Laboratory was established in 1969 to service the state's needs for a facility capable of analyzing pesticide residues in the environment. At present, it is the only "full time" pesticide residue laboratory in Maine. Certified by E.P.A., recent emphasis has been to monitor surface and ground water supplies for residues of a wide range of agricultural chemicals used on farm commodities grown in our state. It also serves as the analytical arm for the regulatory efforts of Board of Pesticide Control, testing food products as well as soil and water for evidence of pesticide misapplication. It has also served the Department of Conservation's Spruce Budworm Program and the University of Maine in their research projects. It welcomes inquiries and requests for analyses from members of the general public who have valid concerns about the purity of their drinking water or pesticides used in their home environment.

In fiscal 1988, the organic chemistry functions of the water laboratory were merged with the pesticide laboratory to form a comprehensive organic analysis laboratory. There has been an increase in public awareness of organic chemical pollution of drinking water. Gasoline and other hydrocarbons are of particular concern. Volatile organics and trihalomethanes are of particular interest in the regulation of public water supplies. There has been a steady and significant increase in the number of samples received by this section. This section is currently certified for new mandated Federal State Drinking Water Act organic parameters.

All testing, either for government agencies or for the public are performed on a fee-for-service basis with costs being agreed upon between the parties prior to start of work, as specified in the PHL Schedule of Charges.

Chemistry

The Chemistry Section of the Public Health Laboratory is a well-equipped analytical laboratory with

HUMAN SERVICES

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 harness racing samples for drugs.

The addition of new analytical equipment has increased the speed and sensitivity of urine drug testing. We currently analyze urine samples from drivers for the Maine State Harness Racing Commission. In addition we support the following programs:

Program Supported

Public Safety

Chief Medical Examiner

Agriculture

Health Engineering

Public Health Nursing

General public/various

State agencies

Administration

The Public Health Laboratory has automated the tracking and reporting of analysis requests in all sections. All sample data is captured electronically for on-line data management and for long term storage. A computerized billing system is also in operation.

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

Certification of Analysts for OUI-drug testing

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

LICENSES, PERMITS, ETC.:

License:

Independent Clinical Laboratory

Substance of Abuse Testing Laboratory

Health Screening Laboratory Service

Certificate:

Blood Alcohol Phlebotomist

Blood Alcohol Analyst

Drug Analyst

Breath Alcohol Testing Equipment

Water Testing Laboratory

OUI-Drug Analyst

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 (1991). (Available free of charge.)

Rabies informational booklet. (Available free of charge.)

Water Testing Guide. (Available free of charge.)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit amounted to \$2,700,000.00 in FY 91 and are, by administrative decision, included with those of Bureau of Health.

DIVISION OF PUBLIC HEALTH NURSING

ELEANOR BRUCE, DIRECTOR

Central Office: 151 Capitol Street, Augusta

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: 74.7

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 (1 director, 2 consultants), two clerical central office staff; 6 supervisor, 54.2 full-time equivalent public health nurses, and 9.5 clerical positions in the seventeen 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 91 approximately 26,812 direct visits were made to 10,000 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 well child clinics (about 37 sites, 349 sessions, 4,931 visits), tuberculosis clinics, handicapped children's clinics (such as developmental evaluation, juvenile rheumatoid arthritis, cleft palate, cystic fibrosis and spina bifida). Additional services include school health nursing in small school systems, active participation with the Child Development Services, funded through the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC) and a specific newborn referral system.

DPHN is involved in standards-setting for nursing practices in the field and, to this end, the Division has developed policies and procedures for visits in these areas. The Division collects data in areas of sudden infant death, well child care, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis, and the overall coordination of nursing services on a community-wide basis, constitutes the role for the Division's nurses. The Division is involved with various other Departments and agencies in providing coordinated services.

Accomplishments in FY 91:

On May 7, 1991, Governor John McKernan presented DPHN a framed proclamation in recognition of 70 years of public health nursing services to the people of Maine. The honor was bestowed at a Blaine House Tea celebrating National Nurses' Day which was sponsored by the Maine State Nurses' Association. Former DPHN Director, Helen Zidoweki, received an award for excellence in public health nursing.

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. The entire EPHN staff attended Medicaid case management reimbursement training (1 day) and are attending the DHS required Security Training Sessions (1 to 2 days).

Significant workshops that DPHN personnel attended include: Association of State and Territorial Directors of Nursing (ASTDN) Executive Session (2 half days); ASTDN Annual Meeting (3 days)—

HUMAN SERVICES

Director serves as Treasurer of this national organization; Director attended the American Public Health Association (APHA) annual meeting (5 days); a statewide record review was completed—records reviewed by C.O. personnel; 12 staff attended annual school nurse update conferences (1 day) sponsored by School Nurse Coordinator; an AIDS-Education/Minorities Grant continues; Newborn Liaison and Child Development Services Coordinator Meetings (2 days); DMCH: Adolescent Health (2 days), Breastfeeding (1 day), Spinal Screening (1 day), Childhood Injury Prevention (2 days), Denver II (1 day); Early Intervention Institutes—ITV (2 half days), New England Regional MCH Nurse Leadership Conferences, University Affiliated Program: "MCH Nursing: Focus on Change" (1 day); International Cystic Fibrosis Conference (2 nurses—3 days); SIDS, 1990 All Chapter Meeting and Maine SIDS Seminar (3 days); Child Developmental Evaluation Clinic Statewide Conference (1 day); Partnerships for Program IV (3 days); New England Regional Myelodysplasia Nurse Clinicians quarterly meetings (3 days); 18th Annual Spina Bifida Conference (3 days).

The Director served on Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC). DPHN is involved with Child Development Services under ICCPHC with many Public Health Nurses serving on local coordinating committees and holding membership on ICCPHC sub-committees.

DPHN personnel were involved in teenage pregnancy programs and provided clinical experience for nursing students, medical residents, and observations for graduate students from the University of Maine. Two Supervisors and seven staff nurses attended courses working on Bachelor's and/or Master's degrees. School nurses were recertified as appropriate.

Children's services include the newborn screening referral system to include children 0-5 years of age and which offers a visit to all new mothers. Public health nurses are assigned as liaisons to hospitals in order to improve communications and provide inservice education. The infant screening/referral system is intended to prevent health problems in children through early identification and intervention. Consultant has submitted a grant proposal to Centers for Disease Control to expand services under the Maine Childhood Lead Poisoning Prevention and Control Program. DPHN staff nurses worked in cooperation with Maine's T.B. Program and Centers for Disease Control to provide nursing services for T.B. detection and follow-up care.

The above activities have required changes in workloads and priorities.

PUBLICATIONS:

- Brochure: "Public Health Nurses In Your Community"—free
- Brochure: "The Public Health Nurse And A Visit To You And Your Baby"—free
- Brochure: "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 1991: 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: 1045.5

Legislative Count: 702.5

HUMAN SERVICES

PROGRAM: This unit is responsible for providing generic administrative support services to all program units housed in the five regional offices as well as branch offices in each region. Its major functions fall into five categories: (1) reception services, (2) personnel services, (3) fiscal services, (4) office services, and (5) plant management services. These services, provided for the comfort of the public as well as staff, are offered in Portland, Biddeford, Sanford, Lewiston, Mexico, Farmington, Augusta, Skowhegan, Rockland, Belfast, Bath, Bangor, Ellsworth, Dover, Lincoln, Machias, Calais, Houlton, Presque Isle, Caribou, and Fort Kent. These several offices enable the public to receive services in all areas of the state.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	22,918,498	16,181,982			6,736,516	
Health Benefits	2,855,373	1,967,005			888,368	
Retirement	4,580,354	3,243,626			1,336,728	
Other Fringe Benefits	359,867	197,917	59,083		102,867	
Computer Services—State	41,071	30,209			10,862	
Other Contractual Service	5,809,536	3,009,902	4,862		2,794,772	
Rents	131,634	35,806			95,828	
Commodities	97,897	63,734			34,163	
Grants—Subsidies—Pensions	477,668	328,670	39,604		109,394	
Purchases of Land	547				547	
Buildings and Improvement	66,693	59,967			6,726	
Interest—Debt Retirement	1,686	1,405			281	
Transfers to Other Funds	214,898		1,023		213,875	
TOTAL EXPENDITURES	37,555,722	25,120,223	104,572		12,330,927	

BUREAU OF REHABILITATION

PAMELA TETLEY, DIRECTOR

Central Office: 35 Anthony Ave., Augusta

Telephone: 624-5310

Mail Address: 35 Anthony Avenue, Augusta, Maine 04333-0011

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: 241.5

Legislative Count: 41

Organizational Units:

Division of Disability Determination Services

Division for the Blind & Visually Impaired

Division of Deafness

Vocational Rehabilitation Services

PURPOSE: Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to individuals with handicaps. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including independent living services, vocational rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore, the Bureau provides a specific program of services to individuals with visual impairments. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of People with Disabilities.

HUMAN SERVICES

ORGANIZATION: The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. The Division of Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, and Division of Deafness in 1982.

All of these programs have the goal of assisting individuals with disabilities to function at their highest level of potential.

PROGRAM: The programs of the Bureau are conducted through several service areas:

Rehabilitation Services Program. The goal of Vocational Rehabilitation (VR) Services is to assist individuals who are handicapped by a physical, mental, or emotional impairment to prepare for and obtain suitable employment. These services include, but are not limited to, evaluation of rehabilitation potential to determine eligibility, as well as the nature and scope of services to be provided; counseling and guidance; physical and mental restoration; vocational training; occupational licenses; tools and equipment; job placement and post-employment assistance enabling individuals to maintain or regain employment. VR also administers facility services which are implemented through fee-for-service agreements with private non-profit agencies which provide an array of services to assess rehabilitation potential, develop social and vocational skills, provide transitional and supported employment and prepare people with disabilities for the job market.

Under the auspices of the Rehabilitation Services Program, the Bureau provides a broad spectrum of programming which is not necessarily vocationally based but addresses the needs of people who have a disabling condition to be as independent as possible. These services include the Independent Living Rehabilitation Services Program; personal care attendants; the hearing impaired children's program; telecommunication devices for deaf people; adaptive skill training for people with vision impairments and technical assistance in providing barrier-free structures.

These programs assist individuals with severe disabilities to remain at home or in the community, thus avoiding the necessity of placement in nursing homes, hospitals, or other institutions away from home and family.

In the context of providing services to people with handicaps and placing them in employment, the Bureau supports the Office of State Handicapped Accessibility. Staff of this office assist organizational recipients of federal funding to comply with Section 504 of the Rehabilitation Act of 1973 which requires that they provide employment and accessibility to qualified handicapped persons.

Division for the Blind and Visually Impaired. The Division for the Blind and Visually Impaired was established legislatively to provide a program of services to blind citizens, including the prevention of blindness, the location and registration of blind persons, the provision of education services to blind children ages 0-21, vocational guidance and training, including the placement of blind persons in employment, administration of vending facilities in public buildings to be operated by a blind person licensed by the Division, and provision of 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 and T.V. Decoder Programs for people who are deaf (TDD) are provided through a cost sharing and loaner program. Identification cards are available free of charge to assist deaf people in emergency, medical, social, or legal situations where an interpreter is needed. A separate ID card is available for owners of "hearing ear dogs". In addition, any eligible deaf or hearing impaired person may receive the full range of vocational rehabilitation services required to meet individual needs. The Division also provides evaluation and services to hearing impaired deaf children whose loss is sensorineural in nature.

Division of Disability Determination Services (DDS). Disability Determination Services is a state agency regulated by the Social Security Administration to adjudicate all Social Security Disability Insurance and all Supplemental Security Income claims. Through a process of medical record review and medical consultation, the program determines the eligibility of individuals for these two Social Security benefits. Although quality and quantity goals are mandated by the federal Social Security Administra-

HUMAN SERVICES

tion, DDS has a continuing goal of serving the public by giving fair, timely, and accurate disability decisions to all who apply for disability benefits.

PUBLICATIONS:

Each program publishes brochures describing its services and eligibility requirements. Assorted educational pamphlets are also available on many disabling conditions as well as descriptive reports and publications promoting general public awareness. Most publications are free and may be obtained during working hours in the respective program offices.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,545,141	989,391			4,555,750	
Health Benefits	656,395	127,040			529,355	
Retirement	1,112,181	197,009			915,172	
Other Fringe Benefits	613,597	127,045			486,552	
Computer Services—State	850,405	292,544			557,861	
Other Contractual Service	951,461	461,572	89		489,800	
Rents	38,428	15,107			23,321	
Commodities	13,324	3,143			10,181	
Grants—Subsidies—Pensions	10,730,227	3,946,380			6,783,847	
Buildings and Improvement	21,023				21,023	
Interest—Debt Retirement	97	89			8	
Transfers to Other Funds	338,436		4		338,432	
TOTAL EXPENDITURES	20,870,715	6,159,320	93		14,711,302	

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 of the Maine Bureau of Health, in assessing the human health impacts of hazardous air pollutants. In addition, the Scientific Advisory Panel may evaluate other environmental health problems at the request of the Director of the Bureau of Health. The Panel meets on a bi-monthly basis.

ORGANIZATION: The Scientific Advisory Panel consists of seven members, appointed by the Commissioner of Human Services. Members represent a cross-section of various environmental health disciplines, including pulmonary medicine, toxicology, industrial hygiene, atmospheric chemistry, epidemiology, and molecular biology. The term of office is three years and may be renewed. Members of the Panel serve without compensation, but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: The Scientific Advisory Panel reviewed and gave final approval for risk assessments for chlorine and woodsmoke, which were conducted by the Bureau of Health. These assessments have been

HUMAN SERVICES

sent to the Department of Environmental Protection. The Scientific Advisory Panel is currently reviewing the Bureau of Health's risk assessments for trichlorethylene and trichloroethane. The assessments for these are toxics will be sent to the Department of Environmental Protection in the near future. Recently, the Panel has broadened its scope to include review of non-Air Toxics. This year the Panel reviewed and approved a water quality criteria document for dioxin. This included re-evaluation of dioxin toxicity that received national attention. An additional forty-five Interim Ambient Air Guidelines were approved by the Panel and sent to the Department of Environmental Protection.

PUBLICATIONS: Publications approved by the Scientific Advisory Panel are:

- Health-based Water Quality Criteria for 2,3,7,8.
- Tetrachlorodibenzo-p-dioxin (TCDD).
- Ranking Hazardous Air Pollutants for Formal Evaluation.
- Derivation of Interim Exposure Guidelines for the Hazardous Air Pollutant Program.
- Risk Assessment Document for Toluene.
- Risk Assessment Document for Formaldehyde.
- Quantitative Risk Assessment for Tetrachlorethylene (PCE).
- Risk Assessment Document for Residential Wood Combustion Emissions
- Risk Assessment Document for Chlorine.

FINANCES, FISCAL YEAR 1991: Expenditures of this unit are included with those of the Bureau of Health.

BUREAU OF CHILD AND FAMILY SERVICES

PETER E. WALSH, DIRECTOR

HARMON D. HARVEY, Assistant 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: 114.5

Legislative Count: 72

PURPOSE: The Bureau of Child and Family Services, with the advice of the Maine Human Development Commission 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. It serves as a clearinghouse for information and gathers knowledge and statistics, prepares, publishes and disseminates educational materials dealing with social services. It conducts a continuing evaluation of the social service programs and activities affecting Maine residents and prepares, adopts, and administers, policies, procedures, rules and regulations to govern the development and operation of such programs and activities.

ORGANIZATION: The Bureau of Child and Family Services was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and 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.

The 107th Legislature changed the bureau's name to the Bureau of Resource Development. The bureau was designated in March of 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.

HUMAN SERVICES

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 federally designated refugees throughout the state. This program is administered by the bureau through various purchases 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 Social Services Block Grant program, formerly the Title XX plan which replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. A wide range of social services is provided to the state's citizens through this funding mechanism.

With the availability of additional federal and state dollars, specifically for child care services, the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in 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.

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.

Division of Child Welfare Policy and Resource Development This division is responsible for policy development and quality assurance of child and family services programs administered and delivered by central office and regional offices direct service, management and administrative staff. This includes administration of approximately \$30 million in state and federal funds including federal title IV-B and IV-E. Services under the responsibility of this division include child protective services to children and their families where there are allegations of suspected abuse and neglect as defined in Maine statutes, foster care and residential treatment services for children, adoption and adoption assistance, licensing of foster homes and child placing agencies, recruitment and training of foster families, and administration of the Interstate Compact on Placement of Children and the Interstate Compact on Adoption and Medical Assistance.

Division of Purchased and Support Services. This division is responsible for the administration of more than \$21 million in state, federal, and local funds under the SSBG, the state Priority Social Services Act, the Refugee Resettlement Program, and State Child Care funding. It works with private and public agencies seeking to contract with DHS to provide services eligible for funding under the above mentioned programs. It is responsible for the negotiation, administration, and monitoring of contractual services with these community agencies.

Programs administered by this division include the State Refugee Resettlement Program, the AIDS Case Management Program, the Victims of Crime Assistance Program, and the Adult and Child Care Food Program. The Division also provides planning and evaluation services to the other divisions of the Bureau.

Division of Child Care and Licensing. Established in early 1989, this division is responsible for the licensing of day care facilities, foster homes, and residential facilities for children. It is also responsible for the planning, policy development and recruitment of child care facilities statewide through the Office of Child Care Coordination which was created by the Legislature in 1986. The division houses an institutional abuse investigation team which investigates allegations of child abuse in out of home settings.

LICENSES, PERMITS, ETC.:

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

HUMAN SERVICES

Family Foster Homes for Children
Specialized Children's Homes
Children's Foster Homes Providing Respite Care Only

PUBLICATIONS:

Final State Plan—Social Services Block Grant Plan Report—Social Services Programs
Annual Statewide Child Welfare Services Plan
Refugee Resettlement Plan
Adult and Child Care Food Program Annual Plan
Choosing Child Care
School Age Child Care Technical Assistance Papers
Crime Victims Assistance Plan

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF CHILD AND FAMILY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,007,734	2,026,149			981,585	
Health Benefits	301,547	208,595			92,952	
Retirement	598,489	399,920			198,569	
Other Fringe Benefits	371,829	319,205	39,812		12,812	
Computer Services—State	283,090	208,933	73,507		650	
Other Contractual Service	542,765	421,111	12,703		108,951	
Rents	32,964	30,511	718		1,735	
Commodities	45,086	34,818	1,236		9,032	
Grants—Subsidies—Pensions	38,623,963	20,866,936	438,628		17,318,399	
Buildings and Improvement	944	944				
Interest—Debt Retirement	1,089	46	43		1,000	
Transfers to Other Funds	49,259		4,117		55,142	
TOTAL EXPENDITURES	43,868,759	24,517,168	570,764		18,780,827	

OFFICE OF VITAL STATISTICS

ELLEN M. NAOR, DIRECTOR AND STATE REGISTRAR

Central Office: 35 Anthony Ave., Augusta

Telephone: 624-5445

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: 28

Legislative Count: 0

Organizational Units:

Statistical Services Unit
Survey Operations Unit
Technical Operations Unit
Vital Records Unit

PURPOSE: The Office of Vital Statistics provides and facilitates the use of quantitative information for planning, policy development, program management and evaluation within the Department of Human Services. It produces detailed population estimates and projections for use within and outside the Department. It maintains a state-wide system for the registration of vital statistics. The State Registrar is also responsible for directing the activities of municipal clerks in the registration of vital statistics.

ORGANIZATION: The Office of Vital Statistics was established in 1892 to maintain a state-wide system for the registration of vital statistics. It has since grown to encompass a variety of data on health

HUMAN SERVICES

status, health care resources, and social services, as indicated by its present name. In 1990, this Unit became part of the Office of Planning, Research and Vital Statistics.

PROGRAM: The Office of Data, Research and 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 1990-91 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, physician and nurse surveys, inventories of health care facilities, health facility utilization, and adverse reproductive outcomes surveillance.

The Office continued its regular program of collecting vital records, filing them, furnishing vital statistics data to the National Center for Health Statistics on magnetic tape and microfilm for the preparation of national vital statistics reports; initiated measures for improving compliance with the rules governing the registration of vital statistics; and continued operation of the Adoption Reunion Registry. As of June 14, 1991, the Registry had 920 applications on file, divided between adopted persons and biological parents. The Registry has identified 20 matches to date.

During the past year, the Office prepared long-range population projections; continued a local review process for Maine population estimates for minor civil divisions; completed the first statistical report based on financial data from the Maine Medicaid Cost Reports for Nursing Homes; completed the first report on Trends in Inpatient Facilities, 1982-1986. The Office, through a grant from the Centers for Disease Control, continued surveillance activities designed to identify factors associated with poor pregnancy outcomes: the Pregnancy Risk Assessment Monitoring System (PRAMS).

The Office continued to develop an overall data system for health planning and cooperated with many other health agencies in data collection. Staff provided research, statistical and technical services to the Bureaus of Health, Medical Services, and Income Maintenance, as well as the Office of the Commissioner. A number of statistical reports and directories were published. The Office continued a series of presentations for various groups in the Department to familiarize them with the technical, statistical and informational resources available through the Office.

LICENSES, PERMITS, ETC.: Certificates of live birth, death, and marriage. Official reports of fetal death, and induced abortion. Official records of divorce or annulment.

PUBLICATIONS:

- Maine Vital Statistics, 1989—\$10.50
- Population Estimates for Minor Civil Divisions by County, 1989—\$4.40
- Maine Health Facilities: Resources and Utilization, 1988—\$9.00
- Characteristics of Maine's AFDC Caseload in January, 1989—\$9.00
- Population Projections by Minor Civil Divisions, Sex, Age Group and County, 1988-1997—\$4.00
- A Capsule of Health Information—1989—\$4.50
- Pregnancy Risk Assessment Monitoring System, Evaluation of the Pilot Phase of Prams in Maine, 1990—\$3.30
- Health Data Resources—Free
- Maine Registered Nurses: A Comparative Report: 1981-1987—\$4.40
- Adoptions in Maine: 1988—\$3.30

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Office of Management and Budget.

MAINE INDIAN TRIBAL-STATE COMMISSION

ALTON CIANCHETTE, CHAIRMAN
DIANA SCULLY, EXECUTIVE DIRECTOR

Central Office: 6 Mayflower Road, Hallowell
Mail Address: P.O. Box 87, Hallowell, Maine 04347

Telephone: 622-4815

Established: April 1980

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 94; Unit: 409; Citation: 30 M.R.S.A., Sect. 6212

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Pursuant to the Maine Indian Claims Settlement Act, the Maine Indian Tribal-State Commission has the following responsibilities:

1. **Review Effectiveness of Act.** The Commission is required to continually review the effectiveness of the Act and the social, economic and legal relationship between the Passamaquoddy Tribe and the Penobscot Nation and the State; and to make reports and recommendations to the Legislature, the Passamaquoddy Tribe and the Penobscot Nation, as it deems appropriate. (30 MRSA §6212, sub-s3)
2. **Make Recommendations about Land Acquisitions.** No lands held or acquired by or in trust for the Passamaquoddy Tribe or the Penobscot Nation, other than those designated in the Act, may be included in Passamaquoddy or Penobscot Indian territory, except upon recommendation of the Commission and approval by the State through the enactment of law. (30 MRSA §6205, sub-s5)
3. **Promulgate Fishing Regulations.** The Commission has authority to promulgate fishing rules on certain ponds, rivers and streams adjacent to or within Indian territory. All fishing laws and regulations of the State remain applicable to these waters until the Commission adopts its own rules. (30 MRSA §6207, sub-s3)
4. **Study Fish and Wildlife Management.** In order to protect fish and wildlife stocks on lands and water within Indian territory, the Commission is required to undertake studies (in consultation with the Passamaquoddy Tribe, the Penobscot Nation, landowners, and state officials) about the implementation of fish and wildlife management policies on non-Indian lands; and to make recommendations to the Commissioner of Inland Fisheries and Wildlife and the Legislature. (30 MRSA §6207, sub-s8)

ORGANIZATION: The Tribal-State Commission consists of nine members. Four are appointed by the Governor of the State subject to review by the Joint Standing Committee on Judiciary and to confirmation by the Legislature. Two are appointed by the Passamaquoddy Tribe and two by the Penobscot Nation. The ninth member, the chairperson, is selected by majority vote of the eight appointed members. The chairperson serves for a term of four years and the other eight members serve for a term of three years and may be reappointed.

PROGRAM: The annual budget of the Maine Indian Tribal-State Commission is funded jointly by the Passamaquoddy Tribe, the Penobscot Nation and the State of Maine. The Commission contracts for management services, including a part-time Executive Director. During fiscal year 1991, the Commission concentrated on the following issues and activities:

1. **Land Use Regulation.** The Commission had extensive discussions about land use regulation in tribal trust lands. The central question considered was who has jurisdiction over regulation in these lands, the State or the Tribes? The Commission felt that tribal trust lands administered by and for the Maine Indian Tribes have a status under Maine's land use laws that reflects legally and culturally distinct circumstances.
2. **Compliance.** The Commission reviewed the need for action by the State to ensure compliance with the terms of the Settlement in relation to access by Tribes to federal and state benefits and services.
3. **Wabanaki Film.** With the financial support of the Maine Humanities Council, the Maine Community Foundation, Tom's of Maine and the Passamaquoddy Tribe at Pleasant Point the Commission developed a script for a film about the Wabanaki People of Maine. The film is a response to numerous requests for information received by the Commission about the

INDIAN

- Wabanaki People. The Commission is involved in continuing fund-raising efforts for the film.
4. **Fishing Issues.** The Commission supported legislation to allow the Penobscot Nation to use gill nets. Also, in response to growing interest on the part of the Tribes, the Commission decided that upon receipt of recommendations by the Tribes and the State, it would exercise its authority to promulgate fishing regulations.
 5. **Tribal Law Enforcement.** The Commission supported legislation to clarify that Tribal Government has the authority to reach a fugitive or evidence of a violation subject to prosecution by the Tribe, when the person or evidence is not within the reservation.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE INDIAN TRIBAL- STATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,875	1,875				
Other Fringe Benefits	12,674	10,649	2,025			
Other Contractual Service	2,050	1,750	300			
Transfers to Other Funds	19		19			
TOTAL EXPENDITURES	16,618	14,274	2,344			

INFORMATION SERVICES POLICY BOARD

VACANT, CHAIRMAN

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

Telephone: 289-4550

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 92; Unit: 357; Citation: 5 M.R.S.A., Sect. 1891

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Chapter 158 of the Public Laws which created the Office of Information Services also created the Information Services Policy Board to assist the Deputy Commissioner in meeting the purpose and mission of the chapter. The Board has responsibilities in the areas of establishment of standards, examination of centralization of data processing, development of the comprehensive plan, assistance in the development of and approval of rules, policies and fees, reviews of information processing operations and investigation of key issues.

ORGANIZATION: The Board consists of 15 voting members and 2 advisory members. The voting members consist of the following administrators or their major policy influencing designees: the Commissioner of Administration, the Commissioner of Finance, the Commissioner of Human Services, the Commissioner of Labor, the Commissioner of Transportation, the Commissioner of Economic and Community Development; the Deputy Secretary of State; the Executive Director of the Maine State Retirement System; the Executive Director of the Maine State Housing Authority; the Executive Director of the Finance Authority of Maine; one member appointed by the Governor from the office of the Governor; two members appointed by the Governor representing the remaining state agencies of State Government; and two members appointed by the Governor who are administrators or managers of data processing systems in the private sector. The advisory members are appointed by the Legislative Council and the Chief Justice of the Supreme Court. The Information Services Policy Board must meet at least 10 times annually.

PROGRAM: The Board provided oversight to several Statewide initiatives involving the Office of Information Services. These included the new financial management system, the criminal justice information system selected as a pilot project, and the deployment of a new State Telecommunications network. The Board has recently developed a Statewide public access policy regarding information stored in the computers within State agencies.

In fiscal year 1991, the Board developed and published Statewide Information Architecture Principles. This document will serve as a blueprint for the State's future direction and technological investment, guide standards development and establish policies promoting information sharing within State Government. Several standards development efforts are currently underway.

During fiscal year 1991, the Board responded to several directives resulting from the Standing Committee on Audit and Program Review. The Board studied, and reported its findings to the Committee, issues relating to the Bureau of Data Processing dual mainframe computers; the feasibility of so-called "Smart Card" technology; organization, staffing and funding of information services in 27 other State governments; the feasibility of the Office of Information Services moving to the Executive Department.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Office of Information Services

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

WILLIAM J. VAIL, COMMISSIONER

NORMAN E. TRASK, Deputy Commissioner

Central Office: 284 State Street, Augusta
Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-3371

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: 305

Legislative Count: 294.5

Organizational Units:

Bureau of Administrative Services
Bureau of Resource Management
Bureau of Warden Service
Division of Information and Education
Division of Planning

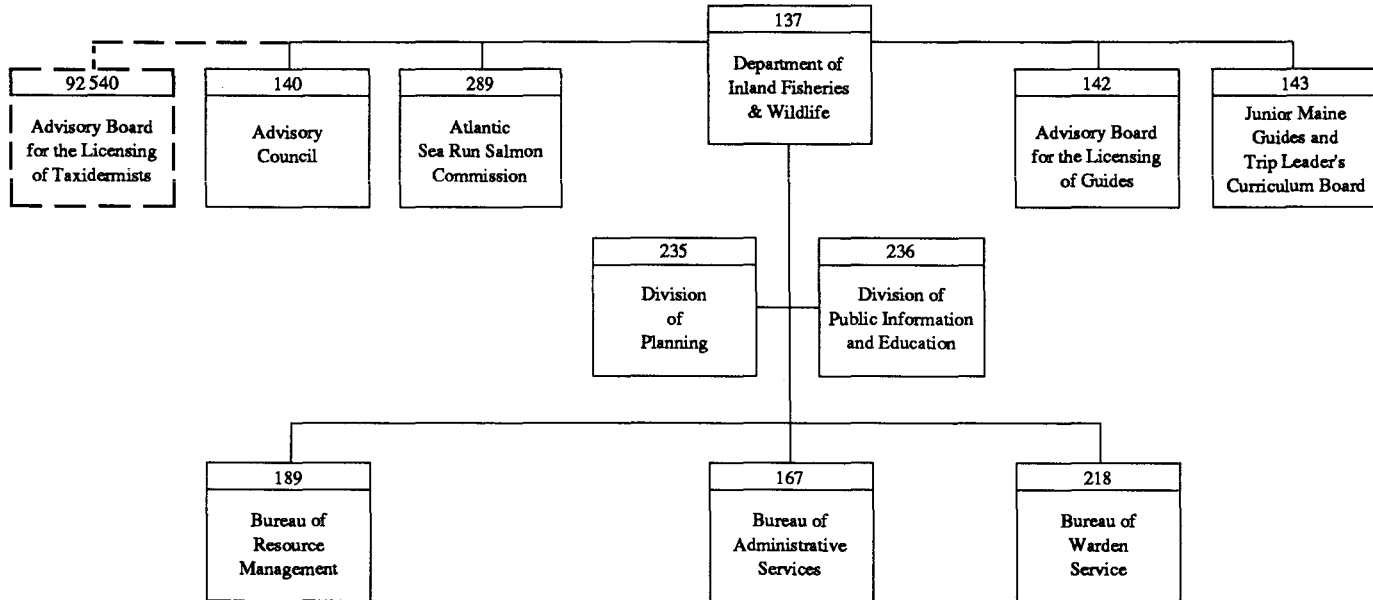
Advisory Council (Inland Fisheries &
Wildlife)
Atlantic Sea Run Salmon Commission
Junior Maine Guides & Trip Leaders
Curriculum Board
Advisory Board for the Licensing of Guides

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles, watercrafts, and all-terrain vehicles, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. Function Divisions were added as the Department mandates and responsibilities were expanded, e.g., first engineer in 1932; flying Warden Service in 1937; Wildlife Division in 1938; Fisheries Division in 1951; Information and Education in 1955; Program Development and Coordination in 1968; Snowmobile Registration in 1969; Realty in 1970; Watercraft Registration and Safety in 1974 which was combined with Snowmobile Registration to form the Division of Recreational Safety and Registration in 1976. Effective October 1, 1975, the Department was renamed the Department of Inland Fisheries and Wildlife. In 1984, the Department underwent its first Sunset Review by the Legislative Committee on Audit and Program Review. As a result, the Department was reorganized into the following: 1. Bureau of Administrative Services—the existing Divisions of Administration, Licensing and Regulation portion of the Division of Recreational Safety and Registration, and the Land Acquisition and Development Division were combined to form the Bureau of Administrative Services; 2. Bureau of Resource Management—the environmental coordination, administration of the Stream Alteration Act, and the computer functions of the Program Development and Coordination Division, Division of Fisheries and Hatcheries and the Division of Wildlife Management and the Visitor's Center were combined to form the Bureau of Resource Management; 3. Bureau of Warden Service—the safety functions (Hunter, Watercraft, and Snowmobile) were transferred from the Division of Recreational Safety and Registration to the Bureau of Warden Service; 4. Office of the Commissioner—the Division of Public Information (renamed Public Information and Education) and the planning function of the Division of Program Development and Coordination were transferred to the Office of the Commissioner.

PROGRAM: The Department's program consists of enforcement, applied research studies, surveys and inventories, program development (planning), artificial propagation and stocking of fish and wildlife, coordination of Department interests between state and federal agencies and the private

**ORGANIZATIONAL CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
UMB 09**



INLAND FISHERIES AND WILDLIFE

Approved by the Bureau of the Budget

INLAND FISHERIES AND WILDLIFE

CONSOLIDATED FINANCIAL CHART FOR FY 91 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	8,854,473	6,999,758	89,428		1,765,287	
Health Benefits	1,027,160	902,636	11,890		112,634	
Retirement	2,853,537	2,527,413	19,470		306,654	
Other Fringe Benefits	550,381	355,645	10,872		183,864	
Computer Services—State	366,839	222,221	53		144,565	
Other Contractual Service	2,159,473	1,963,197	15,593		180,683	
Rents	723,799	665,455	18,686		39,658	
Commodities	541,862	466,229	22,902		52,731	
Grants—Subsidies—Pensions	208,519	146,253	19,386		42,880	
Purchases of Land	747,260	35,253	422,019		289,988	
Buildings and Improvement	1,044,332	835,384	139,668		69,280	
Equipment	372,292	2,100	348,350		21,842	
Interest—Debt Retirement	2,287	2,284	3			
Transfers to Other Funds	27,082		1,418		25,664	
TOTAL EXPENDITURES	19,479,296	15,123,828	1,119,738		3,235,730	

INLAND FISHERIES AND WILDLIFE

sector, environmental coordination, the search for lost persons, the registration of watercraft, snowmobiles, all-terrain vehicles, and hunter/trapper and ATV education programs, and hunter, snowmobile, boating and ATV safety programs.

The establishment of rules and regulations is an important part of the program carried out by the Department. The Commissioner is charged with having available at all times copies of abstracts of the inland fisheries and wildlife laws and regulations for distribution to the public. The Open Water Fishing Regulations pamphlet and the Ice Fishing Regulations pamphlet as printed and distributed to the public are declared to be official consolidations of fishing rules. These regulation summaries are to be printed on a biennial basis.

Six regulations summaries (Hunting/Trapping, Migratory Bird, Atlantic Sea Run Salmon, Hunting summary in French, the Department's Laws, and the Department's Rules), were updated, printed and distributed (Total of 352,400 copies).

Fifteen rule changes were processed and 1 whitewater, 9 hunting, and 2 endangered species regulation hearings were held in compliance with the Administrative Procedure Act.

A complete reporting of these programs will be included in the reports for the various Bureaus and Divisions.

License:

- Fishing & Hunting—Complimentary—Holders Medal of Honor
- Junior Guide
- Importation of Wild Birds and Animals
- Stocking of State Waters

Permit:

- Stream Alteration
- Breeders of Menagerie (Moose, Caribou & Bear)
- To transport Live Animals for Breeding and Advertise

Fisheries Division

Permit:

- Eel, Alewife, & Sucker (over 20 lbs.)
- Bass Tournament
- Scientific Fish Collection
- Private Pond Stocking

Warden Service

License:

- Hunting License, Commercial Shooting Area
- Use of Dog Training (All Categories)
- Field Trial License (Retrievers & Sporting Dogs)
 - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
- Snowmobile Races

Permit:

- Coon Dog Training
- Dog Training Area, Club
- Dog Training (With Raccoons)
- Deer Transportation
- Live Bait Taking in Closed Waters
- Transportation Tags (Fish)

Hatchery Division

License:

- To Cultivate or Harvest Fish and Private Ponds

Permit:

- To Import Live Fresh Water Fish or Eggs

Wildlife Division

License:

- Falconry

Permit:

- Bird Banding Permit
- Camping in Game Management Areas
- Permission to Use Poison
- Scientific Collectors Permit

INLAND FISHERIES AND WILDLIFE

- Swan Island Camping Permit
- Wildlife Control
- License Clerk in Town or City
- License:
 - Archery—Resident
 - Combination Hunting & Fishing—Resident
 - Fishing—Resident
 - Hunting—Resident
 - Combination Serviceman's Resident License
- Stamp:
 - Atlantic Salmon—Resident
 - Pheasant
- License Agent
- License:
 - Archery—Non-Resident
 - Small Game Hunting—Non-resident
 - Big Game Hunting—Non-resident
 - Fishing (season, 15, 7, or 3 day)—Non-resident
- Stamp:
 - Atlantic Salmon—Non-resident
 - Pheasant
- Augusta Office License Clerk
- License:
 - Commercial Shooting Area
 - Deer Skin Dealer
 - Fishing (for blind)
 - Fishing and Hunting for Resident over 70
 - Fur Buyers
 - Game Bird Breeders
 - Game and Fur Farm
 - Guide
 - Indian Hunting, Fishing, Trapping and Archery
 - Live Bait Dealer
 - Roadside Menagerie
 - License to Sell Inland Fish
 - License to Sell Live Smelts
 - Taxidermist
 - Trapping
 - Fishing & Hunting Complimentary—Disabled
 - Fishing & Hunting—Paraplegics, Reciprocity Other States
 - Hunting—Non-resident
 - Fishing—Non-resident
 - Snowmobile Registration
- Permit:
 - Camp Trip Leader
 - Fishing for Patients of Nursing Homes
- Miscellaneous:
 - Game Bird Seal
 - Pheasant Wing Bands
 - Pheasant Importation Wing Bands
 - Atlantic Salmon Stamp—Non-resident
 - Pheasant Stamp

PUBLICATIONS:

- Laws—Hunting, Fishing, Ice Fishing, Trapping (free)
- Maine Fish and Wildlife Magazine—published quarterly—\$3.50 per copy
- Lake Surveys \$.50 per copy.
- Publications Catalogue (free)

INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 1991: The following financial displays were generated from accounts of the Department as recorded in the files of the Bureau of the Budget's MFASIS system.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	514,797	455,065			59,732	
Health Benefits	50,506	46,344			4,162	
Retirement	120,100	109,630			10,470	
Other Fringe Benefits	48,080	46,858			1,222	
Computer Services—State	1,474	441			1,033	
Other Contractual Service	252,883	249,250			3,633	
Rents	11,815	11,766			49	
Commodities	37,524	37,099			425	
Grants—Subsidies—Pensions	14,783	14,783				
Buildings and Improvement	25,879	25,879				
Interest—Debt Retirement	129	129				
Transfers to Other Funds	364				364	
TOTAL EXPENDITURES	1,078,334	997,244			81,090	

BUREAU OF ADMINISTRATIVE SERVICES

CHARLES A. ATWATER, JR., DIRECTOR

Central Office: 284 State St., Augusta

Telephone: 289-5224

Mail Address: 284 State Street, Augusta, Maine 04333

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 167; Citation: 12 M.R.S.A., Sect. 7012

Average Count—All Positions: 40.5

Legislative Count: 37.5

PURPOSE: The purpose of the Bureau is to assist the Commissioner and Division Heads with long range financial planning, preparation and management of annual and biennial budgets, and provide centralized service in areas common to all divisions. The responsibilities of the Bureau include, but are not limited to: 1) financial accounting, 2) personnel management, 3) licensing and registrations, 4) engineering, 5) land acquisition, and 6) equipment inventory.

ORGANIZATION: In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau is structured in the following manner: Accounting Section—headed by a Chief Accountant; Division of Engineering and Realty—headed by a Supervisor; Division of Licensing and Registration—headed by a Director; Personnel Section—headed by a Personnel Officer; Central Purchasing and Supply Section—headed by a Property Officer.

PROGRAM: The Bureau carried on its obligation to coordinate the accounts of all Department revenues and expenditures providing the Commissioner, Deputy Commissioner, various Legislative Committees, and others with facts, figures, and reports as needed.

The Personnel Section coordinated all staff personnel activities of the Department including processing all personnel actions, advising employees on personnel rules and regulations and providing other personnel information and statistics as required.

The Licensing Section provided the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registered all watercraft, snowmobiles and all terrain vehicles. The operation of these machines are regulated in cooperation with all law enforcement agencies and information is provided as required.

The Engineering and Land Acquisition Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. This Section also coordinates any new acquisition of land for the purpose of protection, preservation and enhancement of our inland fisheries and wildlife resources.

INLAND FISHERIES AND WILDLIFE

The Central Purchasing and Supply Section coordinated the purchase of capital equipment and supplies and dispersed these items on a Department-wide basis. Adequate inventories of vehicle, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

LICENSES, PERMITS, ETC.

Licenses:

- Archery—resident, nonresident, alien
- Combination hunting and fishing—resident, nonresident, alien
- Fishing—resident, nonresident, alien
- Hunting—resident, nonresident, alien
- Combination Serviceman resident license
- Combination fishing & archery—resident
- Commercial fishing & archery—resident
- Commercial shooting area license
- Fishing (for the blind)
- Fishing & Hunting for resident over 70
- Hide Dealers—resident & nonresident
- Game Bird Breeders
- Guide—resident, nonresident, alien
- Indian hunting, fishing, trapping, archery
- Live bait dealers
- Wildlife exhibitors
- License to sell inland fish
- License to sell live smelts
- Taxidermist
- Trapping—resident, nonresident
- Fishing & hunting disabled war vets—resident
- Fishing & hunting paraplegic—reciprocity with other states
- Fishing for childrens camps
- Commercial Whitewater Outfitters
- Motorboat Operator License
- (To carry passengers for hire in inland waters)

Permits:

- Camp trip leaders
- Coyote permit
- Fishing for patients at certain institutions
- Moose permits—resident, nonresident
- Turkey permit
- Watercraft Races & Regattas on Inland Waters

Miscellaneous

- Game Bird Seal
- Pheasant wing bands
- Pheasant importation wing bands
- Pheasant Stamp—resident & nonresident
- Motorboat Registrations
- Snowmobile Registrations
- All-Terrain Vehicle Registrations
- Waterfowl Stamp

PUBLICATIONS:

- Watercraft Laws (free)
- Sportsman and Small Boats (free)
- Snowmobile Laws (free)
- About Boating Safety (free)
- Numerous Boating Safety Pamphlets—(U.S. Coast Guard-free)

INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	830,075	757,101			72,974	
Health Benefits	110,075	106,979			3,096	
Retirement	172,172	160,231			11,941	
Other Fringe Benefits	62,303	61,861			442	
Computer Services—State	311,217	271,761			39,456	
Other Contractual Service	684,035	683,290	745			
Rents	133,200	118,305	14,895			
Commodities	105,833	87,244	18,589			
Grants—Subsidies—Pensions	25,373	17,623	7,750			
Purchases of Land	20	20				
Buildings and Improvement	26,298	16,070	10,228			
Equipment	237,953		237,953			
Interest—Debt Retirement	920	920				
Transfers to Other Funds	1,465		7		1,458	
TOTAL EXPENDITURES	2,700,939	2,281,405	290,167		129,367	

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

DR. OGDEN SMALL, CHAIRMAN
JOHN CRABTREE, Vice Chairman

Central Office: 284 State Street, Augusta; *Floor:* 2
Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-3371

Established: 1945

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 140; Citation: 12 M.R.S.A., Sect. 7033

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise the Commissioner of Inland Fisheries and Wildlife on changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

ORGANIZATION: The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of ten members representing one or more counties of the State on fish and wildlife related issues. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive \$25 per day for their services and actual expenses for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM: The Advisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters six times during FY 91.

INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 1991: 12 MRSA, Sect. 7033 provides that expenditures of this unit, which amounted to \$3,916.14 in FY 91, 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

Telephone: (207) 941-4449

Mail Address: P.O. Box 1298, Bangor, Me. 04402-1298

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: 7

Legislative Count: 7

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.

During FY 1991, 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 1991 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 1991 angling catch was much greater than that of 1988. At the season's end recorded catches were as follows: Penobscot – 1,106, Narraguagus – 61, East Machias – 83, Machias – 2, Dennys – 36, Saco – 19, St. Croix – 6, Others – 119. In the Penobscot River more than 60% of the sport catch was released in 1989.

Fishway Monitoring. Traps operated by the staff of the Salmon Commission and colleagues from other agencies provide a count of ascending salmon on the Androscoggin, Penobscot, Union, Aroostook 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, 2,953 salmon were counted through the Veazie fish trap. Trap-counts on other Maine rivers were as follows: Union – 21, Androscoggin – 185, St. Croix – 110, Aroostook – 64.

INLAND FISHERIES AND WILDLIFE

Fish Culture Operations. During the 1990 field season, 558 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 over 2 million eggs from these fish.

During the spring of 1991, approximately 700,000 smolts, 100,000 parr, and 600,000 fry were released throughout the state; these salmon were produced at the 2 federal hatcheries (U.S. Fish and Wildlife Service). Additional Atlantic salmon fry, obtained from private aquaculture firms in Maine, were stocked in several rivers in the state.

Miscellaneous. Commission staff participated in the tagging of 250,000 salmon smolts as part of a continuing study evaluating the timing and magnitude of the interception of Maine Atlantic salmon in distant commercial fisheries in Canada and Greenland. Additionally, Commission personnel sampled commercial Atlantic salmon catches in West Greenland in the summer of 1990, and participated in the annual International Council for Exploration of the Sea (I.C.E.S.) working group meeting in Copenhagen, to evaluate the interception of USA salmon in distant commercial fisheries and to make management recommendations to regulatory agencies.

The Commission and its staff annually participates in numerous regional committees and planning efforts such as the St. Croix River Steering Committee, Upper Saint John River SALEN Committee, North Atlantic Salmon Conservation Organization (N.A.S.C.O) and its New England Atlantic Salmon Assessment Committee, New England Atlantic Salmon Committee (N.E.A.S.C.), New England Fish Health Committee and the Saco River Fisheries Management Coordination Committee.

LICENSES, PERMITS, ETC.:

Resident and non-resident licenses authorized under MRSA, Title 12, Chapter 680, subsection 6255. A license is required to fish for, take, possess, ship or transport Atlantic salmon from all inland and designated tidal waters of 12 Maine rivers.

Atlantic Salmon License—resident and non-resident.

PUBLICATIONS:

1. Maine Atlantic Sea Run Salmon Commission, Regulations, 1991, (no cost).
2. Atlantic Salmon River Management Plans (\$2.00 each; \$12.00 for a complete set of 9).
 - Aroostook River (includes Upper St. John River, Meduxnekeag River and Prestile Stream)
 - St. Croix River
 - Dennys River
 - Machias and East Machias Rivers
 - Narraguagus and Pleasant Rivers
 - Union River (and minor coastal drainages east of the Penobscot River)
 - Penobscot River
 - Sheepscot River
 - Saco River

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	244,005	114,949	29,085		99,971	
Health Benefits	22,756	12,030	3,231		7,495	
Retirement	49,212	24,485	6,851		17,876	
Other Fringe Benefits	50,130	48,569	417		1,144	
Computer Services—State	321	161	4		156	
Other Contractual Service	38,970	14,227	3,896		20,847	
Rents	14,899	1,570	1,019		12,310	
Commodities	14,868	4,290	1,603		8,975	
Grants—Subsidies—Pensions	6,841	-3,783	3,274		7,350	
Buildings and Improvement	59,905	5,422			54,483	
Equipment	949				949	
Interest—Debt Retirement	38	35	3			
Transfers to Other Funds	1,825		358		1,467	
TOTAL EXPENDITURES	504,719	221,955	49,741		233,023	

INLAND FISHERIES AND WILDLIFE

JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

WILLIAM J. VAIL, COMMISSIONER

Central Office: 284 State Street, Augusta; *Floor:* 1
Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-2571

Established: 1979

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 143; *Citation:* 12 M.R.S.A., Sect. 7302-7303

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews Camp Trip Leaders' safety course curriculum, and certifies candidates for Camp Trip Leaders Permits.

ORGANIZATION: PL 151 repealed the Junior Guide Examining Board in April, 1979 and created the Junior Maine Guide and Trip Leader's Curriculum Board. The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members: one member of which is a Maine camp Director, another a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and the others, members of the general public. The Board serves without compensation for 3 years or until successors are appointed.

PROGRAM: Pursuant to 12 MRSA, sections 7302-7303 the testing programs were formulated; one for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated, but candidates may use others if they are equal or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

The Trip Leader Curriculum Board reviewed and revised the examination for permit and Instructor applicants in order to make it easier for the Instructors to use and to update material within.

The number of permits issued has remained consistent with the prior year, with 588 permits issued and 49 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 1991: The expenditures of this unit amounted to \$400.00 in FY 91 and are, by administrative decision, included with those of the Department of Inland Fisheries and Wildlife.

ADVISORY BOARD FOR THE LICENSING OF GUIDES

WILLIAM J. VAIL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

Central Office: 284 State Street, Augusta

Telephone: 289-3371

Mail Address: 284 State St., Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 142; Citation: 12 M.R.S.A., Sect. 7301

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Advisory Board for the Licensing of Guides was established:

- A. To provide advice and consent regarding rules proposed by the Commissioner;
- B. At the request of the commissioner, to conduct oral examinations of applicants for guide licenses; and
- C. To advise the commissioner on granting and revoking guide licenses.

ORGANIZATION: The Advisory Board for the Licensing of Guides, established by Title 5, section 12004, subsection 10, shall consist of the following 7 members:

- A. One subordinate officer of the department designated by the commissioner;
- B. Two wardens of the department; and
- C. Four representatives of the public, with no more than 3 holding license under this subchapter, to be appointed by the Governor for a term of 3 years to reflect a wide diversity of guiding experience. At least 2 members shall be chosen for their expertise in outdoor recreation. The public members shall be compensated as provided in Title 5, Chapter 379.

PROGRAM:

The Advisory Board for the Licensing of Guides met 27 times in FY 91. The Board passed 144 applicants and denied 43. The categories of licenses granted are as follows:

General	15
Hunting	41
Fishing	22
Recreation	44
Hunting/Fishing	10
Hunting/Recreation	5
Fishing/Recreation	7

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 1991: The expenditures of this unit amounted to \$4,140.96 in FY 91 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

INLAND FISHERIES AND WILDLIFE

DIVISION OF PLANNING

NORMAN E. TRASK, DEPUTY COMMISSIONER

Central Office: 284 State Street, Augusta
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Telephone: 289-3286

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 235; *Citation:* 12 M.R.S.A., Sect. 7015

PURPOSE: The Planning Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program.

ORGANIZATION: The Division was established by administrative directive in 1968, and consisted of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section.

In 1984, the 111th Legislature reorganized the Department. The Program Development and Coordination Division was renamed the Division of Planning and placed in a staff position in the organization to emphasize its department wide planning function.

The computer and the environmental coordination responsibilities were reassigned to the Bureau of Resource Management.

PROGRAM: Work continued on the development and enhancement of procedures for refining species assessments, operational program planning and monitoring of on-going program accomplishments in cooperation with the Wildlife and Fisheries Division. Liaison was maintained with a variety of state and federal agencies, and specific matters were coordinated as required. These agencies included the U.S. Fish and Wildlife Service, U.S. Forest Service, Bureau of Public Lands, Land Use Regulation Commission, Critical Areas Program, State Planning Office, Department of Agriculture, Department of Environmental Protection, Department of Economic and Community Development, 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 North Maine Woods and coordinating Department review of local comprehensive plans.

Numerous other assignments were carried out by Division personnel. These included coordinating the moose hunting lottery, any deer permit system, and assisting towns with resource inventories and habitat value assessments for growth management planning. Considerable time and effort was also devoted to assisting the Penobscot River Advisory Committee, Atlantic Sea Run Commission, River Basin's Planning Committee, Statewide Committee on Lakes and Stream Evaluation, Moosehead Lake Planning Study, and St. Croix International Waterway Commission.

Planning personnel were also involved in the development of goals and objectives for nongame and rare and endangered species. Coordination was provided for the implementation of new endangered species habitat protection regulations, and growth management and significant habitat protection efforts. Division personnel coordinated the development of definitions for some of the significant wildlife habitat. Work continued on a landowner program plan which will serve as the report to Legislature on a Department landowner program. Work continued on formulation of fish, wildlife and law enforcement program monitoring and control systems, and formulation of regulatory proposals.

Division personnel served as department contacts and as the contract administrator for a major study entitled "An Economic Evaluation of Consumptive and Nonconsumptive Uses of Maine's Fish and Wildlife Resources" being conducted by the Department of Agriculture and Resource Economics, University of Maine, Orono under contract to the Legislative Commission directed to study the Impacts of Game and Nongame Species on Maine's Economy.

The division continued a special assignment to develop and implement the Commercial Whitewater Rafting Regulation Program which included advising the Legislature on proposed changes to the statute controlling commercial rafting. Division personnel were assigned responsibility for the Guide's Board and development of a Guide training curriculum.

PUBLICATIONS:

Wildlife Strategic Plan (Vol. I, Part 1), 5 books--\$22.00
Wildlife Operational Plan (Vol. I, Part 2)--\$11.00

INLAND FISHERIES AND WILDLIFE

Fisheries Strategic Plan (Vol. II, Part 1)—\$10.00
Fisheries Operational Plan (Vol. II, Part 2)—\$2.00
Hunter/Trapper Education Plan (Vol. III)—\$5.00
Boating Education Plan (Vol. IV)—\$3.00
All-Terrain Vehicle Education Plan (Vol. V)—\$3.00

FINANCES, FISCAL YEAR 1991: The expenditures of this unit amounted to \$135,889.72 in FY91 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
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Telephone: 289-2871

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 and other educational activities, providing public services, news media relations, and coordinating exhibits and displays for the department. It is also involved with the production of other publications and providing photographic and other services to other divisions in the department.

Project WILD, a national wildlife and conservation education program for grades K-12, was implemented by the division in October, 1989. Through June 1990, 40 seven-hour teacher training workshops have been conducted by the Natural Resource Educator and 35 volunteer facilitators at sites throughout Maine. Over 900 Maine teachers have participated in Project WILD workshops, where they receive background information on Maine's fish and wildlife resources, a Project WILD activity guide, and a variety of related supplemental materials.

Work continued on creating educational displays for the Fish and Wildlife Visitor's Center in Gray. New species signs were created and produced for the animal enclosures. The new Visitor's Center building now houses 7 interactive exhibits which focus on Maine's fish and wildlife resources and valuable habitat.

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. Three feature-length video tape productions were completed and made available for use; dealing with peregrine falcons, Cobscook Bay and the economic value of Maine's wildlife, the tapes were broadcast statewide on public television. Periodic news releases were written and mailed, and personal contact maintained with state and national news media personnel.

The division coordinated the department's annual representation and display in the Maine building at the Eastern States Exposition in West Springfield, Massachusetts, and at several sportsman's shows and other public events in Maine; no sportsman's shows out-of-state were attended this year.

INLAND FISHERIES AND WILDLIFE

The division also coordinated an art contest to determine the design of the annual Maine Migratory Waterfowl Stamp.

A considerable amount of work of the division continues to be responding to the thousands of public information requests that are directed to the department's Augusta office each year. The division also provides editorial, graphic and photographic support to other divisions of the department.

PUBLICATIONS:

Inland Fisheries and Wildlife Rules	\$3.00
Inland Fisheries and Wildlife Laws	\$5.00
Raising Baitfish for Fun and Profit in Maine	\$3.00
Fishes of Maine	\$5.00
Poster: Maine's Endangered and Threatened Wildlife	\$2.00 (one copy free)
Poster: Coldwater Game Fish	\$0.50
Moosehead Lake Fishery Management	\$2.50
The Landlocked Salmon in Maine	\$3.00
MAINE FISH AND WILDLIFE magazine (quarterly)	\$3.50 (single copy)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

BUREAU OF RESOURCE MANAGEMENT

FREDERICK B. HURLEY, JR., DIRECTOR

Central Office: 284 State Street, Augusta
Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-5252

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: 111.5

Legislative Count: 104

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 included the administration of the regular open seasons on game and furbearers, and the administration of the 1990 regulation hunts for moose, wild turkey, and antlerless deer.

INLAND FISHERIES AND WILDLIFE

The Nongame Program continued working on the development and implementation 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, sheep growers and owners of forest land regarding the control of problems caused by species such as deer, moose, bear, coyotes, and beavers. Supplemental assistance, through paid and volunteer control agents, was used for coyotes and other wildlife in specific problem areas.

Habitat Management. Habitat improvement work is actively carried out in the Department's Wildlife Management Area. These include approximately 64,000 acres of upland and wetland habitat strategically located throughout the State, as well as 200 coastal seabird nesting islands. In addition, detailed recommendations have been formulated for the preservation of critical habitats such as eagle nest sites, the continuation of significant wildlife habitat inventories for high growth municipalities in support of statewide growth management initiatives, and development of recommendations to protect significant wildlife habitats.

Wildlife appraisals and recommendations are made for proposed developments controlled by numerous Maine and federal environmental laws and forwarded to the appropriate administering agencies. Technical assistance is also provided to other state and federal agencies on a variety of matters affecting wildlife. These included the zoning of important wildlife habitats such as the approximate 201,000 acres of deer wintering areas by the Land Use Regulation Commission; the development of management plans and associated cutting prescriptions for over 450,000 acres of land under the control of the Bureau of Public Lands; the development of wildlife assessments and mitigation plans for proposed federal or federally permitted water resource developments by the U.S. Fish and Wildlife Service, and many others too numerous to mention.

Wildlife Research. Wildlife research involving fisher and marten has continued in cooperation with the Maine Cooperative Wildlife Research Unit to obtain specific types of information needed to better evaluate the needs and status of this species. For the most part, this work has focused on habitat utilization, population densities, and related matters.

Wildlife Rules and Regulations. Numerous statutory and regulatory changes have been made in support of wildlife management objectives. These include modification to the deer, moose, bear and waterfowl hunting seasons, and furbearer trapping and hunting seasons. Rules were also adopted to protect a total 186 bald eagle nest sites.

Division of Fisheries and Hatcheries

Fisheries Management. Field studies designed to monitor the status of the major game species are routinely carried out. These include habitat and fisheries inventories of lakes, ponds, rivers and streams which are undertaken to obtain basic information regarding the abundance and condition of fish 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, 1990 to December 31, 1990:

	Number	Pounds
L.L. Salmon	215,570	35,879
Brown Trout	268,993	59,358
Brook Trout	785,120	94,849
Lake Trout	38,799	5,102
Splake	27,128	3,904

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.

INLAND FISHERIES AND WILDLIFE

Fisheries Research. Research work focuses on the development of biological principles and management techniques needed to support fisheries management programs. Statewide trawling, Habitat Evaluation Procedures, Instream Flow Methodology Studies associated with hydroelectric projects, baitfish (extension work), a special arctic chart study, a brook trout strain evaluation, and an anadromous alewife impact study have been the major focus.

Computer Services Section. The majority of work involved data entry, file maintenance and report generation of biological enforcement and administrative data. Technical assistance and data analysis services were provided to other divisions, as was information required by the regulatory process. Data processing activities were coordinated with the Bureau of Data Processing and other state agencies.

Environmental Services Section. Biological assessments and technical recommendations were provided to various state and federal regulatory agencies. Permit reviews include hydropower development, Site Location, Natural Resource Protection Act, Mining, Land Use Regulation Commission laws, and Department of Transportation projects.

Active liaison was maintained with state Departments of Environmental Protection; Conservation (LURC, Bureau of Public Lands, Parks and Recreation, Forest Service, Geology); Marine Resources; Human Services (Health Engineering); Executive (State Planning); Maine Low-Level Radioactive Waste Authority; Maine Waste Management Agency; Agriculture; Defense (Civil Emergency Preparedness); Transportation; and Attorney General. Federal agency liaison through the Fish and Wildlife Coordination Act was provided directly and in cooperation with the U.S. Fish and Wildlife Service for project reviews and recommendations under U.S. Army Corps of Engineers and Federal Energy Regulation Commission permit activities.

Intra-departmental education and coordination was continued within Fisheries and Wildlife Divisions and Enforcement Bureau activities relating to environmental concerns. Considerable public informational services regarding environmental laws was also provided.

Policy development and review recommendations for hydropower, peat mining, and fisheries and wildlife management planning in the context of environmental regulations, continues to be an active function.

LICENSES, PERMITS, ETC.:

- Scientific collectors permits for fish
- Eel, alewife, sucker, cusk, humpout & yellow perch permits
- Bass tournament permits
- Permit to stock waters in Maine
- Smelt bait dealers license
- License to sell commercially grown or imported fish
- Permit to import live fresh water fish or eggs
- License to cultivate or harvest fish in private ponds
- 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

INLAND FISHERIES AND WILDLIFE

BUREAU OF RESOURCE MANAGEMENT	TOTAL FOR		Special	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund	Revenue Funds			
EXPENDITURES						
Salaries and Wages	3,242,705	1,776,958	60,343		1,405,404	
Health Benefits	364,360	264,285	8,659		91,416	
Retirement	653,393	396,854	12,619		243,920	
Other Fringe Benefits	302,570	125,992	10,455		166,123	
Computer Services—State	53,479	—10,436	49		63,866	
Other Contractual Service	424,051	297,668	10,952		115,431	
Rents	506,831	476,805	2,772		27,254	
Commodities	278,435	235,852	2,710		39,873	
Grants—Subsidies—Pensions	87,213	43,321	8,362		35,530	
Purchases of Land	717,460	35,233	392,239		289,988	
Buildings and Improvement	171,202	156,405			14,797	
Equipment	105,936	2,100	82,943		20,893	
Interest—Debt Retirement	703	703				
Transfers to Other Funds	22,001		1,053		20,948	
TOTAL EXPENDITURES	6,930,339	3,801,740	593,156		2,535,443	

BUREAU OF WARDEN SERVICE

VACANT, 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: 130

Legislative Count: 130

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, five (5) Game Warden Investigators, five (5) Game Warden Specialists, eighty-seven (87) Game Wardens, three (3) Game Warden Pilots, and twenty-three (23) part-time Assistant Game Wardens.

PROGRAM:

The Maine Warden Service responded to 8,513 complaints on all matters of conservation law enforcement, prosecuting 5,122 persons and warning 2,318. To accomplish this, the Warden Service drove 2,860,170 miles.

Search and Rescue. During 1990 Warden Service searched for 246 lost persons, as well as 25 drowning victims, with a total cost of \$190,372.72 including training.

INLAND FISHERIES AND WILDLIFE

Safety. During the calendar year 1990, 1,396 volunteer hunter safety instructors certified 6,258 students in 349 hunter safety courses across the State. During the same time, there were 277 snowmobile students certified. 59 ATV instructors taught 62 courses for 598 students. Regional Safety Coordinators visited summer camps and schools; every hunter safety course carried boating safety, and 21 boating safety instructors taught 263 students.

Data Collection. During 1990 Maine Warden Service was responsible for compiling the following data for management purposes:

Oversaw the administration of fur tagging stations; which tagged 17,119 instate raw furs for trappers and hunters, and 4,980 imported raw furs for fur buyers.

Oversaw the administration of big game registration stations, which tagged 25,977 deer, 2,088 bears, and 882 moose.

In addition, Warden Service did angler counts and creel census for the Department's fisheries division on various Maine bodies of water.

LICENSES, PERMITS, ETC.:

	Fee (If Any)
Special dog training area license	\$21.00
License to hold field trials for sporting dogs	21.00
Snowmobile race permit	
Import permit (fish and wildlife)	
Eel permit for licensed trappers (20 lbs. of eels)	
Permit to stock rabbit	
Sale of wildlife permit	

PUBLICATIONS:

Fishery Law Summary—Free

Hunting Law Summary—Free

Complete Copy of All Applicable Statutes and Rules—\$8.00

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF WARDEN SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,022,891	3,895,685			127,206	
Health Benefits	479,463	472,998			6,465	
Retirement	1,858,660	1,836,213			22,447	
Other Fringe Benefits	87,298	72,365			14,933	
Computer Services—State	348	-39,706			40,054	
Other Contractual Service	759,534	718,762			40,772	
Rents	57,054	57,009			45	
Commodities	105,202	101,744			3,458	
Grants—Subsidies—Pensions	74,309	74,309				
Purchases of Land	29,780		29,780			
Buildings and Improvement	761,048	631,608	129,440			
Equipment	27,454		27,454			
Interest—Debt Retirement	497	497				
Transfers To Other Funds	1,427				1,427	
TOTAL EXPENDITURES	8,264,965	7,821,484	186,674		256,807	

INSURANCE GUARANTY

MAINE INSURANCE GUARANTY ASSOCIATION

RANDALL KEEP, CHAIRPERSON

PAUL M. GULKO, Executive Secretary

Central Office: Maine Mutual Fire Insurance Company, 551 Main Street, P.O. Box 729,
Presque Isle, Maine 04769

Telephone: 764-6611

Mail Address: One Bowdoin Square, Boston, Mass. 02114; Tel. No. (617) 227-7020 1-800-852-2003

Established: May 9, 1970

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 99; Unit: 353; Citation: 24-A M.R.S.A., Sect. 4436

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INTERDEPARTMENTAL COUNCIL

ROBERT W. GLOVER, COMMISSIONER, DMHMR, Chair

Central Office: 87 Winthrop St., Augusta

Telephone: 289-3863

Mail Address: Statehouse Sta. #146, Augusta, Maine 04333

Established: February 1, 1988; *Revised:* 1990

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 508; *Citation:* 34B M.R.S.A., Sec. 1214

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The original statute formally established the Committee for the Interdepartmental Coordination of Services to Children and Families, which had been in operation since 1978. The Committee comprises the Commissioners of the Departments of Corrections, Education, Human Services and Mental Health and Mental Retardation. The purpose of the Committee is to ensure the coordination of policies and programs for Maine children and families. This statute further authorized the Department of Mental Health and Mental Retardation to accept funds on behalf of the Committee, and to expend such funds for purposes consistent with the purpose and goals of the Committee. The original statute was amended by P.L. in 1990 in two ways. 1. It changed the name of the Committee to the Interdepartmental Council; and 2. It added the Director of the Division of Community Services as a core member of the IDC.

PROGRAM: The Interdepartmental Council meets every other month to discuss and act on State policy issues relative to children and families. The Council has developed an administrative framework to ensure effective coordination and collaboration. The enabling legislation identified three goals for the Council:

- A. To encourage a statewide system of coordinated services, which are responsive to the current needs of children and families and which are delivered by a partnership of public, private and nonprofit state level and community based agencies, and to promote access to services by all children and their families who are in need of these services;
- B. To evaluate on a continuing basis the allocation of resources to ensure the availability of quality services delivered in a coordinated and efficient manner that is consistent with the needs of children and families; and
- C. To continue the development of a comprehensive and coordinated approach to initiation and revision of policy affecting services to children and families.

PUBLICATIONS: All Free

Interdepartmental Council, June 1990

Interdepartmental Council, Report to 115th Legislature, January 1, 1990-December 31, 1990.

Report on Interdepartmental Planning for Children

"Young Sex Offenders in Maine," Sept. 1989, a report of the Research Taskforce of the Committee on Child Sex Abuse. Augusta: Interdepartmental Council.

Vandebraek, Margaret M. M. and Susan M. Bampus, 1989, "Preliminary Report States With a Single Department to Save Children," Augusta: Interdepartmental Council.

Residential, Group and Community Care Subcommittee Report to Children's Policy Committee, January 1, 1989-December 31, 1989, 1989, Augusta: Interdepartmental Council.

"Emergency Shelter Program Review," a report of the Residential, Group and Community Care Subcommittee, Augusta: Interdepartmental Council, 1989.

"Report on Interdepartmental Planning for Children in State Custody, a report of the Central Placement Review Committee," April 1990, Augusta: Interdepartmental Council.

"Fourth Annual Conference of the Committee on Child Sex Abuse, September 21 and 22, 1989," Augusta: Interdepartmental Council, 1990.

"Group Home Review," a report of the Residential, Group and Community Care Subcommittee, Augusta: Interdepartmental Council, 1990.

"Group Home Review Individual Reports," a report of the Residential, Group and Community Care Subcommittee, Augusta: Interdepartmental Council, 1990.

"Third Annual Conference of the Committee on Child Sex Abuse," Augusta: Interdepartmental Council, 1989.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Mental Health & Mental Retardation.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KATHRYN H. GODWIN, DIRECTOR

Central Office: University of Maine,
Mail Address: 15 Coburn Hall, Orono, Maine 04469

Telephone: 581-1646

Established: 1967

Sunset Review Conducted: 1988

Reference: Policy Area: 02; Umbrella: 92; Unit: 354; Citation: 5 M.R.S.A., Sect. 293

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

ORGANIZATION: To further the purposes of the program, the legislation provides for a State Government Internship Program Advisory Committee, comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Margaret Chase Smith Center for Public Policy, University of Maine. 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, Margaret Chase Smith Center for Public Policy 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 chair and vice-chair and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Margaret Chase Smith Center for Public Policy.

PROGRAM: The 1991 State Government Internship Program placed twenty-one (21) 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 Margaret Chase Smith Center for Public Policy 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 1991 internship program.

General coordination and supervision of the program was conducted by the Margaret Chase Smith Center. Basic supervision of each intern was the responsibility of the agency in which the intern was placed. Formal meetings with each intern and his/her supervisor and the program director were held during the first month to discuss work assignments and progress on assignments.

Participants in the program were requested to submit a brief report covering the work they performed in the agency and recommendations on improving the internship program.

The Internship experience was enhanced and broadened by the education sessions with guest speakers from State Government. The sessions provided the opportunity for interns to hear and learn more about their State Government from some key officials.

INTERNSHIP

PUBLICATIONS:

Maine State Government Internship Program — Summer 1990 — annual report
(no charge)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit amounted to \$2,100.00 (Administrative Costs) in FY 91. Participating agencies shared these administrative costs.

INTERSTATE BRIDGE

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 1991: The State accounting records for FY91 do not contain any account assigned to this unit.

JOB OPPORTUNITY

JOB OPPORTUNITY ZONE PROGRAM

JOHN S. DEXTER, JR. AND WILLIAM FORBES, 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, the Executive Director of the Legislative Council, and the Joint Standing Committee no later than 10/1/91. As part of the evaluation, the Commission reviews the ongoing implementation of the program by the Department of Economic and Community Development.

ORGANIZATION: The Job Opportunity Zone Commission was formally constituted in December 1987. The Commission consists of ten members: 1 co-chairman and four members appointed by the Governor, 1 co-chairman and four members appointed by the President of the Senate and the Speaker of the House. While the Department of Economic and Community Development provides staff support, the Commission may also employ such additional assistance as it deems necessary. The Commission meets as often as necessary to fulfill its purpose at the discretion of its Co-chairmen.

PROGRAM: The Maine Job Opportunity Zone Program (JOZ) was created by the legislature in 1987. Its purpose was to create four demonstration zones wherein economic development would be promoted through means of targeted state investments and technical assistance.

The four zones selected are Central Aroostook, 'Quoddy, Waldo, and Katahdin areas. Each zone received financial assistance in terms of flexible grants and job start grants. Each zone is preparing an economic development strategic plan.

An interagency task force composed of several state and federal agencies meet periodically to develop a comprehensive approach to economic growth in the four zones.

PUBLICATIONS:

1991 Evaluation—Maine Job Opportunity Zone Program

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Economic & Community Development.

JUDICIAL

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 70 Center Street, Portland

Telephone: 879-4792

Mail Address: Box 4820 Downtown Station, Portland, Maine 04112

Established: 1820

Reference: Policy Area: 00; Umbrella: 40; Unit: 274; Citation: 4 M.R.S.A., Sect. 1

Legislative Count: 374.5

PURPOSE: The purpose of the Judicial Department is to administer the State courts within that Department.

ORGANIZATION: Until the signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and therefore included in the Massachusetts court system. However, in 1820, Article VI, Section 1, of the new Maine Constitution established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices and authorized the justices to travel in circuits. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. The most recent change to the Maine Judicial System occurred in 1978 with the addition of the Administrative Court.

The administrative structure of the Maine Judicial Department is similar to that of a corporation. The Supreme Judicial Court serves as the Department's "board of directors" and by statute has general administrative and supervisory authority over the Department. This authority is exercised by promulgating rules, issuing administrative orders, establishing policies and procedures, and generally advising the chief justice. The chief justice is designated as head of the Judicial Department and is assisted by the state court administrator. Each of the four operating courts has a single administrative head, responsible to the chief justice, who also heads the Law Court. The chief justice in the Superior Court and the chief judge in the District Court are each assisted by two court administrators.

PROGRAM:

Judicial Department Committees. There are numerous functional committees within the Judicial Department. The purpose of these committees, which include judges, lawyers, and private citizens, is to assist the Supreme Judicial Court, as well as the chief justice of the Supreme Judicial Court, the Superior Court chief justice, and the District Court chief judge in carrying out their respective responsibilities.

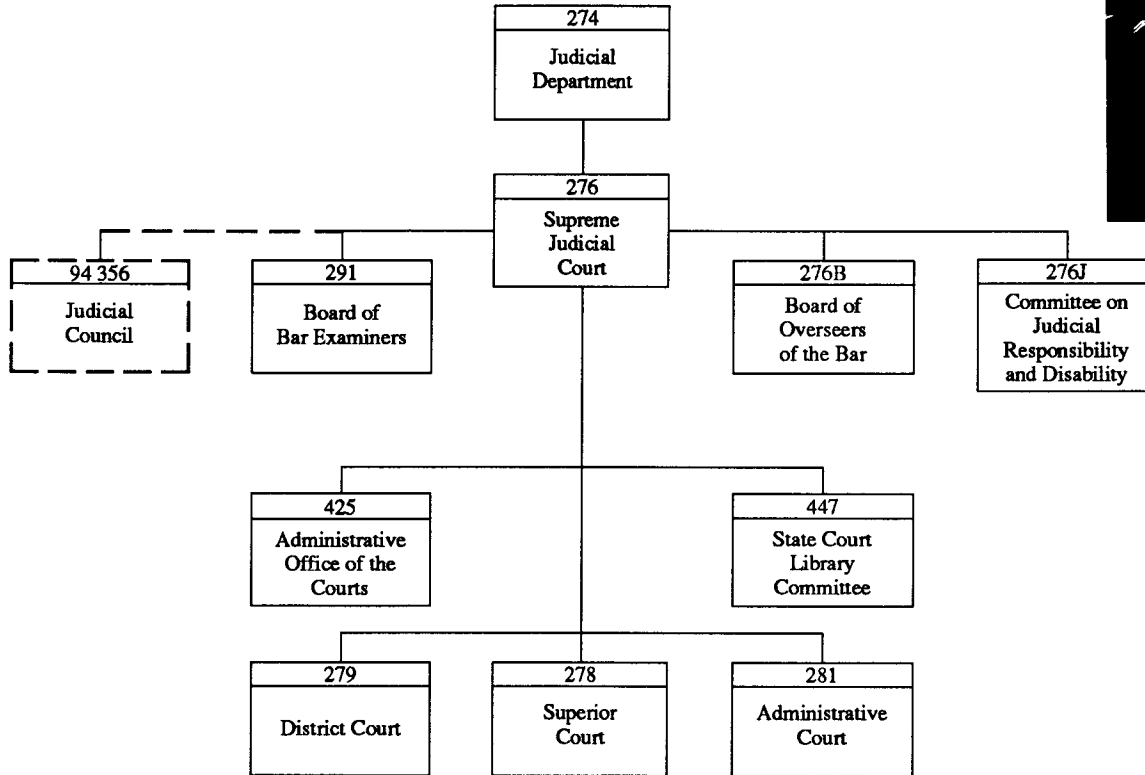
FINANCES, FISCAL YEAR 1991: The following financial displays were generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ORGANIZATIONAL CHART
JUDICIAL DEPARTMENT
UMB 40



Vincent L. McKusick
*Chief Justice
of the Supreme Judicial Court*

JUDICIAL



JUDICIAL

CONSOLIDATED FINANCIAL CHART FOR FY 91 JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,247,716	11,177,136	9,600		60,980	
Health Benefits	1,042,925	1,036,940	778		5,207	
Retirement	3,160,022	3,145,513	2,289		12,220	
Other Fringe Benefits	5,523,208	5,444,421	77,824		963	
Computer Services—State	120,823	120,823				
Other Contractual Service	7,786,872	7,753,413	33,459			
Rents	34,736	34,736				
Commodities	303,388	303,097	291			
Grants—Subsidies—Pensions	2,024,587	2,024,587				
Purchases of Land	22,747	19,342	3,405			
Buildings and Improvements	183,792	151,885	18,080		13,827	
Interest—Debt Retirement	706	706				
Transfers to Other Funds	2,710		2,518		192	
TOTAL EXPENDITURES	31,454,232	31,212,599	148,244		93,389	

JUDICIAL DEPARTMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,199,019	11,128,439	9,600		60,980	
Health Benefits	1,039,471	1,033,486	778		5,207	
Retirement	3,150,263	3,135,754	2,289		12,220	
Other Fringe Benefits	5,450,598	5,443,977	5,658		963	
Computer Services—State	120,823	120,823				
Other Contractual Service	7,770,602	7,752,634	17,968			
Rents	34,736	34,736				
Commodities	292,764	292,587	177			
Grants—Subsidies—Pensions	1,791,403	1,791,403				
Purchase of Land	22,747	19,342	3,405			
Buildings and Improvement	183,792	151,885	18,080		13,827	
Interest—Debt Retirement	701	701				
Transfers to Other Funds	1,863		1,671		192	
TOTAL EXPENDITURES	31,058,782	30,905,767	59,626		93,389	

JUDICIAL

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

Telephone: 879-4792

Established: 1975

Reference: Policy Area: 00; Umbrella: 40; Unit: 425; Citation: 4 M.R.S.A., Sect. 15

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court, is required by statute to: (1) survey and study Judicial Department operations, and assist in long and short range planning; (2) examine the status of all court dockets and make recommendations concerning the assignment of personnel; (3) investigate complaints about the operation of the courts; (4) examine and maintain court statistical systems, and collect and analyze statistical data relating to court operations; (5) prescribe uniform administrative and business methods to be used in all courts; (6) implement standards and policies set by the Chief Justice regarding court hours and the assignment of term parts and justices; (7) act as fiscal officer of the courts including the oversight of all budgetary and accounting functions; (8) examine and supervise arrangements for court facilities, equipment and supplies; (9) act as secretary to the Judicial Conference; (10) submit an Annual Report to the Chief Justice, Legislature and Gov ernor reporting the activities of the preceding fiscal year; (11) maintain liaison with the other branches and agencies of government; (12) prepare and plan for the operation of District and Superior Court clerk's offices; (13) develop and implement educational and training programs for nonjudicial personnel; (14) perform other duties consistent with the powers delegated and assigned to him by the Chief Justice and the Supreme Judicial Court; and (15) plan and implement arrangements for court security.

ORGANIZATION: The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. The Administrative Office staff is appointed by the State Court Administrator with the approval of the Chief Justice. The staff administers the accounting, computer, fiscal, legislative, personnel, purchasing, research and security related functions for the court system.

PROGRAM: During the year, the Administrative Office of the Courts was involved in such ongoing areas as facilities planning and construction, court security, court automation, the centralization of the District Court computer system, analysis of proposed legislation, and improvements to the financial accounting systems, and the collection procedures.

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 1991: The expenditures of this unit amounted to \$980,423 in FY 91 and are, by administrative decision, included with those of the Judicial Department.

JUDICIAL

ADMINISTRATIVE COURT

DANA A. CLEAVES, ADMINISTRATIVE COURT JUDGE

Central Office: 205 Newbury Street, Portland
Mail Address: Box 7260, Portland, Maine 04112

Telephone: 822-4291

Established: 1973

Reference: Policy Area: 00; Umbrella: 40; Unit: 281; Citation: 4 M.R.S.A., Sect. 1151

PURPOSE: The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

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: In recent years, the Administrative Court judges and staff have assisted the District and Superior Courts by hearing civil contested matters on a regular basis. Pursuant to P.L. 1990, Chapter 891, the Administrative Court has expanded this practice by directing a pilot project for the handling of family law proceedings filed in District and Superior Courts in Portland.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit amounted to \$387,184 in FY 91 and are, by administrative decision, included with those of the Judicial Department.

JUDICIAL

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

CONSTANCE P. O'NEIL, ESQ., CHAIR
LAURIE A. GIBSON, ESQ., SECRETARY
DEBRA L. MAZEROLL, ADMINISTRATOR

Central Office: AGC Building, Whitten Road, Augusta
Mail Address: P.O. Box 30, Augusta, Maine 04332-0030

Telephone: 623-2464

Established: 1899

Reference: Policy Area: 00; Umbrella: 40; Unit: 291; Citation: 4 M.R.S.A., Sect. 801

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys. After passing the examination and compliance with the statutes has been accomplished, the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION: The Board is composed of 7 lawyers of the State and two representatives of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court, and they will hold office for terms of 5 years, beginning on the first day of January of the year of appointment and ending on the last day of December of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The administrator of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applications.

	July 86		Feb. 87		July 87		Feb 88		July 88		Feb. 89		July 89		Feb. 90	
	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.
Applicants taking exam	134	28	95	47	138	76	43	66	177	37	38	50	108	74	33	77
Number passing exam	118	23	74	42	101	60	26	54	150	23	19	43	88	57	21	54

In its efforts to discharge its statutory duties, the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination; and,
5. the effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

JUDICIAL

LICENSES, PERMITS, ETC.:

Certificate:

Recommending Admission to the Bar

PUBLICATIONS:

Rules of the Board-(Maine Bar Admission Rules)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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 Fringe Benefits	72,166		72,166			
Other Contractual Service	15,491		15,491			
Commodities	114		114			
Transfers to Other Funds	847		847			
TOTAL EXPENDITURES	88,618		88,618			

STATE COURT LIBRARY COMMITTEE

SIDNEY W. WERNICK, CHAIRMAN

ANN PIERCE, State Court Library Supervisor

Central Office: 66 Pearl Street, Portland, Maine

Mail Address: Box 4820, D.T.S., Portland, Maine 04112

Established: 1981

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 447; *Citation:* 4 M.R.S.A., Sect. 191

Legislative Count: 1

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.

JUDICIAL

PUBLICATIONS:

Manual for County Law Libraries—Free
Guide to Legal Resources in Maine—Free
Maine County Law Library Bulletin—Free

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE COURT LIBRARY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	48,697	48,697				
Health Benefits	3,454	3,454				
Retirement	9,759	9,759				
Other Fringe Benefits	444	444				
Other Contractual Service	779	779				
Commodities	10,510	10,510				
Grants—Subsidies—Pensions	233,184	233,184				
Interest—Debt Retirement	5	5				
TOTAL EXPENDITURES	306,832	306,832				

DISTRICT COURT FOR THE STATE OF MAINE

SUSAN CALKINS, CHIEF JUDGE

Central Office: Portland

Telephone: 822-4171

Mail Address: P.O. Box 66, D.T.S., Portland, Maine 04112

Established: 1961

Reference: Policy Area: 00; Umbrella: 40; Unit: 279; Citation: 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION: The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court has original jurisdiction in non-felony criminal cases, traffic infractions and civil violations, can accept guilty pleas in felony cases and conducts probable cause hearings in felony cases. The Court has concurrent jurisdiction with the Superior Court in divorce, non-equitable civil cases involving not more than \$30,000, and also may grant equitable relief in a wide variety of cases including unfair trade practices and cases involving environmental law violations. In practice, the District Court hears virtually all child abuse and neglect cases, termination of parental rights cases, protection from abuse cases, and cases involving environmental law violations. The District Court is the small claims court (for cases involving not more than \$1400) and the juvenile court. The District Court has concurrent jurisdiction with the Probate Court to grant equitable relief in proceedings related to consent to minor's abortions. In addition, the Court hears mental health, habitual truancy, forcible entry and detainer, quiet title and foreclosure cases. It is the only court available for the enforcement of money judgments.

There are 25 judges in the District Court, the chief judge, who is designated by the chief justice of the Supreme Judicial Court, 9 judges-at-large who serve throughout the state, and 16 resident judges (including the Chief Judge) who sit principally within the districts where they live. The judges are

JUDICIAL

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 1990-91.

PROGRAM: In the District Court, resident judges serve in the district to which they are appointed by the Governor, although occasionally they may assist in other districts in emergency instances. There are nine at-large judges who are scheduled by the chief judge on a monthly basis. Eight District Court locations require the services of an at-large judge every month, leaving only one judge available to cover special assignments and vacancies due to illness, vacations, and educational conferences, and to assist courts experiencing particular backlog problems.

District Court Building Fund. Pursuant to 4 M.R.S.A. §163 (3), \$1,916 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court...". Monies in this fund are carried forward from year to year and do not lapse.

The balance forward from FY 1990 was \$73,268. The addition of \$23,000 from appropriations from FY '91 brought the total available funds to \$96,268. \$30,529 was expended, leaving an ending balance of \$65,738.

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.

Court Mediation Service. The Court Mediation Service program was established in 1978 as a supplementary method of dispute resolution for court cases, and is used primarily for civil cases in domestic relations, small claims, and civil litigation matters in the District and Superior Courts. The Court Mediation Service is divided into seven regions, each headed by a regional coordinator. The District Court provides clerical assistance for the Court Mediation Service office and arranges for appropriate facilities in which to hold mediations. Court mediators are independent contractors, receiving per diem fees and travel expenses.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit amounted to \$15,376,126 in FY 91, (including Indigent Defense expenditures), and are, by administrative decision, included with those of the Judicial Department.

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

HELEN SLOANE DUDMAN, 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. SJ-C-109; 4 MRSA §9-B

JUDICIAL

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, as set forth in the Code and the Court's order.

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 a response and an investigation is conducted appropriate to the circumstances. Based upon its investigation and the judge's response, the Committee determines whether the complaint should be dismissed or an evidentiary hearing is necessary. The Committee cannot itself impose disciplinary sanctions. Its findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court in any matter in which the Committee finds misconduct warranting formal disciplinary action; thereafter, the matter is in the hands of the Court. The Committee may also seek informal correction of any judicial conduct or practice that may create an appearance of judicial misconduct.

Upon written request of the Governor or the Legislature's Joint Standing Committee on the Judiciary, in connection with consideration of the appointment of a person who is or has been a judge, the Committee is directed to provide information on any complaints made against that person and the Committee's disposition thereof.

The Committee reports annually to the Supreme Judicial Court a summary of each year's activities.

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 1991: The expenditures of this unit amounted to \$45,558 in FY 91 and are, by administrative decision, included with those of the Judicial Department.

JUDICIAL

BOARD OF OVERSEERS OF THE BAR

PETER B. WEBSTER, CHAIR

J. SCOTT DAVIS, BAR COUNSEL

Central Office: Whitten Road, AGC Building

Telephone: 623-1121

Mail Address: P.O. Box 1820, Augusta, Maine 04330

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 1991: 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 a budget approved by the Supreme Judicial Court.

JUDICIAL

SUPERIOR COURT

THOMAS E. DELAHANTY, II, CHIEF JUSTICE

Central Office: Maine Superior Court, Androscoggin County Courthouse

Telephone: 783-5440

Mail Address: 2 Turner Street, P.O. Box 3660, Auburn, Maine 04212

Established: 1930

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 278; *Citation:* 4 M.R.S.A., Sect. 101

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

ORGANIZATION: The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. The court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. In addition, justices of this court hear appeals on questions of law from the District Court.

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 four active retired justices in the Superior Court during 1990-91.

PROGRAM: The Chief Justice of the Superior Court assigns Superior Court justices to serve throughout the state. On a bi-monthly basis, the court administrators, in coordination with justices, and clerks, prepare schedules detailing the daily work of justices and court reporters, for approval by the chief justice.

FINANCES, FISCAL YEAR 1991: 4 M.R.S.A., Sections 22 and 24, provide that expenditures of this unit, which amounted to \$10,830,988 in FY 91, (including Indigent Defense expenditures), shall be borne by the Judicial Department and are, therefore, included in its financial display.

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland

Telephone: 879-4791

Mail Address: Box 4910 DTS, Portland, Maine 04112

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276; *Citation:* 4 M.R.S.A., § 1

PURPOSE: The purpose of the Supreme Judicial Court as the Law Court is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

ORGANIZATION: The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior

JUDICIAL

Court, appeals from all final judgments, orders and decrees of the Probate Court, appeals of decisions of the Public Utilities Commission and the Workers Compensation Commission's Appellate Division, appeals from the District Court in parental rights termination and foreclosure cases, interlocutory criminal appeals from the District and Superior Courts, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to hear, with his consent, non-jury civil actions, except divorce or annulment of marriage, and can be assigned by the Chief Justice to sit in the Superior Court to hear cases of any type, including post-conviction matters and jury trials. In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Supreme Judicial Court serve as the Sentence Review Panel 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 six times a year. Each term runs from two to three weeks and handles from 60 to 90 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 1990-91.

LICENSES, PERMITS, ETC.:

Admission to Practice—Attorney At Law, 4 M.R.S.A. § 801

FINANCES, FISCAL YEAR 1991: 4 M.R.S.A. Sections 22 and 24, provide that expenditures of this unit, which amounted to \$2,316,828 in FY 91 (exclusive of Indigent Defense expenditures), 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
Mail Address: Box 370, Portland, Maine 04112
Established: 1935

Telephone: 774-4130
FAX: 774-5018

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 356; *Citation:* 4 M.R.S.A., Sect. 451

Average Count—All Positions: 0

Legislative Count: 1 part-time

PURPOSE: The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State, the work accomplished and the results produced by that system and its various parts. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice Sentencing Institute.

ORGANIZATION: The Council consists of the following members: the Chief Justice of the Supreme Judicial Court (Chair, ex officio), the Chief Justice of the Superior Court, the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, the co-chairs of the Legislative Judiciary Committee, together with an active or retired Justice of the Supreme Judicial Court, one Justice of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laypersons, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

PROGRAM: The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the system can be improved. The Council meets three to four times a year, at which time it considers various issues relating to the conduct of the business of the courts.

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 1990-91, the Council lent support to the work of the Commission to Study the Future of Maine's Courts and sponsored a grant proposal on sentencing alternatives.

PUBLICATIONS:

A Citizen's Guide to the Maine Courts, 1987. Out of stock.

The 1988 Survey of the Practice of Law in Maine, 1988. Copying cost.

Minutes of Council Meetings. Copying cost.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit amounted to \$4,694 in FY 91 and are, by administrative decision, included with those of the Judicial Department.

LABOR

DEPARTMENT OF LABOR

CHARLES A. MORRISON, COMMISSIONER

Central Office: 20 Union Street, Augusta

Telephone: 289-3788

Mail Address: P.O. Box 309, Augusta, Maine 04332-0309

Established: 1971

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158; *Citation:* 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 630.5

Legislative Count: 43

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.

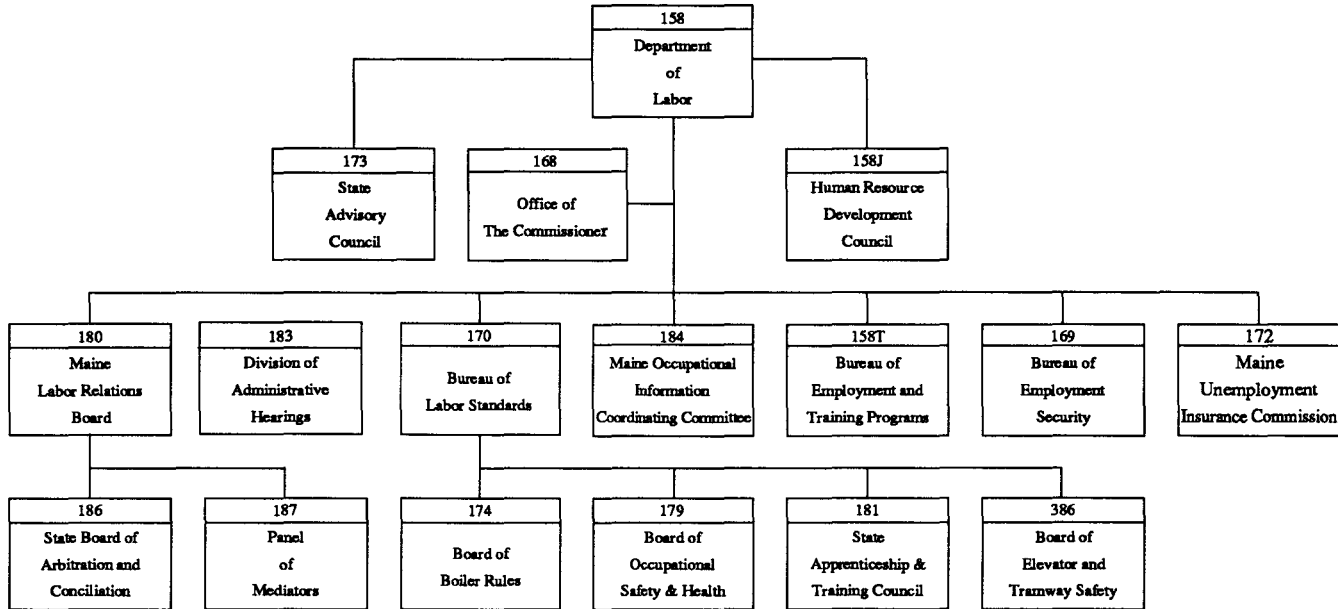
The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide services for all workers and employers in the State who desire assistance, and establish and maintain free public employment offices. The Department collects unemployment taxes 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 1991: 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 MFASIS system.

**ORGANIZATIONAL CHART
DEPARTMENT OF LABOR
UMB 12**



Approved by the Bureau of the Budget

LABOR

CONSOLIDATED FINANCIAL CHART FOR FY 91 DEPARTMENT OF LABOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,052,694	1,488,466	820,417		11,743,811	
Health Benefits	1,473,567	149,248	98,297		1,226,022	
Retirement	2,837,281	287,852	164,104		2,385,325	
Other Fringe Benefits	1,137,086	29,583	420,615		686,888	
Computer Services—State	337,631	209,723	282,724		-154,816	
Other Contractual Service	3,482,825	399,684	391,791		2,691,350	
Rents	422,188	11,375	28,794		382,019	
Commodities	417,562	36,698	90,650		290,214	
Grants—Subsidies—Pensions	193,051,808	2,864,274	373,498		20,090,571	169,723,465
Purchases of Land	15,607				15,607	
Buildings and Improvement	613,292	24,387	66,196		522,709	
Equipment	230				230	
Interest—Debt Retirement	207	12			195	
Transfers to Other Funds	372,656		128,331		244,325	
TOTAL EXPENDITURES	218,214,634	5,501,302	2,865,417		40,124,450	169,723,465

LABOR

OFFICE OF THE COMMISSIONER

CHARLES A. MORRISON, COMMISSIONER

Central Office: 20 Union Street, Augusta

Telephone: 289-3788

Mail Address: Statehouse Station 54, Augusta, Maine 04332-0309

Established: 1983

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168; *Citation:* 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Office of the Commissioner of the Department of Labor is the central administrative unit of the Department. The responsibilities of the Office include review, oversight and coordination of all Departmental functions. The Office provides primary liaison with federal and state agencies, the Legislature, the press and the public. The Office also provides information processing services to the Department.

ORGANIZATION: The Office of the Commissioner consists of the Commissioner and immediate support staff.

PROGRAM: The programs of the Department are implemented through its component units.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system 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	38,871	38,871				
Health Benefits	4,642	4,642				
Retirement	8,283	8,283				
Other Fringe Benefits	155	155				
Other Contractual Service	14,934	14,934				
Commodities	1,795	1,795				
TOTAL EXPENDITURES	68,680	68,680				

STATE ADVISORY COUNCIL (Labor)

CHARLES A. MORRISON, COMMISSIONER

Central Office: 20 Union Street, Augusta 04330

Telephone: 289-3788

Mail Address: P.O. Box 309, Augusta, Maine 04332-0309

Established: 1936

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 173; *Citation:* 26 M.R.S.A., Sect. 1082

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make

LABOR

recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and was further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and the general public.

PROGRAM: The State Advisory Council met on May 21, 1991.

FINANCES, FISCAL YEAR 1991: There were no expenditures for this unit in fiscal year 1991.

STATE APPRENTICESHIP AND TRAINING COUNCIL

CUSHMAN PHILLIPS, CHAIR

Central Office: Hallowell Annex, Central Building
Mail Address: Station #45, Augusta, Maine 04333-0045

Telephone: 624-6430

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 craftspersons in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship and issuing certificates of completion to apprentices satisfactorily completing their trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Maine Technical College System to provide supplemental instruction, and the Veterans Administration in approving apprenticeship training for veterans.

ORGANIZATION: Recent legislation added to the membership of the Council. The Council is now composed of twelve members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and four members must represent the public; two of which must represent the interests of women, minorities, and aid to families with dependent children recipients in apprenticeship. Appointments are made so that the term of one member of each group expires each year. The Council elects a chair, vice chair, and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor Standards. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The President of the Maine Technical College System, the Commissioner of Labor and the Director of the Bureau of Labor Standards are ex officio Council members without vote. The Director of Apprenticeship Training for the Maine Technical College System is a consultant to the Council without vote.

PROGRAM: Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and the apprentices; and to publicize the educational advantages of apprenticeship training. Further goals of the Council are to work with JTPA, ASPIRE, TJTC and Job Service to further place apprentices in programs written for AFDC recipients. The Council has initiated a pre-apprentice program to assist in the school to work transition for youth and others not currently job ready. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade.

LABOR

Periodic wage increases are a requirement of each program.

Pertinent statistics for fiscal year 1990/1991 are as follows:

Apprenticeship	
New Programs Registered	65
Programs cancelled	7
Total Programs to July 1, 1990—374	
New Apprentices Registered	246
Apprentices Reinstated	2
Apprentices Completed	135
Apprentices Cancelled	87
Apprentices Suspended	0
Female Apprentices Registered	11
Female Apprentices Reinstated	0
Female Apprentices Completed	4
Female Apprentices Cancelled	2
Female Apprentices Suspended	0
Minority Apprentices Registered	0
Minority Apprentices Completed	0

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship and Training Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

LICENSES, PERMITS, ETC.:

Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

FINANCES, FISCAL YEAR 1991: 26 MRSA, Sect. 1002, provides that expenditures of this unit, which amount to \$1,586.37 in FY 91, shall be borne by the Bureau of Labor Standards.

STATE BOARD OF ARBITRATION AND CONCILIATION

PAUL G. JENSON, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 7

Telephone: 289-2015

Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1909

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 186; *Citation:* 26 M.R.S.A., Sect. 931

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It serves as a Board of Inquiry, as a Board of Conciliation in the private sector, or as a Board of Arbitration with power to inquire and to investigate labor-management disputes in the public or private sector.

ORGANIZATION: The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955 and procedural reform in 1985. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed

LABOR

by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

The favorable impact of Chapter 294 P.L. 1985, which amended the procedures of the Board, was demonstrated during recent fiscal years in the increased percentage of matters which were effectively conciliated by Board panels. Among other things PL 294 confirmed the conciliation authority of the Board in grievance arbitration matters.

PROGRAM: In fiscal year 1991, the State Board of Arbitration and Conciliation received a level of requests for its services that was over 20 percent higher than the previous year. In FY 91, 42 requests for services were received, compared with 35 requests in FY 90 and a record 75 filings in FY 87. The Board believes that part of the decrease may be due to the maturation of collective bargaining relationships with a consequent reduction in the number of grievances, or by the parties' increased willingness to settle their differences prior to the final step of the contractual grievance procedure. The persistent increase in the variety of employee and employer units who have requested service in the past few years reflects the growing perception in the public sector labor relations community of the Board's stature in providing quality and professional arbitration and conciliation services.

In addition to the new matters filed in FY 91 there were 10 cases carried over from the prior year which required hearing and disposition by the Board or other action. Eight of the ten matters carried over from FY 90 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.

Of the 42 filings in FY 91, 40 were grievance arbitration requests; 2 requests for fact-finding services, including one request that covered 5 separate bargaining units, were received. Under the statutes governing public employee collective bargaining the Board is given authority to hear fact-finding and interest arbitration matters when there is a mutual submission for such services. In all, the Board issued 15 formal Decision and Awards during FY 91.

In addition to the 15 matters proceeding to hearing and formal Decision and Award, six other issues were conciliated with the assistance of Board panel members or were settled at the hearing. The number of actual hearings and meetings convened and held and the per diem and related expenses disbursed are reported in the annual report to the Secretary of State's office at the end of the calendar year, as is required by statute.

The above review shows that panels of the Board convened to hear 21 matters (15 concluded by formal Decision and Award and six others resolved at hearing) as compared with 24 disposed of through the hearing process in FY 90. Several matters were withdrawn or are scheduled for withdrawal. Withdrawals usually indicate settlement on the issues by the parties, often after a hearing has been scheduled.

Representative of the issues which came before the Board in the past fiscal year include:

- | | |
|----------------------|-------------------------|
| 1. Discharge | 7. Overtime pay |
| 2. Suspension | 8. Overtime assignment |
| 3. Reprimand | 9. Shift assignment |
| 4. Loss of Unit Work | 10. Seniority |
| 5. Pay rate | 11. Promotion grievance |
| 6. Vacation pay | |

The Board has a long and distinguished history going back to 1909. With the enactment of laws giving public sector employees collective bargaining rights, the Board has seen its responsibilities as a forum for dispute resolution greatly expand in the area of grievance disposition. Whether through the formal hearing process or through its conciliation services, the Board has become a significant dispute resolution medium in the State. The Board of Arbitration and Conciliation is pleased with its achievements, particularly with its good reputation in the labor relations community. The Board's goal is to provide high quality professional services to its clients, assisting them to resolve their disputes and, thereby, improving the labor-management climate in Maine.

PUBLICATIONS:

Statute Establishing the Procedures of the State Board of Arbitration and Conciliation
Uniform Arbitration Act

FINANCES, FISCAL YEAR 1991: 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.

LABOR

BOARD OF BOILER RULES

JAMES H. McGOWAN, CHAIR

Central Office: Hallowell Annex, Central Building

Telephone: 624-6420

Mail Address: Statehouse Sta. #45, Augusta, Maine 04333-0045

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 boilers and pressure vessels covered by the statute. 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 twice during FY 91. The Board adopted rule changes which: reference the latest national boiler and pressure vessel code, improved the method weld repairs are to be accomplished and limit those who may repair safety relief valves. The board had been asked to accept automatic operated boilers for operator controls, because of the lack of national consensus the board began an inquiry to determine the equipment criteria for automatically operated boilers.

PUBLICATIONS: Boiler Board rules are issued through the Boiler Division.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit amounted to \$636.02 in FY91 and are, by administrative decision, included with those of the Bureau of Labor Standards.

BOARD OF ELEVATOR AND TRAMWAY SAFETY

JAMES H. McGOWAN, CHAIR

Central Office: Hallowell Annex, Central Building

Telephone: 624-6460

Mail Address: Statehouse Sta. #45, Augusta, Maine 04333-0045

Established: 1949

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 386; *Citation:* 26 M.R.S.A., Sect. 475

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

LABOR

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 the Board of Elevator Rules and Regulations was established which adopted national standards as rules for new elevator installations and existing elevators.

The Passenger Tramway Safety Board was created in 1961, and merged with the Elevator Board in 1977 to form the Board of Elevator and Tramway Safety.

The Director of the Bureau of Labor Standards serves as the Chairperson. The remaining members represent elevator owners, elevator manufacturers, licensed elevator mechanics, ski area operators, licensed professional engineers, the general public, and the physically handicapped. A representative of the Division of Fire Safety also serves on the Board.

PROGRAM: The Board held one meeting in FY 91. 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 1991: The expenditures of this unit amounted to \$93.72 in FY 1991 and are, by administrative decision, included with those of Bureau of Labor Standards.

BUREAU OF EMPLOYMENT SECURITY

MARY LOU DYER, EXECUTIVE DIRECTOR

Central Office: 20 Union Street, Augusta

Telephone: 289-2411

Mail Address: P.O. Box 309, Augusta, Maine 04332-0309

Established: March 25, 1980

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169; *Citation:* 26 M.R.S.A., Sect. 1082

Average Count—All Positions: 468.5

Legislative Count: 0

Organizational Units:

Administrative Hearings Division
Unemployment Insurance Commission
Job Service Division

Division of Economic Analysis and Research
Unemployment Compensation Division

PURPOSE: The Bureau of Employment Security is the employment security administrative organization within the Department of Labor. The Bureau provides services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It operates through a federal-state partnership in which all the expenses of administration of the state programs are borne by the federal government. It is responsible for providing effective services for workers and employers desiring assistance. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs. It also issues training allowance payments to eligible participants in various federally-sponsored training programs.

ORGANIZATION: The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set

LABOR

up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide employment concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Labor. On July 6, 1978, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Labor directly under the supervision of the Commissioner of Labor. On March 25, 1980, legislation established the Bureau of Employment Security as a separate entity within the Department of Labor. On September 23, 1983 the Employment Security Commission's name was changed to the Unemployment Insurance Commission.

PROGRAM: The Program of this Bureau is implemented through its five component divisions.

Administrative Hearings Division. The purpose of the Administrative Hearings Division is to hear and decide disputed claims under the unemployment insurance programs, complaints of violations of the federal regulations dealing with the Job Service, and complaints under the Job Training Partnership Act. Hearings are held pursuant to the provisions of the Administrative Procedures Act in locations from Kittery 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 parties are situated long distances from each other.

The goals of the division are to provide a full opportunity for the parties to present the facts and law regarding a dispute, and to hear and issue decisions in the most efficient manner possible. The division places high value on training of its staff and the use of automation to speed the decision-making process.

The division is comprised of a director and Chief Administrative Hearing Officer, 8 Administrative Hearing Officers, and 7 support staff. In FY 91 the division issued decisions in 6,254 cases.

The expenditures of this division amounted to \$584,549 in FY 91, and are, for administrative purposes, included with those of the Department of Labor, Bureau of Employment Security, Division of Unemployment Compensation.

Job Service Division. The most important responsibility of the Maine Job Service is to locate suitable employment for job seekers and to provide qualified workers for employers' job openings. Emphasis is placed on services to veterans and other special applicant groups in securing employment. This so-called "Labor Exchange" is a *free* service offered to both applicants and employers.

The Maine Job Service is an integral part of a nationwide network of Public Employment Agencies that receives 100% of its funding from the Federal Government. During this past fiscal year, the Job Service operated 18 local offices located throughout the State.

The Job Service offers a wide variety of services which can be categorized into 2 major programs; an Applicant Services Program and an Employer Services Program. A summary of the major features of each of these programs is as follows:

Applicant Services Program.

Work Registration: A complete work history is collected on every applicant who comes into the Job Service for service. This registration card contains sufficient information to help match an applicant's qualifications against an employer's job requirements. During this program year, the Job Service registered over 140,000 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 46,000 referrals which resulted in over 11,000 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 674 counseling interviews this past year, and administered various aptitude and performance tests to another 747 individuals.

LABOR

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 4,300 employers.

Exclusive Referral: Approximately 200 of the largest employers in the State have entered into agreements with the local Job Service office whereby the Job Service is the exclusive referral agent for the employer. In effect, everyone hired by that company has to first go through the Job Service. This particular program has proven to be an effective method for placing applicants in jobs, and it has relieved the employers from many of the personnel activities associated with hiring personnel.

Positive Recruitment: This program offers employers the use of Job Service staff and facilities in conducting a major recruitment drive. It has been most helpful to new employers moving into an area who have not yet established a base of operations.

Other Programs.

Trade Adjustment Assistance (TAA): The TAA program is administered by the Job Service to provide a full range of employment services to eligible applicants (displaced from their jobs as a direct result of foreign trade). During the time period July 1, 1990 to June 30, 1991, 398 training programs have been approved representing \$1,420,000. Three applicants have relocated at a cost of \$3,130.

The expenditures of this unit amounted to \$4,784,386 in FY 1991, 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 consists of two major operational branches: (1) Program and Operations Research; and (2) Field Services. In addition, there is a Demographic/Economic Research Group, headed by the State Labor Economist, involved in labor market evaluation. An Operations Unit provides administrative support to the Division.

The program activities involve the disciplines associated with social science and economic research. The results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published as developed and used in functional analyses and studies prepared to assist policy-makers and managers in social, economic, and business planning.

Labor Force, Industry Employment Statistics. Survey results were processed, and estimates developed monthly regarding employment for all workers in manufacturing and non-manufacturing by industry, and wages for production workers in manufacturing by industry for Maine and the Portland and Lewiston-Auburn Standard Metropolitan Statistical Areas. Civilian labor force estimates, including the number of people employed and unemployed, were developed by month on a current basis for Maine and each of Maine's 31 labor markets.

Occupational Statistics. Research was conducted to determine staffing patterns in manufacturing and hospitals. Wage surveys were made covering occupations 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

LABOR

statewide network of affiliates offering an information service on U.S. Bureau of the Census materials. The 29 selected affiliates, including public, college, and University of Maine libraries, Regional Planning Commissions, Councils of Governments and other state departments are located from Sanford to Fort Kent. In the program year ending May 31, 1991, the Census Data Center and affiliate network responded to more than 10,000 requests.

On-Line Electronic Data Retrieval System. LABORNET is an electronic reference library and provides easy and ready access to large files of labor market data, including over 100,000 tables of 1980 census data.

The expenditures of this division amounted to \$1,796,108 in FY 91, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Unemployment Compensation Division. The Unemployment Compensation Program is intended to partially insure workers against loss of wages during periods of temporary unemployment. It is not welfare or relief, but is an insurance program for the benefit of qualified unemployed workers. The Unemployment Compensation Division of the Maine Department of Labor, Bureau of Employment Security, is headed by a Division Director who is responsible for the operations of 15 local offices and an Interstate claims office.

Unemployment compensation workloads encompassed a wide variety of activities during State of Maine fiscal year 1991. The number of initial claims for unemployment benefits under the regular State program totaled 175,108. There were 1,156,109 continued claims filed which resulted in \$148,851,198 paid under the State Unemployment Insurance (UI) program.

With regard to the Unemployment Compensation for Federal Employees (UCFE) program, 8,795 payments were made and \$1,485,866 was compensated. Former military personnel were paid \$498,188 for 2,933 weeks compensated under the Unemployment Compensation for Ex-Service-members (UCX) Program. The Dislocated Workers Benefits (DWB) program is intended to provide benefits to certain qualified workers who have become structurally unemployed and are undergoing training for new jobs. There were 811 initial claims and 12,811 payments for a total of \$2,028,121 compensated under the DWB program.

The Extended Benefits (EB) Program provides additional unemployment benefits during periods of high unemployment when claimants exhaust regular benefits. There were 13,600 initial claims and 57,707 payments for \$8,336,226 compensated under the EB Program in FY 91.

Special Payment Unit: The Special Payment Unit of the Benefits Section processed 9,227 payments for a total of \$1,159,072 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 Adjudicates: Claims Deputies in the division's 15 local offices and the Interstate Office rendered 71,024 nonmonetary determinations to adjudicate disputed claims. The number of benefit appeal cases disposed of by the Agency's Administrative Hearings Division totaled 5,361 while an additional 643 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, 10,636 claim audits were mailed to employers during FY 91. The employers responded with a 91.5% 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 416 determinations relative to fraud and misrepresentation resulting in \$348,005 in overpayments, and issued 5,782 determinations which accounted for \$1,209,050 in nonfraud payments. With the assistance from the District Attorney's Office, 16 cases for misrepresentation resulted in court convictions.

The Unemployment Compensation Division has established a Quality Control Unit for post-review of benefit payments through a random selection of active claims, conducting an in-depth audit of all benefit payments and related procedures relative to the selected claims. The audit is designed to detect any benefit claims which were improperly filed and the results of these audits will be used to further improve operation procedures. The Quality Control Unit in FY 91 audited 376 claims cases. These audits resulted in the issuance of 20 determinations relative to fraud and misrepresentation amounting to 3,628 in overpayments. In addition, 91 determinations were issued which accounted for \$13,679 in nonfraud overpayments.

By the end of FY91, the number of active employer accounts were 33,588 and payroll data submitted by these employers generated a total of 2,431,987 wage items processed by the Wage Record Unit. Field and central office activities produced 9,419 employer status determinations of which 4,799 involved newly liable employer accounts. A total of 1,092 field audits were conducted resulting in a net receipt due of \$274,842 in under-reported contributions. Net contributions received in FY 91 totaled \$68,623,111 and the Fund balance was \$119,277,622 as of April 30, 1991.

LABOR

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 91, 23,269 ERP interviews were conducted.

The Unemployment Compensation Division's Cost Model Unit, through the use of accurate workload projections and with factors developed by the Cost Model management studies, provided a 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—1990: The Unemployment Compensation Fund balance was \$177,309,659, as of December 31, 1990.

The administrative expenditures of the Unemployment Compensation Division amounted to \$10,114,594 in FY 91 and are, for administrative purposes, included with those of the Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the twelve (12) month period ending June 30, 1990.

PUBLICATIONS:

Publications.

1. Maine Labor Market Digest (Free—Monthly)
2. Civilian Labor Force Estimates for Maine and its Substate Areas (\$3.50)
3. Women and Minority Labor Force in Maine (\$4.50)
4. Maine Occupational Needs: Outlook to 1995 (\$5.00)
5. 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
6. Maine Occupational Wages:
 - a. Manufacturing Industries (\$10.00)
 - b. Selected Nonmanufacturing Industries (with update \$8.00)
7. Job Hunter's Guide to Maine (\$3.00)
8. Technical Services Monographs (Varying Fees)
9. Maine Labor Force By County and Labor Market Area (Free)
10. Maine Occupational Statistics for Affirmative Action Planning, 2 Volumes (\$5.00 each)
11. The Maine Employment and Earnings Statistical Handbook (\$9.00)
12. The Maine Labor Force to the Year 2000 (Free)
13. Catching the Wind: An Analysis of Maine's Growth Industries:
 - a. Business Services (\$3.00)
 - b. Printing and Publishing (\$3.00)
 - c. Legal Services (\$3.00)
 - d. Financial Institutions (\$3.00)
 - e. Health Services (\$7.00)

Various minimal fees are assessed for some of the above publications. These fees are based on printing and handling charges only.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

LABOR

BUREAU OF EMPLOYMENT SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,400,069				10,400,069	
Health Benefits	1,095,342				1,095,342	
Retirement	2,121,962				2,121,962	
Other Fringe Benefits	710,619		61,194		649,425	
Computer Services—State	–263,853		37,303		–301,156	
Other Contractual Service	2,621,242		168,694		2,452,548	
Rents	394,517		26,512		368,005	
Commodities	308,094		31,334		276,760	
Grants—Subsidies—Pensions	183,138,208				13,414,743	169,723,465
Purchases of Land	15,607				15,607	
Buildings and Improvement	443,863				443,863	
Equipment	230				230	
Interest—Debt Retirement	195				195	
Transfers to Other Funds	160,076		3,247		156,829	
TOTAL EXPENDITURES	201,146,171		328,284		31,094,422	169,723,465

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS

JAMES F. NIMON, EXECUTIVE DIRECTOR

Central Office: Old Nurses Bldg.—AMHI, Augusta

Telephone: 289-3377

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: 88

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.

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

LABOR

Initiative (MTI), the Strategic Training for Accelerated Reemployment (STAR) Program, the Health Occupations Training Project, and the Additional Support for People in Retraining and Education (ASPIRE) Program. These programs provide classroom training, on-the-job training, work experience, occupational upgrading, assessment, remedial education, and vocational counseling to adults and youth.

PUBLICATIONS: The Bureau of Employment & Training Programs publishes state guidelines, a forms preparation handbook, and planning instructions to Service Delivery Areas. These publications detail the methods of administration and management as well as specific program planning instructions for the subsequent fiscal year. The Bureau also publishes annual reports for the STAR and HOT Programs as well as an annual report describing the accomplishments of the entire Job Training System. They are public documents available to anyone by writing the Executive Director, Bureau of Employment & Training Programs, Hospital Street, State House Station #55, Augusta, Maine 04333, or by calling (207) 289-3377.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	1,768,667	231,063	385,986		1,151,618	
Health Benefits	177,256	22,742	41,127		113,387	
Retirement	356,120	47,238	74,776		234,106	
Other Fringe Benefits	51,107	10,342	4,665		36,100	
Computer Services—State	257,795	121,102	55,016		81,677	
Other Contractual Service	485,758	183,887	131,407		170,464	
Rents	19,676	7,299	671		11,706	
Commodities	22,599	17,654	4,992		—47	
Grants—Subsidies—Pensions	9,513,446	2,834,141	3,572		6,675,733	
Buildings and Improvement	69,112				69,112	
Transfers to Other Funds	83,064		22,543		60,521	
TOTAL EXPENDITURES	12,804,600	3,475,468	724,755		8,604,377	

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.

LABOR

- (2) **Coordination**
Coordinate activities and linkages with other state agencies and private industry.
- (3) **Review**
Review and certify local human resource development plans written in response to the Council's recommendations and make recommendations on these plans to the Governor.

ORGANIZATION: The Maine Human Resource Development Council, authorized by the Job Training Partnership Act of 1982 and by Executive Orders 16 FY 86/87 and 5 FY 88/89, is a 30-member advisory group appointed by the Governor. Membership encompasses representation of the private sector, the legislative, state and local government, local education, organized labor, community organizations, the JTPA—eligible population and the general public.

The Council and its Committees—Executive, Planning and Coordination, Upgrading and Retraining, Youth Services, Targeted Services, and Economic and Human Resource Development—meet throughout the year to formulate job training policy recommendations to the Governor. The Council director reports to the Commissioner of Labor.

PROGRAM: The Maine Human Resource Development Council (MHRDC) is charged with seeing that the Governor's human resource development goals are achieved by recommending to the Governor strategies which will achieve his goals within a single, comprehensive statewide approach to the delivery of all human resource development programs.

Each of the Governor's human resource development goals with related objectives are referred to a committee of the MHRDC. Each committee makes recommendations on the action state agencies should take so that each of the Governor's goals and objectives will be achieved. The MHRDC operates a multi-agency planning process so that programs are developed in response to the MHRDC recommendations. The program plans developed by the inter-agency planning teams are combined and published as the "Governor's Human Resource Development Plan." The Plan contains a number of program plans, each with measurable outcomes, describing activities to begin after July 1 of each program year.

PUBLICATIONS:

The third Maine Human Resource Development Plan (July, 1990)—free
Final Status Report on the First Maine Human Resource Development Plan—free
Review of MHRDC Operation, July 1, 1988-June 30, 1990 (March, 1991)—free

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Bureau of Employment and Training Programs.

BUREAU OF LABOR STANDARDS

JAMES H. MCGOWAN, DIRECTOR

WILLIAM A. PEABODY, DEPUTY DIRECTOR

Central Office: Hallowell Annex, Central Building

Telephone: 624-6400

Mail Address: Statehouse Sta. #45, Augusta, Maine 04333-0045

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: 64

Legislative Count: 34

Organizational Units:

Board of Boiler Rules
Board of Occupational Safety and Health
Apprenticeship Division
Research & Statistics Division
Commission on Safety and Health
in the Maine Workplace

Minimum Wage, Child Labor, Bedding,
Stuffed Toys Division
Boiler, Elevator, Tramway Division
Safety Division
Board of Elevator & Tramway Safety
State Apprenticeship & Training Council

LABOR

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, including the review and approval of employer substance abuse testing policies.

ORGANIZATION: The nucleus of the Bureau of Labor Standards was established in 1873 as an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry within the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to the Bureau of Labor. In 1981 the name of the Bureau of Labor was changed to Bureau of Labor Standards. This was necessary because the name of the Department of Manpower Affairs was changed to the Department of Labor.

PROGRAM: The Bureau of Labor Standards is divided into five divisions under the direction of division directors and the Bureau's Deputy Director, who report to the Director appointed by the Commissioner of Labor. The administration of these are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Reports from each Division follow.

Apprenticeship Division. The Apprenticeship Division is responsible for maintaining correct and up-to-date files on current registered apprenticeship programs and current registered apprentices. The Division assists employers, groups of employers, local unions and committees of employers and employees to establish and maintain apprenticeship programs. The Division cooperates with the Maine Technical College System to establish courses of related training for registered apprenticeships. The Division Director and Apprenticeship Specialist are required to personally visit establishments that request an apprenticeship program to determine what trade or trades and any other necessary criteria the employer may need to successfully implement an apprenticeship program. Periodically the Division Director and Apprenticeship Specialist will visit the establishment after the program has been instituted for compliance checks or to check that the program is being administered according to the standards.

The Maine State Apprenticeship Council was established by act of the Legislature in 1943. In 1979 the name of the Council was changed by act of the Legislature to the Maine State Apprenticeship and Training Council. The Council is recognized by the U.S. Department of Labor as the registration agency for all federal apprenticeship programs. The Council's Rules and Regulations have been approved by the U.S. Secretary of Labor as being in compliance with the Code of Federal Regulations Title 29, Part 29, and Title 29, Part 30. The Apprenticeship Division exists to implement the directives of the Council. The Council is also the state approving agency for veterans programs in apprenticeship.

The field representatives visited establishments to assist employers with existing programs and to help employers implement new apprenticeship programs. The staff registered 65 new apprenticeship programs and cancelled 7 apprenticeship programs at the request of the establishments. There were 246 new apprentices registered, 2 apprentices reinstated, and 135 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 is carried out through Research and Statistics Division. The Division conducts six major programs. Each program performs special studies upon request.

Census of Fatal Occupational Injuries (CFOI): CFOI is a pilot project funded by the U.S. Department of Labor, Bureau of Labor Statistics in an effort to combine fatality data from various State

LABOR

departments. Its goal is to obtain a more accurate count of work-related fatalities to improve its occupational fatality data.

Census of Maine Manufactures: The Census survey collects data relative to the value of products, capital expenditures, exports and imports, and workers covered by union contracts from all manufacturing firms operating in the state. Additional information concerning employment and gross wages is supplied by the Bureau of Employment Security, Division of Economic Analysis and Research. The results are published in the annual *Census of Maine Manufactures*.

Construction Wage Rates: The data collected under the Construction Wage Rate survey are tabulated and published annually in a pamphlet entitled *Maine Construction Wage Rates*. This publication presents the high, median, and low rates by occupation and type of construction.

The data collected under the Construction Wage Rate survey is used primarily to set minimum wage rates on state funded construction projects. During the fiscal year, 243 wage determinations were filed and 140 of these contracts were awarded. These contracts totalled \$38,906,297.27. Two of these contracts were changed to Federal (highway); three were duplicate requests; one was under \$10,000; one was not advertised and may not be done; one was requested in error. Ninety-five were not awarded or not done. In terms of determinations, Building Construction was the most active with 145 determinations filed. Of these, 87 were awarded totalling \$27,864,287. Heavy and Bridge Construction had 52 determinations filed, with 22 being awarded, totalling \$3,492,263.51. Highway had 46 determinations filed, with 31 being awarded, totalling \$7,549,746.76.

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 1991, the Division conducted 10 recordkeeping presentations reaching in excess of 400 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 the *Characteristics of Work-Related Injuries and Illnesses in Maine*.

In 1990, 76,266 first reports were submitted to the Workers' Compensation Commission, down from 82,264 for 1989.

Division of Minimum Wage, Child Labor and Stuffed Toys. Although approximately the same number of inspections was made for the fiscal year 1990-91, statistics on the actual number of inspections made by Labor & Safety Inspectors and violations found are not available. The Division settled a total of 340 complaints of unpaid wages, totalling \$72,020.03. This represents complaints ranging from illegal deductions from wages, earned vacation and final wages and insurance law violations. Eleven cases for unpaid wages/illegal insurance deductions were filed in court through the Attorney General. There are currently 37 cases pending possible court action.

A total of \$64,331.33 was paid to 178 employees from the Maine Wage Assurance Fund when 22 employers closed and did not have the assets to pay final wages to the employees for work performed.

A total of \$4,137,554.56 was paid to 1,027 employees when the employer closed its doors and the business came under Maine's Severance Pay Law. The State currently has six severance cases pending possible legal action.

There was a total of 4,788 work permits and certificates of age approved for employment of minors. This was a sharp decline from 7,102 for 1989-90 and is quite likely due to the lack of jobs for youngsters. Four companies were prosecuted by the Attorney General's Office for violations of the Child Labor Law.

There were 692 certificates issued to manufacturers and importers of bedding; upholstered furniture which brought in \$22,765 in revenue for the State. A total of 715 certificates were issued to manufacturers and importers of stuffed toys which added \$21,215 in revenue. The following is a statistical summary of Division activities:

Inspections	Not Available
Violations, Total	Not Available
Work Permits and Certificates of Age, Approved	4,788

LABOR

Minimum Wage & Overtime Paid to Employees	Not Available
Unpaid Wages & Vacation Paid to Employees (This includes Insurance Law Violations)	\$72,020.03
Severance Pay Paid to Employees	\$4,137,554.56
Wage Assurance Paid to Employees	\$68,044.75
Registration Fee, Bedding	\$22,765.00
Registration Fee, Stuffed Toys	\$21,215.00

Boiler, Elevator, Tramway Division. The purpose and objectives of this Division are to protect the citizens and visitors of the State from unnecessary mechanical hazards in the operation of boilers, elevators and tramways by ensuring that reasonable design and construction are used; accepted safety devices are provided; personnel employed in the installation, repair, inspection and operation are trained and qualified; periodic maintenance, inspections and repairs are made which are deemed essential for their safe use; and that the statutes and rules formulated by the Board of Boiler Rules and the Elevator and Tramway Safety Board are enforced.

The Boiler Division was established in 1935 and the Elevator Division in 1951. In 1968 the same individual was appointed director of both divisions. Tramway responsibilities were added in 1977. The inspectors are qualified to inspect and perform duties related to each area.

Boiler responsibilities are divided into three areas, Boiler Inspection and Certification, Welder Qualification and Certification, Boiler Operators and Stationary Engineers Examining and Licensing.

Boiler Inspection and Certification: This program has been most active in the certification of new utility and cogeneration plant installations. Design changes and technological advances have raised questions which affect National Standards and the need for solutions. The Division has attempted to become knowledgeable in all areas of concern and provide input to National Standards Committees.

Welder Certification: As the changes in welding technology and demand for certified, qualified welders increase, the Division's workload is being directly affected, both in numbers and technological expertise.

Boiler Operations and Stationary Engineers: Applications for examination for all classes of licenses have increased over the year.

The Division, in support of the above activities, has also increased its educational and speaking engagements in order to inform those in the boiler industry of the requirements for boiler and pressure vessel fabrication, installation, operation, inspection and repair. A four-day seminar at the Maine Maritime Academy has attracted international attention and the sixth annual event enrolled over 200 participants. Staff members served on several vocational schools' and institutions' advisory committees and spoke to several professional organizations and students attending technical and engineering schools.

The Elevator and Tramway Safety program continues to address the increase in new installation of elevators and tramways (ski-lifts). New technology has also affected the design of this equipment. Handicapped and disabled access requirements have had an impact on new installations of elevator, vertical and incline lifts.

Pertinent statistics for the fiscal year ending June 30, 1991 are as follows:

Boilers: approximately 3,000 in Maine are covered by The Statutes	
Boiler Certificates Issued	2,887
Boiler Inspector Certificates Issued	11
Welder Certificates Issued	1,115
Engineer and Operator Examinations	822
Engineers Licenses Issued	717
Operators Licenses Issued	721
ASME and National Board Shop Surveys	10
Income	\$81,574.20
Boiler Codes	1,100.00
Boiler Travel	1,965.21
Total Income	\$84,639.41

Elevators and Tramways: approximately 2,000 in Maine are covered by the Statutes

LABOR

Tramway Certificates Issued	70
Elevator Certificates Issued	1,638
New Elevators Installed	98
Elevator Mechanics Licenses Issued	98
Elevator Mechanics Exams Given	5

Income	\$151,736.50
Elevator Codes	109.10
Elevator Travel	1,980.73
Total Income	\$153,826.33

Safety Division. The Division consists of four programs involving safety and health issues. The staff includes a Division Director, an Assistant Division Director, 8 clerical, and 19 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 26 occupational safety and health training proposals by private entities. Some of the topics funded include back schools, eye injury prevention programs, training firefighters and assisting a certified apprenticeship program.

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 developed the "Safety Begins With ME." program.

The pertinent statistics for FY 91 are as follows:

Compliance Inspections	755
State Agencies	208
Municipalities	341
School Districts	112
Water/Sewer Districts	66
Counties	7
Citations Issued	3,163
Chemical Substance Inspections	111
Consultations Visits	656
Workers Trained	14,951
Mine Safety Program	3,206
Safety Education & Training Fund	11,745

LICENSES, PERMITS, ETC.:

- Boiler Inspection Certificates
- Boiler Inspectors Certificate of Authority
- Boiler Operators License
- Boiler Operator Permit
- Boiler Engineer License

LABOR

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:

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 (\$2.00)
 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,471,703	890,967	434,431		146,305	
Health Benefits	165,708	93,568	57,170		14,970	
Retirement	300,376	181,791	89,328		29,257	
Other Fringe Benefits	224,028	7,879	215,061		1,088	
Computer Services—State	254,288	46,710	190,405		17,173	
Other Contractual Service	265,073	117,119	86,839		61,115	
Rents	5,211	1,292	1,611		2,308	
Commodities	76,279	8,485	54,324		13,470	
Grants—Subsidies—Pensions	370,554	533	369,926		95	
Buildings and Improvement	95,979	24,387	64,955		6,637	
Interest—Debt Retirement	12	12				
Transfers to Other Funds	115,791		93,994		21,797	
TOTAL EXPENDITURES	3,345,002	1,372,743	1,658,044		314,215	

MAINE LABOR RELATIONS BOARD

MARC P. AYOTTE, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Telephone: 289-2015

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: 6

Legislative Count: 6

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 Law (MPELRL), the State Employees Labor Relations Act (SELRA), the University of Maine Labor Relations Act (UMLRA), the Judicial Employees Labor Relations Act (JELRA) and the Panel of Mediators.

The Board administers unit determination hearings, and appeals therefrom, and conducts representation elections to name the bargaining agent for the various bargaining units under all four Acts. The MPELRL, 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. In the event employees seek to terminate bargaining agent status, the Board usually conducts a decertification election. As of October 1, 1976, amendments to the UMLRA included employees of the Maine Maritime Academy. County employees were extended collective bargaining rights under MPELRL 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.

The Board adjudicates alleged unfair labor practices, referred to as "prohibited acts," under the four labor relations statutes. Subordinate to the foregoing statutory functions, the Board provides education and information intended to familiarize practitioners with the provisions of the MPELRL, SELRA, UMLRA, and JELRA and to advise them of the rules and procedures employed by the Board.

ORGANIZATION: The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act of 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board became the Maine Labor Relations Board and acquired responsibility for administering the Municipal Public Employees Labor Relations Law, 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 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 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 91, 41 voluntary agreements relative to bargaining units were received, compared with 53 in the prior fiscal year, demonstrating that organizational efforts may have saturated much of the municipal, educational and state sectors. Fifty-nine unit determination or clarification petitions were filed during FY 91, compared with 36 such filings in FY 90.

There were 32 election requests received by the Board in FY91. In addition to this, the Board received 6 decertification/certification or straight decertification requests. With respect to election activities, there were 44 election requests in all requiring attention during the fiscal year; this compares with 61 in

LABOR

FY 90 and 35 in FY 89. In all, Board officials conducted or were scheduled to conduct 35 on-site elections pursuant to the various petitions filed.

The activities of the Panel of Mediators are summarized for purposes of this report and are more fully reviewed in the Annual Report of the Panel of Mediators submitted to the Governor. The number of new requests this fiscal year fell to 89; down from 115 in FY 90. There were 69 carry-over matters from the FY 90 filings which required mediation activity in FY 91. 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 91 reached 78 percent for mediations, including carry-overs, that were concluded in FY 91.

Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Fact finding requests increased dramatically in FY 91 to 34. In FY 1988 there were 15 fact-finding requests filed; in FY 89 there were 29 and there were 20 requests for fact-finding in FY 90. The range in the Fiscal Years 1984 through 1988 had been 11 filings in FY 85 to 19 in FY 86.

The Board received 28 prohibited practice complaints in FY 91. This compares to 19 in FY 90, 24 in FY 89, and 17 in FY 88. The administration and processing of these complaints involves both the Board and its staff in the details of docketing, arranging hearings before the Board members, processing prehearing conferences, arranging for hearing locations, scheduling posthearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

During the past year, the Maine Labor Relations Board had requests for services in the many areas of responsibility under the various statutes that it administers or under which it has a role. There were no legislative initiatives which seriously impacted the jurisdiction or functions of the Board although a few matters occasioned comment by the 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 and Representation Appeals Decisions, 1973-88

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	230,805	230,805				
Health Benefits	18,892	18,892				
Retirement	31,150	31,150				
Other Fringe Benefits	2,927	2,927				
Computer Services—State	635	635				
Other Contractual Service	34,394	34,394				
Rents	2,749	2,749				
Commodities	1,530	1,530				
TOTAL EXPENDITURES	323,082	323,082				

PANEL OF MEDIATORS

MARC P. AYOTTE, 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

LABOR

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 six appointees to the Panel of Mediators.

PROGRAM: The past fiscal year was marked by a decrease in mediation requests from the filings in the previous fiscal year; however, the Panel's overall caseload increased during the fiscal year.

New mediation requests received during FY 1991 dropped to 89. In addition, there were 69 matters carried over from FY 1990 that required mediation activity in FY 1990. Thus, the number of matters filed, pending, and requiring attention in FY 1991 reached a total of 158, compared to 144 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 1991. 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 FY91, due in large measure to the recent increases in health insurance premiums occurring within the context of a general downturn in the regional economy. It was this issue that most often derailed or threatened to derail settlements.

FINANCES, FISCAL YEAR 1991: 26 MRSA, Sec. 965, Sub-section 2, *f*C provides that expenditures of this unit shall be borne by the Maine Labor Relations Board and are, therefore, included in its financial display.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

CHARLES A. MORRISON, CHAIRPERSON
SUSAN W. BROWN, EXECUTIVE DIRECTOR

Central Office: 57 Winthrop Street, Hallowell
Mail Address: Statehouse Sta. #71, Augusta, Maine 04333

Telephone: 289-2331

Established: August, 1978

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 04; Umbrella: 12; Unit: 184; Citation: 26 M.R.S.A., Sect. 1452

Average Count—All Positions: 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 systems, 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 systems. The 112th Legislature, in its first regular session, also called upon the MOICC to facilitate the use of career and occupational information through promotion and support of career education programs and activities in both school and nonschool settings. In its second regular session the 112th Legislature mandated that the MOICC serve as the standard principal source of occupational information for vocational and technical program planning, and as a principal source of information for the career counseling of technical college students.

LABOR

ORGANIZATION: The MOICC was created through the Federal Education Amendments of 1976. Its mandate was subsequently broadened through the enactment of the Youth Employment and Demonstration Projects Act of 1977, the Career Education Incentive Act of 1977, and the Comprehensive Employment and Training Act, as amended in 1978. Executive Orders signed in 1978 and 1979 further mandated the establishment of the Committee. In May, 1982 the Governor signed into law a bill establishing the MOICC, and designating its membership. The statutory members consisted of the Commissioners of the Departments of Labor, Education, and Human Services, and the Director of the State Development Office. In accordance with the provisions of legislation passed in the 112th and 113th Legislatures, the membership was expanded to include the Director of the State Planning Office and the Chairs of the State Board of Education, the Technical College Board of Trustees, and the Maine Human Resource Development Council. The 113th Legislature abolished the State Development Office (SDO) and authorized the Department of Economic and Community Development (DECD) to assume its functions. The Commissioner of DECD replaced the Director of the SDO as a statutory member of the MOICC. Although not prescribed in the law, two advisory committees, the Steering Committee and Technical Advisory Committee, have been retained as part of the overall structure of the MOICC. The law also designates the Commissioner of the Department of Labor as the Committee's Chairperson. Under both Federal and State law, the intent is not to make the MOICC a data collection or generation agency, but rather to coordinate the development and maintenance of a comprehensive career and occupational system of information built upon existing sources of data to meet the common needs of the member agencies.

PROGRAM: During FY 91, 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, JTS Service Deliverers, Vocational Rehabilitation sites, a youth correctional institution, and Technical Colleges. In addition, other career information products were distributed to elementary and junior high schools throughout the State. The computerized version of CIDS consists of various cross-referenced data files containing information on educational institutions, occupational descriptions and trends, military training opportunities, and financial aid. The information in all the files is national, state, and local in scope. A component added to the OIS was the State Training Inventory (STI). The STI is designed to provide institutional training information from secondary to four year college programs, trade schools, special licensing schools, and hospital based training programs. The pilot version contains data for the six New England states, New York, and New Jersey.

The computerized Occupational Information System, containing occupational supply, demand and related information, which was developed by the MOICC in 1983 to serve vocational administrators and planners, continued to be used by the Bureau of Vocational Education and the Technical Colleges in planning programs attuned to labor market trends.

As part of its services, the MOICC continued the operation of the Work Education Resource Center. The Center, located at the MOICC office in Hallowell, contains the most extensive collection of career education and information materials in the State. The publications and materials at the Center were made available on a loan basis to approximately 100 schools and agencies throughout the course of the year.

An eighth grade career education curriculum entitled PLANNING TO REALIZE EDUCATION POTENTIAL (P.R.E.P) was continued during FY 91. This program is a joint effort between the Department of Education and MOICC. Its goal is to assist eighth grade students in exploring their career and education options. The materials include curriculum packets, computer software, and print and audio/visual aids. A total of 123 schools participated in the training sessions during the three years of implementation. Another joint initiative with the Department of Education was a career development curriculum, The Maine Guide: A Developmental Framework for Life Choices. The curriculum consists of two parts: Building Blocks for the Future (K-12) and Career Transition for Adults. It has been disseminated to approximately 220 sites.

In the closing week of fiscal 1990, the MOICC sponsored the thirteenth annual Career Education/ Career Information Conference. This event brought 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 Maine Job Box—No Fee
- The MOICC Newsletter—No Fee
- Maine Works—No Fee

LABOR

Career Perspectives—No Fee
The Maine Guide—No Fee
Planning To Realize Educational Potential—No Fee

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	142,579	96,760			45,819	
Health Benefits	11,727	9,404			2,323	
Retirement	19,390	19,390				
Other Fringe Benefits	148,250	8,280	139,695		275	
Computer Services—State	88,766	41,276			47,490	
Other Contractual Service	61,424	49,350	4,851		7,223	
Rents	35	35				
Commodities	7,265	7,234			31	
Grants—Subsidies—Pensions	29,600	29,600				
Buildings and Improvement	4,338		1,241		3,097	
Transfers to Other Funds	13,725		8,547		5,178	
TOTAL EXPENDITURES	527,099	261,329	154,334		111,436	

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

JAMES H. MCGOWAN, CHAIR

Central Office: Hallowell Annex, Central Building
Mail Address: Statehouse Sta. #45, Augusta 04333-0045

Telephone: 624-6460

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: The Board met three times in FY 91 to review and propose regulations for adoption and otherwise assist the Bureau's enforcement activities.

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.

LABOR

PUBLICATIONS:

Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

MAINE UNEMPLOYMENT INSURANCE COMMISSION (VACANT), CHAIR

Central Office: 175 Lancaster Street, Portland

Telephone: 879-4200

Mail Address: 175 Lancaster Street, Room 220, Portland, Maine 04101

Established: 1936

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 172; Citation: 26 M.R.S.A., Sect. 1081

Average Count—All Positions: 6

Legislative Count: 0

PURPOSE: The Maine Unemployment Insurance Commission was established to hear higher authority appeal cases involving disputed claims for unemployment compensation benefits. The Commission may amend or rescind rules, require reports, make investigations, and take other actions as necessary or suitable.

ORGANIZATION: The Maine Unemployment Insurance Commission consists of three members; a representative of labor; a representative of employers; and a representative of the general public who is the chair of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate, and hold office for a term of six years.

PROGRAM: The Unemployment Insurance Commission conducted adjudicated hearings in all parts of the State in FY 90. The Commission traveled to 16 separate local unemployment offices in an attempt to minimize travel difficulties that might prevent claimants and employers from pursuing their rights to a fair hearing. In addition, the Commission also introduced telephone hearings into its hearing procedures. Consequently, cases may be heard in a more timely fashion in areas of the State where caseloads warrant only infrequent visits. More importantly, through the use of telephone hearings, split hearings are avoided and both parties are able to have direct confrontation.

By far, the largest number of cases that come before the Commission during the fiscal year were disputed unemployment benefit appeals. The Commission also must consider waiver of overpayment requests pursuant to 26 M.R.S.A., 1051, 5. Also, the Commission has held hearings for tax offsets, under 36 M.R.S.A., Section 5276, A.

In accordance with 26 M.R.S.A., Section 1044.2, the Commission must also consider attorney fees charged to claimants and fees paid by the Bureau as a result of Court action. Another major responsibility of the Commission is considering Unemployment Tax Assessment appeals. Further, the Commission, pursuant to 26 M.R.S.A., Section 1251, 1, has the responsibility to determine, after public hearing, the seasonality periods of seasonal industries.

In addition to its adjudicatory duties, the Commission, in accordance with 26 M.R.S.A., Section 1082, 2 may adopt, amend or rescind rules and regulations which govern Employment Security matters.

Looking toward FY 92, the Commission anticipates an increased demand in its adjudicatory function and the need to promulgate new regulations in several areas.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

LEGISLATURE

LEGISLATURE

CHARLES P. PRAY, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: Statehouse, Augusta, Floor: 3

Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Telephone: Senate 289-1540

House 289-1400

Established: 1820

Reference: Policy Area: 00; Umbrella: 30; Unit: 260; Citation: Maine Constitution, Article IV

Organizational Units:

Senate

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 114th Legislature met in its second regular session on January 3, 1990 and adjourned Sine Die on April 14, 1990.

During this session the Legislature considered 697 legislative documents, including bills, resolves, constitutional resolutions, new drafts and initiated bills, plus 99 carryovers.

376 bills and 42 Resolves were chaptered into law and one constitutional resolution was adopted.

PUBLICATIONS:

Legislature, State of Maine: Senate and House Registers.

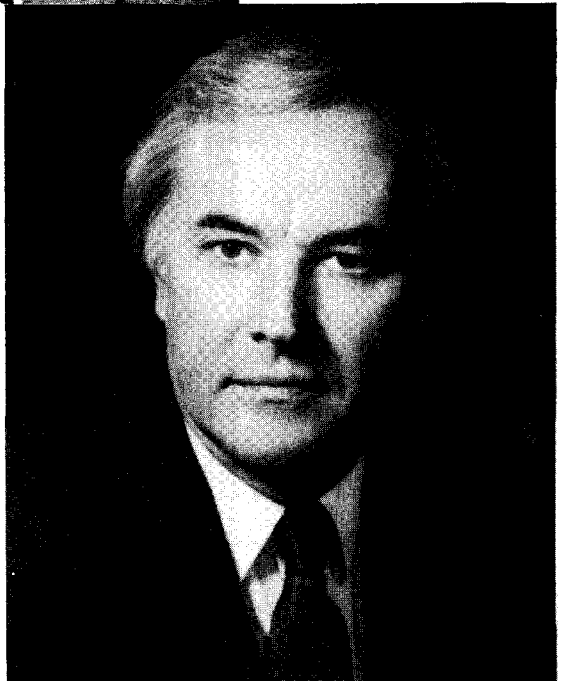
Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATURE



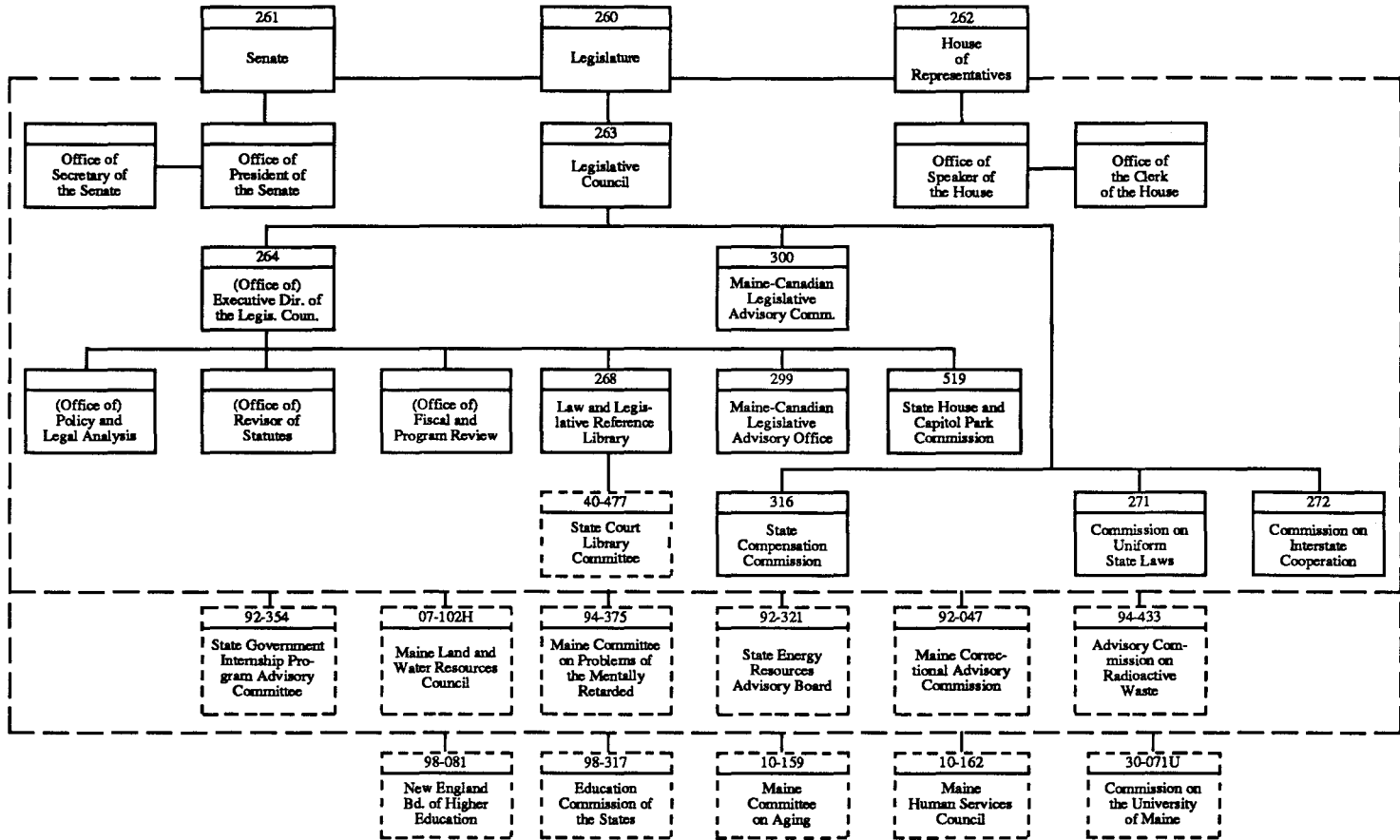
Charles P. Pray
President of the Senate



John Martin
*Speaker of the House
of Representatives*

ORGANIZATIONAL CHART LEGISLATIVE DEPARTMENT

508



LEGISLATURE

LEGISLATURE

CONSOLIDATED FINANCIAL CHART FOR FY91 LEGISLATIVE DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,242,824	7,238,534	4,290			
Health Benefits	1,023,362	1,023,362				
Retirement	1,379,581	1,379,581				
Other Fringe Benefits	211,267	210,879				
Computer Services—State	1,000	1,000				
Other Contractual Service	3,846,009	3,837,768	8,241			
Rents	108,717	108,717				
Commodities	457,254	457,247	7			
Grants—Subsidies—Pensions	102,615	102,615				
Buildings and Improvement	33,738	33,738				
Equipment	14,691	14,691				
Interest—Debt Retirement	533	533				
Transfers to Other Funds	601		601			
TOTAL EXPENDITURES	14,422,192	14,408,665	13,527			

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 Commission. The Senate adjourned on the same day.

LEGISLATURE

The Senate convened its First Regular Session of the 114th Legislature on December 7, 1988. During its First Regular Session, the Senate considered 1,781 legislative documents, 54 Joint Orders, 51 Joint Resolutions and several gubernatorial appointments to various boards and commissions. On July 1, 1989, the Senate adjourned *Sine Die*.

PUBLICATIONS:

Senate Advance Journal and Calendar (Available daily when the Senate is in session, free of charge.)
Legislative Public Hearing Schedule (Available weekly during regular sessions, free of charge.)
Legislative Record (Horseblanket); (A complete record of legislative action, including debates, available free of charge.)

Senate and House Register (Published biennially; lists all legislators and their addresses; Senate, House and Joint Rules; Committees; Staff; Press; and includes the Constitution of Maine.)

Maine State House and Maine Senate Chamber (Available free of charge.)

"How a Bill Becomes a Law" (Available free of charge — printed in conjunction with the League of Women Voters.)

"This is Your Legislature" (Available free of charge — printed in conjunction with the League of Women Voters.)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE

EDWIN H. PERT, Clerk of the House

Central Office: Statehouse, Augusta; *Floor:* 3

Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820

Statutory Authority: Maine Constitution, Article IV, Part First

Reference: Policy Area: 00; Umbrella: 30; Unit: 262; Citation: Maine Constit., Art. IV, Part First

Average Count—All Positions: 2

Incoming WATS: 1-800-423-2900

Telephone: 289-1400

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 election, have been a resident of Maine for at least one year, be a resident of his election district at the time of his nomination for placement on a primary, general or special election ballot, have been a resident of his election district for 3 months prior to his election and continue to be a resident of that district during his term, and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1983, the Legislature apportioned itself. A challenge to the constitutionality of the apportionment was denied in December, 1983, by the Supreme Judicial Court of Maine.

LEGISLATURE

The House elects a Speaker who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

PROGRAM: The House convened its first regular session of the 114th Maine Legislature on Wednesday, December 7, 1988. During the first regular session in 1989, 1,781 Legislative Documents, 17 House-sponsored Joint Orders, and 30 House-sponsored Joint Resolutions were considered. House members submitted 718 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session. The House adjourned from the first regular session on July 1, 1989, after meeting for 92 legislative days.

The first special session was convened on August 21, 1989, for 2 days, adjourning on August 22, 1989.

The second regular session of the 114th Maine Legislature was convened on Wednesday, January 3, 1990. During this session and the special session, 732 legislative documents, 14 House-sponsored Joint Orders, and 18 House-sponsored Joint Resolutions were introduced. House members submitted 422 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session. The House adjourned from the second regular session on Saturday, April 14, 1990, after meeting for 51 legislative days.

The 115th Maine Legislature will be convened on Wednesday, December 5, 1990.

PUBLICATIONS:

House Advance Journal and Calendar—(published on each Legislative day during regular and special sessions). Available to the public at no charge.

Weekly Legislative Report—(published weekly during regular or special sessions). Edited by the Clerk of the House. Lists all bills printed. Also lists bills enacted and resolves finally passed. Available to the public at no charge on pickup at the Clerk's Office, also available by mail subscription through Legislative Document Service.

Weekly Legislative Calendar—(published weekly) Edited by the Clerk of the House. Lists meetings of legislative committees and the subjects these committees are considering when the Legislature is not in regular session. Also lists meetings of commissions which include legislators in their memberships. Scheduled meetings of public bodies of interest to legislators are included. Available to the public at no charge.

Senate and House Registers—(published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate rules, Committee Rosters. Available to the public at a cost of \$1.00 plus tax.

House and Senate Roster and Seating Arrangement—(published biennially). Edited by the Clerk of the House and Secretary of the Senate. Contains photos of all legislators. Available to the public at no charge.

Legislative Record—available in proof form by mail subscription through Legislative Document Service. Bound copies available on loan through State Library.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATIVE COUNCIL

REP. JOHN L. MARTIN, CHAIR

SEN. DENNIS L. DUTREMBLE, VICE-CHAIR

SARAH C. TUBBESING, EXECUTIVE DIRECTOR

Central Office: Statehouse, Augusta; *Floor:* 3

Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Established: 1973

Reference: Policy Area: 00; Umbrella: 30; Unit: 263; Citation: 3 M.R.S.A., Sect. 161

Average Count—All Positions: 82

Telephone: 289-1615

Legislative Count: 82

LEGISLATURE

PURPOSE: The Legislative Council is responsible for overall management of the Legislative branch. Its general powers and duties are set out in both statute (3 M.R.S.A §162) and the Joint Rules adopted by the Legislature at the beginning of each biennium. These include: approval of all legislative budgets and provision for financial oversight of legislative funds; establishing salary and benefit schedules for all legislative employees, except as otherwise provided by law; planning and overseeing projects designed to improve the organization, operation, and physical facilities of the Legislature; allocation of work to Legislative committees when the Legislature is not in session; appointment of the directors of the non-partisan offices, including the Executive Director of the Legislative Council, the State Law Librarian, the Revisor of Statutes, and the Directors of the Offices of Fiscal and Program Review and Policy and Legal Analysis. The Council also has the authority to adjust the salaries of the Constitutional Officers within the salary ranges specified in 3 M.R.S.A §162-B.

ORGANIZATION: The Legislative Council consists of the ten elected members of leadership: the President of the Senate, the Speaker of the House, and the Majority and Minority Floor Leaders and Majority and Minority Assistant Floor Leaders for both the House and Senate. The Council Chair and Vice-Chair are elected by the Legislative Council at the beginning of each legislative biennium and serve for the entire biennium. By tradition, the chairmanship alternates every two years between the House and Senate.

PROGRAM:

Office of the Executive Director of the Legislative Council, Sarah C. Diamond, Executive Director; Richard N. Sawyer, Jr., Administrative Services Director; Telephone: 289-1615. The primary statutory functions of the Executive Director include direction and supervision of the non-partisan legislative staff offices, whose respective organization and activities are described below; responsibility for implementing policy decisions of the Legislative Council; and acting as executive officer of the Legislature when it is not in session.

The Office manages general administrative services for the entire Legislature including personnel and payroll administration, accounting and budgeting, scheduling legislative hearing rooms, and overall management and operation of the legislative computer systems and coordination of computer applications development. In addition, the Office coordinates the work of the Committee Clerks during the Legislative Session.

Law and Legislative Reference Library, Lynn E. Randall, State Law Librarian, Telephone: 289-1600. The Law and Legislative Reference Library provides comprehensive legislative reference service and a substantial collection of legal materials for use by the Legislature and its committees, all agencies of state government, the judiciary, attorneys and citizens of Maine. Additionally, the Library is responsible for distribution of Session laws and Maine Revised Statutes Annotated.

The Library was created by action of the Legislature in 1971, with the transfer of functions formerly performed by the law section of the Maine State Library. The nonpartisan State Law Librarian is appointed by the Legislative Council for a term of 3 years.

Public Services. The Library provides reference, research and circulation services. A two-week sampling reveals that during the legislative session the Library is used by an average of 200 people per day by means of telephone, mail and personal contact.

Special services include computer access to the legislative bill status system; Legisnet, a national computerized legislative database; Statenet, a national bill status system; DIALOG, a multiple database service which provides access to citations for periodicals, government reports, etc.; Vutext, a full-text newspaper database; and WESTLAW, an automated general legal data-base. The Library continues to coordinate training on WESTLAW for the state agency personnel and private attorneys. The Library also acquired MaineCat on CD-ROM disks which provides sophisticated searching of bibliographic records of a number of Maine libraries.

The Library now offers an interlibrary loan service to obtain for users copies or loans of materials not in the Library's collection. Requests are electronically relayed to and received from libraries throughout the country via the OCLC computer system. The new OCLC EPIC data base provides greatly enhanced searching, including subject searching.

The Library's special resources include biographical information on legislators and members of Maine's legal community and an extensive collection of newspaper clippings on topics of current legislative interest. The Library also compiles legislative histories upon request.

The Library is a U.S. Government Documents Depository and receives over 1,400 federal documents annually.

LEGISLATURE

Technical Services. The Library continues to classify and arrange by subject new materials and materials not previously classified. To facilitate cataloguing the Library subscribes to OCLC, a national computer system which enables libraries all over the country to share catalogue records.

Records for materials received on a continuing basis, such as court reports, codes and journals, have been standardized and expanded to include complete acquisition and holdings information. New acquisitions are entered and traced on an online system designed by Library staff.

Legislative committee files are now sent to the Library at the end of each session. When a proposed piece of legislation is referred to a joint standing committee, a file is created to contain legal notices, various versions of the legislation, committee votes, and any written testimony distributed at the public hearing. The committee files are used extensively by Library staff and users in compiling legislative histories. The State Law Librarian now coordinates records management activities within the Legislature.

Less-used materials, along with distribution copies of the state's legal publications, are shelved in an off-site storage facility.

Educational and Consultative Services. Staff conducted numerous instructional sessions for legislative and state agency personnel, judicial law clerks, librarians and students on general Library orientation, legal research and bibliography, and government documents.

Continuing education for Library staff included attending and participating in state, regional and national law library association meetings and workshops.

Publications From Law and Legislative Reference Library:

Recent Acquisitions of the Law and Legislative Reference Library, distributed to legislators, staff and others twice monthly during the legislative session and irregularly between sessions.

Office of Fiscal and Program Review, John Wakefield, Director, Telephone: 289-1635. Established in 1962 as the Legislative Finance Office, the Office of Fiscal and Program Review collects, researches and analyzes fiscal and program information related to the operation of state government. To this end, the Office examines revenues and expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation, and analyzes appropriation and allocation requests.

The Office provides staff support for the Joint Standing Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Taxation; the Joint Standing Committee on Audit and Program Review; the Joint Standing Committee on Transportation in its review of the Highway Fund; and other legislative committees and commissions as requested.

During fiscal year 1990 the Office of Fiscal and Program Review assisted the Joint Standing Committees to which it is assigned in completing studies on financial policy and budget matters. This included a careful review of the financial impact of every piece of proposed legislation on state revenues and expenditures; evaluation of estimates of present and expected expenditures; and overseeing the initial preparation of the appropriations bills submitted for introduction into the First Regular Session. In addition, the office continued the publication of its annual Compendium of State Fiscal Information.

The Office provided research assistance to the Joint Standing Committee on Audit and Program Review during FY 1990 in its evaluation and development of recommendations to the Legislature related to the sunset review of the following agencies: the Department of Finance; the Department of Administration; and a number of other programs. A report documents the Committee's findings and recommendations.

Publications From Office of Fiscal and Program Review:

Compendium of Fiscal Information: Publication #20, December, 1989 (Free; available on request).
Reports of the Joint Standing Committee on Audit and Program Review.

Office of Policy and Legal Analysis, Martha E. Freeman, Director, Telephone: 289-1670. The Office was first established in 1973 to provide nonpartisan research, analysis and support service to Joint Standing and Select Committees of the Legislature, to study committees and commissions that operate under the oversight of the Legislative Council, and to individual legislators. The Office drafts bills and provides staff assistance to legislative committees, which includes analyses of legislation, preparation of research documents, facilitation of committee decision-making, and drafting of committee amendments and new drafts.

When the Legislature is not in session, the Office provides staff support for studies that have been approved and funded by the Legislative Council or established by law. The Office works in cooperation with the Office of Revisor of Statutes to draft initial bills for introduction into a legislative session.

Publications From Office of Policy and Legal Analysis:

The Office prepares reports for study committees, boards, and commissions; and Legal Issue

LEGISLATURE

Summaries written by the staff for general reference. Copies of Office publications, including all study reports and a complete index, are available in the Law and Legislative Reference Library. General reference publications by the Office include:

1. Joint Standing Committee Bill Summaries.
2. Legislators Handbook: A Guide to Procedures and Resources for Maine Legislators.
3. Legal Issue Summaries on various topics such as Federal Preemption, Delegation of Legislative Authority, and Statutory Construction.

Office of the Revisor of the Statutes, John David Kennedy, Revisor of Statutes; State House, Station 7, Telephone: 289-1650. The Office of Revisor of Statutes was originally created by Public Law 1929, chapter 367 and later established as the Office of Legislative Research in 1947. The Office reassumed its original name in 1986.

The Office performs four primary functions: legislative drafting and editing, engrossing, publication of statutes, and maintenance of a statutory database. The Office is the point where all legislative instruments, including bills and amendments, are initially filed and then produced in final form for introduction, it serves as clerk of the Committee on Bills in the Second Reading for both the House and Senate; and it is responsible for examining all bills in Second Reading for both the House and Senate, and for engrossing all bills prior to their enactment. In addition, the Office tracks legislation by title and section number to detect potential duplication and conflicts. The Office also publishes all laws enacted during each legislative session as the Laws of Maine and assists the commercial publishers of the Maine Revised Statutes by providing materials for the supplementary pamphlets and pocket parts.

Publications From Office of Revisor of Statutes:

1. Maine Revised Statutes Annotated—Consists of 34 volumes of text resulting from the tenth revision of 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. Laws of Maine. Multi-volume set contains all Session Laws and related documents of each Legislative session. Limited copies are available at no charge from Revisor's Office at time of publication. Subsequent copies are available through the Law and Legislative Reference Library.

3. Chaptered Laws. Individual copies of laws enacted in the current biennium may be obtained from the Engrossing Division at 289-1649.

PUBLICATIONS:

See entries under each individual Legislative staff agency report.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,096,318	7,092,028	4,290			
Health Benefits	1,012,406	1,012,406				
Retirement	1,350,254	1,350,254				
Other Fringe Benefits	189,246	188,858	388			
Computer Services—State	1,000	1,000				
Other Contractual Service	3,710,365	3,702,124	8,241			
Rents	108,717	108,717				
Commodities	455,045	455,038	7			
Grants—Subsidies—Pensions	102,615	102,615				
Buildings and Improvement	33,738	33,738				
Equipment	14,691	14,691				
Interest—Debt Retirement	533	533				
Transfers to Other Funds	601		601			
TOTAL EXPENDITURES	14,075,529	14,062,002	13,527			

LEGISLATURE

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

GEORGETTE B. BERUBE, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor:* 4

Telephone: 289-1697

Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; Umbrella: 30; Unit: 300; Citation: 3 M.R.S.A., Sect. 227

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Commission is to advise the director of the Maine-Canadian Legislative Advisory Office in the carrying out of his powers and duties, assisting him in encouraging increased cooperation between Maine and Canada, and especially between the Legislature of Maine and the legislative bodies of Canada and assisting him in encouraging economic, cultural and educational exchanges between Maine and the Canadian Provinces. The Commission meets at least 4 times in each year with the director and at such other times on the call of the chairman, at the request of the director or at the request of any member, as shall be necessary to carry out its duties. During the 112th Legislative Session, the New England and Eastern Canada Legislative Commission, whose membership is to be drawn from the Maine-Canadian Legislative Advisory Commission, was established to strengthen cooperation among the Legislatures of the region.

ORGANIZATION: Created in February of 1978, the Maine-Canadian Legislative Advisory Commission consists of 8 members, 4 appointed by the Speaker of the House (2 for a term of one year and 2 House members who shall hold office until their legislative terms expire) and 4 appointed by the President of the Senate (2 for a term of one year and 2 Senators who shall hold office until their legislative terms expire). At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House shall be fluent in the French language.

Members serve without compensation but may be reimbursed for travel and per diem expenses at the current rate for state employees. Four members shall constitute a quorum. The Commission shall designate one of its members as chairman.

The New England and Eastern Canada Legislative Commission consists of 2 House members and 2 Senators who are appointed to the Maine-Canadian Legislative Advisory Commission.

PROGRAM: The Commission discussed the following issues at its quarterly meetings in FY 90: the phase-in of the Free Trade Agreement, the P.U.C. decision on the CMP/Hydro-Quebec contract, the constitutional debate in Canada, federal legislation banning imports of undersized Canadian lobsters and an Act to establish the Maine Acadian Culture Preservation Commission under the Department of the Interior.

As the designated host for the VIIIth regional meeting of the International Assembly of French-Speaking Parliamentarians, the commission held planning meetings in March and in May with Canadian legislators from Ottawa, New Brunswick, Nova Scotia, Ontario and Quebec.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

**MAINE-CANADIAN LEGISLATIVE
ADVISORY OFFICE**
DONAT B. BOISVERT, DIRECTOR

Central Office: Statehouse, Augusta; *Floor:* 4

Telephone: 289-1697

Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 299; *Citation:* 3 M.R.S.A., Sect. 223

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The director of the Maine-Canadian Legislative Advisory Office is mandated to be "concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine's neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces." (P.L. 1978 c.605)

The primary functions of the director are: to serve as a liaison between the Legislature of Maine and the provincial parliaments of Quebec and the Atlantic Provinces; to keep the Legislative Committees informed on Canadian affairs and to facilitate interaction in matters of mutual interest.

ORGANIZATION: The Maine-Canadian Legislative Advisory Office and its Advisory Commission were created on February 3, 1978. The director, who is nonpartisan and chosen solely on the basis of professional competence including fluency in French, is appointed by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director appoints an assistant to help carry out the office's broad mandate.

The director holds quarterly meetings with the Advisory Commission and provides the commissioners with updates between meetings; he reports to the Speaker's Office and is subject to the direction of the Legislative Council.

PROGRAM: In addition to its primary functions of advising the Legislature on Canadian matters and helping legislators resolve constituents' problems, the Maine-Canadian Office also assists State departments and agencies, private corporations and non-profit organizations in their interactions with Quebec and the Atlantic Provinces.

Legislative Committees. The director assists the Joint Standing Committees by providing them with provincial documents, governmental publications and other information relevant to their committee work; by apprising these committees of the possible impact of their legislative proposals on neighboring Canadian provinces and obtaining when expedient Canadian perspectives on these bills; and by reporting on the implications of Canadian legislation and related matters to the appropriate committees and to legislative staff offices.

During FY 90, the Maine-Canadian Office provided information on the following topics to legislative committees: reaction in Canada to the rejection of the CMP/Hydro-Quebec contract; the implementation of the Free Trade Agreement and its impact on food processing; conservation standards in the Canadian lobster fishery; aquaculture legislation in Atlantic Canada; recycling efforts and in particular de-inking facilities for newsprint; and the increase in Canadian shoppers, especially in border areas.

Legislative Interaction. The director organizes interparliamentary visits, conferences and ad hoc meetings between legislators with their provincial counterparts to facilitate communication on matters of joint concern.

During FY 90, the director coordinated the Speaker's participation in the XVIIth General Assembly of the International Assembly of French-Speaking Parliamentarians and organized two planning meetings of the North American regional association, which brought together representatives from the Canadian federal government, Maine, New Brunswick, Nova Scotia, Ontario and Quebec.

The director also exchanged information with various federal and provincial agencies, assisted legislators whose constituents needed help on matters involving Canada and drafted speeches and correspondence for legislators attending bilateral events.

Translation Service. (English-French/French-English). The director translates official documents, helps legislators and state departments draft addresses and press releases (in French) and serves as interpreter when the occasion arises.

LEGISLATURE

In addition to preparing speeches and correspondence, the director also translates editorials and selected articles from Quebec publications for legislators and legislative staff. The director also translated documents for various State agencies who paid for the service.

Departmental Interaction. The Maine-Canadian Office also cooperates with departments of State government and the Congressional delegation in their interactions with Canada by identifying the appropriate federal or provincial agencies to be addressed and by providing background information and advice.

During FY 90, the Office received information requests from and provided updates on Canadian issues to the following State agencies: Agriculture, Environmental Protection, Forestry, Historic Preservation, Inland Fisheries and Wildlife, Marine Resources, Planning Office, Public Advocate, Public Utilities Commission and the Waste Management Agency.

Cultural Services. During FY 89, the Office answered several requests from schools and Youth groups planning Canadian studies projects and exchange visits, and provided information on cultural events to interested organizations. The director also served as a guide to the State House Complex for several groups of French-speaking visitors, including a delegation of legislators, university officials and business leaders from the Loire region of France.

The director drafted a joint resolution in recognition of the International Snowshoe Convention held in Lewiston in February of 1990, and assisted with the editing of documents for the Acadian Archives at the University of Maine at Fort Kent.

Information Service. The Maine-Canadian Office acts as a clearing house for information on Maine for Canadian officials and for information on Eastern Canada for Maine officials. The office provided speaker recommendations for a number of trade conferences, names of Canadian suppliers and purchasers for Maine industries, and assisted in projects involving the pairing of communities in Western Maine with those in the Beauce region of Quebec.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	56,539	56,539				
Health Benefits	6,024	6,024				
Retirement	11,331	11,331				
Other Fringe Benefits	381	381				
Other Contractual Service	7,408	7,408				
Commodities	571	571				
TOTAL EXPENDITURES	82,254	82,254				

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:

LEGISLATURE

Voting members include the Director of the Maine Historic Preservation Commission; six members of the public (4 of whom shall be appointed jointly by the Speaker of the House and the President of the Senate, and 2 by the Governor); the Governor; Speaker of the House; President of the Senate or their representatives; and the Director of the State Capitol Commission.

Ex officio members: The Director of the Maine State Museum; the Director of the Maine Arts Commission; the Director of the Bureau of Public Improvements; the Chairman of the Capitol Planning Commission; and the Executive Director of the Legislative Council.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE HOUSE AND CAPITOL PARK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	89,967	89,967				
Health Benefits	4,932	4,932				
Retirement	17,996	17,996				
Other Fringe Benefits	21,640	21,640				
Other Contractual Service	4,053	4,053				
Commodities	1,638	1,638				
TOTAL EXPENDITURES	140,226	140,226				

STATE COMPENSATION COMMISSION

STEPHEN R. CROCKETT, CHAIRMAN

Central Office: Statehouse, Augusta

Telephone: 289-1615

Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Established: 1981

Reference: Policy Area: 00; Umbrella: 30; Unit: 316; Citation: 3 M.R.S.A., Sect. 2A

ORGANIZATION: The Maine State Compensation Commission was established by the 110th Legislature. Appointed every two years for a term to coincide with the legislative biennium, the Commission is responsible for making recommendations regarding the compensation of the Governor, justices and judges, constitutional officers, legislators, representatives of the Penobscot and Passamaquoddy Indian Nations, the Clerk and Assistant Clerk of the House, and the Secretary and Assistant Secretary of the Senate. The 1989-90 Compensation Commission, serving coterminous with the 114th Legislature, is the fifth Commission to have been appointed since the law took effect in 1981.

PROGRAM: In initiating its biennial review of compensation, this Commission considered the work of preceding Commissions and the subsequent action by the Legislature on those recommendations. The work of preceding Commissions has culminated in enactment by the Legislature of significant changes in compensation policy and practices for some public officials. Most notably, a new compensation and retirement plan for justices and judges was adopted by the Legislature in 1984. In addition, the Constitutional Officers are now assigned to salary ranges with provisions for annual salary review following their initial appointment. Other recent changes in compensation policy include salary increases for the Governor (effective in January 1987), legislators, Clerk and Assistant Clerk of the House of Representatives, Secretary and Assistant Secretary of the Senate, Indian Representatives, and the chairs and members of the Public Utilities Commission and Workers' Compensation Commission.

The 113th Commission submitted a November 15, 1988, final report to the First Regular Session of the 114th Legislature as required by Title 3, Section 2-A of the Revised Statutes. The report described the Commission's progress in completing its biennial review of compensation policy and included specific recommendations concerning the salaries of justices and judges, per diem of active retired justices and judges, salary and compensation increases for legislators, and salary range assignments for the constitutional officers.

LEGISLATURE

The 114th Commission, appointed in early 1989, submitted a May 15, 1989, interim report to the First Regular Session of the 114th Legislature. The report augmented the 113th Commission's final report and included the following recommendations: increasing the Governor's expense account; additional salary and compensation increases for legislators; per diem increases for Indian Representatives; and salary range increases for the Constitutional Officers.

The 114th Commission submitted its second interim report on January 15, 1990, as required by Title 3, section 2-A of the Revised Statutes. The report provided an update on the commission's activities and included recommendations to: increase the salary of the next newly-elected Governor, implement a new three-year salary increase schedule for Maine's justices and judges, increase salary range assignments for the State Auditor, Secretary of State and Treasurer of State, and increase the salary of "senior commissioners" on the Public Utilities Commission and the Workers' Compensation Commission. The legislation implementing these recommendations received a unanimous "Ought Not to Pass" report from the Joint Standing Committee on Appropriations and Financial Affairs, a report subsequently accepted by the House of Representatives and the Maine Senate.

The 114th Commission will submit its Final Report by November 15, 1990, as required by Title 3, Section 2-A of the Revised Statutes."

PUBLICATIONS:

Copies of all reports submitted by the Compensation Commission are available from the Law and Legislative Reference Library, Room 202, State House, Augusta, Maine 04333. Telephone: 289-1600.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

COMMISSION ON INTERSTATE COOPERATION

REPRESENTATIVE DONALD V. CARTER, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor 2*

Telephone: 289-1615

Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Established: 1939

Reference: Policy Area: 00; Umbrella: 30; Unit: 272; Citation: 3 M.R.S.A., Sect. 201

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Commission on Interstate Cooperation serves to carry forward the participation of the State of Maine as a member of the Council of State Governments. To carry out this participation, the Commission is authorized to undertake activities designed to enable Maine to do its part in forming a more perfect union among the various governments in the United States.

ORGANIZATION: The Maine Commission on Interstate Cooperation was established in 1939 by P.L. 1939, c. 250. The form of organization established in 1939 has remained unchanged up to the present time.

The Commission consists of 9 regular members: 3 state officials appointed by the Governor, 3 members of the Senate appointed by the President of the Senate and 3 members of the House appointed by the Speaker of the House. The Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission.

PROGRAM: The Commission continues to serve as a clearinghouse for information on State programs of national and international interest. It also serves as the Maine affiliate for the Council of State Governments, which is a joint agency of all the state governments, and serves as a coordinator of the activities of the National Conference of State Legislatures. Members of the Commission represented Maine at a number of regional and national conferences during the year.

PUBLICATIONS:

1. Proceedings of the First Interparliamentary Conference of State and Provincial Legislators, held at Orono, Maine, August, 1974. Available from the chairman of the Commission.

LEGISLATURE

2. *The Bond Bank Innovation: Maine's Experience* by James E. Jarret and Jimmy E. Hicks. Lexington, Ky. Council of State Governments. 1977. Available from the Chairman of the Commission or from the Maine Municipal Bond Bank.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	115,675	115,675				
TOTAL EXPENDITURES	115,675	115,675				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRPERSON

Central Office: 12 Portland Pier, Portland

Telephone: 772-6565

Mail Address: 12 Portland Pier, P.O. Box 568, Portland, Maine 04112

Established: August 20, 1955

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 30; Unit: 271; Citation: 3 M.R.S.A., Sect. 241

PURPOSE: The Commission on Uniform State Laws was established to examine subjects on which uniformity of legislation among the states is desirable and to bring to the State of Maine the benefit of the serious study and research of judges, lawyers and legal scholars gathered from throughout the entire country as members of the National Conference of Commissioners on Uniform State Laws to determine what uniformity in the law will best serve the several States.

PROGRAM: The Maine Commission on Uniform State Laws is an active participant in the National Conference of Commissioners on Uniform State Laws in its work as a Committee of the whole and on its drafting and review subcommittees. Some of the uniform or model legislation developed and adopted by the Conference during the past year include: Anatomical Gifts Act; Custodial Trust Act; Rules of Criminal Procedure; Franchise and Business Opportunity Act; and Construction Lien Act.

The Commission, like its counterparts in other states, works through appropriate legislative committees and committees of the Maine Bar Association to review these pieces of legislation and determine if it is in the best interests of the State of Maine to adopt legislation which is uniform with other states in these areas.

PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	8,508	8,508				
TOTAL EXPENDITURES	8,508	8,508				

LEGISLATURE

**(OFFICE OF) EXECUTIVE DIRECTOR OF
THE LEGISLATIVE COUNCIL**

SARAH C. TUBBESING, EXECUTIVE DIRECTOR

RICHARD N. SAWYER, JR., ADMINISTRATIVE SERVICES DIRECTOR

Central Office: State House, Room 340, Augusta

Telephone: 289-1615

Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Reference: Policy Area: 00; Umbrella: 30; Unit: 264

See submission for Legislative Council.

LIBRARY BUREAU

MAINE STATE LIBRARY

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:* 94; *Unit:* 075; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 65

Legislative Count: 62

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. 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: During FY 91 the Maine State Library included the two major divisions of Reference and Information and Library Development.

Effective FY 91 the Maine State Library was removed from the Department of Education. The authority over the Maine State Library was transferred to the Maine Library Commission, which became part of the newly established Maine State Cultural Affairs Council.

PROGRAM: The program of the Maine State Library 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 18,000 books to school and public libraries. Technical Assistance and Library Information for Maine (TALMAINE) links Maine with over 300 national and international computer-based data files on a wide variety of subjects. This division also includes Collection Services, which orders and prepares approximately 10,000 new items a year for circulation and is responsible for maintenance and preservation of the collection. Most materials are processed through computerized cataloging systems which produce catalog cards and offers access to holdings of many other libraries. Collection Services also provides over 60,000 sets of catalog cards for 135 public libraries throughout Maine.

Library Development Division. This division provides leadership in the development and coordination of public libraries, school library media centers, regional library districts and area reference and resource centers to meet the library and information needs of the people of the State. Major activities include:

Maine Regional Library Systems. The Maine Regional Library System encourages all types of libraries—public, school, academic and special—to better serve their communities through cooperative efforts among themselves and the Maine State Library. Specific activities include the following: direct state aid to local public libraries; the support of area reference and resource centers which share their resources with nearly 300 libraries throughout Maine, back-up reference help, direct free access to major resource libraries and consultant services to library district councils and individual libraries. Maine libraries complete over 45,000 interlibrary loan transactions annually. This is one of the highest per capita rates in the country.

Handicapped Services. As one of 56 regional libraries in the Library of Congress National Library Service for the Blind and Physically Handicapped, the Maine State Library provides recorded books and

LIBRARY BUREAU

periodicals and equipment on which to play them to visually handicapped people. Over 140,000 talking books are circulated each year to 3,700 registered borrowers. Other services to the handicapped included the circulation of 60,000 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 17,400 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. These films circulate over 13,000 times a year and reach an audience of over 200,000.

Instructional Television. Television programs are acquired through this program and are broadcast over the Maine Public Broadcasting Network and WCBB for use in schools. In addition, schedules and teacher guides are supplied for the schools for each of the scheduled program series. In addition to the broadcast service, more than 30,000 Educational Video Services (EVS) programs are taped annually and distributed to more than 200 school systems and other agencies. Technical and consulting services on the purchase and utilization of television equipment are also available on request.

School Library/Media Services. Federal funds are distributed on a per capita basis to all public schools for the purchase of library and instructional materials and equipment. Workshops, technical services, and consulting services are made available on the utilization and development of libraries and media centers for all schools in Maine. This includes the review of new school library construction.

Information Exchange/Media Services. This service accesses state and national educational computer data bases for solving problems in classroom instruction, program development, proposal writing and other education topics.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the bureau of the Budget's MFASIS system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,502,011	1,452,349			49,662	
Health Benefits	171,149	163,826			7,323	
Retirement	306,906	296,962			9,944	
Other Fringe Benefits	107,568	104,518			3,050	
Other Contractual Service	285,811	226,903	13,476		45,432	
Rents	5,508	4,110			1,398	
Commodities	237,728	224,788	3,149		9,791	
Grants—Subsidies—Pensions	1,174,918	692,611	3,000		479,307	
Buildings and Improvement	27,703	7,553			20,150	
Interest—Debt Retirement	12	12				
Transfers to Other Funds	145,330		697		144,633	
TOTAL EXPENDITURES	3,964,644	3,173,632	20,322		770,690	

LIBRARY COMMISSION

MAINE LIBRARY COMMISSION

NANN BLAINE HILYARD, CHAIR
J. GARY NICHOLS, Secretary

Incoming WATS: 1-800-452-8784
Telephone: 289-5600

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: 94; Unit: 082; Citation: 27 M.R.S.A., Sect. 111

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The main function of the Maine Library Commission is to review recommendations of the State Librarian 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. Effective FY 91 the Maine Library Commission was given policy-making authority and became part of the newly established Maine State Cultural Affairs Council.

PROGRAM: The Maine Library Commission held 6 meetings during FY 91. 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 1991: The expenditures of this unit amounted to \$2,076 and are, by administrative decision, included with those of the Maine State Library.

LICENSURE

ADVISORY BOARD FOR LICENSURE OF WATER TREATMENT PLANT OPERATORS

JERRY MANSFIELD, CHAIRMAN
FRANCIS DRAKE, Secretary

Central Office: 157 Capitol St., Augusta
Mail Address: Statehouse Sta. #10, Augusta, Maine 04333

Telephone: 289-5680

Established: 1969

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 92; Unit: 429; Citation: 22 M.R.S.A., Sect. 2624

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The board determines the competency of individuals responsible for the operation of public water systems within the State. This determination is made by securing information from sources, such as the Association Boards of Certification, other states; the development of examinations in writing, orally, and by demonstration. Licenses are issued for 6 classes of water operator. Renewal licenses are issued for previously licensed operators. Records are maintained for annual fees, application for and discontinuance of licenses, requests for examinations, notifications of status, reciprocity with other states, and to hold hearings to determine competency of operator.

ORGANIZATION: The Governor appoints 6 persons as follows: two certified operators with one holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; one person who shall be an educator whose field of interest is related to water supply; and one member of the general public. Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. The Department of Human Services representative of the Board serves as secretary and is responsible for maintaining records and providing administrative support.

PROGRAM: The Board determines the ability of water utility employees for licensure. Each public water utility in the state by statute must have a licensed operator. Four examinations are held each year. Five hundred and seventeen (492) operators are presently licensed.

Four examinations have been administered by the Board. Exams were administered in both Caribou and Augusta. A total of one hundred and ninety-seven (164) applicants sat for examination and of the applicants 97 were licensed. The Board has changed the examinations for all classes of operators to a computerized exam. A total of 301 exams were given to the 197 applicants.

LICENSES, PERMITS, ETC.

Water Certification

1. Class I or II Water System:
Operator Class I (or Class II) of a Water Supply System
2. Class III or IV Water System:
 - A. Operator Class III (or Class IV) of a Water Treatment Plant; or
 - B. Operator Class III (or Class IV) of a Water Distribution System; or
 - C. Operator Class III (or Class IV) of a Water Supply System

PUBLICATIONS:

Rules Relating to the Licensure of Operators of Water Treatment Plants and Distribution Systems. Publication is free.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ADVISORY BOARD FOR LICENSURE OF WATER TREATMENT PLANT OPERATORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	1,502		1,502			
Other Contractual Service	1,127		1,127			
Transfers to Other Funds	78		78			
TOTAL EXPENDITURES	2,707		2,707			

JOINT COMMITTEE OF LICENSURE-CERTIFICATION FOR SCHOOL PSYCHOLOGICAL SERVICE PROVIDERS

BRIAN RINES, Ph.D, CHAIRPERSON

Central Office:

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Telephone: 289-5800

Established: July 1, 1985

Reference: Policy Area: 01; Umbrella: 90; Unit: 487; Citation: 32 M.R.S.A., Sect. 3840

PURPOSE: The purpose of the Joint Committee of Licensure-Certification for School Psychological Services is to develop coordinated standards for school psychologists and school psychological examiners based on the licensing requirements of the Board of Examiners of Psychologists and certification standards established by the State Board of Education.

ORGANIZATION: The joint committee consists of six members. Three (3) members appointed by the State Board of Examiners of Psychologists from the present membership and three (3) members appointed by the State Board of Education from the present membership. Chair and Vice-Chair are elected annually in September on rotating basis.

PROGRAM: Joint Commission of Licensure/Certification for School Psychological Service Providers: The purpose of this committee is to develop coordinated standards for school psychologists and school psychological examiners based upon the licensing requirements of the Board of Examiners of Psychologists and certification standards established by the State Board of Education. The committee consists of six members. Three are appointed by the State Board of Examiners of Psychologists from the present membership and three by the State Board of Education from the present membership. Chair and vice-chair are elected annually in September on a rotating basis.

During the 1990-1991 school year the committee focused on several legislative initiatives. The Board of Examiners initiated L.D. 1028 which was passed as An Act to Clarify the Provisions for Temporary and Conditional Psychologists Licenses. The Maine Psychological Association initiated L.D. 791 to create two certificates not requiring licensure: the School Psychologist and the Associate School Psychologist. The bill did not pass the legislative Joint Standing Committee on Education. This Committee requested that a committee be formed to review and resolve the disagreement regarding L.D. 791. The Joint Committee of Licensure/Certification for School Psychological Service Providers accepted this task and has held two meetings to address the charge from the Joint Standing Committee on Education.

FINANCES, FISCAL YEAR 1991: 32 M.R.S.A., Sec. 3840, provides that expenditures of this unit shall be borne by the Department of Educational and Cultural Services and the State Board of Examiners of Psychologists and are, therefore, included in its financial display.

LOBSTER ADVISORY COUNCIL

W. WILLIAM ANDERSON, CHAIRMAN

WILLIAM J. BRENNAN, Commissioner, Marine Resources

Central Office: Baker Bldg., Winthrop St., Hallowell

Telephone: 289-6550

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

Established: 1979

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 92; Unit: 340; Citation: 12 M.R.S.A., Sect. 6462

PURPOSE: The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

ORGANIZATION: Created effective September 14, 1979, the Lobster Advisory Council consists of eleven members. Each member is appointed by the Governor. Eight members of the council must be holders of lobster and crab fishing licenses and shall represent Maine's eight coastal counties. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobsters. One member must be a member of the general public and shall not hold any license under this subchapter. All members shall be appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Members serve without compensation, but shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council shall not exceed \$2,000 a year. A quorum shall be 6 members of the council, if at least 4 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may select other officers and designate their duties. They meet at least 4 times a year at regular intervals and it may meet at other times at the call of the chairman or the commissioner.

PROGRAM: The Lobster Advisory Council met three times during FY 1990. Funding for the Cutler and Stonington lobster hatcheries was discontinued due to the financial status of the Lobster Fund. A one time \$2,000 expenditure from the Lobster Fund was authorized to partially fund an economic study of the lobster industry to be carried out for the New England Fishery Management Council.

FINANCES, FISCAL YEAR 1991: 12 M.R.S.A., Sect. 6462 provides that expenditures of this unit, which amounted to \$853.63 in FY 91, shall be borne by Maine Department of Marine Resources and are, therefore, included in its financial display.

LOCAL GOVERNMENT RECORDS BOARD

JAMES S. HENDERSON, CHAIRMAN

Central Office: LMA Building, Augusta, Maine
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Telephone: 289-5790

Established: September 30, 1989

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 90; Unit: 517; Citation: 30A M.R.S.A., Sect. 1704

PURPOSE: The Local Government Records Board was created as a policy-making body to the Legislature to provide standards, procedures and regulations for the effective management of local government records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the local level. Program services are provided to local government agencies by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The Local Government Records Board was created in 1989 to establish standards, procedures and regulations for the effective management of local government records. The Board consists of seven members, including the State Archivist as Chairman ex-officio and the State Registrar of Vital Statistics, and five local government officials appointed by the Governor for terms of three years. Two of the appointed members must be municipal officials recommended by a statewide municipal association (one of these officials must represent a municipality of not more than 3,500 persons), two must be county officials, and one must be a school district or school department official. Members serve without compensation.

Administrative rules drafted during Fiscal Year 1991 for 1992 adoption will expand the LGRB's disposition schedule to provide retention periods for the records of District Attorneys, fire departments, and school departments. These rules will also establish an approval process for the use of commercial records storage facilities by local government agencies.

PROGRAM: The Board acts upon requests to destroy specified records submitted by various local government agencies. In cooperation with the Local Government Records Board, the Maine State Archives provides technical assistance to local government agencies in such areas as microfilming standards, conservation concerns, and records management problems.

On October 1, 1990 the Board adopted administrative rules establishing standards for the retention and disposition of records by local government agencies. These rules combined, updated, and expanded the disposition schedules established by the Municipal Records Board and the County Records Board (which the LGRB replaced). Relief of serious storage problems should result, as local government agencies will be able to dispose of records that are of no further value—either by confidential destruction, or by transfer to other authorized institutions.

LICENSES, PERMITS, ETC:

The Local Government Records Board is responsible for authorizing the destruction of local government records having no permanent value (30-A M.R.S.A., Section 1703). Procedures for the disposition of such records are prescribed by the Board in accordance with the Administrative Procedures Act. Action taken by the Local Government Records Board is evidenced by the issuance of an executed *Request for Disposition of Local Government Records*.

FINANCES, FISCAL YEAR 1991: 30-A MRSA Sections 1705 and 1706 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

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: 289-6550

Established: 1867

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188; Citation: 12 M.R.S.A., Sect. 6021

Average Count—All Positions: 205.5

Legislative Count: 141.5

Organizational Units:

Bureau of Administration
Bureau of Marine 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 interrelated matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

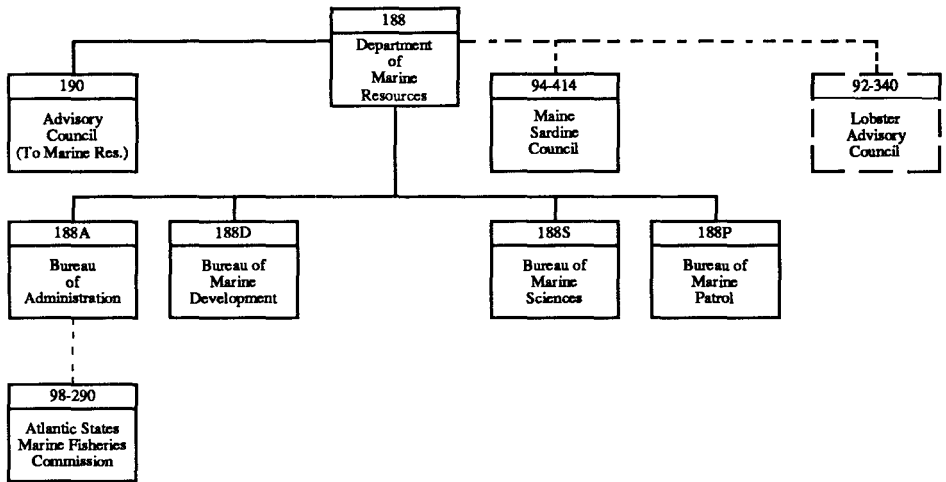
ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioner of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. A new eleven-member Lobster Advisory Council was established by the Legislature to assist the Commissioner on matters related to the lobster industry.

PROGRAM:

Fisheries Industry Development. The department continued the development and implementation of the fresh groundfish market development program known to seafood buyers as the State of Maine Fresh Fish Program, and to consumers as "Certified Fresh Maine Fish" products. The program is founded on the principal of establishing discrete markets for Maine groundfish product through a market and promotional program by stimulating consumer and trade awareness of the quality and value of product from Maine. The program is offered to retail chain supermarkets and restaurants that buy from Maine processing plants. Those plants must be certified. Thus the promotion efforts of the State of Maine are linked to the sale of product from Maine, a unique and very beneficial attribute of this program, as compared to most public generic advertising and promotion programs. The department has expanded the concepts of the "Maine Certified Seafood" program to the mussel and salmon aquaculture industries

MARINE RESOURCES

ORGANIZATIONAL CHART DEPARTMENT OF MARINE RESOURCES UMB 13



Approved by the Bureau of the Budget

MARINE RESOURCES

CONSOLIDATED FINANCIAL CHART FOR FY 91 DEPARTMENT OF MARINE RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,476,335	3,717,817	395,273		363,245	
Health Benefits	491,511	405,084	46,089		40,338	
Retirement	1,173,914	1,026,537	75,987		71,390	
Other Fringe Benefits	340,036	228,063	46,659		65,314	
Computer Services—State	65,092	5,934	59,154		4	
Other Contractual Service	737,089	364,661	316,471		55,957	
Rents	49,389	30,239	8,310		10,840	
Commodities	230,469	99,297	108,210		22,962	
Grants—Subsidies—Pensions	62,123	31,257	26,933		3,933	
Buildings and Improvement	389,375	165,912	207,936		15,527	
Equipment	2,809	2,809				
Interest—Debt Retirement	1,025	634	345		46	
Transfers to Other Funds	38,531		24,190		14,341	
TOTAL EXPENDITURES	8,057,698	6,078,244	1,315,557		663,897	

MARINE RESOURCES

through the adoption of quality assurance rules upon which an active marketing program can be developed.

Marine Patrol. The Bureau of Marine Patrol was authorized an additional six positions which will provide needed capability. The equipment upgrade program continued with an additional 25 ft. patrol boat placed into service.

Marine Sciences. The Bureau of Marine Sciences goal is insuring that the bureau is responsive to the realities of fishery management. This is a highly contentious area with a plethora of experts and little consensus. The approach to the problem is a major and rather revolutionary (within the context of marine fisheries management) undertaking, and it is necessarily proceeding deliberately.

Extension Service. The Fishery Technology Service has a practical and very active program of gear development designed to increase fishing efficiency and to reduce fishing costs and wastes of fish as a result of inefficient gear. In addition, this program brings the Department into direct contact with a wide variety of important fishery issues where industry members and department personnel can work together in resolving matters of concern to fisheries conservation, development and efficiency. Cooperation with other agencies and groups involved in this work is improving daily—again to the benefit of the fishermen served by DMR. A significant program this year was the boat safety demonstration carried out in concert with the Maine Maritime Academy. This project brought the important message of protecting life at sea to several ports along the coast.

Inter-agency Marine Research Relationships. Recognizing that marine research and fisheries management is a complex issue, DMR is continuing its efforts at establishing interagency cooperation. These efforts focused primarily on formal and informal cooperative projects with the New England Fishery Management Council, the Bigelow Laboratory for Ocean Sciences, the University of Maine, the Woods Hole Oceanographic Institution and private enterprise. A primary example of the results of this effort is exemplified in the Association for Research in the Gulf of Maine (ARGO Me.), a cooperative initiative comprised of the Department, the Bigelow Laboratory, the University of Maine, the Maine Maritime Academy and the Maine Geological Survey (Department of Conservation). The department is seated on the newly created Marine Research Board, which is organized under the auspices of the Maine Science and Technology Commission.

General Comments: Councils. The department has two statutory Advisory Councils (one a general council and the other a lobster council) both appointed by the Governor. These are active, interested and able councils dealing regularly with issues of statutory responsibility and of immediate interest to the industry. The meetings are never without substantive issues, never "pro forma," and never dull.

Highlights of a Variety of DMR Activities. The department, in cooperation with the Maine State Planning Office, completed the "Aquaculture Development Strategy." This was developed under the participation of an industry based panel with a focus on identifying impediments to the continued development and growth of the aquaculture industry. The strategy identifies initiatives to be taken by academic and governmental institutions as a means of overcoming procedural bottlenecks and enhancing the scientific and technical underpinnings of the industry. The department is designated as the "lead agency" from a governmental perspective with regard to aquaculture.

The Department's anadromous fish division stocked 40,535 striped bass in 1989. Under Governor McKernan's leadership, the State is negotiating to acquire for removal, the Augusta dam, an obstruction which has removed substantial anadromous fish habitat for 153 years.

The shellfish inspection and public health program made significant progress in meeting new national and international standards for shellfish sanitation. The program was expanded to include several new positions as well as a new testing facility in Hancock County to increase monitoring capabilities.

The Department's marketing division brought together 23 Maine fish and shellfish processors and fishery related companies to participate in the 1990 Boston Seafood Show. These seafood processors appeared under the highly successful Maine Street/USA theme. This concerted/unified approach brought about increased sales leads for many of the Maine participants.

The Department continued its effort to broaden its level of communications with the fishing industry through the establishment of an office of Public Information. A newsletter has been established and is distributed to all license holders.

Fishing Industry Issues. The State maintained its strong position relative to other New England states for the amount and value of fish and shellfish landed with Portland increasing its rank among the eight principal New England fishing ports to third in pounds landed and second in value of the catch. Overall, Maine had the biggest gain in value, up \$8.6 million.

Lobster landings continued to show strong growth in 1989 with a total harvest for the year of more than 23 million pounds. This represents the greatest quantity of lobster landed in the State for more than

MARINE RESOURCES

10 years. Another area of particular interest is that of the burgeoning sea urchin fishery which, over the past three years, has undergone a dramatic increase in the value and landings of the product which is marketed principally in the Far East.

The State granted approval for a joint venture between a Soviet processing ship and several Maine fishermen to harvest and process menhaden. This venture enabled fishermen to take advantage of an abundant yet underutilized resource and thereby expand their market opportunities.

LICENSES, PERMITS, LEASES, ETC.:

Wholesale Seafood	Lobster and Crab Fishing (Class I)
Retail Seafood Dealer	Lobster and Crab Fishing (Class II)
Supplemental Wholesale Seafood	Lobster and Crab Fishing (Under Age 17)
Commercial Fishing (Single Operator)	Lobster Transportation
Commercial Fishing (With Crew)	Lobster Meat Permit
Commercial Fishing (Non-Resident)	Supplemental Lobster Transportation
Shellfish Transportation	Hand Mussel
Supplemental Shellfish Transportation	Boat Mussel
Sea Weed (Resident & Non-Resident)	Weir Licenses (Unorganized Townships)
Hand Scallop	Importing Marine Species Permit
Boat Scallop	Shellfish Sanitation Certificates
Non-Commercial Scallop	Non-Residential Special Tuna Permit
Commercial Shellfish	<i>Special License For:</i>
Marine Worm Dealers	Aquaculture-Research-Education
Supplemental Marine Worm Dealers	
Marine Worm Diggers	

PUBLICATIONS:

The following "Master" camera-ready seafood pamphlets are available at \$2.50 each on the following species. "Master" camera-ready art, can be taken to a printer to have the desired quantities reproduced.

• Lobster	• Cusk	• Hake
• Mussels	• Cod	• Pollock
• Shrimp	• Haddock	• Flounder
• Seafood	• Cusk	

Seafood Training System Manual/4 Videos—A manual and 4 video (Seafood Quality, Seafood Merchandising, Seafood Case Set and Seafood Storage & Handling) system for seafood distributors and retail supermarket groups which is a great training tool to assist with seafood programs.

FINANCES, FISCAL YEAR 1991: The financial displays were generated from the accounts of the Department as recorded in the files of the Bureau of the Budget's MFASIS system.

DEPARTMENT OF MARINE RESOURCES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Fringe Benefits	809	809				
Rents	2,000	2,000				
Commodities	2,993	2,993				
TOTAL EXPENDITURES	5,802	5,802				

BUREAU OF ADMINISTRATION

ANNA M. STANLEY, DIRECTOR

Central Office: Baker Bldg., State House Annex, Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333-0021

Telephone: 289-6550

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188A; Citation: 12 M.R.S.A., Sect. 6021

Legislative Count: 11

PURPOSE: The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumbrances, special information and federal-state programs.

Duties also include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters; statistics; data processing; telephone and reception; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

ORGANIZATION: The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of five sections. The Accounting and Personnel Section provides services for all bureaus of the department in finance, personnel, equipment, purchasing, processing of license applications and revenues; the Coordination Section oversees the administration of federal and other revenue contracts and projects, department contracts for special services, and coordination of public hearings and aquaculture leases; liaison with the New England Fishery Management Council is provided by bureau personnel; the licensing and special services section handles license sales, receptions, statistics, data processing, and inquiries from the public; the state's financial records of the Atlantic States Marine Fisheries Commission are administered by the bureau; provides liaison with the Legislature and various types of communications for the marine fishing industry.

PROGRAM: The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits.

Aquaculture leasing: As of June 30, 1989, the Department has granted a total of 1152.2 acres to various individuals, partnerships, companies or corporations to culture marine organisms in, on and under coastal waters. Shellfish [primary use] leases presently account for 555.4 acres and finfish [primary use] aquaculture make up 596.8 acres.

LICENSES, PERMITS, ETC.:

Wholesale Seafood
Retail Seafood Dealer
Supplemental Wholesale Seafood
Commercial Fishing (Single Operator)
Commercial Fishing (With Crew)
Commercial Fishing (Non-Resident)
Shellfish Transportation
Supplemental Shellfish Transportation
Sea Weed (Resident & Non-Resident)
Hand Scallop
Boat Scallop

Lobster and Crab Fishing (Class I)
Lobster and Crab Fishing (Class II)
Lobster and Crab Fishing (Under Age 17)
Lobster Transportation
Lobster Meat Permit
Supplemental Lobster Transportation
Hand Mussel
Boat Mussel
Weir Licenses (Unorganized Townships)
Importing Marine Species Permit
Shellfish Sanitation Certificates

MARINE RESOURCES

Non-Commercial Shellfish
Commercial Shellfish
Marine Worm Dealers
Supplemental Marine Worm Dealers
Marine Worm Diggers

Non-Resident Special Tuna Permit
Special License For:
Aquaculture-Research-Education
Special License For:
Aquaculture—Research—Education

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	293,040	293,040				
Health Benefits	27,046	27,046				
Retirement	52,436	52,436				
Other Fringe Benefits	47,273	47,273				
Computer Services—State	3	3				
Other Contractual Service	42,869	42,869				
Rents	2,601	2,601				
Commodities	7,997	7,997				
Grants—Subsidies—Pensions	5,201	5,201				
Interest—Debt Retirement	74	74				
TOTAL EXPENDITURES	478,540	478,540				

ADVISORY COUNCIL (TO MARINE RESOURCES)

JEFFREY H. KAEIN, CHAIRMAN
DAVID B. TURNER, Vice Chairman

Central Office: Baker Bldg., Winthrop St., Hallowell

Telephone: 289-6550

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

Established: August 13, 1947

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 190; Citation: 12 M.R.S.A., Sect. 6024

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

ORGANIZATION: The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

PROGRAM: The Council met eight times this year to provide advice to the Commissioner on policy matters affecting the industry and to outline the problems and needs of the Maine fishing industry.

In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including advice and consent on regulatory actions.

MARINE RESOURCES

FINANCES, FISCAL YEAR 1991: The expenditures of this unit amounted to \$4,132.48 in FY 91 and are, by administrative decision, included with those of the Bureau of Administration, Department of Marine Resources.

BUREAU OF MARINE DEVELOPMENT

HAROLD C. WINTERS, DIRECTOR

Central Office: Baker Bldg., Winthrop St., Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Telephone: 289-6550

Established: 1957

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188D; Citation: 12 M.R.S.A., Sect. 6021

Legislative Count: 41

PURPOSE: The common theme for all divisions and programs of this Bureau is the development of Maine's marine fisheries industries. This theme is addressed, for example, through efforts in restoring lost fish runs (e.g. alewives), groundfish industry expansion, technical gear and fishing technique development, a variety of technical services to seafood processors, and market development through trade and consumer education and assistance. The services of the Bureau, then, reflect the very complex and diverse Maine fishing industry. The programs discussed below are organized to be of service to that industry.

ORGANIZATION: The Bureau of Marine Development is comprised of six major divisions each of which is responsible for several programs: Anadromous Fish, Economic Development, Fisheries Technology Services, Industry Services, Marine Education, and Marketing. The Bureau's activities involve a multitude of issues ranging from marine science to marine education to market analysis.

PROGRAM:

Anadromous Fish Division: This division is responsible for the management, enhancement, and restoration of anadromous fish resources to the rivers of Maine. Anadromous fish are those species which attain their growth in the marine environment but return to fresh water to spawn. Species of major interest include striped bass, American shad, alewife, blueback herring, Atlantic salmon, sturgeon, and rainbow smelt. The dependency of these species on both fresh water and the marine environment requires coordinated cooperative management between the Department of Marine Resources, Inland Fisheries and Wildlife, and the Atlantic Sea Run Salmon Commission. Although each agency is charged with management of specific fish species or groups of species, the mutual support of each other's programs has enhanced numerous fish species and fisheries of collective interest.

The goals of the Anadromous Fish Division are to maintain existing fish runs at optimal levels, restore anadromous fish runs to river systems which historically supported these species, and conduct research on life histories and habitat requirements to improve management capabilities. Historically abundant anadromous fish runs were decimated by the construction of impassable dams, water pollution, and overfishing. With the remarkable improvement in water quality in recent years and the regulatory authority to control fishing activity, the major remaining obstacle to restoration of river fisheries is numerous dams which lack upstream and downstream fish passage facilities.

Shad and Alewife Management: During the spring of 1990, 119,765 adult alewives were truck stocked or selectively released into various Maine watersheds to provide a spawning stock for reestablishing alewife runs and/or to augment existing low level spawning runs. A total of 11,725 alewives were stocked in various lake systems of the Androscoggin River above tidewater. Major stocking sites and numbers of fish stocked were Brunswick Headpond (43,330), Tripp Pond (3,973), Taylor Pond (2,261), Marshall Pond (595), Hogan Pond (1,103), Whitney Pond (1,019), Lower Range Pond (2,085), and Bog Brook (689). In addition, 498 adult American shad were transferred from the Connecticut River at Holyoke, Massachusetts, and released below Lewiston Falls during 1990.

Striped Bass: Historically, a native population of striped bass was found in the Kennebec River and its tidal tributaries. This population was first impacted by the construction of the Augusta Dam in 1837. There continued to be a limited striped bass resource in the estuarial complex of the Kennebec and

MARINE RESOURCES

Androscoggin Rivers until the late 1930's at which time it is thought that the striped bass population was exterminated by pollution. Since 1977, water quality has improved significantly because of pollution abatement efforts. A restoration program for striped bass in the Kennebec River was initiated in 1982. From 1982-1989, a total of 188,631 fall fingerling striped bass have been stocked in the estuarial complex of the Kennebec River. During 1989, 40,535 were stocked. Since 1984, the program has been a cooperative effort involving the Maine Department of Marine Resources, the U.S. Fish and Wildlife Service, and a private Maine sportsmen's group. Striped bass fry are obtained from a hatchery on the Hudson River, transferred to the USF&WS hatchery in North Attleboro, Massachusetts, and reared to fall fingerlings (3"-5") before being transported and stocked into the Kennebec. It was hoped that when these fish reached maturity they would spawn in the estuarial complex of the Kennebec and reestablish a native population. The first evidence of natural reproduction in the Kennebec River in over 50 years was documented in 1987 with the capture of young-of-the-year striped bass in Merrymeeting Bay and one in the Eastern River. In 1988, two young-of-the-year striped bass were captured in the Androscoggin River just below Cow Island on August 15; an additional young-of-the-year striper was captured in Merrymeeting Bay on September 9, 1988. One young-of-the-year striped bass was caught at Sands Island on September 15, 1989. The just hatching fish were stocked on September 20, 1989. No hatchery fish were stocked in 1988 until September 21. The stocking program will continue in 1990.

The Department initiated ichthyoplankton surveys in 1988 in an attempt to locate the specific spawning areas of striped bass in the estuarial complex of the Kennebec/Androscoggin Rivers, including Merrymeeting Bay.

Androscoggin River: The Brunswick fishway, located on the Androscoggin River at head-of-tide, was operated by Division staff for the eighth consecutive year. This fishway was built by the Central Maine Power Company in conjunction with the redevelopment of the Brunswick Hydroelectric Dam and is one of the most modern fish passage facilities in the State of Maine. Major species which utilize the fishway include alewives, American shad, Atlantic salmon, brook trout, brown trout, striped bass, and numerous resident fresh water species. The large run of alewives (95,262) passed through Brunswick in 1990 representing a slight decrease over the 1989 run of 100,849. However, 9 commercial fishermen harvested over 140,000 alewives in the Lower Androscoggin River in 1990. In addition, one shad was passed at Brunswick on June 9, 1990.

Kennebec River: An agreement was reached between the majority of hydroelectric dam owners and the state fishery agencies on an interim restoration plan for the Kennebec River above Augusta. The dam owners agreed to fund an interim trap and truck program for shad, salmon, and alewives and to provide for downstream passage at specific dams in 1991. Construction of fish passage facilities at dams upstream of the Augusta dam would be initiated in the late 1990's. As a result of this agreement the following lakes were stocked with the following number of alewives: Sebasticook Lake, (11,166); Plymouth Pond (2,530), Pattee Pond (3,919), Pleasant Pond (3,475), Lovejoy Pond (2,077), Douglas Pond (2,957), and Unity Pond (559). These alewives were transferred from the Androscoggin River.

American shad were transferred from two sources and stocked in the Kennebec River at Sidney during 1990: 658 were transferred from the Connecticut River at Holyoke and 36 from the 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 1990, 745 alewives were lifted to the headpond with this apparatus.

During his 1990 State of the State Address to the Maine Legislature, Governor McKernan announced his intention to seek the purchase and removal of the Augusta dam. This historic action will have significant beneficial effects on the fishery resources of the Kennebec River. All species of fish will once again have full passage to 17 miles of restored riverline habitat above Augusta. For 153 years, the Augusta dam has caused irreparable damage to the fishery resources and fishermen of the Kennebec River valley. Although significant efforts will be required before a negotiated settlement is finalized, the prospects for a fully restored river in the near future are extremely encouraging.

Fish Passage Improvement: The fish passage improvement project was continued this year with the U.S. Fish and Wildlife Service involving cooperative funding under P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Project activities include repair, maintenance, and operation of seventeen (17) Department fishways and five (5) IF&W fishways which pass anadromous species. Sixteen (16) privately owned fishways, were also checked for physical damage or passage deficiencies. Structural damage was repaired and water proofing accomplished on four (4) denil fishways this year. Over four (4) dozen baffles and two trash racks have also been replaced. Continued effort will be placed on stream clearance as juvenile anadromous species start their movement to the sea.

MARINE RESOURCES

Hydropower Development: Anadromous fish staff continued to review numerous hydropower development applications which had the potential to impact anadromous fish runs. A large amount of staff time was devoted to meetings with developers and state permitting agencies to assure appropriate protective measures for fisheries were included in development plans. A large amount of staff time was devoted to meetings with developers and state permitting agencies to assure appropriate protective measures for fisheries were included in development plans. A proposal by Bangor Hydro-Electric Company for a major new dam (Basin Mills) on the Lower Penobscot River will have far reaching consequences for anadromous fish runs on Maine's largest river. Considerable staff time has been devoted to the review of this major proposal.

Miscellaneous Activities: In addition to hydropower permit reviews, personnel continued to evaluate other water resource development projects, wetlands applications, waste discharges, highway construction proposals, and industrial development that had potential for adverse impact on anadromous fish resources.

Staff also provided technical assistance to 34 coastal towns which manage alewife fisheries. A major highlight of the town alewife program was the large run of alewives which returned to the Union River in Ellsworth for the fifth consecutive year. An aggressive stocking program by the city, with assistance from the Department of Marine Resources, resulted in the initial heavy run of alewives in 1985. The Union River supported the largest commercial alewife fishery in the state for 1988 and preliminary returns indicate it also supported the largest commercial alewife fishery in 1989.

Anadromous fish staff continued to participate in interstate meetings involving plan development and implementation for interstate management of shad and river herring, striped bass, and Atlantic sturgeon.

Staff devoted considerable effort to dissemination of information to the public. The Division revised and updated a summary of laws/regulations governing sport and commercial harvest of marine/anadromous fish resources, participated in numerous speaking engagements to civic and conservation groups, participated in statewide sportsmen shows in Bangor and Augusta, and assisted the Marine Education Division in preparation of educational materials concerning anadromous fish resources.

Fisheries Technology Service. The Fisheries Technology Service is responsible for gear development projects that seek to stabilize and enhance Maine's marine resource harvest. This work involves actual development of new gear types, assessment of the practicality of new fishing techniques, resolution of gear conflicts, as well as development of better seafood packaging and handling. To accomplish this goal, we receive direct input of ideas and concerns from Maine's diverse fisheries through a system of field agents. Currently, agents are located in Stonington, Ellsworth, Wiscasset, and Beals with the division director performing some field work out of Bristol. The field agents are in daily contact with fishermen, buyers, truckers and processors to hear their concerns and be constantly up-to-date as to "what is going on." In this way, we not only receive ideas on new gear types and methods but are able to respond quickly and informatively when contentious situations arise.

To accomplish our gear development work, field agents either work with fishermen to develop their ideas on their boats, or in the case of larger, long-term projects, use the FTS vessel R/V PAUL DEROCHE which is home ported at DMR's laboratory in Boothbay Harbor. FTS projects emphasize development of gear that is more species or size selective (i.e., no discarded or waste catch) rather than more efficient gear for efficiency's sake.

Funding is provided through the General Fund. FTS is one of the UNH/UME Sea Grant Marine Advisory Program "co-operators" and serves as their field extension component. Funding has also been received in the form of grants from the Saltonstall-Kennedy Fisheries Development Program (NMFS), Atlantic States Marine Fisheries Commission and University of Maine Sea Grant Program.

Shrimp Separator Trawl: FTS, working closely with a local net manufacturer, designed and developed a net to catch Maine shrimp but release the juvenile flatfish that usually accompany the shrimp catch. Use of this gear by the shrimp fishery will mean the addition of hundreds of thousands of pounds of grey sole and blackback now lost to our groundfishery. As a result of this work, shrimp separator trawls were required for use by all shrimp fishermen in New England in December, April and May of each shrimp season.

Fishing Vessel Safety: In a joint project with Maine Maritime Academy, FTS conducted a series of safety practice sessions in a number of fishing ports. This mobile, "road show" program gave fishermen a chance to actually use survival suits, life rafts, flares and fire-fighting equipment to see how they work and evaluate the various types available. Response has been overwhelming and the program has now been expanded to include recreational boaters as well.

Aquaculture: FTS assisted other DMR personnel in evaluating aquaculture lease applications and overseeing the operation of leases. The blue mussel and salmon fisheries are becoming increasingly

MARINE RESOURCES

dependent on high quality cultured product and the proper operation of leased bottom is important for the continued health of these rapidly growing industries.

Research Support: FTS provides technical and vessel support to Bureau of Marine Science projects involved in scallop growth studies, side-scan sonar deployment, as well as supplying specimens to the public aquarium.

Education: FTS provides speakers to the annual Fishermen's Forum and other fishermen gatherings. It is a source point for a variety of video material from all over the world detailing the action and effect of gear on the bottom. Field agents provided a number of articles to the DMR Newsletter, published monthly in COMMERCIAL FISHERIES NEWS.

Other projects: A number of projects targeted to specific problems were carried out. These included work on the effects of silt stirred up by mussel dragging operations, developing improved harvesting and processing equipment for the growing sea urchin industry, evaluation of a variety of material for use as biodegradable elements in lobster traps, evaluation of the practicality of composting of seafood processing wastes, demonstration of the use of waste clam shells for landscaping, demonstration of the use of fish traps to catch groundfish, evaluation of the use of California lampara seines for squid and mackerel in Maine, and determination of the level of improved selectivity of use of square mesh in groundfish and shrimp trawls.

Liaison work: In addition to these specific projects, the field agents served as sources of information to fishermen they met in steering them to the proper DMR or university researcher working on a project of interest to fishermen, answering questions on life history of commercial species and locating sources of packaging materials for seafood shippers. FTS works closely with the University of Maine, the Cooperative Extension Service, the various VTT's and other agencies through the Sea Grant Program.

Economic Development Division. This Division performs task oriented (versus programmatic) planning, analytical, and administrative functions consistent with the Department's economic development objectives for Maine's fishing industries. The Division's current functions are an outgrowth of a sustained industry-State government effort, begun in 1979, to maximize the contribution of Maine's groundfishery to the State's economy. During the past several years the Division's focus has broadened progressively to include Maine's clam, mussel, quahog, menhaden, as well as Maine's aquacultured salmon and steelhead trout industries. The nature of the Division's work at any given time depends upon the particular issues, problems, or opportunities which face these industries.

Typically the following kinds of activities have comprised the diverse work focus of the Division: the design of regulation-based production quality control and market quality assurance programs to enhance the market positioning and economic prospects for Maine's fisheries products; assessment of federal seafood inspection legislation; research and development of fisheries byproduct technologies which improve the cost-effectiveness of finfish processors' operations; diverse planning activities which support state-mandated comprehensive planning, fisheries infrastructure preservation efforts, and fisheries economic data-base development; grant procurement; the development of guidelines and permitting procedures for foreign processing joint ventures occurring within the State's waters, legislatively mandated analyses of economic impact of a two-inch size possession law on Maine's soft shell clam industry, investigating surimi technology and writing legislation concerning the labelling of products sold in Maine which contain surimi, analysis of the costs to the Department of paralytic shellfish poison monitoring and the preparation of comprehensive shellfish tax legislation, investigating the potential for using menhaden fish oil as a source of Omega-3 fatty acids; investigation of Canadian and intraregional fisheries trade issues; among other activities.

Given this general perspective the following projects received the primary attention of the Economic Development Division during this reporting period.

Production Quality Assurance Programs: The Division concluded development and adoption of two quality assurance regulations—one for Maine harvested mussels and the other for aquacultured salmon and steelhead trout grown in Maine waters. These regulations represent an expansion of the quality control-quality assurance concept embodied in an in-plant groundfish quality control regulation previously designed by this Division. The mussel regulation defines and establishes a select grade Maine mussel permitted to be shipped under the State quality assurance seal. The Maine salmon and steelhead regulation establishes harvesting and processing procedures necessary for growers and processors to use State seal. As with the groundfish regulation, these two new regulatory programs are the basis for industry participation in any Departmental marketing programs designed to promote and merchandise these particular species.

All such Departmental quality assurance programs are designed to help processors, dealers, and growers build their name recognition and profit potential through direct shipment to more quality conscious, retail oriented customers. Thus, this type of program is an optional market development tool for Maine finfish and shellfish producers who wish to achieve competitive market advantages for part

MARINE RESOURCES

of all of their production by meeting State quality standards. Initial development of the mussel and salmonid regulations involved extensive field technical consultation with dealers, growers, and processors to determine if program standards are realistic and are likely to achieve their intended purpose. The division was responsible for moving these regulations through the public hearing process, revising the regulations in response to industry comments, and gaining approval of the Department's Advisory Council.

Industry Planning: The State's growth management legislation and the Governor's creation of a Marine Industry Fisheries Infrastructure Task Force have led to the assumption of a major new planning role for this Division.

Growth management legislation mandates a comprehensive planning process for Maine's municipalities. This legislation, and Office of Comprehensive Planning regulations implementing it, direct Maine's coastal and riverine municipalities to plan for and ameliorate the effects of growth on their marine resource habitats and commercial fisheries infrastructure. This involves the Department and the Division in a new role as both information resources at the beginning of the planning process, and reviewers upon its completion. The Economic Development Division serves a central coordinating role for the Department relative to the Office of Comprehensive Planning, other State agencies, and municipalities undergoing comprehensive planning.

Concurrent with the evolution of its planning responsibilities, the Division has represented the Department on the Governor's Marine Industry Infrastructure Task Force. This interagency task force, created by the Governor in 1989, is an outgrowth of the Bureau of Public Lands Submerged Lands Study (in which this Division participated directly), the State's 1989 Coastal Management Policies, and the general concern that Maine's commercial fishing infrastructure is subject to displacement by adverse development. The Task Force is assigned to characterize and define the commercial fisheries infrastructure, determine the possible impacts upon it from industry and upland land use changes, recommend methods to protect that portion of the infrastructure which is essential to the survival of Maine's commercial marine industries, and to recommend appropriate changes to the State's submerged land leasing and permitting policies. This Task Force is currently scheduled to report to the Governor in the next fiscal year.

Fisheries Byproducts: The Economic Development Division supports Maine fish processors by advising them on new and profitable products markets for the protein byproducts of their filleting and steaking operations. Until a few years ago these byproducts were regarded as waste by processors who sold them for conversion to fish meal. But world market factors and environmental community acceptance problems, related to antiquated plants, have forced the closing of fish meal plants in New England. This forces Maine processors into a defensive posture where they must dispose of their fish cuttings, a potentially valuable source of marine protein, at least cost. At a time when resource supply conditions are tight and Maine processor markets extremely competitive, these fish cuttings represent a direct opportunity to diversify the Maine processors' profit base.

This Division's continuing work goal is to facilitate the formation of private byproduct processing ventures which pay Maine fish processors for their fish cuttings. This goal has been reinforced by the mandate of the Governor's Fisheries Byproduct Task Force, which was chaired by the Commissioner of DMR and staffed by this Division. This industry Task Force sought to find cost-effective, technologically appropriate, and environmentally acceptable alternatives to the use of conventional dehydration processes which produce fish meal and fish oil. In 1989 this Task Force concluded work and wrote a final report, prepared by this Division.

Maine Salmon Shelf Life Study: This Division worked closely with the University of Maine Food Science Department to procure a grant to determine the shelf life of Maine-grown Atlantic salmon. Award of this grant will enable a study relating various handling techniques, employed at the time of harvesting, to useable shelf life and salmon keeping quality. The study will provide Maine salmon growers with the data they need to evaluate the cost and efficacy of different production handling techniques.

Marketing Division. The primary purpose of the Division of Marketing is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumers interest in and consumption of, such products—both domestically and internationally. As required by statute, the Division of Marketing has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division develops and implements programs designed to support and expand existing markets and to develop new markets for both traditional and under-utilized species. The purpose of such activities is to increase the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

MARINE RESOURCES

The Division has gradually expanded in order to meet the increased needs and more extensive services required by the commercial fishing industry.

Directory of Maine Wholesale Seafood Dealers/Processors: The Division provides a free directory to seafood buyers upon request. This popular directory contains a listing of all Maine licensed wholesale seafood dealers and processors who care to be listed. The directory contains detailed data on each dealer and processor such as their complete product listing, address, telephone and FAX numbers, contact person, the type of shipping they do, and if they export. The directory also lists the support services we offer. This past year over four thousand of these directories were given out at the Trade Show or mailed out to seafood buyers throughout the world.

Marketing Memorandum: The Division puts out a bi-monthly Marketing Memorandum containing seafood leads domestically and internationally as well as general market information. This memo serves both the commercial fishing industry and the seafood buyers who are looking for sources of supply of Maine quality seafood. Most of the memo's international leads are obtained from the U.S. Department of Commerce—National Marine Fisheries Service. This has substantially increased the number of possible international contacts for Maine's industry. The benefits of this are two-fold: international markets offer greater demand for under-utilized species in the U.S. and, the Maine industry is offered an opportunity to contribute to efforts towards reducing the National balance of trade deficit.

Maine Certified Seafood Program: The Division continues its role in the development, implementation, and expansion of our quality assurance program known now as the Maine Certified Seafood Program. Our "Maine Certified Fresh" quality seal means fish, whether purchased in a supermarket or eaten in a restaurant, has been processed by plants inspected and certified by the State of Maine, under quality control regulations that set strict standards for the quality of fish accepted for processing. This quality seal assures the seafood buyer and the consumer that they are purchasing high quality fresh fish processed in Maine. The Program consists of two basic components: (1) The Maine Fresh Groundfish Quality Control Program and (2) the Maine Certified Seafood Marketing Program. The Marketing Division has the primary responsibility for the latter.

Domestic Market Development: The Maine Certified Seafood Program, known in the beginning as "Catch The Taste," started in the Portland, Maine area in the fall of 1981. Due to its continued success over the years, the Program has expanded into the mid-west, mid-Atlantic, and the metro New York areas.

Maine Seafood: The Division continues to assist Maine dealers/processors in introducing other Maine species such as mussels, shrimp, crabmeat, etc. into major market areas where our Maine Certified Fresh quality seal is already known. We continue work with our industry people in establishing product quality standards in order to expand the number of species under the quality seal so that Maine can capitalize on its reputation for quality seafood.

International Markets: Globalization of the marketplace has the Division taking a new look at the international market. Today, the international market has a real influence on the domestic market. Maine quality seafood is very much in demand worldwide, especially in the Far East and European markets.

Seafood Trade Shows: Again this year the Maine Street/USA pavilion at the Boston International Seafood Show consisted of twenty three (23) Maine companies. The overhead 12'x3' Maine Street/USA banners, individual company name street signs, Maine Street/USA buttons, napkins, and balloons along with a number of booths doing seafood sampling helped to contribute to the success and high traffic count this year. Over 20,000 attendees strolled down Maine Street/USA. According to one newspaper article, "The State of Maine organized the highest profile campaign, Maine Street/USA, an entire aisle filled with Maine-based companies."

Based on the success of the Boston show, the Marketing Division had a booth at the Sea Fare Southeast Show in Orlando, Florida and the Sea Fare International Show in Long Beach, California where DMR represented the Maine seafood industry.

Maine's Retail Seafood Training System: The Division has been working with retail store personnel over the past nine years to assist them in the development of their seafood programs. Working with our industry and with the retail seafood industry, we realized the need for a complete video/manual training system since we are limited in the number of seafood training seminars we can offer. Our seafood training system consists of four videos: Seafood Quality—Seafood Storage & Handling—Seafood Case Set—Seafood Merchandising. The system also includes a seafood manual that describes each phase in much more detail along with additional seafood information. These videos received an award from the International Television Association in the Training Category.

State of Maine/American Seafood Challenge: The Division, with the cooperation of the Maine Restaurant Association, the Southern Maine Vocational—Technical College (SMVTC) and the Casco Bay Culinary Association, again sponsored a professional chef cook-off with the winner being named

MARINE RESOURCES

Maine Seafood Chef of the Year. The winner was sent to the American Seafood Challenge where he competed with professional chefs throughout the country again this year, our Maine representative won a bronze in the national competition.

Seafood Information & Education: The Division continues to develop and to continually re-evaluate information in the areas of quality evaluation, storage and handling, merchandising, and preparation and cooking. An all new Maine Seafood Cookbook is being finalized that will offer consumers numerous quick, easy, and healthy recipes. This unique cookbook with the nutritional breakdown on each recipe will be available in late fall. We continue to offer seafood training seminars to supermarket and restaurant personnel. We also assist the New England Fisheries Development Foundation with their three-day "Fish School" seminars.

Seafood Promotional Material: The Division offers a series of seafood recipe pamphlet or card "Masters." Our "Masters," which are camera-ready art, have been very popular as it offers retailers the opportunity to personalize these pamphlets or cards by adding their name or logo. This series of seafood recipe pamphlets or cards also offers consumers nutrition data on each recipe. An assortment of Maine seafood posters are also available for promotional purposes. Seafood informational kits have been added to our marketing approach this past year. Seafood informational kits were mailed to food editors in key market areas in February for Lent and in June for summer/fall grilling season.

Miscellaneous Activities: Other work, as required, was carried out, including numerous meetings with industry, state, and federal officials; preparation of reports, position papers, and activities involving a wide range of fisheries problems.

Marine Education Division: The Marine Education Division was established by the legislature to provide schools and the general public with current, valid marine information, text materials, opportunities, guidance and access to the scientific activities conducted by DMR, exemplary programs for teachers and school students, teacher training projects and consultant services in marine education. The ultimate goal of this division is to develop a marine literate citizenry that can better understand the problems in utilizing and managing Maine's marine resources. To accomplish these tasks the following programs and projects are in progress:

Curriculum Enrichment and Enhancement: In-classroom demonstration programs were utilized to provide students with hands-on learning experiences that dealt with marine organisms, harvesting methods and scientific information.

Text and supplemental curriculum materials; teacher's guides; field trips to the research lab; various field programs; and a newsletter were made available as resources to those seeking more information or to expand their programs. Slide shows and limited video programs were also available to help provide additional information about marine topics.

Curriculum Design Services: Consultant services to help teachers alter their science programs to include marine units were provided. As a part of the re-orientation, the school's teaching staff were offered in-service courses and workshops. These programs were specifically designed to emphasize the local marine environment, the fisheries and fisheries management activities in the area. The teachers were encouraged to utilize local marine resources and to develop the skills necessary to place their students in an active learning environment when utilizing these resources. This included building upon the students own experiences with the marine environment.

Teacher Training: Summer courses offered by DMR's Education Division have three basic functions: 1) to provide teachers the opportunity to develop the skills and techniques necessary to conduct meaningful field activities; 2) to provide teachers with background information on Maine's marine resources; and 3) to help teachers develop and field-test marine activities that focus upon the Gulf of Maine and will help their students to better understand the values of this area.

Aquatic Education—Marine: The Wallop-Breaux Federal Grant Funds for recreational fisheries education were utilized to develop materials that emphasized the near-shore environment. Several hands-on in-classroom demonstration programs, printed resource materials, and media programs were developed as part of this project.

Consumer Education: Service organizations, the extension service and other adult groups were provided with consumer education materials and programs. These presentations emphasized the nutritional benefits and importance of eating more seafood, how to purchase high quality product, and how to maintain quality throughout the handling and cooking process. The vocational food programs throughout the state utilized many of the consumer education materials in their courses.

Informational and Educational Materials: The Education Division maintains curriculum materials, a Newsletter, slide programs and video shows on a wide variety of marine topics. These are made available free of charge to anyone seeking information about Maine's marine resources.

Industry Services Division. This Division was established within the Bureau of Marine Develop-

MARINE RESOURCES

ment to consolidate Department functions that are industry and resource oriented but do not emphasize research. Activities include the practical application of research findings, inter-agency coordination, shellfish sanitation, marine resource management, regulatory permitting functions and development, and education activities.

Environmental impacts are reviewed and advisory comments and observations processed for state and federal licensing agencies for the following: wetlands and streams alterations, waste discharge applications, highway construction proposals, rivers and harbors maintenance projects, port development, hydroelectric projects and petroleum development in both the offshore and coastal areas.

Shellfish Management: There are 101 towns on the Maine Coast where clams can be found in their flats in varied quantities, sixty-nine with soft clam habitat free of substantial pollution sources. Forty-three towns have conservation programs and ordinances approved by DMR as provided by state statute. The towns may determine residency requirements and regulate the numbers of harvesters, time, area and the amount and size of clams harvested. DMR's four resources scientists work with shellfish committees, town officials, diggers, dealers and other concerned residents to develop shellfish management plans and ordinances to implement the programs.

Area biologists work with the towns developing shellfish management programs and ordinances to enforce management measures. Towns are advised in methods for conducting clam population surveys and evaluating data gathered by town employees, students or others aiding the towns. The most effective and productive management methods used by towns in carrying out management programs have been the closing and opening, or rotation, of clam flats based on survey findings, and limiting the destruction of small clams by selectively controlling digging pressure. See *Publications* for summaries of municipal management.

Meetings are held with individual towns and groups of towns in planning and implementing conservation programs.

Area Biologists: In addition to guiding the municipal clam management programs, area biologists review each application for marine wetlands alteration, construction and dredging activity to be licensed by the Land Bureau of the Maine Department of Environment Protection. The Bureau advises DEP and the Federal Consistency Coordinator of the State Planning Office of the potential effect of such projects on productive marine marsh and intertidal areas with populations both of commercial significance, such as clams, mussels and marine worms, and those that contribute in a more general way to the productivity of the coastal ecosystems.

Similarly, the area biologists inform the Water Bureau of the Maine DEP of the impact of licensed wastewater discharges on marine resources. A major effort for the area biologists has been preparing sanitary survey reports of shellfish growing areas. The reports are part of the Division's expanding capability and involvement in shellfish growing area classification.

Classification of Shellfish Growing Areas: As part of the agreement Maine has with the Interstate Shellfish Sanitation Conference (ISSC) and the Food and Drug Administration, the sanitation of areas from which shellfish are harvested are classified according to standards recognized internationally. Compliance with the standards is essential to assure public health concerns for the consumer and is required by states and nationals participating in the ISSC receiving Maine shellfish.

The growing area program serves the shellfish industry from two microbiological laboratories, one in Lamoine serving the area east of the Penobscot River and one at the DMR facilities in Boothbay Harbor. The Eastern Maine Laboratory is at Lamoine State Park. Staff collect and monitor water and shellfish samples from shellfish harvesting areas on a regular basis to assure current assessment of the areas' quality. The laboratory also plays a role in the Bureau of Marine Sciences' marine biotoxin (PSP or "red tide") monitoring program.

The facility in Boothbay Harbor serves similar functions except for marine biotoxin monitoring. Both laboratories process shellfish and water collected from shellfish dealers as part of the Seafood Technology Services' seafood quality assurance and sanitation monitoring program. In addition to the program coordinator, there is a staff of four devoted to shellfish growing area classification functions and the microbiological laboratory with its staff of three.

This year completes the phased program to comply with increased intensity of shellfish growing area assessment initiated by the ISSC in 1986. The effort has resulted in reclassifying parts of the shellfish producing areas traditionally harvested throughout the coast. Some areas previously unavailable have been made open to harvesting but the net change has been a loss of harvest area due to the discovery of pollution sources. The department is working with the Department of Environmental Protection to identify those pollution sources that may be corrected with financial assistance to return resources to safe harvesting conditions.

Seafood Technology Services: This activity has previously been identified as, "Seafood Quality Management Services." This is a continuing activity that provides technical assistance, consulting

MARINE RESOURCES

services, quality evaluation and inspection services to the seafood industry. Two distinct programs were in force during 1989. First, the Shellfish Sanitation Program, which provides standards for the handling and processing of shellfish by wholesale dealers. The applicable regulations follow guidelines developed by the tripartite Interstate Shellfish Sanitation Conference, which is made up of representatives from state and federal agencies and the shellfish industry. Second, the Maine Groundfish Quality Assurance program provides a voluntary fresh groundfish inspection service to Maine processors.

The Shellfish Sanitation Program serves as an important control point in the link between the harvester and the consumer. Staff responsibilities include evaluation and certification of wholesale shellfish dealers. In addition, the staff monitors the operation of privately operated depuration plants designed to cleanse shellfish from moderately polluted areas. Samples of shellfish are routinely collected from wholesale dealers to further check their acceptability. The Department cooperates with other state and federal agencies in this program.

The Maine Groundfish Quality Assurance Program has served to further the efforts of the Department to improve the quality of fish landed or processed in the state through an active inspection program and numerous quality assurance projects. Maine fresh groundfish processors who participated in this voluntary inspection program during 1988 were able to take advantage of the Department's marketing of "Maine Certified Fresh Fish" in conjunction with the Marketing Division.

Following guidelines similar to the groundfish quality assurance program, regulations have been developed and passed for both the salmon and mussel industries. Inspection personnel played a key role in developing these regulations. They were actively involved in the initial field work, developing standards and inspection forms as well as attending hearings and workshops with industry. The implementation of these regulations will provide these two industries with a special marketing label as well as a specified amount of inspection time.

Staff members continue to work with industry and other government agencies to provide information on seafood quality assurance and for the protection of public health. Training expertise has been provided to other state and federal agencies, staff members have worked with industry groups in developing quality standards for shellfish, and they have been actively involved in developments concerning national seafood inspection.

LICENSES:

Permits Available Through the Industry Services Division:

Shellfish Sanitation Certificates. Holders of a wholesale seafood license and/or a shellfish transportation license may apply through the division to be certified to buy, sell, ship, transport and process shellfish both intra- and interstate. Also certificates for controlled depuration are issued to appropriate wholesale seafood license holders to harvest shellfish from restricted areas, transport and depurate them within standards set by regulation.

Permits to Import Live Organisms. Permits for introduction into coastal waters or to possess such animals are obtained through the division as provided by Title 12 section 6671 and DMR Regulations Chapter 24.

Municipal Shellfish Conservation in Closed Areas. As provided by 12 M.R.S.A. section 6621 subsection 3, paragraph C may be permitted through applications to this division.

PUBLICATIONS:

A summary of the municipal shellfish management ordinances is published every six months in the *Commercial Fisheries News*, as required by Title 12 section 6676. A summary compiled annually in June is available from the division.

Camera-ready Masters of Lobster, Mussels, Shrimp, Seafood, Cusk, Cod, Haddock, Hake, Pollock, Flounder Recipe Pamphlets . . . \$2.50 each.

Fresh Maine Cod & Fresh Maine Cusk Posters (17" x 22") . . . \$1.50 each.

Shrimp Newburg, Shrimp Jambalayah, Fresh Maine Hake, Fresh Maine Pollock and Maine Seafood Posters . . . \$2.00 each.

Seafood Training Manual/Videos . . . \$299.99 set.

Embroidered Maine Lobster Emblem . . . \$.60 each.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MARINE RESOURCES

BUREAU OF MARINE DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	982,346	941,417	40,929			
Health Benefits	106,594	103,545	3,049			
Retirement	199,317	191,116	8,201			
Other Fringe Benefits	37,874	37,525	349			
Computer Services—State	4,931	4,931				
Other Contractual Service	118,520	107,783	10,737			
Rents	8,768	8,682	86			
Commodities	26,450	19,294	7,156			
Grants—Subsidies—Pensions	15,455	15,131	324			
Buildings and Improvement	38,455	38,455				
Equipment	2,809	2,809				
Interest—Debt Retirement	328	328				
Transfers to Other Funds	1,606		1,606			
TOTAL EXPENDITURES	1,543,453	1,471,016	72,437			

BUREAU OF MARINE PATROL

PERLEY M. SPRAGUE, COLONEL, CHIEF OF MARINE PATROL

ORVILLE R. NISBET, Major, Deputy Chief of Marine Patrol

Central Office: Baker Bldg., Winthrop St., Hallowell

Telephone: 289-6550

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

Established: 1978

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188P; Citation: 12 M.R.S.A., Sect. 6025

Legislative Count: 55.5

PURPOSE: The Bureau of Marine Patrol, formerly known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility to the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

ORGANIZATION: The Wardens Service, so named in 1947, was originally established as Fish Wardens in 1843, and was appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Bureau has been an integral segment of the Department throughout its existence.

Field offices are located in South Portland, Rockland and Lamoine. Office hours are 8:30 A.M. to 5:00 P.M., Monday through Friday.

PROGRAM: The Bureau was established to enforce the state's marine fisheries laws, however, its duties have been expanded over the years to include enforcing boating registration and safety laws, environmental laws in cooperation with the Department of Environmental Protection, conduct search and rescue operations on coastal waters, enforce all marine related criminal laws and to be a general service agency to coastal residents and visitors.

Patrol officers work cooperatively with other enforcement agencies on the local, county, state and federal levels, as well as nonenforcement agencies, by providing water transportation to remote areas and islands, also coastal flights for a variety of purposes are provided in the Bureau's aircraft.

The Bureau of Marine Patrol uses military rank, which is the standard structure of law enforcement

MARINE RESOURCES

agencies. This provides for better organizational structure, more efficient chain of command, span of control, and scope of supervision. The Bureau of Marine Patrol consists of the Chief, who is responsible for administration and management; a Major, who is an Assistant to the Chief and commander of field activities. The State is divided into three field Divisions with a Lieutenant in charge of each Division. Each Division is divided into two sections with a Sergeant in charge of four to seven officers. The sergeants are first line supervisory personnel and also carry out special investigations. The authorized strength of the Bureau of Marine Patrol is 41 sworn officers and 6 support personnel. The Bureau operates a Cessna 185 seaplane for enforcement patrol, surveillance and search and rescue missions and also a fleet of 19'-25' and 35'-44' inboard and outboard powered patrol boats strategically located along the coast of Maine.

Volunteer Marine Patrol Officer. This is limited conservation work in the Bureau of Marine Patrol.

Volunteer officers are assigned to work with and under the immediate supervision of Marine Patrol personnel and to provide assistance to the Marine Patrol Officer. Good physical condition is essential in performing the duties efficiently since most of his time is spent out-of-doors under varied climatic conditions.

The most important aspect of this job is in assisting in the enforcement of Marine Resources Laws.

Marine Patrol Officer Selection and Training Program. Marine Patrol Officers are selected after a vigorous testing program administered by the Bureau of Human Resources. The test includes written exam, oral board exam and physical agility test. Candidates are also required to take a physiological exam and a polygraph test.

Once selected, new officers attend a 13 week basic law enforcement course given in conjunction with the Department of Inland Fisheries and Wildlife Warden Service at the Maine Criminal Justice Academy. This course is designed to meet all training requirements mandated by the Legislature to all law enforcement officers. In addition, officers are required to attend a 3-6 week (depending on class size) training session given; at the Department's research facility in Boothbay Harbor. This course gives officers information on a variety of subjects, including Department organization, purpose and function, biology, species identification, boat handling, seamanship and a knowledge of Marine Resource laws and regulations.

PUBLICATIONS:

A pamphlet containing marine resource laws is published bi-annually following adjournment of the first regular session of each Legislature.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
BUREAU OF MARINE PATROL						
EXPENDITURES						
Salaries and Wages	1,490,187	1,393,827	96,360			
Health Benefits	170,191	160,788	9,403			
Retirement	582,222	562,310	19,912			
Other Fringe Benefits	36,883	34,426	2,457			
Computer Services—State	23	3	20			
Other Contractual Service	236,149	134,847	101,302			
Rents	9,645	8,031	1,614			
Commodities	36,618	10,070	26,548			
Grants—Subsidies—Pensions	24,195	7,281	16,914			
Buildings and Improvement	160,251	108,787	51,464			
Interest—Debt Retirement	253	139	114			
Transfers to Other Funds	5,914		5,914			
TOTAL EXPENDITURES	2,752,531	2,420,509	332,022			

MARINE RESOURCES

BUREAU OF MARINE SCIENCES

DR. BRIAN M. MARCOTTE, DIRECTOR

Central Office: McKown Point, West Boothbay Hbr., Maine 04575
Mail Address: McKown Point, West Boothbay Harbor, Maine 04575

Telephone: 633-5572

Established: 1946

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188S; *Citation:* 12 M.R.S.A., Sect. 6021

Legislative Count: 34

PURPOSE: The Bureau of Marine Sciences is the primary State agency engaged in scientific research and development to conserve and manage the marine and estuarine resources of the State of Maine. The primary responsibilities of the Bureau are to conduct and sponsor scientific research which may include biological, chemical, technological and hydrological research and development, provide information on stock levels and environments of commercially valuable marine organisms, establish and maintain effective surveillance and inspection of consumable resources in order to assure public health and safety and provide technical and scientific information, services and assistance to the public, industry and governments.

ORGANIZATION: The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau is organized to reflect its administrative, fisheries science, public health and technical service functions. The Director's Office includes the Director, Maintenance & Operations, Secretariat and the Office of Technical Information and Public Services (TIPS). The research activities of the Bureau are organized into five research divisions: Lobster and Crab Fisheries Division, Pelagic Fisheries Division, Benthic/Demersal Fisheries Division, Fisheries/Health Division, and Research Services Division which report to the Director.

PROGRAM:

Facilities: The Bureau of Marine Sciences is located on a peninsula in Boothbay Harbor called McKown Point. At the turn of the 20th century, Boothbay Harbor was home to a large and productive fishing industry; now it is largely populated by seasonal residents and tourists.

The Bureau operates the only major fisheries research laboratory in the United States that is located on the Gulf of Maine. The laboratory complex consists of 17 buildings, two piers, two running seawater systems, and a large number of research watercraft and automotive vehicles. Wet lab facilities include filtered, temperature-controlled water sources and adequate tank space for research on a wide variety of boreal plants and animals. The laboratory also operates a public aquarium and a multi-purpose library. Carpentry and machine shops are available for the fabrication, repair and maintenance of laboratory facilities, instruments, sampling gear, boats, marine engines and motor vehicles. The laboratory is equipped with a large number of PC-DOS micro-computers and two computer terminals linked to an IBM 370 mainframe computer at the University of Maine. There is an array of software, disc storage facilities, and plotting equipment. A large proportion of research programs at the laboratory use computer equipment and there is an ongoing computer training program for all of the staff. A word processor operator is available to serve the Bureau's needs. The Bureau is now addressing many issues of staff health and safety in the context of limited space and aging infrastructures.

Director's Office: The Director is responsible for long range strategic planning of laboratory research and facility development, initiation and development of research projects and programs, staff assignments, personnel supervision including performance appraisal, coordination and management of research and facility operations, quality assurance for research and other Bureau activities, and the Director assigns budgets and monitors expenditures.

Personnel: Staff are assigned tasks appropriate to their professional skills, knowledge, and abilities. Task statements and performance standards (TS/PS) are reviewed annually for each staff member and Annual Performance Appraisals are based upon these mutually agreed upon TS/PS.

Office of Technical Information and Public Services: The Office of Technical Information and Public Services (TIPS) answers marine oriented questions, by phone or by mail, for the industry and the general public. Printed materials are available, free of charge. The TIPS Office oversees the DMR public aquarium, which is open 7 days a week from Memorial Day through Columbus Day. This marine aquarium, which attracts approximately 107,000 visitors a year, features Gulf of Maine fish and

MARINE RESOURCES

information on Maine fisheries. Besides much interpretive material, the aquarium has public restrooms, a seaside picnic area and a spectacular view. Admission is free, hours are 8-5 Monday through Friday, and 9-5 weekends and holidays. We can no longer obtain seals for display purposes.

Another function of the TIPS office is the specialized marine library with more than 2,000 books and monographs and approximately 500 serial titles. One section of the library called the Fishermen's Lending Library is devoted to information on fishing gear, gear technology and fisheries production and is available to the fishing industry. It may be visited or accessed by mail. Books and videos may be borrowed for up to 3 weeks. Lists of titles and videos are available on request.

The TIPS office produces the monthly DMR page in Commercial Fisheries News; produces a yearly information display for the Fishermen's Forum in Rockport, Maine; and coordinates DMR efforts in the Marine Mammal Stranding Network.

Lobster And Crab Fisheries Division:

Sampling the Catch: Maine recognizes the socio-economic importance of its nearshore lobster fishery and the need to have current resource information for assessment purposes. Accordingly, since August 1966, DMR has gathered detailed catch and effort data along with associated biological information by means of a statistically rigorous commercial port sampling program. During 1989, the second year of four annual minimum size increases (1/32" carapace length), samples were collected from 281 lobster boats which landed catches at 49 randomly selected dealers located from Kittery to Cutler. The total catch sampled weighed about 23 tons, was composed of 37,294 lobsters and was valued at \$108,871 (ex-vessel price). Findings from the survey included:

1. The 1989 catch-per-unit-effort values of .73 lbs./trap-haul and .18 lbs./trap-haul set-over-day are 5-15% higher than 1987 values, which is reflected by a 9.8% increase in 1988 lobster landing, (21.6 million lbs.);

2. Landed lobsters had an average carapace length of 88.6 mm (3.5 in.) and weight 550 g. (1.2 lbs.), which is very similar to the 1985-87 sizes;

3. 1988 prices/lb. averaged \$2.96 for hardshells, \$2.28 for softshells, and \$1.90 for culls;

4. The incidence of culls was 13.9% of which 5% and 9% had missing and regenerative claws, respectively;

5. 73% of the traps surveyed were constructed of wire, a 55% increase since wire traps were first noted in 1978;

6. 48.5% of the landed lobsters were females; and

7. New recruits (83-94 mm CL, .98-1.45 lbs.) comprised 90.7% of the catch.

Sea Sampling: In the fifth year of the sea-sampling program, 24 trips were taken aboard lobster boats fishing from the ports of Cape Porpoise (6), Boothbay Harbor (6), and Tenants Harbor (6). The total of all lobsters from all areas was 22,432 of which 5,375 legal-sized lobsters weighed 6,458 lbs. The sublegal to legal ratio was 3.00. Cull rates were 22.1% for sublegals and 15.1% for legal.

Of 333 berried females sampled 1985-89, 63.9% were v-notched. Conversely, only 16.3% of all v-notched females were egg-bearing.

Tagging: In addition to the dockside and at-sea surveys, lobster tagging studies in the Boothbay Region continued. Since 1979, 13,702 backtagged lobsters were released in the Boothbay Region. In 1988, 258 (25-80 mm CL) and 156 (12-24 mm) lobsters were tagged with spaghetti back and microwire tags, respectively. Commercial fishermen have reported a total of 798 legal-sized recaptures (47 in 1988). Considering that 90% of the returns were within 2 naut. mi. of the release site, only 2 lobsters moved more than 10 naut. mi., and the majority of the recaptures were new recruits (the size group comprising about 90% of the commercial catch), it appears that the bulk of the nearshore catch consists of lobsters that remain in coastal waters.

Supporting activities: Additional activities of the Lobster and Crab Fisheries Division have included: 1) a larval lobster survey; 2) a lobster tail meat validation study; 3) a gear selectivity study to assess vent size changes relative to a larger minimum size; 4) a bait attraction/avoidance study with rock crab, *Cancer Irroratus*; 5) a V-notch healing study; 6) investigating the practicality and feasibility of an aerial survey to estimate the number and distribution of lobster traps within a defined area; 7) furnishing information and advice to industry members regarding lobster diseases, shipment and storage, establishing new seawater systems and trouble-shooting existing systems; 8) referring manuscripts for various scientific journals, and 9) discussing various aspects of marine biology and lobster research findings/management with school groups, interested public, fishing industry members, and the news media.

Pelagic Fisheries Division:

HERRING STUDIES:

Transboundary Herring Study: In 1986 the Maine Department of Marine Resources and the Canadian Department of Fisheries and Oceans began a cooperative investigation of Atlantic herring in

MARINE RESOURCES

eastern Maine and southwestern New Brunswick where the resource is transboundary in nature and is a major source of raw material to the sardine industries of both the U.S. and Canada. During the first year of the investigation, spawning grounds were located and larval production and dispersal from the eastern Maine-Grand Manan Island were determined. A paper entitled "Origin and Dispersion of Larval Herring in Coastal Waters of Eastern Maine and Southwestern New Brunswick" was published in the Canadian Journal of Fisheries and Aquatic Sciences (Vol. 46, No. 4) in 1989.

In 1987, the second year of the investigation, the same year-class herring that was spawned in 1986, was surveyed as one-year-olds or "brit." Three surveys were conducted in May-June, July-August, and September-October from Casco Bay to the head of the Bay of Fundy. A single brit herring survey was conducted in the mid-coast region of Maine and in the Bay of Fundy in May-June 1988 and 1989. The results of these surveys have shown us where the brit were concentrated just prior to entering the fishery, have given us rough indices of relative abundance to compare with that of future year classes and have allowed us to follow the reproductive process from spawning to recruitment of a single year class of herring from our coastal Maine spawning group. An annual project report, completed in August 1988, summarizes these results.

Methods for preparing otoliths (ear bones) from brit herring were developed in 1987 and 1988 which are being applied in attempts to determine the spawning origins and degree of mixing of juveniles along the Maine and New Brunswick coasts.

Other work carried out in 1988 included an acoustic survey for adult herring which was conducted on the eastern Maine spawning ground in August and two larval herring surveys conducted in between Penobscot Bay and Casco Bay in September and October. The larval surveys were designed to further investigate the dispersal of larvae from the eastern Maine spawning ground and from spawning sites in Penobscot Bay. Some preliminary results that show the location of groups of spawning herring and give some estimates of their biomass are included in a report entitled "Acoustic assessment of herring the eastern Gulf of Maine 1988: Survey 2" (August 22-24, 1988).

Herring Age and Growth: The herring age and growth project is partially funded under a grant from the National Marine Fisheries Service, Woods Hole, MA. This research is of concern to both state and federal governments in their attempts to understand and manage the herring resource in the Gulf of Maine.

The age and growth study involved biological monitoring of commercial herring catches in New England and processing of samples from cruises conducted by the Northeast Fisheries Center (NMFS). Samples were processed for lengths, weights, sex, state of maturity, gonad weight, and age composition. All data were sent directly to NMFS, Woods Hole, for computer entry and storage. The Department of Marine Resources keeps copies of the data for use in management decisions, and will receive a statistical analysis of these data giving the age composition of each year's catch in tons and numbers of fish. These data provide the basis for the NMFS herring assessment.

DMR is no longer involved in the collection of herring catch and effort statistics. This project is now handled by the NMFS Statistical Office in Portland, ME. However, a DMR Research Reference Document entitled "Herring fishery catch and catch at age data" was produced as a joint effort of the two organizations in 1989.

Larval Herring Research: Larval herring belonging to the 1988 year-class were sampled during the fall and winter of 1988-89 at two inshore locations (Sullivan Harbor and the Sheepscot River) and in the spring of 1989 in the central region of the coast. The overall catch rate in the Sheepscot River was 1.65 larvae/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 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

MARINE RESOURCES

of this year-class was presented at an early life history symposium in Norway in October 1988 and will be published in the proceedings of the symposium. It is also available in DMR Research Reference Document 89/7.

Additional information on the spawning locations and times for herring on the eastern Maine spawning ground was collected in 1988 and was used to complement similar information available for the years 1983-87. This information is summarized in DMR Research Reference Document 89/5 entitled "Spawning locations and times for Atlantic herring on the Maine coast."

Shrimp Resource Monitoring/Research: The shrimp project in 1988-89 continued monitoring the northern shrimp population in the western Gulf of Maine. The program this year consisted of three tasks: 1) sampling of the Maine commercial shrimp fishery; 2) participating in gear research and assessment activities of the Atlantic States Marine Fisheries Commission (ASMFC) Northern Shrimp Technical Committee (NSTC); and 3) planning a field research project which will be implemented in the summer of 1989.

The shrimp fishery sampling program consisted of the collection of catch and effort statistics and biological data from shrimp landings in the mid-coast area between December 1988 and May 1989. These data were compiled in a report and used in the annual shrimp stock assessment performed by the NSTC. The 1988 NSTC summer shrimp survey consisted of bottom trawling at randomly selected stations in the western Gulf of Maine using a fine-mesh shrimp research trawl. Estimates of catch per tow and length frequency were made for each station for shrimp and the finfish by-catch. NSTC gear research consisted of a comparison of the performance of a standard commercial shrimp trawl with two types of separator trawl designed to separate shrimp from juvenile finfish.

A proposal submitted to the National Undersea Research Center at the University of Connecticut in 1988 resulted in the funding of two days of dive time in a research submersible and a week of survey time with a remotely-operated underwater vehicle. Field work will be performed in the summer of 1989 in Jeffreys Basin. The objectives of this project are to determine if shrimp density, sizes, and distribution patterns vary on different bottom types and to use this information to improve estimates of shrimp year-class strength and biomass derived from the NSTC summer shrimp survey.

Environmental Monitoring: The environmental monitoring project provides Department scientists, researchers, and the public with accurate information on environmental variables affecting fisheries and marine resources in the Gulf of Maine. The project monitors atmospheric and oceanographic conditions at the Department's laboratory in Boothbay Harbor. Currently, records are maintained on eleven variables parameters: wind speed, wind direction, solar radiation, barometric pressure, sea surface temperature, tide level, salinity, relative humidity, precipitation, and air temperature. Most of this information is published and distributed in summarized form on a monthly basis. In addition, the environmental monitoring project assists in the acquisition and archiving of data sets available from other sources for the use of Department scientists.

The project's standard data acquisition and dissemination activities were maintained during 1989 and improvements made in the computerized processing and formatting of data. New graphics and statistical software became available and was instrumental in the development of monthly data summaries which are concise and informative. In addition, extensive repairs were made to equipment and lighting protection was upgraded. A continuous power supply system was obtained to mitigate the problem of power fluctuation and loss. These improvements in the data acquisition system have already proven their value by enabling continuous monitoring of environmental events during periods of brief power loss.

Fisheries/Health Division:

TOXICOLOGY:

Paralytic Shellfish Poison (PSP): Approximately 5,600 PSP assays were conducted in FY 90. FY 90 was a year of overall low levels of PSP. Extensive testing of ocean quahogs from the Jonesport area indicated that only low levels of PSP were present. Most of this area is now open to quahog harvesting. Most of the state remains closed to quahog harvesting due to our inability to certify their safety.

High pressure liquid chromatography (HPLC) continues to be a valuable research tool, which gives a better understanding of PSP toxins than the FDA approved mouse bioassay. At this time HPLC has not been used for large scale PSP monitoring programs because shellfish extracts are difficult to purify and because of shortages of pure reference toxins. With increasing numbers of PSP toxins being isolated, 18 to date, the need for sufficient pure toxins and their relative mouse calibrations is increasingly evident. It will require further modifications of the HPLC method for it to replace the mouse bioassay.

Diarrhetic Shellfish Poison (DSP): DSP continues to be a restriction to the marketing of Maine oysters in the Netherlands. Maine is continuing to investigate the best method for monitoring for DSP.

MARINE RESOURCES

Amnesic Shellfish Poison (ASP: Domoic Acid): Maine is conducting a limited monitoring program, in cooperation with the USFDA lab in Boston for domoic acid. During FY 90, only trace levels have been found in mussels. The USFDA has accepted the interim standard in Canada of 20 ppm of domoic acid. Domoic acid in shellfish continues to present a potential public safety problem. Little is known about temporal and spatial variations in domoic acid concentrations in Maine shellfish, and their overall significance to public health.

Bacteriology:

Lobster Shell Disease Survey: During January of 1990 a questionnaire was sent to forty-five members of the Maine Lobster Pound Association and one hundred twenty five lobster dealers to document the impact of shell disease within Maine's lobster holding facilities. The scope of shell disease in these facilities has been shown to be a significant problem, particularly for pound keepers. Maine's lobster dealers and pound keepers are taking into consideration and applying the necessary preventative measures to control shell disease.

Collaboration with other investigators: (1) Assisted in PSP sampling and processing; (2) Assisted Anadromous Division with health inspection of Connecticut River shad prior to transportation to Maine waters; (3) Assisted University of Maine pathologists with fish health exams at four Maine fish cultural facilities; (4) Sampled *Codium fragile* for a U. Miami phycologist; (5) Assisted a Bigelow Lab Scientist with EM investigation of Scallop Abscess Disease; (6) Assisted Northeastern University investigator with fungus outbreak in lamprey stocks; (7) Assisted Bigelow Lab researcher during Gulf of Maine herring cruise.

Importations/Transportation Permits: A total of 35 permits were processed to assure that the smolts that were transferred to sea pen cages were healthy and not a danger to the health of our marine resources. Over 2.5 million young salmonids were moved during the spring of 1990.

Pathology:

Continuing Investigations: Slides of lobster hemolymph and hepatopancreas smears from past mortalities were re-examined for the presence of ciliates. Histosections of soft-shell clams from the Tred Avon River, Maryland from 1961 and 1962 were examined and restained, when necessary, for evidence of disseminated sarcomas. VEN (viral erythrocytic necrosis) studies continued, involving salmon, alewives and herring.

Investigations of Diseases/Mortalities: Moribund lobsters submitted by several dealers were diagnosed as having died of "red tail": *Aerococcus viridans* infection. Lobsters from a Kennebunkport dealer were found to be heavily infected by bacterial shell disease. In addition, lobsters from Southport Island and Small Point holding pounds were found not to be dying from red tail, as suspected, but from a severe ciliate infestation. Transmission experiments are continuing on this problem, as well as examining the hemolymph of rock and green crabs as a possible vector of these parasites. American oysters being cultured at the Darling Center, University of Maine, and from several aquaculture lease sites on the Damariscotta River are being processed and examined for the presence of MSX, a haplosporidan species responsible for extensive mortalities along the eastern coast of the United States. European oysters from the Bethel Point area are being examined following reports of extensive mortalities in that area. Gross and histological examinations were conducted on Atlantic surf clams, *Spisula solidissima*, from Nantucket Shoals, ocean quahogs, *Arctica islandica*, from Rhode Island and Stimpson's surf clams, *Spisula polynyma*, from Stellwagen Bank for the aquaculture industry.

Collaboration: 1) Consulted with and exchanged histological preparations of American oysters and soft-shell clams with scientists at Rutgers University Shellfish Research Laboratory and the Smithsonian Institution's Registry of Tumors in Lower Animals; 2) Assisted with PSP sampling; 3) Collected and obtained blood from horseshoe crabs for a researcher in Houlton, Maine; 4) Collaborated with University of Maine scientists on oyster and lobster disease work; 5) Consulted with a Bigelow Lab scientist regarding environmental pollutant data and pathological conditions found in fish and shellfish in Casco Bay; 6) Assisted in fish health exams at two Maine fish cultural facilities; 7) Reviewed and evaluated a research proposal for the UM/UNH Sea Grant College Program regarding the use of anti-idiotypic antibodies as potential vaccines, diagnostic reagents and research probes for aquatic birnaviruses; 8) Reviewed and evaluated a manuscript submitted for publication to the Journal of Shellfish Research regarding a new disease in Bay Scallops in the Canadian Maritimes; 9) Provided new information and diagnostic help regarding ciliate disease in lobsters to a private consultant; 10) Advised the Oil Bureau of the DEP on metal levels in Maine soft-shell clams and pathological effects of same.

Physiology:

The study to determine the effects of toxic algae on bivalve mollusks is continuing. A comprehensive study to assess the susceptibility of oysters *Crassostrea virginica* and *Ostrea edulis* to paralytic shellfish toxins has been completed. In addition a comprehensive review of the effects of toxic algae blooms on

MARINE RESOURCES

shellfish aquaculture has been published. A collaborative study is being carried out between DMR and Canadian DFO scientists to assess the seasonal uptake, sequestering and transformation of paralytic shellfish toxins by the scallop *Placopecten magellanicus*. Preliminary results of these studies were presented at the annual meeting of the National Shellfisheries Association and the World Aquaculture Society.

A study of the effects of toxic algae on juvenile shellfish was funded by the Maine Aquaculture Innovation Center. Funds have been received from the New England Fisheries Development Association to study the effects of toxic algae on *Spisula* and *Arctica*.

Scallops (*Placopecten magellanicus*): A comprehensive bibliography of information on giant scallop is in preparation.

Benthic and Demersal Fisheries Division:

MARINE WORM RESEARCH:

The objectives of this program are to understand the biology, ecology and population dynamics of Maine's two commercially harvested baitworms, the sandworm (*Nereis virens*) and the bloodworm (*Glycera dibranchiata*), in order to successfully manage this multimillion dollar resource. The marine worm program's activities for the preceding year can be divided in the following categories: 1) industry requests, problems and concerns; 2) resource data collection; and 3) studies of the life history, ecology, anatomy and physiology of the bloodworm, *Glycera dibranchiata*.

Minimum Size: Another issue which has repeatedly surfaced since the inception of the marine worm program 20 years ago is a minimum size requirement for bloodworms as a means of conservation. The possibility of employing size restrictions have been extensively examined numerous times with negative results. For soft-bodied organisms, such as these, it is almost impossible to set and enforce standards since length and weight are salinity dependent. The reproductive strategy of the bloodworm and sandworm must also be considered in management plans of these species. The worms reach a certain age at which they become sexually mature, spawn and die. Neither species spawn more than once. Therefore, regardless of size, if a worm is harvested prior to spawning, which it must for a marketable product, it cannot provide new recruits to the community. Theoretically, the size at which the worm is harvested is unimportant. Once it is removed from the population it cannot reproduce. Before any conservation measures can be employed, worm migration and local movement must be determined (see below).

Landings: Marine worm landings data and dealer lists are continually updated. The dealer list is of use when people contact DMR regarding where they may purchase worms.

Feeding: Feeding studies have been completed to determine how *Glycera* feeds and what it feeds upon. Clarification of the feeding behavior of the bloodworm is necessary before restocking of commercially productive bloodworm areas is possible. The marine worm industry has expressed considerable interest in restocking commercially viable intertidal regions. If appropriate food items are not available at the transplant site, the bloodworms may migrate from the area thus wasting time and resources. Knowledge of the dietary habits of bloodworms would enable managers to identify likely habitats and possible transplant sites for future cultivation.

Other Research: Extensive literature reviews were conducted during the past year to keep abreast of polychaete research. Numerous public inquiries about the worm industry and how it functions have been answered. Lectures have been delivered to student and other groups on DMR's worm research.

Mussel Seed Conservation and Management: As part of the DMR mussel regulations (Chapter 12), Seed Mussel Conservation Areas have established in the following locations: Jordan River, Trenton/Lamoine; West Bay, Gouldsboro; Narraguagus Bay, Milbridge/Harrington; and Harrington River, Milbridge/Harrington. The purposes of the conservation program are to provide a consistent source and supply of quality seed mussels for grow-out on leased bottom sites, and lend insight into the relationship of percent of crop removal and occurrence of seed sets. During the past year, the conservation areas, each of which represents a large mussel population and has demonstrated consistent seed sets, were assessed for determination of mussel size, density, standing crop, and environmental conditions. An aerial photography/computer digitizer method, used in conjunction with mussel samples collected at the areas, was utilized for determining an estimate of volume of mussel stocks at the sites. Additionally, harvesting permits were issued through the seed harvesting permit system. By monitoring the volume of seed mussels harvested and preventing the complete removal of the standing crop, thereby encouraging future seed sets, DMR intends to provide long-term conservation and management of these productive areas.

Groundfish Ecology: A project entitled ecology of groundfish along the coast of Maine was initiated during this last year. The project is supported by state monies and federal funds made available through the Sportfish Restoration Act. The project has been conceived of as a five year program with a series of different jobs. These jobs include: 1) Sea sampling on charter sports fishing boats, 2) Compilation of data from the Gulf of Maine on groundfish spawning grounds, location of these grounds

MARINE RESOURCES

and information on the fecundity of the various species of fish, 3) Documentation of the occurrence of juvenile fish along the coast and 4) Mapping selected fishing grounds, in conjunction with the Maine Geological Survey, using sidescan sonar.

In the first year of the study an inventory of charter fishing boats was made. Twenty-five boats were identified as charter boats working out of Maine ports. A limited sea sampling program was also initiated in the first year. Four boats were sampled although all twenty-five boats were contacted via telephone and a questionnaire. A series of "fish facts" were prepared for boat operators that document any fishing regulations and pertinent biological information on the more popular sports fish species. These fish facts were also available to interested public at the Bangor and Augusta Sportsman shows.

A report was prepared, based on information in the scientific literature and departmental data files, on the age/length at maturity, fecundity, spawning areas and seasons for eight of the most important recreational groundfish species in the Gulf of Maine. This information was incorporated into the fish facts sheets described above.

Survey methods and methods of capture of juvenile fish were reviewed and a limited sampling program was initiated. Fish traps were deployed at select locations on the Boothbay peninsula and a 1.5 meter push net was evaluated with regard to its ability to capture juvenile fish. A more extensive and systematic program of sampling is planned for future years of the study.

The physical structure of the Inner Kettle, a fishing ground extending seaward from the Sheepscot Bay that is of both commercial and recreational importance, was surveyed using the R/V ARGOMAIN. A detailed bathymetric map was created and sidescan data compiled. A preliminary version of these data was displayed of the Gulf of Maine Conference and copies of the chart were available at the Fisherman's Forum and sportsman shows in Bangor and Augusta.

Commercial Sampling Program for Sea Scallops: A commercial sampling program for catch/effort and adductor meat weight frequency information was conducted for the inshore sea scallop (*Placopecten magellanicus*) fishery along the Maine coast during the winters of 1986-1987, 1987-1988 and 1988-1989. Biological samples and interview information was collected from inshore boats landing their catches at 40 dealer locations between Portland and Eastport, Maine between December 1 and March 31, of each year. Catch and effort data collected from each boat included length and horsepower of vessel, fishing area, depth fished, away time, fishing time, gear description, lbs. and value of catch, man-hours fished, lbs. landed/ft. dredge-width/hr.-towed, lbs. landed/sq. ft. dredge-opening/hr.-towed, value/tow-hr., value/man-hr., value/ft. dredge-width/hr. towed, and value/sq. ft. dredge-opening/hr.-towed. Information collected from all boats show that chain sweeps were more efficient than rock drags. Catch/effort values increased during the 3 winters: (1.28 lbs./ft. dredge width/hr.-towed 1986-1987; 2.50 lbs./ft. dredge width/hr.-towed 1987-1988; 2.95 lbs./ft. dredge width/hr.-towed 1988-1989). Scallops meat weight frequency distributions were typically skewed and one-tailed with the majority of the meats in the smaller weight sizes. Mean meat weights were 22.08 gms. (1986-1987), 17.89 gms. (1987-1988), and 17.40 gms. (1988-1989). The sampling program was discontinued during the winter of 1989-1990 because it was considered low priority and a need existed for substantial cost savings measures.

Collection of Landings Data: DMR's port agent coordinated data collection, the compilation of fisheries landings information, and the collection of biological herring samples, with the National Marine Fisheries Service (NMFS) port agents in Rockland and Portland. The DMR's port agent collected commercial fisheries landings data from dealers and other commercial sources in Knox, Waldo, and Hancock Counties. Data collection sources are reviewed annually and updated.

The exchange of commercial landings information is beneficial to both the state and federal government. Landings information collected by DMR and NMFS are integrated in the formation of the Maine Landings report. This report aids the fishing industry in making plans for expansion based upon what future marine species might be available for commercial harvest. The landing information is also used in deriving state-federal matching funds available for research needs.

Juvenile Bluefish Study: A three year study of the distribution, size, frequency composition, schooling behavior, feeding habits, and the stock of origin of juvenile bluefish (*Pomatomus saltatrix*) captured in the Marsh River (Newcastle, Maine) was initiated on May 1, 1990. Data collection will commence the week of June 17-23, 1990 and continue through September 30, 1990.

Larvae of Caridean Shrimp: Larvae of caridean shrimp have been collected in Sheepscot Bay in plankton tows from 1979-1984, and 1989. Approximately 100,000 larvae, represented by three families, eight genera, and 12 species have been identified and their developmental stage noted.

Sheepscot Bay is an important spawning and nursery area for many marine species and as little has been written about the caridean larvae of this region, with the exception of the commercially important *Pandalus borealis*, a manuscript is being prepared to recount the seasonal occurrence, development, vertical distribution, and certain taxonomic characteristics of these larvae.

MARINE RESOURCES

Research Services Division:

COMPUTER OPERATIONS:

The Research Services Division provides computer hardware and software support for the Department of Marine Resources and the Bureau of Marine Sciences. Services include programming, training, and assistance in all phases of computer operations. The division is responsible for operation and maintenance of 14 personal computers and the research laboratory's dedicated linkage to the University of Maine mainframe computer.

The Division also assists project and program staff in computer program selection data entry, database design, statistical analyses and training programs. Other services include data recovery, the correction of hardware and software problems, and assistance with data storage hardware.

PUBLICATIONS:

The Marine Resources Laboratory operates a "Fishermans Library" as part of their overall library facilities. Books and articles on various aspects of fishing are available on a library loan basis to the general public.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF MARINE SCIENCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,710,762	1,089,533	257,984		363,245	
Health Benefits	187,680	113,705	33,637		40,338	
Retirement	339,939	220,675	47,874		71,390	
Other Fringe Benefits	217,197	108,030	43,853		65,314	
Computer Services—State	60,135	997	59,134		4	
Other Contractual Service	339,551	79,162	204,432		55,957	
Rents	26,375	8,925	6,610		10,840	
Commodities	156,411	58,943	74,506		22,962	
Grants—Subsidies—Pensions	17,272	3,644	9,695		3,933	
Buildings and Improvement	190,669	18,670	156,472		15,527	
Interest—Debt Retirement	370	93	231		46	
Transfers to Other Funds	31,011		16,670		14,341	
TOTAL EXPENDITURES	3,277,372	1,702,377	911,098		663,897	

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: 180

Legislative Count: N.A.

Organizational Units:

Board of Trustees
Board of Visitors
Office of the President
Training Division

Academic Division
Administrative Division
Student Affairs Division
External Services Division

PURPOSE: Maine Maritime Academy is a college specializing in ocean and marine oriented programs at the undergraduate and graduate level, with emphasis on engineering, transportation, management, and ocean studies, as well as preparing officers for the merchant marine and the uniformed services of the United States. The Mission of the college is to provide an educational environment which stimulates intellectual curiosity, fosters professional competency, encourages rigorous self-discipline, and develops leadership potential through a learning environment which emphasizes active student involvement in both the curricular and co-curricular educational process. The college provides public service to the State while perpetuating Maine's heritage of the sea.

ORGANIZATION: The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through five divisions listed in the organizational units above.

Under the policy guidance furnished by the Board of Trustees, the President of the Academy is the principal executive, being assisted by five division heads, each of whom oversees their respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy of \$100,000 from the Maritime Administration. The Training Ship "State of Maine" is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget.

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of \$4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM: Academy enrollment in the spring of 1991 was 555. Of this number, 93 were seniors, 126 juniors, 110 sophomores, 176 freshmen, and 50 graduate students. The student body included 35 women. Students from the State of Maine represented 60 percent of the total. Other students came from 25 states and 10 foreign countries. The Bachelor of Science degree was awarded to 93 students in April 1991. Associate in Science degrees went to 12 students, with Master of Science degrees to 15.

Nearly 100 percent of the Class of 1991 is now professionally employed in a wide range of marine and non-marine related companies. Twenty members of the Class of 1991 accepted active duty commissions in the U.S. Navy.

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, Port Canaveral, Nassau, Quebec City, Bermuda and Boston.

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.

MARITIME ACADEMY

At the Bachelor of Science degree level, Power Engineering Technology supplements the traditional marine engineering majors. This course of study prepares graduates for positions as plant engineers, operating engineers, and plant managers in the shoreside power production industry.

The Academy makes a significant contribution to marine research on the Gulf of Maine by operating the 80-foot oceanographic research vessel *Argo Maine*. This vessel is operated in cooperation with the University of Maine, Maine Department of Marine Resources, Maine Geological Survey, and Bigelow Laboratory for Ocean Sciences. The Academy also owns and operates the historic Arctic schooner *Bowdoin*. She provides training for students leading to an auxiliary sail license, aids in student recruitment and public information, and serves as an enduring symbol of Maine's seafaring heritage.

On Course for Greatness: The Campaign for Maine Maritime Academy was launched in January 1989. With a goal of \$10 million, this fund drive is the most ambitious ever attempted by a maritime college in the United States. As of June 1991, nearly 100% 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. During fiscal 1991 the Academy finalized tentative contract agreements with all three units.

LICENSES, PERMITS, ETC.

Bachelor of Science degree.

Master of Science in Maritime Management.

Associate in Science degree.

PUBLICATIONS:

Maine Maritime Academy Catalog	(no charge)
<i>Maine Maritime Academy—The Formative Years 1941-1966</i>	
by Howard C. Jordan	\$5.00
Maine Maritime Academy Viewbook	(no charge)
Cruise Planning Manual for the Research Vessel <i>ARGO MAINE</i>	(no charge)
<i>Mariner</i> (Alumni Magazine)	(no charge)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE MARITIME ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	6,452,664	6,452,664				
TOTAL EXPENDITURES	6,452,664	6,452,664				

MARKETING ADVISORY

MAINE MARKETING ADVISORY BOARD

WAYNE D. SMITH

Central Office: 1 Vaughn Place, Caribou
Mail Address: P.O. Box 145, Caribou, Maine

Telephone: 498-6130
Recorder: 800-462-8818

Established: September 23, 1983

Reference: Policy Area: 01; Umbrella: 92; Unit: 463; Citation: 7 M.R.S.A., Sect. 1008B

Average Count—All Positions: 1

Legislative Count: 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 1991: The expenditures of this unit are included with those of the Bureau of Agricultural Marketing.

MAINE MEDICAL LABORATORY COMMISSION

PHILIP W. HAINES, Dr. P.H., CHAIRPERSON

Central Office: Human Services Bldg., Augusta
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333

Telephone: 289-2727

Established: 1975

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 359; *Citation:* 22 M.R.S.A., Sect. 2026

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories. The Commission advises on the enactment of appropriate rules and standards for laboratories, and may suggest changes in law.

ORGANIZATION: This Commission of eight 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' Health and Environmental Testing Laboratory.

PROGRAM: During FY 91 the Commission conducted business by mail. The number of licensed laboratories is now 24, an increase of 2 over the previous year.

1989 saw the enactment of legislation concerning labs performing maternal serum alpha-fetoprotein screening and lab services performing health screening tests. During 1989/90, rules were promulgated concerning health screening laboratory services, but time constraints prevented completion of rules regarding maternal serum alpha-fetoprotein testing. 100- saw enactment of Legislation concerning performance of tests without physician order. Rulemaking is in process for this provision. In addition, the new requirements of the Federal Clinical Laboratory Improvement Act of 1988 and its effect on State regulatory programs are leading to additional workload within the laboratory regulatory programs.

LICENSES, PERMITS, ETC.:

License:

Private Medical Laboratory
Health Screening, Laboratory Service

PUBLICATIONS:

1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free
3. Rules and Regulations—free

FINANCES, FISCAL YEAR 1991: The expenditures of this unit amounted to \$1,000.00 in FY 91 and are, by administrative decision, included with those of the Bureau of Health, Department of Human Services.

MAINE COMMISSION ON MENTAL HEALTH

MERRILL R. BRADFORD, ESQ, CHAIRMAN
REID S. SCHER, Executive Director

Central Office: 103 Water Street, Hallowell

Telephone: 626-3018

Mail Address: Statehouse Sta. #153, Augusta, Maine 04333

Established: September 23, 1988

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 332; *Citation:* 34-B M.R.S.A., Sec. 3901

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Maine Commission on Mental Health advises and is available for consultation to the Governor, the Legislature and the Department of Mental Health and Mental Retardation on issues relative to improving care, treatment and programs for persons with mental illness in the State. The Commission will monitor and evaluate the efficacy and timely implementation of institutional reform programs as well as participating in the development of standards of care. By February 1, 1990 and each year thereafter, the Commission will present a report to the Legislature and the Commissioner of Mental Health and Mental Retardation assessing the State's implementation of and compliance with the community and institutional standards and evaluating the state mental health institutes. The Commission will also participate in the development of the State mental health plan.

ORGANIZATION: The Commission is an independent body of 23 members, 12 appointed by the Governor and 11 by the Speaker of the House and President of the Senate. Legislation passed in 1989 mandated the appointment of two primary consumers of mental health services, 1 by the Governor and 1 joint Legislative appointment. As established in that legislation, the chair is elected by the membership of the Commission. The Commission is currently comprised of consumers of mental health services and providers of direct and indirect mental health services, both public and private. The Commission is authorized to employ an executive director and a clerk typist. The executive director is responsible to the Commission and supervises the Commission staff.

PROGRAM: The Maine Commission on Mental Health held twelve monthly meetings during the most recent fiscal year. The Commission continued to focus upon problems and needs in the state's mental health system and was addressed relative to these issues by a range of presenters, including representatives of the executive and legislative branches, primary and secondary consumers, providers and advocates. The Commission played an active role in mental health legislation, offering testimony and participating in work sessions involving several proposed changes in mental health policy and funding. In November, 1989, the Commission traveled to Concord, New Hampshire, to assess progress made in that state in addressing problems similar to those currently facing Maine and developed recommendations based upon strengths of that system.

The Commission issued its first annual report in February, 1990. This contained assessments of the mental health institutes' and community services' compliance with existing standards of care, quality of care and continuing problems at the Augusta and Bangor Mental Health Institutes and progress in developing comprehensive standards of care for the mental health system. Standards development is a continuing process being collaboratively led by the Commission and the Department of Mental Health and Mental Retardation, involving over 75 representatives of providers, consumers, families and other interested parties. A completed draft is expected to be ready for an implementation study in 1991. The Commission will also be working with several consumers of mental health services to develop a program of consumer advocates, in accordance with its legislative mandate.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MENTAL HEALTH

MAINE COMMISSION ON MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	46,501	46,501				
Health Benefits	5,234	5,234				
Retirement	10,956	10,956				
Other Fringe Benefits	3,185	3,185				
Other Contractual Service	21,207	21,207				
Rents	113	113				
Commodities	1,916	1,916				
Buildings and Improvements	451	451				
TOTAL EXPENDITURES	89,563	89,563				

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

ROBERT W. GLOVER, PhD, COMMISSIONER
RONALD S. WELCH, Associate Commissioner, Programs
RONALD R. MARTEL, Associate Commissioner, Administration

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Telephone: 289-4200

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: 2,572.0

Legislative Count: 2,525.5

Organizational Units:

Bureau of Mental Health
Bureau of Mental Retardation
Affirmative Action Office
Office of Advocacy
Bureau of Children with
Special Needs
Office of Community
Support Systems
Office of Substance Abuse Services—
MH&MR
Division of Quality Assurance
Residential Treatment Centers Advisory Group
Development Disabilities Office

State Planning & Advisory Council on
Development Disabilities
Maine Committee on Problems of the
Mentally Retarded
Maine Advisory Committee on
Children with Special Needs
Augusta Mental Health Institute
Bangor Mental Health Institute
Pineland Center
Bath Children's Home
Elizabeth Levinson Center
Aroostook Residential Center

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.

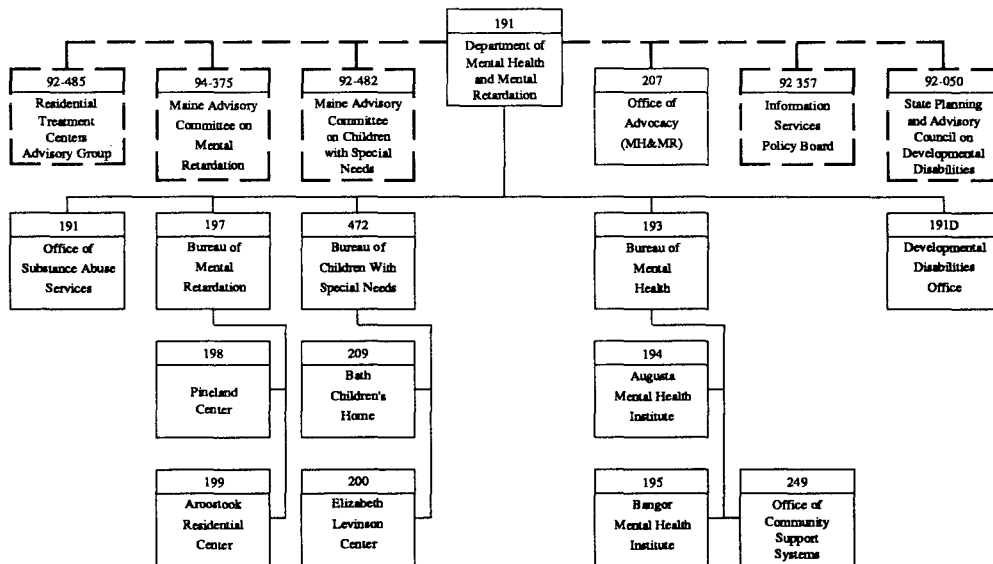
The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons under its jurisdiction. The Department also exercises general supervision, management of research, quality assurance and planning, grounds, buildings and property, employees and patients of the State institutions within its jurisdiction. One of the most significant events for the Department of Mental Health and Mental Retardation during FY 91 was the signing of the settlement agreement to the AMHI Consent Decree on August 2, 1990. The settlement agreement was a result of a class action lawsuit filed against the Commissioner of the Department of Mental Health and Mental Retardation, the Superintendent of the Augusta Mental Health Institute and the Commissioner of the Department of Human Services (Paul Bates, et al, v. Robert Glover, et al).

The terms of the agreement are the results of eight months of continuous negotiations between attorneys on both sides and representatives of AMHI, the Department of Human Services and the Bureau of Mental Health. It envisions an expansion of community programs based on the belief that the system must be driven by the values of the people whom that system serves. A corresponding reduction in the AMHI census will be possible as new community services are developed. Details of these efforts are to be negotiated into an Implementation Plan which will serve as the basis for determining compliance with the Consent Decree.

In developing a comprehensive Mental Health System, the Department will be governed by the following principles as articulated in the Settlement Agreement:

- persons with mental illness are entitled to respect for their individuality.
- the full spectrum of needs of these individuals will be met with services which are flexible and responsive.

ORGANIZATIONAL CHART DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION UMB 14



Approved by the Bureau of the Budget

MENTAL HEALTH AND MENTAL RETARDATION

CONSOLIDATED FINANCIAL CHART FOR FY91 DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	57,087,011	56,221,504	235,266		630,241	
Health Benefits	6,765,280	6,663,580	34,289		67,411	
Retirement	12,430,746	12,252,630	48,644		129,472	
Other Fringe Benefits	5,474,471	5,008,553	154,580		311,338	
Computer Services—State	229,804	229,508	296			
Other Contractual Service	4,145,826	3,926,811	43,786		175,229	
Rents	572,609	568,768	1,862		1,979	
Commodities	4,700,476	4,665,533	22,644		12,299	
Grants—Subsidies—Pensions	46,431,556	42,498,655	332,186		3,600,715	
Purchases of Land	348,232	348,232				
Buildings and Improvement	549,197	520,510	5,366		23,321	
Interest—Debt Retirement	8,606	8,594			12	
Transfers to Other Funds	27,639	201	4,417		23,021	
TOTAL EXPENDITURES	138,771,453	132,913,079	883,336		4,975,038	

MENTAL HEALTH AND MENTAL RETARDATION

- hospitalization and all other services should be provided as close as possible to the person's home.
- treatment must be provided in the least restrictive setting possible.
- services will be designed and delivered based on identified individual needs.
- persons with mental illness have the same right as do all other citizens of Maine.
- persons with mental illness not covered by the suit shall not be deprived of services solely because they are not class members.
- individuals have the right to refuse all or some of the services offered.

The Consent Decree has become an important declaration of the policy direction being established by the Department of Mental Health and Mental Retardation with and on behalf of persons with mental illness.

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 91 is included in separate reports prepared by the Department's subdivisions.

LICENSES, PERMITS, ETC.:

License:

Amity Center
Androscoggin Home Health
Northern Maine General Hospital
Opportunity Housing
Aroostook Mental Health Center
Valley AMI Center
Community Health & Counseling Services
The Together Place, Inc.
Families United of Washington County
Kennebec Valley Mental Health Center
Motivational Services, Inc.
Kennebec Valley Regional Health Agency
Crisis and Counseling Centers, Inc.
Youth & Family Services, Inc.
Tri-County Mental Health Services
100 Pine Street Area IV MHC
Spurwink School
Western Maine Counseling Services
Shalom House, Inc.
Ingraham Volunteers
Community Counseling Center
York County Counseling Services, Inc.
Bath-Brunswick Mental Health Association/Shoreline Care Systems
Mid-Coast Mental Health Center
Home Counselors, Inc.

MENTAL HEALTH AND MENTAL RETARDATION

Creative Health Foundation
DHRS
Goodwill Industries
RAFTS
Washington County Psychotherapy Associates
YWCA
Sweetser Children's Home
Northeast Occupational Exchange
Youth & Family Services

FINANCES, FISCAL YEAR 1991: The following financial displays were generated from Department accounts as recorded in the files of the Bureau of the Budget's MFASIS 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	2,585,802	2,584,324	1,478			
Health Benefits	229,944	229,812	132			
Retirement	481,759	481,458	301			
Other Fringe Benefits	532,140	532,135	5			
Computer Services—State	120,231	120,231				
Other Contractual Service	401,891	401,891				
Rents	393,325	393,325				
Commodities	2,712,494	2,712,494				
Grants—Subsidies—Pensions	726,709	726,709				
Buildings and Improvement	57,188	57,188				
Interest—Debt Retirement	867	867				
Transfers to Other Funds	201	201				
TOTAL EXPENDITURES	8,242,551	8,240,635	1,916			

OFFICE OF ADVOCACY (MH & MR)

RICHARD A. ESTABROOK, ESQ., CHIEF ADVOCATE

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

Telephone: 289-4223

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 207; *Citation:* 34-B M.R.S.A., Subsec. 1205

Average Count—All Positions: 14.0

Legislative Count: 14.0

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: Presently Pineland has 1.5 advocate positions, AMHI has 2, and BMHI has 1. In addition there are 6.5 community advocate positions for persons with mental retardation who reside in the community. One community advocate also serves persons at the Levinson Center. There is also one advocate serving clients of the Bureau of Children with Special Needs.

MENTAL HEALTH AND MENTAL RETARDATION

The community advocates and the advocates at Pineland: (1) investigate allegations of abuse exploitation, and neglect pertaining to persons with mental retardation; (2) approve and monitor the utilization of aversive behavior modification plans both at Pineland and in the community; (3) represent clients at inter-disciplinary team meetings at which programs for treatment, services, goals and habilitation are planned, developed, and recorded; (4) seek ways to implement and enforce the rights of persons with mental retardation under the Pineland Consent Decree, state law, and federal law; and (5) review policies and actions of the Bureau's regional offices and at Pineland and suggest ways to deliver high quality care to persons with mental retardation.

The three advocates based in the state's two major mental health institutions (1) investigate allegations of abuse, exploitation, and neglect; (2) assist in the investigation, prosecution, and resolution of patient grievances; (3) attend treatment team meetings to aid in having the patient's treatment desires met; and (4) review and suggest policies and practices which encourage humane care. In addition, the advocates at AMHI advocate for compliance with the provisions of the AMHI Consent Decree.

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 persons 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 the AMHI Consent Decree and regulations assuring mentally ill patients' rights, and actively enforces those rights. A major goal of the Office is to be able to provide to the Department suggestions which will not only impact upon individual client's lives, but will also aid the Department and clients in general through helpful systematic changes.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Advocate, Pineland Center, Box C, Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330.

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401.

Rights of Mentally Retarded Persons (Summary of 34 MRSA c. 186-A)—free

Rights of Recipients of Mental Health Services, free, obtainable from the Chief Advocate, State House Station #40, Augusta, Maine 04333, or either of the two institutional advocates.

The Office of Advocacy and each individual advocate working for the Office of Advocacy maintains a substantial library of information regarding clients' rights. These materials are available for on-site use and in many cases are available for loan to individuals involved in service provision for clients of the Department of Mental Health & Mental Retardation.

In addition copies of all documents and laws referred to in the Department's regulations, "Rights of Recipients of MH Services," are available for inspection at each office of an advocate with the Office of Advocacy.

FINANCES, FISCAL YEAR 1991: The following financial displays were generated from Department accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
OFFICE OF ADVOCACY (MH&MR)						
EXPENDITURES						
Salaries and Wages	335,826	335,826				
Health Benefits	31,735	31,735				
Retirement	67,375	67,375				
Other Fringe Benefits	3,588	3,588				
Other Contractual Service	21,237	21,237				
Commodities	772	772				
Grants—Subsidies—Pensions	9,615	89,615				
TOTAL EXPENDITURES	470,148	470,148				

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: Lombard St. Ext., Presque Isle
Mail Address: Box 1285, Presque Isle, Maine 04769

Telephone: 764-4104

Established: 1972

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 199; Citation: 34-B M.R.S.A., Sect. 5403

Average Count—All Positions: 22.0

Legislative Count: 22.0

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. Transitional programming for Pineland Center residents who are returning to Aroostook County;
- C. Transitional programming for all residents from more restrictive residential environments to less restrictive residential placements;
- D. Independent living training to help individuals live in their own apartments; and
- E. Basic teaching activities in such areas as daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills and overall community socialization.

ORGANIZATION: The Aroostook Residential Center began operation in October 1972.

Pre-admission evaluations are conducted by the regional office of the Bureau of Mental Retardation with final screening conducted by the facility's Admissions Committee. Decisions to admit are based on specific program recommendations developed through a multi-disciplinary approach. Regular admissions require certification of eligibility for intermediate care facility for mentally retarded services.

Following admission, the resident is assigned a specific staff member who is responsible for the implementation of the resident's individual program plan. Quarterly monitoring and staff reviews are conducted to assess program effectiveness. Modification of the resident's program is made as the need arises and implemented by Center staff.

A professional experienced in mental retardation program administration directs the activities of the houseparents and coordinates resident related activities between the Center and community agencies. These houseparents are the primary teachers and care providers for the residents.

PROGRAM: The Center operates on a 24 hour per day/seven days per week basis. Residents must be 16 years or older and experiencing behavioral adjustment difficulties.

The Center has also focused on enhancing its behavior management capabilities. Contracts for expanded professional services, i.e., psychology, speech therapy, occupational and physical therapy, give the staff significant consultative support. As a result, the Center has been able to manage more difficult and complicated behavior.

Compliance with the standards for licensure as an intermediate care facility for the mentally retarded provides the initiative for developing a more intensive behavior stabilization program. Additional Federal revenues to the general fund generated as a result of the operation of a seven-day program equals approximately 50% of the Center's operating costs.

These services have helped to stabilize requests for Pineland Center admissions by providing services to Aroostook County residents closer to home.

The Center is nationally accredited by the Accreditation Council on Program for Persons with Developmental Disabilities (ACDD).

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	468,008	468,008				
Health Benefits	54,960	54,960				
Retirement	107,778	107,778				
Other Fringe Benefits	128,614	128,614				
Computer Services—State	-84	-84				
Other Contractual Service	65,476	65,476				
Rents	7,424	7,424				
Commodities	15,008	15,008				
Grants—Subsidies—Pensions	13,347	13,347				
Buildings and Improvement	19,727	19,727				
Interest—Debt Retirement	2	2				
TOTAL EXPENDITURES	880,260	880,260				

AUGUSTA MENTAL HEALTH INSTITUTE

LINDA BRESLIN, 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: 845.5

Legislative Count: 823.4

Organizational Units:

Admission Unit	Nursing Home
Adult Unit	Evaluation/Research
Older Adult	Staff Development
Pre-Discharge Unit	Hospital and Business Services
Forensic Treatment Unit	Health Sciences Library
Adolescent Unit	Professional Departments
Alternate Living Program	Psychiatry, Nursing, Social Work
G.R.O.W. Workshop Programs	Psychology, Rehabilitation Services
Senior Rehabilitation Unit	

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 capacity 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,

MENTAL HEALTH AND MENTAL RETARDATION

except for the Veterans' Administration Hospital, to the people of southern and central Maine. The development of the community mental health centers in the 1960's resulted in a redefinition of the Institute's role. It stands today as a necessary and valuable part of the comprehensive mental health system which provides a broad range of services to Maine residents.

The Augusta Mental Health Institute is organized on a system of functional treatment units in order to meet, as effectively and efficiently as possible, the needs of mental health clients in the counties previously mentioned. Each of the functional units is responsible for the total treatment and rehabilitation of its patients:

- A. Admission Unit: The 27-bed unit is primarily an intensive assessment, diagnostic and crisis intervention service, offering short term treatment such as chemotherapy, group therapy, activity therapy, and occupational therapy. Except for forensic patients and adolescents, approximately 50% of newly admitted patients are discharged within 7-9 days. This rapid stabilization and discharge function requires carefully planned aftercare services which are provided by various mental health agencies throughout the state.
- B. Forensic Treatment Unit: At present, the 27-bed Forensic Unit is divided into an 6-bed high security section and a 21-bed medium security section. The 6-bed section provides short term intensive diagnostic and treatment services in a secure setting for individuals referred from the courts for observation, care and treatment and for civil admissions from state and county correctional facilities. Those found Not Guilty by Reason of Mental Disease or Defect or Incompetent to Stand Trial are generally treated on the medium security area unless otherwise indicated. The staff of this Unit monitor all legal hold patients, regardless of treatment unit or release status. One halfway house is designated for forensic patients.
- C. Adult Program: This 35-bed program focuses on treatment and social intervention to adult psychiatric patients up to age 45. Most patients in this program are being served in a long term outpatient or community based programs with occasional inpatient episodes being necessary.
- D. Adolescent Unit: This 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. It is anticipated that AMHI's adolescent capacity will phase out as services move to community settings.
- E. Older Adult and Program: A 41-bed milieu program for clients over 52. This program focuses on remotivation, improvement in basic functional skills and is individualized by additional treatment modalities specific to assessed needs. Services accommodate the needs of the head injured and hearing impaired who are part of this program.
- F. Pre-Discharge Unit: Closely aligned with the Alternative Living Program, this unit houses patients needing little structure and supervision and emphasizes those skills related to living independently or in less structured group living situations. This unit also has the capacity to expand or contract as our patient population and staffing dictates. Services accommodate the needs of the head injured and hearing impaired who are part of this program.
- G. Alternative Living Program: The Alternative Living Program consists of seven houses or apartments on the grounds with a capacity of 40 patients. Each house provides a small, supportive, homelike group setting which more closely parallels the experiences that the patients are likely to encounter in the community. The goal for the individual is to reach the highest level of independent functioning possible, with the ultimate goal being community integration.
- H. 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.
- I. 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.
- J. 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

MENTAL HEALTH AND MENTAL RETARDATION

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.

- K. Senior Rehabilitation Unit: This particular program was developed during FY 89 in response to the growing number of geropsychiatric individuals residing on psychiatric units where the full range of their medical and psychiatric disabilities could not be adequately addressed. The Senior Rehabilitation Unit has a 37 bed capacity and is licensed as a SNF/ICF Program. In addition to nursing staff, this program is covered by primary care physicians and physician assistants. Regular psychiatric consultation is available through AMHI's psychiatric service.
- L. 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.
- M. 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.
- N. 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: FY 1991 was a year of rather dramatic contrasts for Augusta Mental Health Institute. On the one hand, it was a year of internal growth which saw continuing development of centralized departments with clear lines of responsibility and accountability. At the same time, through continued adherence to psychiatric admission criteria implemented in January 1990, coupled with a private hospital diversion program, AMHI was able to reduce its average daily patient population from 340 to 290. In addition, a great deal of effort went into developing closer communication and planning linkages with community mental health providers.

FY 91 began with the arrival of Linda Breslin, the new Chief Administrative Officer, and the first woman to hold that position at Augusta Mental Health Institute in its 150 year history. Under her direction, the hospital has begun efforts toward compliance with standards outlined in the Consent Decree and Settlement Agreement which were signed on August 2, 1990. This activity has consumed a major proportion of administrative and clinical staff time. As FY 91 closed, refinements were still being made to the draft Consent Decree Implementation Plan which was originally submitted in January 1991 and awaits approval by the Special Master appointed by the court to monitor the Consent Decree. A related Consent Decree sub-plan was approved which permitted transfer of 17 nursing facility residents to a new facility in the community. Additional sub-plans have been prepared to address the phasing-out of the Adolescent Program and eventual transition of the on grounds half-way houses toward community management.

Another major initiative made possible in part by the reduced patient census has been planning for a reorganization of AMHI's treatment programs. The intent is that treatment will be based more closely on patients' actual assessed needs. Several treatment programs which will have a more rapid treatment and discharge cycle will be linked directly to particular geographic areas of the State. This should greatly improve integration between AMHI and the community, and promote continuity of treatment. Patients, community mental health providers, and families are being involved in reorganization planning.

AMHI was subject to a number of JCAHO focused surveys during the course of the year and has successfully removed all deficiencies which would threaten accreditation.

AMHI has maintained conditional State licensure and is preparing to reapply for participation in the Psychiatric Medicare Program in the Fall of 1991.

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

MENTAL HEALTH AND MENTAL RETARDATION

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 with families of the mentally ill.

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 mental health program coordinators, in addition to various CMHC liaison staff to promote smooth entry into local community aftercare networks. In addition, the sheltered and extended employment programs provided by our GROW Industries Program and the independent living training provided by our half-way house programs added significantly to AMHI's efforts in reintegrating our patients into the main stream of society.

LICENSES, PERMITS, ETC.:

CNA Certification
NAPPI Certification
CPR Certification

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

AUGUSTA MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	18,198,026	17,971,981	226,045			
Health Benefits	2,131,139	2,097,081	34,058			
Retirement	3,994,877	3,948,084	46,793			
Other Fringe Benefits	1,323,997	1,318,883	5,114			
Computer Services—State	95,269	94,973	296			
Other Contractual Service	1,003,621	983,581	19,841		199	
Rents	60,592	60,592				
Commodities	735,119	724,585	10,476		58	
Grants—Subsidies—Pensions	968,381	907,296	61,085			
Buildings and Improvement	121,648	121,648				
Interest—Debt Retirement	2,410	2,410				
Transfers to Other Funds	2,702		2,700		2	
TOTAL EXPENDITURES	28,637,781	28,231,114	406,408		259	

BANGOR MENTAL HEALTH INSTITUTE

N. LAWRENCE VENTURA, SUPERINTENDENT

Central Office: Hogan Road, Bangor
Mail Address: Box 926, Bangor, Maine 04401

Telephone: 941-4000

Established: 1885

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 195; Citation: 34-B M.R.S.A., Sect. 3201

Average Count—All Positions: 617.5

Legislative Count: 614.5

Organizational Units:

Institute Services
Personnel
Adult Psychiatric Program

Rehabilitative Services
Quality Assurance
Program on Aging

PURPOSE: Bangor Mental Health Institute provides patient-centered multi-disciplinary treatment, habilitation and rehabilitation to adults with psychiatric illness severe enough to require psychiatric hospital services and for whom no alternative treatment setting is available.

Our service area is eastern and northern Maine. We value and strive to:

MENTAL HEALTH AND MENTAL RETARDATION

- Empower and facilitate patients toward personal growth, goal setting and effective functioning.
- Empower and facilitate all staff toward professional growth and increased job satisfaction.
- Respect individual rights and dignity.
- Continually improve the services we provide.

The Bangor Mental Health Institute is part of a comprehensive system of mental health services in Northern and Eastern Maine which includes community mental health centers with multiple branch offices, community hospitals and private providers. It is the only hospital serving two-thirds of the state's geographic area that provides services for those mentally ill patients who cannot be managed in less restrictive settings, such as community mental health outpatient programs and community hospital inpatient programs, boarding homes, or nursing homes.

ORGANIZATION: The Bangor Mental Health Institute was established in 1901 as the Eastern Maine Insane Hospital. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, now the Department of Mental Health and Mental Retardation. Its present name was established by the Legislature in 1973.

The Bangor Mental Health Institute is a 277-bed psychiatric hospital with 600 full-time equivalent staff positions authorized. The Institute is organized by specific functional treatment programs with 14 in-patient wards (units), two halfway houses and a Day Hospital.

The Institute is organized by specific functional treatment programs, with 14 inpatient wards (units) and 2 Halfway Houses. The Adult Psychiatric Program consists of 147 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 units K1, K2, K3, and C2 are for longer term patients 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 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 120 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 Ser-

MENTAL HEALTH AND MENTAL RETARDATION

vices Board and Aroostook Mental Health. Other B.M.H.I. departments are also working to improve coordination of services with community programs such as Social Work with Aftercare to ease the transition of patients to the community; Rehabilitative Services with Growth Resource Center, Vocational Rehabilitation, Phoenix, Together Place, and Penobscot Valley Industries to expand and coordinate vocational services for mental health consumers, and Program on Aging professional staff working with Bureau of Maine's Elderly and Maine Health Care Association and the Citizens' Interest Group to provide increased communication and advocacy for improved mental health services for older citizens of Maine.

Throughout the year there has been a substantial increase in transitional services, including community linkages and support and day programming for patients who are on leave, trial visit, or for recently discharged patients. The transitional focus has been, in part, a response to the burgeoning demand for limited bed space at B.M.H.I.

The Institute is accredited as a psychiatric hospital by the Joint Commission on Accreditation of Health Organizations. The Admissions Unit continues to be certified by the Health Care Financing Administration (HCFA).

The Program on Aging again received renewed Medicaid certification as an Intermediate Care Facility (I.C.F.) of 130 beds, under applicable state and federal standards.

The Benchmark Vocational Program has provided nearly 4,386 hours of service to BMHI patients over the past year, with an average of 47 patients being served each month.

The Institute also serves as the location for a number of state, regional, and local offices, including Environmental Protection, Office of Energy Resources, Worker's Compensation, Bureau of Taxation, Bureau of Mental Retardation—Region II, Pre-Release Center, and Inland Fisheries and Wildlife.

PUBLICATIONS:

Patient's Handbook—B.M.H.I.	(Free to citizens, patients)
Staff Handbook	(Free to staff)
Patients' Rights Manual	(Free to citizens, patients)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	13,468,187	13,457,676			10,511	
Health Benefits	1,621,237	1,621,151			86	
Retirement	2,945,944	2,943,838			2,106	
Other Fringe Benefits	696,513	693,242	1,219		2,052	
Computer Services—State	3,242	3,242				
Other Contractual Service	656,937	640,551	16,386			
Rents	59,222	57,621	1,601			
Commodities	601,579	597,856	4,003			
Grants—Subsidies—Pensions	1,527,098	1,520,560	6,538			
Purchase of Land	348,232	348,232				
Buildings and Improvement	164,231	163,981	250			
Interest—Debt Retirement	4,837	4,837				
Transfers to Other Funds	271		177			94
TOTAL EXPENDITURES	22,097,530	22,052,787	30,174		14,569	

BATH CHILDREN'S HOME

JOHN W. MCCARTHY, DIRECTOR

FRED W. KAPPA, Transitional Program Manager

Central Office: 103 South Street, Bath

Telephone: 443-4251 or 443-9575

Mail Address: 103 South Street, Bath, Maine 04530

Established: February, 1866

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 209; *Citation:* 34 M.R.S.A., Sect. 2951

Average Count—All Positions: 19.0

Legislative Count: 19.0

PURPOSE: The Bath Children's Home is a state institution, the purpose of which is the short term shelter and care of children, ages 10-20, 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.

ORGANIZATION: The Bath Children's Home, originally called the Children's Asylum, was founded in 1864. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. In 1929 when the Home was placed under the Department of Health and Welfare, its name was changed to the Military and Naval Children's Home. In 1939 it was transferred to what is now the Department of Mental Health and Mental Retardation. Its name was changed to the Bath Children's Home in 1990.

Services at the Home are delivered in 2 distinct program components: The Group Home and the Transitional Housing Demonstration Program.

The Group Home serves up to eight pre-adolescent and adolescent females, ages 10-16. Residents may remain in the program up to two years, though the average length of placement is six to nine months. Residents are served in a homelike environment and receive 24-hour supervision, public school education, dormitory living, common meals, recreational activities, and therapeutic services from the local community. The Group Home's program and services are geared toward family reunification. All services are delivered in conjunction with the child's family to ensure an experience best meeting the child's needs within the context of strengthening and maintaining family functioning. Whenever family reunification is not possible, efforts are made to ensure appropriate alternative placement.

Transitional Housing serves up to sixteen male and female homeless adolescents, ages 16-20, with little prospect of returning to their families or foster care. The program's focus is on the teaching of independent living skills within a "level" system that promotes and rewards individual achievement. The program encompasses public school education or GED, therapeutic services in the community, health education, pre-vocational work experiences, dormitory and apartment living, and 24-hour supervision. Residents may stay in the program for up to two years. Residents who achieve the top level of program functioning will live with minimum supervision in model apartments within the building. They will practice new independent living skills by managing their own budgets, school and work schedules, food preparation, and decision-making.

The programs receive referrals for admittance from a wide variety of sources: The Department of Human Services, school social workers, juvenile intake officers, ministers, and parents seeking voluntary placement of children. All referrals are received and reviewed in consultation with the Bureau of Children with Special Needs, Department of Mental Health and Mental Retardation, and such agencies or parents as may be involved in the placement. The admissions procedure also requires the completion of a program application, appropriate authorizations, releases, acknowledgements, appropriate historical information, medical information, behavioral summaries; clearly written plan summarizing program commitment for all concerned, services to be provided, and plans for discharge. All planning is reviewed a minimum of every three months or as needed. The child remains at the Home until the situation that necessitated placement is resolved or the family or legal guardian indicates that the child is to be returned home or to an acceptable placement.

PROGRAM:

The Bath Children's Home is developing new programs, policies and procedures of child care management as social change moves the Home from a history of custodial care to a required emphasis

MENTAL HEALTH AND MENTAL RETARDATION

on the therapeutic management and facilitation of personal growth and development for residents. All children displaced from their families carry a degree of emotional disturbance to their placement at the Home. The pervasive themes of physical and sexual abuse, family violence, alcoholism, and chemical abuse mark a majority of the children placed in the Home.

Care is given during intake to accept those children who can benefit from services at the Home and to refer children requiring either less restrictive programming (many parents are encouraged to keep children in their home and are directed to local community resources which can help accomplish this objective) or more intensive programming at other institutions.

Both the Group Home and Transitional Housing are now handicapped accessible due to the construction of an elevator which accesses all three floors of the Home.

No child is refused appropriate services at the Home because of financial reasons. Payment for services is on a sliding scale. Preference is extended to children of veterans if other conditions are met and space is limited.

A Board of Visitors has been established to assist in the development of policy and program changes, and to monitor the progress of the Home. The Commissioner of the Department of Mental Health and Mental Retardation appoints members to this 9-member Board of Visitors.

PUBLICATIONS:

Small program description pamphlet (free)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BATH CHILDREN'S HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	378,020	378,020				
Health Benefits	40,644	40,644				
Retirement	87,950	87,950				
Other Fringe Benefits	11,795	11,795				
Computer Services—State	22	22				
Other Contractual Service	34,701	34,701				
Rents	561	561				
Commodities	13,566	13,566				
Grants—Subsidies—Pensions	17,832	17,832				
Buildings and Improvement	15,670	15,670				
Interest—Debt Retirement	116	116				
TOTAL EXPENDITURES	600,877	600,877				

BUREAU OF CHILDREN WITH SPECIAL NEEDS

ROBERT E. DURGAN, Ph.D., DIRECTOR

Central Office: State Office Bldg., Augusta, 4th Floor

Telephone: (207) 289-4250

Mail Address: Statehouse Station #40, Augusta, Maine 04333

Established: 1985

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 472; Citation: 34-B M.R.S.A., Sect. 6204

Average Count—All Positions: 56.5

Legislative Count: 47.5

PURPOSE: The Bureau's legislative mandate is to serve "children in need of treatment," with particular reference to children aged "0 to 5 years who are developmentally disabled or who demonstrate developmental delays," and to children aged "6 to 20 years who have treatment needs related to mental illness, mental retardation, developmental disabilities or emotional and behavioral needs that are not under current statutory authority of existing state agencies." Through the development of definitions,

MENTAL HEALTH AND MENTAL RETARDATION

explicit statements of departmental priorities and procedures, the conduct of needs assessments and program evaluations, and the presentation of specific children's service plans to biennial sessions of the Legislature, the Bureau is charged with expanding and improving services to Maine children with special needs who comprise its clients, and to their parents.

ORGANIZATION: The Bureau of Children with Special Needs came into existence in September, 1985, as the result of action by the first session of the 112th Maine Legislature. It succeeds the Office of Children's Services, established in 1973 by administrative action of the department. With the creation of the new bureau, the development and delivery of children's services was elevated to equivalent status and visibility with the department's other two main organizational units—the Bureau of Mental Health and the Bureau of Mental Retardation. Financial and staff resources of these two bureaus relating to children have been reassigned to the Bureau of Children with Special Needs; in addition, the Infant Development Center in South Portland and the Elizabeth Levinson Center (an intermediate care facility for severely handicapped children) in Bangor joined the Bath Children's Home, in Bath, as programs under the administrative jurisdiction of the Bureau.

PROGRAM: During 90-91, Grants developed or administered by the Bureau of Children with Special Needs totaled approximately \$6.3 million. Services purchased through these grants fall primarily into the following categories:

- Mental Health Services
- Residential Treatment Services
- Homebased Family Services
- Early Intervention Services
- Day Treatment Services
- Other Family Support Services

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 and the Department of Education. 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.

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 and a Transitional Housing Demonstration Program for adolescents at the Bath Children's Home.

PUBLICATIONS:

- Bureau of Children with Special Needs Biennial Plan (1989-90)
- Rights of Recipients of Mental Health Services Who Are Children in Need of Treatment, 1989

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	1,315,812	1,128,111			187,701	
Health Benefits	143,957	124,765			19,192	
Retirement	265,289	226,071			39,218	
Other Fringe Benefits	156,693	70,771			85,922	
Other Contractual Service	208,037	187,586			20,451	
Rents	412	257			155	
Commodities	10,951	9,224			1,727	
Grants—Subsidies—Pensions	6,989,245	6,148,929			840,316	
Buildings and Improvement	3,618	1,167			2,451	
Interest—Debt Retirement	6				6	
Transfers to Other Funds	6,504				6,504	
TOTAL EXPENDITURES	9,100,524	7,896,881			1,203,643	

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, the Director of the Office, consistent with Personnel Law. 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 funding and technical assistance, OCSS has promoted the growth of consumer self-help groups throughout the state. Through technical assistance, staff support, and contracts, OCSS has also promoted the development of family support and advocacy groups as well as the statewide chapter of the National Alliance for the Mentally Ill.

In addition, the Office of Community Support Systems provides 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 around the clock crisis intervention services and short-term emergency and respite housing services to mentally ill persons to avert unnecessary institutionalization. In the years since, there has been increased capacity statewide in crisis programs through contracts with community agencies and the beginning of the CLASS (Community Linkage Assessment and Stabilization Services). These services attempt to divert unnecessary AMHI admissions through use in part, of local community inpatient services. Additionally, 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 1991: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Health.

DEVELOPMENTAL DISABILITIES OFFICE

ROBERT W. GLOVER, PhD, COMMISSIONER
PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Nash Building, Augusta;

Telephone: 289-4213

Mail Address: Statehouse Sta. #139, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191D; *Citation:* 34B M.R.S.A., Sect. 1211

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Department of Mental Health and Mental Retardation is designated as the sole agency of the State to administer any statewide plan for the construction, equipment, maintenance or operation of any facility for the provision of care, treatment, diagnosis, rehabilitation, training or related services; which plan is required under provision of PL 100-146, "The Developmental Disabilities Assistance and Bill of Rights Act of 1987."

The Developmental Disabilities Office provides staff support to the Maine State Planning and Advisory Council on Developmental Disabilities. The Developmental Disabilities Office assists the Council in improving and enhancing the network of services available to developmentally disabled persons of all ages in Maine.

ORGANIZATION: The Department of Mental Health and Mental Retardation is designated as the Administering agency for the Developmental Disabilities Council by 34B M.R.S.A. 1211 para. 4.

The Office is composed of an Executive Director, a Policy Analyst, a Developmental Disabilities Planner and a Secretary.

The Office assists the State Planning and Advisory Council on Developmental Disabilities in examining the issues germane to the Council's mission and purpose.

PROGRAM: Please reference the State Planning and Advisory Council on Developmental Disabilities.
PUBLICATIONS:

All FREE (limited availability on asterisked items)

- DD Dispatch (The Council's Bi-monthly newsletter)
- Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition)
- Two-year Transitional State Plan
- Jargon and Acronyms: A Booklet of Descriptions and Definitions
- Special Education for Parents: Rights and Responsibilities
- Just Like Me: Disability Awareness Activities
- Caring for Families Who Care: The Report of the Family Contribution Study Advisory Committee
- The "1990 Report"

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are included with those of the Bureau of Mental Retardation.

MENTAL HEALTH AND MENTAL RETARDATION

ELIZABETH LEVINSON CENTER

KATHI MURRAY, ACTING DIRECTOR

Central Office: 159 Hogan Rd., Bangor

Telephone: 941-4400

Mail Address: 159 Hogan Rd., Bangor, Maine 04401-5697

Established: September 23, 1971

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 200; Citation: 34B M.R.S.A., Sect. 6252

Average Count—All Positions: 49.0

Legislative Count: 49.0

PURPOSE: The Elizabeth Levinson Center serves medically fragile children with severe and profound mental retardation ages birth through twenty in a combined residential and medical program. Referrals for admission come from the Bureau of Mental Retardation & Bureau of Children with Special Needs' regional offices, Family Support Committees of Medical Centers throughout the State, Educational Programs and parents or guardians.

The primary purpose of the Center is evaluation and treatment for children with severe and profound mental retardation and multiple medical disabilities. The secondary purpose of the facility is to offer Respite Care to those parents whose children cannot be served in the community.

The children are accepted to the facility through the Interdisciplinary Team (IDT) process and approved by the Medicaid criteria. All children receive judicial certification for six to twenty-four months. Each program is monitored and implemented by medical, nursing and psychological staff. Parents are approved with specific training to assist their child with integration into community and school programs. Community support services are identified and arranged for parents on discharge.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for children with severe or profound mental retardation under the supervision of the Director of the Bureau of Children with Special Needs and overall supervision of the Department of Mental Health & Mental Retardation. The name was changed to Elizabeth Levinson Center in 1973. The entire staff are State employees; medical, dental, hospital and psychological services are contracted with community agencies.

PROGRAM: The Center continues to provide residential and medical treatment to children with severe or profound mental retardation.

Referrals for admission are accepted from the six Bureau of Mental Retardation's and Bureau of Children with Special Needs' regional offices, Family Support Committees of Medical Centers throughout the State, Educational Programs and parents or guardians. Elizabeth Levinson Center Social Worker makes an intake visit to the home and school program. The parent and child attend an admission meeting at the Center with the Interdisciplinary Team (IDT). A service contract is developed with goals, objectives, responsibilities and discharge plans. A tentative date of admission is established. Upon admission, an Individual Program Plan (IPP) is developed by IDT and monthly program reviews are conducted. Parents are encouraged to participate in the child's IPP and attend quarterly reviews by the IDT to increase the potential for easier transition back to the home.

ELC offers expanded outreach services in rural areas, inservice education for Bureau and Center staff, staff training for area public schools and community agencies.

Education programs for all Elizabeth Levinson Center residents are provided by local school programs (Bangor, Brewer, Holden).

PUBLICATIONS: (Free)

Elizabeth Levinson Center Brochure

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MENTAL HEALTH AND MENTAL RETARDATION

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,034,870	1,034,870				
Health Benefits	134,952	134,952				
Retirement	232,130	232,130				
Other Fringe Benefits	76,182	76,182				
Computer Services—State	899	899				
Other Contractual Service	60,924	60,924				
Rents	2,845	2,845				
Commodities	46,726	45,364			1,362	
Grants—Subsidies—Pensions	129,365	129,365				
Buildings and Improvement	6,520	6,520				
Interest—Debt Retirement	43	43				
Transfers to Other Funds	9				9	
TOTAL EXPENDITURES	1,725,465	1,724,094			1,371	

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: 28

Legislative Count: 22

Organizational Units:

Interstate Compact on Mental Health

Office of Community Support Services

PURPOSE: The Bureau of Mental Health is charged with expanding community mental health services, encouraging the participation of community residents in these programs, gaining increased understanding of community mental health service needs, and securing State and local financial support. To implement these community mental health 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, as well as make financial grants to be used in the conduct of mental health services. The Bureau is also mandated to promulgate rules aimed at protecting and enhancing the rights of recipients of mental health services. The Director of the Bureau of Mental Health is the 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/her family, and society as a whole, disregarding the legal residence of the patient.

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 the Department of Mental Health and Mental Retardation appoints the Director of the Bureau of Mental Health, subject to personnel laws and with the advice of the Maine Commission on Mental Health. Legislation regarding Maine's participation in the Interstate Compact on Mental Health was enacted in 1957. The Bureau's goals, objectives, and accomplishments are detailed in its biennial mental health report.

PROGRAM: The primary goal of the Bureau of Mental Health is the development and enhancement of a comprehensive, integrated system of quality mental health services responsive to the needs of Maine's citizens with mental illness throughout the state. Certain values and principles guide this development of a system of care: individualized services, availability of a comprehensive range of services and supports, flexibility in service provision, coordination of needed services and supports, locally relevant services, long-term continuity and commitment to priority populations, and involvement of primary consumers and their families in policy and planning. While the primary priority population group to be served by BMH State funds has been defined as persons with severe and prolonged mental

MENTAL HEALTH AND MENTAL RETARDATION

illness, recognition has also been given to the unique needs of others, such as those who are also elderly, substance-abusing, deaf, and/or Native American.

Emphasizing individual choice and participation, the focus of BMH initiatives continues to be community-based and consumer-centered. This has involved increasing collaboration and coordination among all sectors and aspects of the mental health service delivery system. In addition, far-reaching systemic mandates, issuing from the August, 1990 settlement of a class action law suit filed by AMHI patients as well as the report of the legislative Systems Assessment Commission and the work of the DMHMR Vision conferences, are inextricably woven into mental health system directions. The Implementation Plan for the class action suit Consent Decree, including adult community mental health services, was presented by the Departments of mental Health and Mental Retardation and Human Services to the Court Master in January 1991.

During FY 1991, progress toward the realization of a comprehensive community-based quality mental health service system accelerated. As a pivotal part of working toward the enhancement and expansion of the pool of mental health professionals, the Human Resource Employment Project, in collaboration with the university and technical college systems, issued requirements and curricula for the certification of mental health service personnel. This includes the Mental Health Rehabilitation Technician series, the Substance Abuse Rehabilitation Technician, the Demployment Specialist, and the Consumer Case Manager positions. BMH human resource development activity rests on the expectation of a common psychosocial rehabilitation orientation and knowledge base among all mental health personnel. The BMH credentialing process is slated to be fully effective in FY '95. Workshops and institutes for all mental health personnel are also planned as are considerable Consent Decree-directed training efforts. Public education initiatives have included the anti-stigma KID-TV videotape series geared toward middle school students.

Housing and residential services for adults with severe and prolonged mental illness increased with the application for 33 additional units/b eds in conjunction with the MSHA 1% demonstration loan funds and 54 units/b eds through the Mental Health Housing Fund with operating/supportive service costs supported by BMH. There are now nearly 240 BMH-funded beds/units throughout Maine. Fuller use of various funding opportunities, such as those available under the federal McKinney homelessness titles, have been encouraged and supported with technical assistance and, as possible and necessary, BMH matching funds. Mental Health Services to the Homeless block grant funds provided a variety of case management, information and referral, counseling, and outreach services to homeless persons with severe mental illness through community-based agencies. Training for staff in residential programs and the development of residential information systems have been identified as fundamental needs and are being implemented.

Vocational systems change for adults with severe mental illness has been characterized by increasing collaboration among public service systems and the business and educational communities. A cooperative agreement has been signed between the Bureau of Mental Health/DMHMR and the Bureau of Rehabilitation/DHS for the delivery of vocational services to adults with mental illness. A collaborative effort has also been instituted between BMH and BR on the Implementation Plan of the Consent Decree for referral and acceptance for services. A Systems Change grant was awarded to the Supported Employment Commission for state-level coordination among State agencies, businesses, service providers, families, and consumers to integrate business and rehabilitation efforts, building work opportunities in the business sector for people with disabilities. Already underway, the supported education demonstration project provides tuition support to persons with severe and prolonged mental illness for attendance at any of the Maine technical colleges. Over 300 persons with severe mental illness participated in supported employment. The supported employment management information system became operational in FY '91.

Extensive planning and effort culminated in the move of seventeen elderly patients from the Augusta Mental Health Institute to the community-based Gorham Manor. Part of the required decrease in inpatients at AMHI, the development of this special community program was a milestone in such efforts and, after initial anxieties regarding change, has been greeted with enthusiasm. The GERO program's award-winning and nationally recognized training manual has been expanded by the addition of a behavior module.

Both intensive case management and crisis stabilization program development continued to expand throughout the state with varied programs now in almost all mental health service areas of the state. Efforts to divert individuals from unnecessary hospitalization in the State mental health institutes through the use and development of local community inpatient and other services have continued to grow. Involvement of consumers of mental health services and their families in the planning and development of mental health services has been fundamental to the work of the Bureau and its Office of Community Support.

MENTAL HEALTH AND MENTAL RETARDATION

The Bureau of Mental Health continued its work on a client-based reporting system and performance-based contracting. Vocational service reporting was the first to be implemented with case management and residential services to follow. Bureau contracts with agencies providing mental health services were re-examined for compliance with Federal and State requirements and new general provisions were drafted for inclusion for the following fiscal year. These included accessibility of services, non-discrimination against persons who are mentally ill and substance-abusing, and compliance with Consent Decree requirements.

PUBLICATIONS:

Annual mental health reports
Rights of Recipients of Mental Health Services
Mental Health Licensing Review Protocol
Guardianship
Topics in Aging and Mental Health, A Training Manual. \$10.00 (while supply lasts)
Report of the Task Force on Mental Health Services to Elderly Persons
Resources for Deaf Service Recipients
Biennial Report to Maine Legislature on Mental Health Services to Deaf Persons

Available to interested individuals by contacting the Bureau.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	784,014	565,339			218,675	
Health Benefits	86,728	63,234			23,494	
Retirement	155,752	112,120			43,632	
Other Fringe Benefits	1,948,855	1,716,664	52,509		179,682	
Computer Services—State	180	180				
Other Contractual Service	186,253	103,049	6,662		76,542	
Rents	698				698	
Commodities	109,910	104,266			5,644	
Grants—Subsidies—Pensions	19,267,603	17,049,795	264,563		1,953,245	
Buildings and Improvement	12,419	681			11,738	
Transfer to Other Funds	7,714		245		7,469	
TOTAL EXPENDITURES	22,560,126	19,715,328	323,979		2,520,819	

BUREAU OF MENTAL RETARDATION

ROGER A. DESHAIES, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Telephone: 289-4242

Established: July 1, 1969

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 197; Citation: 34-B M.R.S.A., Sect. 5201

Average Count—All Positions: 168.0

Legislative Count: 164

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.

MENTAL HEALTH AND MENTAL RETARDATION

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, 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 91 several significant activities were undertaken. First, the Bureau continued to promote the theme of empowerment for people with mental retardation and their families. Several self-advocacy groups were formed and in operation.

Second, the Bureau undertook a major revision in its Home and Community Based Waiver. The changes are designed to increase the flexibility of the program and expand upon the services available to persons with mental retardation and their families.

The Bureau helped facilitate the first consumer-owned house as part of the Bureau's direction into supported living.

Changes in individual plans, community awareness of sexual abuse against persons with mental retardation, expanded efforts into supported employment are other activities undertaken during FY 91.

The Bureau also piloted a Family Respite program designed to better address the needs of families with a member with disabilities. The success of this program has led to a decision to repeat those services in FY 92 and to expand upon its availability.

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,108,143	3,897,183			210,960	
Health Benefits	471,397	446,799			24,598	
Retirement	840,580	796,544			44,036	
Other Fringe Benefits	201,126	149,160	8,328		43,638	
Computer Services—State	10	10				
Other Contractual Service	914,052	835,709	306		78,037	
Rents	2,646	1,520			1,126	
Commodities	32,267	21,723	7,248		3,296	
Grants—Subsidies—Pensions	15,498,942	14,691,788			807,154	
Buildings and Improvement	10,366	1,234			9,132	
Interest—Debt Retirement	193	187			6	
Transfers to Other Funds	9,240		311		8,929	
TOTAL EXPENDITURES	22,088,962	20,841,857	16,193		1,230,912	

PINELAND CENTER

DONALD L. HARTLEY, Ph.D., SUPERINTENDENT

Central Office: Pineland Center, New Gloucester, Maine

Telephone: 688-4811

Mail Address: Box E, Pownal, Maine 04069-0902

Established: March 6, 1907

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 198; *Citation:* 34-B M.R.S.A., Sect. 5402

Average Count—All Positions: 671.5

Legislative Count: 670.5

Organizational Units:

Aging
Therapeutic
Practical Life
Fundamental/Practical Life
Fundamental/Life
Work Activities/
Competitive Employment

Volunteer Services
Personnel
Staff Development
Clinical Support Services
Institutional Support Services

PURPOSE: Pineland Center, an institution providing housing, treatment, care and training to persons with mental retardation or developmental disabilities, is part of a network of community and institutional services administered by the Department of Mental Health and Mental Retardation. Pineland Center is licensed by the State of Maine as an Intermediate Care Facility for the Mentally Retarded.

The objectives of Pineland Center include the provision of:

- a. A "least restrictive" residential and treatment program based on the individual's specific needs and directed toward the goal of community integration;
- b. Training in dressing, grooming, eating, toileting, communication, socialization, and other activities of daily living;
- c. Medical and nursing care and therapy to maintain or improve health status;
- d. Evaluation and treatment through physical, occupational, communication, psychological and recreation therapies to maintain or increase independence and skills;
- e. Information to families, guardian and correspondents;
- f. Outpatient diagnostic and evaluation services; and
- g. Effective employees training and development at all levels of staff.

A more general purpose is to provide preventive services through public education, and to serve as an educational and informational resource to interested and concerned agencies, groups and individuals on a statewide basis, on all aspects and problems of mental retardation.

Additionally, Pineland Center offers a variety of services to persons who are not court certified for admission:

- a. Emergency care and supervision;
- b. Respite and Temporary Care providing short term stays for respite care, medical examination, analysis and treatment;
- c. Outpatient Services, including dental, medical, x-ray and laboratory testing; and
- d. Community Education, Information and Consultative Services.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the then Department of Institutional Services. This department later became the current Department of Mental Health and Mental Retardation. This institution's current name, Pineland Center, was authorized by the Legislature in 1973.

PROGRAM: Pineland Center received renewal of Certification in July, 1990 as an Intermediate Care Facility-Mental Retardation (ICF/MR).

The census of this past year averaged 265. There were 33 community placements made with 2 returning to Pineland Center. During the year there were 35 new judicial certifications. Of the total 93 admissions/readmissions to Pineland Center, 20 were for respite care, 73 were emergency related.

The number of people who received outpatient services included: laboratory services—253 (bio-chemical, 41; micro-biological, 212); X-ray—85.

MENTAL HEALTH AND MENTAL RETARDATION

Pineland Center continued to offer training for its own staff, others from the BMR network and community providers during FY 91. Comprehensive orientation was offered to new employees each month. A substantial amount of training was provided by Pineland Center's professional staff on topics ranging from quarterly medication updates, CPR, the Mandt System, cold weather emergencies, basic and intermediate sign language, dietary issues, infection control, special physical intervention techniques, and sexual harassment awareness training and understanding and responding to sexual behaviors. This core training was supplemented with training by experts from various fields. Highlights include: workplace health and safety presented by Bureau of Labor Standards/ Safety Division, general information sessions on Section 405 of the Rehabilitation Act and Deaf Culture, VDT Safety Course for Managers and Operators taught through the Risk Management Division of the Department of Administration, an introduction to Augmentative Communication taught by Phyl Totaro, courses on Basic Brain/Behavior Relations and Basics of Behavior Management presented by Susan Giencke, Ph.D., a session on Eye Injury Prevention taught by Maine Safety Council through a grant from the Bureau of Labor Standards/Safety Division and numerous sessions on Spinal Fitness taught by staff members of the Lifeline Program at the University of Southern Maine.

Pineland Center also made its facilities available for general training for a number of outside groups: Defensive Driving (for employees on their own time as well as members of the surrounding communities put on through the Bureau of Safety/Public Safety Division), Visual/Gestural Communication (for employees and outside community agencies presented by Bill Huston), Aquatics for the Developmentally Disabled (for employees and outside community agencies presented by various specialists in aquatics from around the state and country) and Mandt trainers throughout Maine received both initial training as well as recertification training).

Also provided at Pineland Center were weekly inservices on various clinical topics. These inservices were presented by both Pineland Center professional staff and outside trainers. Some of the subjects included: the importance of assessment, a general look at admissions, intervention in family therapy, how to evaluate eating and swallowing disorders, behavior and mental status of emergency admissions, Alzheimer's Disease and other dementias, music therapy, visual stimulation, bi-polar depression, spasticity and rehabilitation, testing of muscle and nerve potential, report on traumatic brain injuries and diagnosing mental retardation.

The Pineland Center Library provided 135 literature searches and 900 inter-library loans for staff from Pineland and the BMR community. The Library has continued its participation in the MaineCAT, a statewide automated database of Library holdings designed to facilitate interlibrary loans.

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MENTAL HEALTH AND MENTAL RETARDATION

PINELAND CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,410,303	14,400,166	7,743		2,394	
Health Benefits	1,818,587	1,818,447	99		41	
Retirement	3,251,312	3,249,282	1,550		480	
Other Fringe Benefits	394,968	307,519	87,405		44	
Computer Services—State	10,035	10,035				
Other Contractual Service	592,697	592,106	591			
Rents	44,884	44,623	261			
Commodities	422,084	420,675	917		492	
Grants—Subsidies—Pensions	1,283,419	1,283,419				
Buildings and Improvement	137,810	132,694	5,116			
Interest—Debt Retirement	132	132				
Transfers to Other Funds	998		984		14	
TOTAL EXPENDITURES	22,367,229	22,259,098	104,666		3,465	

OFFICE OF SUBSTANCE ABUSE SERVICES (MH&MR) MARLENE McMULLEN PELSOR, PROGRAM DIRECTOR

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

Telephone: 289-4203

Mail Address:

TTY: 289-2000

Established: 1990

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191; *Citation:* 34-B M.R.S.A.

Average Count—All Positions: 1.0

Legislative Count: 1.0

PURPOSE: A major goal of the Department's Office of Substance Abuse Services is to assure integration of alcohol and other drug abuse expertise within mental health services, and integration of mental health expertise within substance abuse treatment services.

Advocating for access to existing, generic, services for adults with mental illness, or mental retardation and adolescents with emotional/behavioral problems, who experience additional difficulties as a result of alcohol or other drug use, continues to be a major thrust of this Office.

Development and funding of new services which serve as demonstration models for delivery of integrated (substance abuse and mental illness) treatment within the community is an ongoing responsibility of this Office.

Prevention of Fetal Alcohol and Other Drug Effects (FADE) is an area in which the Office assumes a lead role within state government.

Collaboration and coordination within the Department and related state governing bodies, with mental health and substance abuse providers in the community, with consumers, families, hospitals and academic is viewed as an essential function towards attainment of the goals of the Office of Substance Abuse Services.

ORGANIZATION: Beginning in fiscal year 1991 the Office of Substance Abuse Services, previously located within the Bureau of Mental Health, was established as a distinct organizational unit within the Department.

PROGRAM: During fiscal year 1991, the Office of Substance Abuse Services provided funds to 26 different organizations totalling slightly over one million dollars. These funded services were related to: institutional and community assessment and treatment for adolescents and adults with co-existing mental illness and substance abuse disorders; education, consultation and assessment for Fetal Alcohol and Drug Effects; assessment, counseling and treatment planning for incarcerated individuals (3 county

MENTAL HEALTH AND MENTAL RETARDATION

jails); and provision of emergency detoxification, assessment and stabilization for individuals with co-existing mental illness and substance abuse disorders who would otherwise be admitted to AMHI.

New services funded by the Office during this fiscal year included the establishment of a "dual diagnosis diversion" capacity within a private hospital located in the community. Slightly more than one hundred individuals with the dual disorders of mental illness and substance abuse were able to avoid institutionalization at AMHI by receiving emergency detoxification, stabilization and assessment services in this manner.

A series of outpatient psychoeducational groups for individuals with dual disorders was offered at twelve sites across the state as part of a new demonstration project which will continue into the next fiscal year.

Also during this year the Office completed a series of trainings and consultations focused on improving clinicians skills in treating adults with dual disorders. This initiative resulted in training for more than 500 individuals throughout the State and publication of a series of six monographs.

The Office continues to be actively involved in chairing and co-chairing several committees and task groups directly related to its purpose; they include FADE Prevention Team; Documentation Advisory Committee (Dual Disorders); Dual Disorders Reimbursement Task Group; Mental Health Study Group; and Psychoeducational Groups Networking Committee.

PUBLICATIONS:

- 1) Relapse Prevention—Maine Dual Disorders Monograph, Volume I (free)
- 2) Psychoeducational Groups—Maine Dual Disorders Monograph, Volume II (free)
- 3) Dual-Disorder Treatment—Maine Dual Disorders Monograph, Volume III (free)
- 4) Assessment—Maine Dual Disorders Monograph, Volume IV (free)
- 5) Psychoeducational Groups for the Dual Disorder Client—Maine Dual Disorders Monographs, Volume V (free)
- 6) Maine States Helping States (Final Report)—Maine Dual Disorders Monograph, Volume VI (free)
- 7) Facing Reality: Mothers, Infants and Fetal Alcohol and Drug Effects (free)
- 8) Live It Up Now and Watch The Future FADE (Fetal Alcohol and Drug Effects) (1 for adults and 1 for teenagers) (free)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MENTAL RETARDATION

MAINE ADVISORY COMMITTEE ON MENTAL RETARDATION

MATTHEW HUNTER, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statchouse Sta. #40, Augusta, Maine 04333

Telephone: 289-4242

Established: 1989

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 94; Unit: 375; Citation: 34-B M.R.S.A., Sect. 1210

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The main purpose of the Maine Advisory Committee on Mental Retardation is to serve in an advisory capacity to the Commissioner and the Director of the Bureau of Mental Retardation in assessing present programs, planning future programs and in developing means to meet the needs of persons with mental retardation.

ORGANIZATION: The Maine Advisory Committee on Mental Retardation is composed of 11 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 9 representative citizens appointed by the Governor, who designates a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

1989 PL Chap. 73, enacted in April, changes the name of this unit to Maine Advisory Committee on Mental Retardation. The change will take effect September 30, 1989.

PROGRAM: The Committee holds monthly meetings that are well attended by membership. The Committee's major initiative this year is the active participation and coordination of multiple planning endeavors under way impacting on services to persons with mental retardation, including supporting families.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Retardation (MH&MR).

MUNICIPAL BOND BANK

MAINE MUNICIPAL BOND BANK

STEPHEN R. CROCKETT, CHAIRMAN
ROBERT O. LENNA, Executive Director

Central Office: 286 Water Street, Augusta
Mail Address: Box 2268, Augusta, Maine 04338

Telephone: 622-9386

Established: 1972

Sunset Review Required by: June 30, 2001

Reference: Policy Area: 00; Umbrella: 94; Unit: 376; Citation: 30-A MRSA, Sect. 5901

Average Count—All Positions: 4

Legislative Count: 0

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank. The Bank pays all costs of issuance on behalf of local governmental units using the Bank's General Bond Resolution, except for local bond counsel and a pro-rated share of underwriter's sales commission. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: In October of 1990, the Maine Municipal Bond Bank issued \$80,650,000 which helped 31 governmental units finance their capital projects. In May of 1991 another bond offering was issued in the amount of \$25,950,000 which helped sixteen governmental units finance their capital projects. All issues were rated Aa by Moody's Investors Service, Inc., and AA by Standard & Poor. In March of 1991 the Maine Municipal Bond Bank issued \$19,500,000 which helped seven governmental units under the State Revolving Loan Fund Program for wastewater treatment. The Bond Bank also embarked on its first taxable issuance for local governmental units who do not qualify for tax-exempt financing. 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 1991: The State accounting records for FY 91 do not contain any accounts assigned to this unit. Operating expenses are covered by income from investment of reserve and operating funds.

**(BOARD OF DIRECTORS)
MAINE MUNICIPAL AND RURAL
ELECTRIFICATION COOPERATIVE AGENCY**

CHESTER F. OILER, ADMINISTRATIVE OFFICER

Central Office: 4 Factory Pasture Lane, Kennebunk

Mail Address: 4 Factory Pasture Lane, Kennebunk, Me 04043

Established: 1981

Reference: Policy Area: 01; Umbrella: 99; Unit: 431; Citation: 35 M.R.S.A., Sect. 4101

Average Count—All Positions: 0

Telephone: 985-3311

FAX: 207-985-7052

Sunset Review Required by: June 30, 1996

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 December 5, 1990, 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 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE STATE MUSEUM

MAINE STATE MUSEUM

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: 94; Unit: 073; Citation: 20A M.R.S.A., Sect. 202

Average Count—All Positions: 30

Legislative Count: 29

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 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.

During FY90, the Museum participated in an intensive study of the organizational placement of the four cultural bureaus in State Government. The review resulted in legislation which returned the Museum to an independent agency status effective July, 1990 (FY 91).

PROGRAM: During FY 91 the Maine State Museum continued its program of exhibition development in the Cultural Building. The largest commitment of staff and budget continued to be focused on the "12,000 Years in Maine" exhibition completed in the spring of 1991. Well received by the public, this is the most complex and substantial installation ever attempted at the Museum. Also, two installations devoted to Maine ceramics and pottery were opened at the same time.

At this time, an exhibition tracing the emergency of the State of Maine in the 18th and 19th centuries is being installed, design work is proceeding on a reinstallation of portions of "Made in Maine," and preliminary planning is under way on other short-term exhibits.

Collections: The growth of Museum collections continued to be remarkable. During FY 91 the Museum acquired over 2,000 artifacts, most of which were donations from Maine citizens, among which were four exceptional gifts relating to widely diverse subjects. These included material from a prominent inventor-entrepreneur, from a major canoe manufacturing firm, and from an important nineteenth and early twentieth century hunting and fishing lodge as well as a large collection of historic Maine glass plate photographic negatives. A number of extraordinary individual items including a rare early Maine made car and a superb tall clock made in 1827 by Reuben Bracket of Unity.

MAINE STATE MUSEUM

Conservation: The principal activity for the conservation staff during the past year was related to the preparation of the "12,000 Years in Maine" exhibition. This work has encompassed the treatment and documentation of the several thousand specimens that will be included in the installation. In addition, however, the conservation staff has taken the principal responsibility for the mounting of these specimens in the exhibit cases. This work has required the fabrication of custom-mounting devices for each of these artifacts. This laborious and skilled work has contributed not only to the safety of the collections' exhibition, but also topped the beauty of the finished installation.

Education: The Museum continued to provide school and visitor services to the people of Maine in FY 91 and the number of people served continues to increase. Visitation continues to increase at the rate of almost ten percent per year. During the present calendar year visitation is expected to set new records. Records have already been set for the months of January, March and June. A series of winter lectures have been well attended.

LICENSES, PERMITS, ETC.:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land which is listed on the National Register of Historic Places shall submit a written application for a permit to the Maine Historic Preservation Commission, the Maine State Museum and to the agency controlling the property. (27 MRSA §371-378 inclusive).

PUBLICATIONS:

Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY Facsimile reprint of 1829 edition with biographical introduction. Text only. 469 pp. ISBN 0-913764-00-0			cloth binding	14.00
Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE Facsimile reprint of 1795 edition with biographical introduction and Osgood Carleton map. 421 pp. ISBN 0-913761-01-9			cloth binding	14.00
Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS An authoritative, biographical study of Maine gunsmiths, illus. 209 pp. ISBN 0-913764-04-3			cloth binding	22.00
Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE The Maine Catalog, HABS, illustrated. 254 pp. ISBN 0-913764-05-1			perfect bound	8.95
Churchill, Edwin A.: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp. ISBN 0-913764-08-6			perfect bound	2.95
Willoughby, C.C.: INDIAN ANTIQUITIES OF THE KENNEBEC VALLEY Ed. by Arthur E. Spiess. Illus. 160 pp.			cloth binding	22.00
Rivard, Paul E.: LION 1987. Illus. 64 pp.				1.50

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE STATE MUSEUM

STATE MUSEUM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	863,960	847,732	16,228			
Health Benefits	94,662	91,821	2,841			
Retirement	177,477	174,227	3,250			
Other Fringe Benefits	52,819	45,502	7,317			
Computer Services—State	360		360			
Other Contractual Service	127,109	108,420	18,689			
Rents	1,956	1,689	267			
Commodities	236,993	163,029	73,964			
Grants—Subsidies—Pensions	624	324	300			
Interest—Debt Retirement	2	2				
Transfers to Other Funds	1		1			
TOTAL EXPENDITURES	1,555,963	1,432,746	123,217			

MUSEUM COMMISSION

MAINE STATE MUSEUM COMMISSION

RICHARD N. BERRY, CHAIRMAN

Central Office: Cultural Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333

Telephone: 289-2301

Established: 1965

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 94; *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/liaison, fine arts, publications, and programs/exhibits.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director.

PROGRAM: The Maine State Museum Commission held meetings during FY 91.

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 1991: The expenditures of this unit are, by administrative decision, included with those of the State Museum Bureau.

NEW ENGLAND BOARD OF HIGHER EDUCATION

BENNETT KATZ, CHAIRMAN OF MAINE DELEGATION

Central Office: 45 Temple Place, Boston, Mass. 02111

Telephone: (617) 357-9620

Maine Delegation Liaison Office: Division of Higher Education Services,

9 Weston Street, Augusta

Telephone: 289-2183

Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: 1955

Sunset Review: Not Established

Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 081; *Citation:* 20A M.R.S.A., Sect. 11002

Average Count—All Positions: 20

Legislative Count: 0

PURPOSE: The New England Board of Higher Education is a congressionally authorized regional, non-profit agency that seeks to encourage cooperation and efficient use of educational resources among the region's six states and 260 public and private colleges and universities. Basic funding comes from the six states, private foundations and New England corporations. The Board seeks to increase New England educational opportunities and services; promote regional coordination and cooperation among New England state governments and public and private institutions of higher education; analyze and publish regional information related to higher education; and sponsor studies and forums on regional public policy.

ORGANIZATION: Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

PROGRAM: The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Commission on Higher Education and the Economy, New England Regional Student Program, New England Commission on Academic Health Centers and the Economy of New England, Task Force on Minority Student Enrollment and Retention, Commission on Legal Studies and Practice in New England, International Education and the Economy of New England, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and Legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

The Maine Delegation to the New England Board of Higher Education for FY 90 is as follows:

Robert L. Woodbury, Chancellor of the University of Maine System (Chairman of the Maine New England Board of Higher Education)

Representative Nathaniel J. Crowley, Sr., Stockton Springs (Vice Chairman of New England Board of Higher Education)

NEW ENGLAND BOARD OF HIGHER EDUCATION

Eve Bither, Augusta
Senator Stephen C. Estes, Kittery Point
John Fitzsimmons, President, Maine Technical College System
Bennett Katz, Augusta, Chairman of the Maine Delegation
Sandra J. Kearns, Kennebunk
Sally H. Maxwell, South Portland

PUBLICATIONS:

Connection: New England's Journal of Higher Education and Economic Development

A Quarterly magazine which is devoted to discussion of the region's higher education community and its link to regional economic prosperity. (Subscription \$12.00/yr.)

New England Regional Student Program Enrollment Report (Free)

New England Regional Student Program Offerings (Undergraduate and Graduate) (\$2.00)

New England Higher Education and the Economy:

Commission Prospectus (\$2.00)

Issues Reports (\$1.00)

Preliminary Report, A Threat to Excellence (\$3.00)

Business and Academia, Hoy and Bernstein (\$12.00)

New England's Vital Resource: The Labor Force, Hoy and Bernstein (\$12.00)

Financing Higher Education: The Public Investment (\$19.95)

Renewing Excellence (\$5.00)

Biomedical Research & Technology: A Prognosis for International Economic Leadership (\$5.00)

Equity and Pluralism: The Report of the Task Force on Black and Hispanic Enrollment and Retention in New England Higher Education (\$5.00)

Law and the Information Society, the report of the Commission on the Legal Profession and the Economy of New England (\$5.00)

New Choices Facing College and University Pension Funds, a collection of commentaries on the opening of the college retirement fund market (\$15.00)

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

PINE TREE LEGAL ASSISTANCE

NAN HEALD, EXECUTIVE DIRECTOR
ELINOR G. MILLER, Assistant Director

Central Office: 88 Federal Street, Portland
Mail Address: P.O. Box 547, Portland, Maine 04112

Telephone: 774-4753

Sunset Review: Not Established

Reference: Policy Area: 03; Umbrella: 99; Unit: 479; Citation: P.L. 1983, C. 477B

PURPOSE: Pine Tree Legal Assistance, Inc. is a Maine not-for-profit corporation incorporated to provide assistance to low income persons with civil legal problems.

ORGANIZATION: PTLA is governed by a 36 member Board of Directors composed of attorneys appointed by the Maine State Bar Association and of eligible clients. The Program is administered by an Executive Director and Assistant Director located in a Central Office in Portland and additionally maintains local service offices in Portland, Lewiston, Augusta, Bangor, Machias and Presque Isle, a Native American component in Augusta, a Family Law Project in Portland, and a Farmworker component in Bangor, and is a co-sponsor of the Maine Volunteer Lawyers Project with the Maine State Bar Association and the Maine Bar Foundation. The Volunteer Lawyers Project has a toll free number, (800) 442-4293.

SERVICE OFFICES: Portland Area (Cumberland, York, Sagadahoc Counties: 774-8211). Lewiston Area (Androscoggin, Oxford, Franklin Counties: 784-1558). Augusta Area (Kennebec, Knox, Lincoln, Somerset Counties: 622-4731). Bangor Area (Penobscot, Waldo, Piscataquis Counties: 942-8241). Machias Area (Washington, Hancock Counties: 255-8656). Presque Isle Area (Aroostook County: 764-4349). Farmworker Unit (942-0673). Native American Unit (622-4731). Family Law Project (828-2300).

PROGRAM: Pine Tree Legal Assistance, Inc. receives its funding, about \$2.5 million in calendar 1990, 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 1990 its six area offices and special units closed 10,668 legal matters for eligible clients. Of these, 8,000 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 1,698 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 112 cases were closed for clients referred through a contract with the Maine Departments of Mental Health and Mental Retardation and Corrections, and 264 cases were closed for clients who were victims of domestic violence under the Cumberland County United Way grant. The Volunteer Lawyers Project handled 8,493 calls; of those calls, 1,573 cases were referred to volunteer lawyers for representation. A total of 6,332 cases were closed by the Volunteer Lawyers Project in 1990; substantial legal representation was provided in 717 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 1990, 4,276 or 40% were in the housing area; 3,392 or 32% were in the government benefits area; 1,240 were in the family law area; 817 were in the consumer law area, and the remaining 1,319 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 1990, 3,398 or 54% were in the family law area; 966 were in the consumer law area; 779 were in the government benefits area; 439 were in the housing area, and the remaining 750 cases were in the areas of education, health, individual rights, and other miscellaneous areas.

PINE TREE LEGAL

PUBLICATIONS:

Pine Tree maintains client education materials, which are available at no charge to income eligible callers in 40 substantive areas of the law. These brochures may be obtained by calling any of Pine Tree's six local service offices or by calling the Maine Volunteer Lawyers Project at (800) 442-4293. The most popular brochures cover landlord-tenant, General Assistance, and domestic violence issues.

FINANCES, FISCAL YEAR 1991: 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, 1990 — June 30, 1991**

SUPPORT & REVENUE

State of Maine Grant Award	\$149,619
----------------------------	-----------

EXPENSES

Salaries, Wages & Benefits

Lawyers	31,420
Non-lawyers	53,863
Employee Benefits & Payroll Taxes	23,939

Sub-Total	\$109,222
-----------	------------------

Contracted Services	748
Travel & Meetings	2,992
Space & Occupancy	8,977
Office & Consumable Support	4,489
Telephone	7,481
Equipment Rental & Maintenance	2,244
Litigation & Court Costs	-0-
Library Maintenance	2,993
Insurance	2,618
Other Expenses	7,855

Sub-Total	\$40,397
-----------	-----------------

TOTAL	\$149,619
--------------	------------------

Excess (Deficiency) of Support & Revenue over Expenses	0
---	---

Fund Balance, at beginning of year	0
------------------------------------	---

Fund Balance, at year end	0
---------------------------	---

Please Note: Pine Tree's fiscal year runs January 1 to December 31. Therefore, our financial statements are audited on that basis and the above statement is not final and absolute because year end distributions can be only approximately calculated.

POLICY REVIEW BOARD

POLICY REVIEW BOARD

JANE L. LINCOLN, CHAIRPERSON

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

Mail Address: State House Station #4, Augusta, Maine 04330

Established: July 1, 1986

Reference: Policy Area: 00; Umbrella: 92; Unit: 358; Citation: 5 M.R.S.A., Sect. 7041

Average Count—All Positions: 0

Telephone: 289-4459 (voice)

289-4537 (TDD)

Sunset Review Required by: June 30, 2000

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 91, the Board held regular monthly meetings on the policy issues mandated by the Civil Service Law and to advise the Director of Human Resources on policy issues under consideration by the Bureau for improvement of the State's Civil Service System. The key areas and programs that were reviewed and evaluated during this reporting period were:

- State policy, Educational Leave Legislation, and Educational Leave Advisory Board Guidelines for Educational Leave.
- State policy and Civil Service Rules governing acting capacity appointments made to replace career employees on leave or to meet temporary employment needs.
- State policy and Civil Service Rules governing the layoff process for employees who are excluded from representation through collective bargaining.
- State policy, Civil Service Rules and Civil Service Law governing the grievance process for employees who are excluded from representation through collective bargaining.
- State policy and trial programs that were implemented as part of the ongoing efforts of the Bureau of Human Resources to decentralize human resource management and training programs.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are included with those of the Bureau of Human Resources.

POLICY REVIEW BOARD (Governor Baxter School for the Deaf)

Central Office: Mackworth Island, Falmouth
Mail Address: P.O. Box 799, Portland, Maine 04104

Established: November, 1983

Reference: Policy Area: 02; Umbrella: 92; Unit: 467; Citation: 20-A M.R.S.A., Sect. 7503

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Governor shall appoint a 7-member Policy Review Board to review and make recommendations relative to the Governor Baxter School for the Deaf. The board shall have access to the school, but may not participate in the administration of the day-to-day operations of the school. The board shall make annual recommendations to the commissioner relative to the management of the school, with copies being sent to the members of the joint standing committee of the Legislature having jurisdiction over education. The board's specific duties include, but are not limited to:

- A. Making policy recommendations to the superintendent and the commissioner;
- B. Reviewing policy development by the superintendent and commissioner;
- C. Reviewing the implementation of policy;
- D. Reviewing staff recruitment, retention, promotion and evaluation policies and procedures;
- E. Holding hearings for staff, parents, students, alumni, special education directors and general public and otherwise soliciting the opinions of individuals in those groups concerning the operation and role of the school; and
- F. Conducting exit interviews with the staff members terminating employment with the school.

ORGANIZATION: The Governor shall appoint a 7-member Policy Review Board.

- A. The term of office shall be 3 years.
- B. The initial appointments shall be as follows:
 - (1) Three members for 3 years;
 - (2) Two members for 2 years; and
 - (3) Two members for one year.
- C. Replacements for board members who do not complete their term of office shall be for the remainder of the unexpired term.
- D. No member of the Legislature may serve on the board.
- E. The board members shall be representative of a broad range of professionals, parents and citizens interested in the education of deaf and hearing impaired students. They may include:
 - (1) Professionals not employed by the Governor Baxter School for the Deaf who serve deaf and hearing impaired students;
 - (2) Parents of deaf and hearing impaired students at the Governor Baxter School for the Deaf and in school administrative unit programs;
 - (3) Representatives of handicap advocacy groups;
 - (4) School administrative unit administrators or special education directors;
 - (5) Members of the deaf and hearing impaired community; and
 - (6) Interested citizens.

PROGRAM: A 7-member Policy Review Board was appointed by the Governor in November, 1983. Each year, one, two and three-year terms are staggered. Originally, the Board met four times annually at GBSD. However, in September 1987, the Board altered its function to afford greater involvement in school planning and now meets monthly during the school year and once during the summer. The Policy Review Board chair prepares an annual report to the Commissioner of Education regarding Board activities.

FINANCES, FISCAL YEAR 1991: No board member received any pay from the school. Travel expenses were covered under the administrative section of the school's budget.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

SUSAN M. COLLINS, COMMISSIONER

Central Office: Gardiner Annex, Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8700

Established: October 3, 1973

Sunset Review Required by: 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 027; *Citation:* 10 M.R.S.A., Sect. 8001

Average Count—All Positions: 230.5

Legislative Count: 11

Organizational Units:

Divisions:

Administrative Services Division
Licensing and Enforcement Division

Bureaus:

Bureau of Banking
Securities Division
Bureau of Insurance
General Lines Agent Examination
Advisory Board
Life Agent Examination Advisory
Board

Mandated Benefits Advisory
Commission

Bureau of Consumer Credit
Protection

Council of Advisors on
Consumer Credit

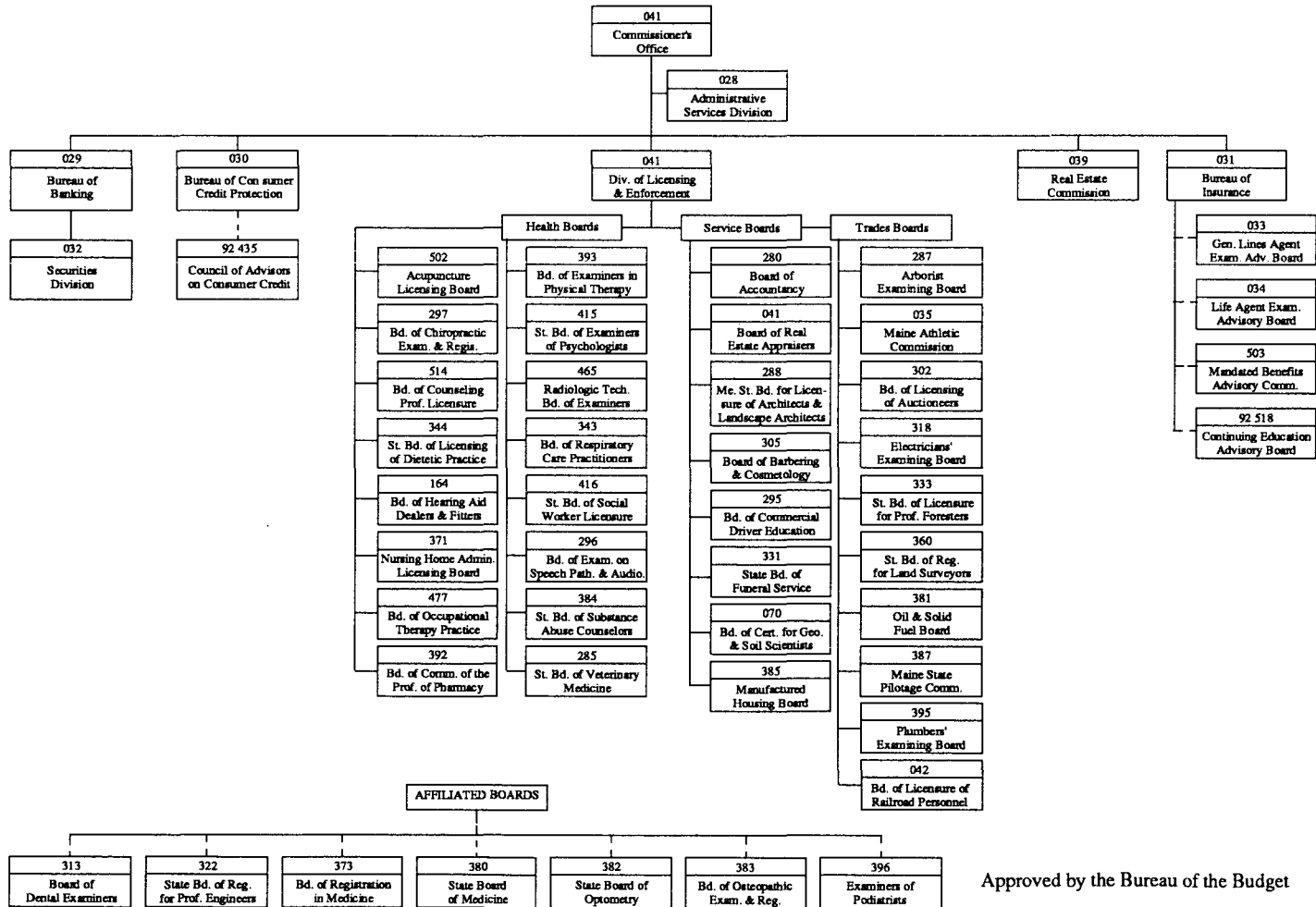
Commissions:

Maine Athletic Commission
Real Estate Commission
Maine State Pilotage
Commission
Medical Specialty Advisory Committee
on Anesthesiology
Medical Specialty Advisory Committee
in Emergency Medicine
Medical Specialty Advisory Committee
on Obstetrics and Gynecology

Boards:

Acupuncture Licensing Board
Arborists Examining Board
Board of Accountancy
Board of Counseling Professionals Licensure
Board of Licensing of Auctioneers
Board of Certification of Geologists and
Soil Scientists
Board of Chiropractic Examination and
Registration
Board of Commercial Driver Education
Board of Commissioners of the Profession
of Pharmacy
Board of Registration of Dietetic Practice
Board of Examiners in Physical Therapy
Board of Funeral Services
Board of Hearing Aid Dealers and Fitters
State Board of Licensure of Professional
Foresters
State Board of Registration for Land
Surveyors
Board of Licensure of Railroad Personnel
State Board of Substance Abuse
Counselors
Board of Respiratory Care Practitioners
Electricians Examining Board
Manufactured Housing Board
Nursing Home Administrators Licensing
Board
Occupational Therapy Board of Practice
Oil and Solid Fuel Board
Plumbers Examining Board
Radiologic Technology Board of
Examiners
State Board of Barbering and Cosmetology
State Board of Examiners of Psychologists
State Board of Examiners on Speech
Pathology and Audiology
State Board of Social Worker Licensure
State Board of Veterinary Medicine
Board of Real Estate Appraisers
Maine State Board for Licensure of Architects
and Landscape Architects

**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 91 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	5,254,243	340,520	44,913,723			
Health Benefits	558,883	33,150	525,733			
Retirement	1,042,070	73,126	968,944			
Other Fringe Benefits	562,546	73,126	968,944			
Computer Services—State	595,932	25	595,907			
Other Contractual Service	1,895,372	46,341	1,849,031			
Rents	96,335	1,191	95,144			
Commodities	134,787	8,870	125,917			
Grants—Subsidies—Pensions	59,849	283	59,566			
Buildings and Improvement	245,125	16,215	228,910			
Interest—Debt Retirement	57		57			
Transfers to Other Funds	110,933		110,933			
TOTAL EXPENDITURES	10,556,132	527,159	10,028,973			

PROFESSIONAL AND FINANCIAL REGULATION

AFFILIATED BOARDS:

Board of Dental Examiners
State Board of Registration for Professional Engineers
Board of Registration in Medicine
State Board of Nursing
State Board of Optometry
Board of Osteopathic Examination and Registration
Examiners of Podiatrists

PURPOSE: The Department serves the public by examining and overseeing state-chartered financial institutions, regulating bank holding companies, regulating insurance companies, agencies and agents, grantors of consumer credit, the real estate industry, commercial boxing and wrestling, approving the sale in Maine of oil and solid fuel heating equipment, and licensing and regulating numerous professions and occupations.

The Department protects Maine consumers through its licensing, examining, and auditing activities; by conducting programs aimed at increasing voluntary compliance with State laws; by investigating possible violations of law; and by undertaking enforcement actions. The Department responds to consumer complaints and requests for information and conducts educational and outreach programs to make consumers aware of their rights under Maine laws.

In order to encourage the development of sound ethical businesses which serve the needs of Maine citizens, the Department fosters a healthy business environment through competent, impartial and efficient regulation.

ORGANIZATION: The Department of Business Regulation was created in October 1973, as part of State government reorganization designed to consolidate related agencies along functional lines and to strengthen executive direction. Agencies originally placed under the jurisdiction of the Department were the Bureau of Banking, the Bureau of Insurance, the Real Estate Commission, the Maine State Boxing Commission (renamed Maine Athletic Commission), the State Running Horse Racing Commission, and the Land Damage Board (renamed State Claims Board), later transferred by statute to the Department of Finance. The Administrative Services Division was established by the Commissioner in 1974 and by statute in C. 553, P.L. 1983. The Special Session of the 106th Legislature established the Bureau of Consumer Protection (renamed the Bureau of Consumer Credit Protection) to enforce the Maine Consumer Credit Code, which became effective on January 1, 1975.

The 107th Legislature transferred the Oil Burner Men's Licensing Board (renamed the Oil and Solid Fuel Board) and the Electricians' Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature established the Central Licensing Division and transferred the Board of Examiners on Speech Pathology and Audiology and the State Board of Examiners of Psychologists from independent agency status to the Department. The 108th Legislature created the Board of Registration of Substance Abuse Counselors and the Manufactured Housing Board and transferred the Board of Examiners of Arborists from an independent agency status to the Department. In its second session, the 108th Legislature transferred the Social Worker Registration Board from an independent agency status to the Department. The 109th Legislature transferred the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists and the Board of Examiners in Physical Therapy from an independent agency status to the Department. It also created the Auctioneers Advisory Board.

The First Session of the 110th Legislature attached the State Board of Registration for Professional Engineers, the State Board of Registration for Land Surveyors and the Penobscot Bay and River Pilotage Commission to the Department. It also created the Commercial Driver Instructors Licensing Board and transferred the Registration of Charitable Solicitors from the Secretary of State to the Department.

The Second Session of the 110th Legislature transferred from the Department of Human Services to the Department of Business Regulation: the Plumbers Examining Board, the Board of Hearing Aid Dealers and Fitters, and the Board of Funeral Service, all effective July 1, 1983.

The First Session of the 111th Legislature, at the Department's request, enacted Public Law Chapters 171, 413 and 553. The first completely reorganized the Real Estate Commission, its staff and functions. The second conformed the statutes of all boards within or affiliated with the Department to the Administrative Procedure Act and recent Federal and State court decisions, and standardized many of the powers and procedures of the licensing boards.

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 responsibili-

PROFESSIONAL AND FINANCIAL REGULATION

ties, took the Manufactured Housing Board and Athletic Commission out of the General Fund and made them dedicated accounts, and renamed the Department the Department of Business, Occupational and Professional Regulation.

The Second Session of the 111th Legislature created and placed within the Department the Board of Occupational Therapy Practice; it placed within the Department the Penn Bay Pilotage Commission and extended the Department's authority over the remaining six attached licensing boards. It reviewed and to some extent standardized the per diem and expenses of licensing board members and provided that legislators could not be licensing board members.

The First Regular Session of the 112th Legislature transferred the Board of Administrators of Medical Care Facilities from independent status to this Department, effective June 4, 1985; and it created the Board of Registration of Dietetic Practice and the Board of Respiratory Care Practitioners and placed them within the Department, both effective September 19, 1985.

The Second Regular Session of the 112th Legislature conducted the first ever audit and program review of the Department and left it fundamentally unchanged. The audit was useful in every respect. It redefined important relationships, eliminated outdated statutory provisions, and helped the Department in the areas of housing and personnel.

The process repealed the Itinerant Photographers Registration Act and defined for all licensing boards the definition of a "public member."

The Legislature also transferred the Radiologic Technologist Board from Human Services, the Veterinarians Board from Agriculture, and the Barbers Board from affiliated status, and put them within this Department, effective 7/16/86. It affiliated with the Department the boards which license chiropractors, dentists, medical doctors, nurses, optometrists, osteopaths, pharmacists and podiatrists. It directed that by 1990 all licensing boards be physically located in the Capital area. It created statutory standards to be met by groups seeking additional licensing boards. The registration of Sellers of Business Opportunities was transferred to the Securities Division of the Bureau of Banking.

During 1987, the First Session of the 113th Legislature enacted legislation placing the Board of Accountancy within the Department and strengthening the Board's licensing law. The Legislature also passed legislation significantly revising the licensing statute used by the Real Estate Commission and created a new licensing board to regulate acupuncturists. In 1988, the Legislature approved legislation transferring the Board of Commissioners of the Profession of Pharmacy to the Department.

In 1989, the First Session of the 114th Legislature approved bills proposed by the Department which strengthened the disciplinary powers of the licensing boards, provided limited confidentiality of investigative records, and brought the Board of Chiropractic Examination and the Board of Registration for Land Surveyors within the Department. The Legislature also created a new board to license counsellors. In 1990, pursuant to a federal mandate, legislation was enacted and signed into law which requires real estate appraisers to be licensed by a new State board in the Department.

In 1991, the First Session of the 115th Legislature approved legislation combining the Board of Barbers with the Board of Cosmetology in recognition of their similar functions.

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 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.

LICENSES, PERMITS, ETC.:

See individual agencies.

PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

See reports of component units.

FINANCES, FISCAL YEAR 1991: The following financial displays were generated from Department accounts as recorded in the files of the Bureau of the Budget's MFASIS 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	52,589	52,589				
Health Benefits	2,619	2,619				
Retirement	11,068	11,068				
Other Fringe Benefits	456	456				
Computer Services—State	25	25				
Other Contractual Service	3,588	3,588				
Rents	55	55				
Commodities	960	960				
Buildings and Improvement	1,478	1,478				
TOTAL EXPENDITURES	72,838	72,838				

BOARD OF ACCOUNTANCY

CLIFTON FLETCHER, CHAIRMAN

GERALDINE L. BETTS, Regulatory Board Coordinator

SANDRA LEACH, Board Clerk

Central Office: Gardiner Annex, 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1967

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 02; Unit: 280; Citation: 32 M.R.S.A., Sect. 3971

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, as established by Title 5, section 12004, subsection 1, shall consist of 5 members appointed by the Governor. Each member of the board shall be a citizen of the United States and a resident of this State. Three members shall be persons registered in accordance with subchapter III and whose principal occupation has been in active practice as a certified public accountant for at least the 5 preceding years. One member shall be a person registered in accordance with subchapter IV and whose principal occupation has been in active practice as a noncertified public accountant for at least the 5 preceding years. One member of the board shall be a representative of the public. Appointments shall be for 3-year terms, except that the terms of 2 members other than the public member shall expire each calendar year and appointments of less than 3 years may be made in order to comply with this limitation. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon the expiration of his term of office, a member shall continue to serve until his successor shall have been appointed and shall have qualified, and the successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only a period actually served which exceeds 1/2 of the 3-year term shall be deemed a full term. The Governor shall remove from the

PROFESSIONAL AND FINANCIAL REGULATION

board any member whose permit to practice has become void, revoked or suspended, and may, after hearing, remove any member of the board for cause.

PROGRAM: The duties of the Board of Accountancy include holding Certified Public Accountant (CPA) and Public Accountant (PA) examinations, issuing CPA and PA certificates, issuing annual permits to practice to qualified certificate holders, investigating complaints against certificate holders and taking appropriate action where necessary.

During the FY 1991, the Board of Accountancy held 9 meetings to conduct business.

In accordance with APA requirements, the Board revised and adopted rules to increase fees, define residency and other technical changes.

EXAMINATIONS: Two examinations for Certified Public Accountants and Public Accountants with a total of 551 candidates being tested.

LICENSING STATISTICS: The Board renewed licenses as follows: 1,086 CPA, 77 PA, 342 Firm and 30 Branch Licenses. A total of 145 new licenses were issued; 98 CPA, 45 Permits to Practice, 1 Public Accountant and 1 via transfer of credits.

COMPLAINTS: Four complaints were filed with the Board with all four being dismissed.

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

Practice of Public Accountancy Laws

Board of Accountancy Rules

Licensee Roster—May be requested in various formats such as: lists, mail labels, and diskettes (nominal fee)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BOARD OF ACCOUNTANCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	21,392		21,392			
Health Benefits	2,339		2,339			
Retirement	3,702		3,702			
Other Fringe Benefits	34,613		34,613			
Computer Services—State	3,489		3,489			
Other Contractual Service	24,462		24,462			
Commodities	6		6			
Transfers to Other Funds	2,070		2,070			
TOTAL EXPENDITURES	92,073		92,073			

PROFESSIONAL AND FINANCIAL REGULATION

ACUPUNCTURE LICENSING BOARD

SHELDON R.F. GANBERG, CHAIRMAN
DIANE BRADSTREET, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 9/29/87

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 02; Unit: 502; Citation: 32 M.R.S.A., Sect. 12406

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Acupuncture Licensing Board was established to protect the public interest through the regulation of the practice of acupuncture in the State of Maine. The primary responsibilities of the Board are to issue licenses to qualified applicants, to issue biennial renewal of licenses, to investigate written complaints brought before the Board, to answer correspondence, to maintain financial records, and to set fees for annual licensure of acupuncturists.

ORGANIZATION: There is within the Department of Professional and Financial Regulation the Acupuncture Licensing Board as established in Title 5, chapter 379. The Board consists of 5 members appointed by the Governor. Three members shall be licensed acupuncturists, one member shall be a licensed, practicing medical or osteopathic doctor and one member shall be a member of the public who is not licensed to practice any healing art or science and who is not an acupuncturist. Appointments shall be for 3-year terms and no member shall serve more than 3 full consecutive terms.

PROGRAM: During FY 1990 the Board met (four) 4 times. There are currently 32 individuals licensed as acupuncturists in the State of Maine. In June 1989, the 114th Legislature enacted emergency Legislation to broaden the licensure requirements for persons currently practicing acupuncture. This allowed the Board to grandfather in numerous individuals who, under the original requirements, did not qualify for licensure.

LICENSES, PERMITS, ETC.:

Licensed Acupuncturists

PUBLICATIONS:

Laws and Rules

List of licensed acupuncturists (nominal fee)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ACUPUNCTURE LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	1,859		1,859			
Other Contractual Service	1,494		1,494			
Commodities	6		6			
Transfers to Other Funds	372		372			
TOTAL EXPENDITURES	3,731		3,731			

PROFESSIONAL AND FINANCIAL REGULATION

DIVISION OF ADMINISTRATIVE SERVICES

LINDA S. GILSON, DIRECTOR

PAUL A. SAYWER, Director, Planning and Management Information Systems

Central Office: Gardiner Annex, Gardiner, Maine 04345

Telephone: 582-8700

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 028; Citation: 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 13.5

Legislative Count: 0

PURPOSE: This Division was established to provide administrative support services for all of the bureaus, boards and commissions within the Department and for the Department itself.

Its major responsibilities are Accounting, Budgeting, Personnel Management and Purchasing. The Division provides centralized accounting and budgeting, centralized purchasing and property recording, and centralized personnel services, including the preparation of payrolls and related recordkeeping. Most reports required of the Department, and of small agencies within it, are prepared by this Division.

The Information Systems Support Services section was established as part of the Administrative Services Division for the purpose of coordinating automation and electronic communication initiatives, to create and administer a comprehensive computer network enhancing each 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 assistant, 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, contract administration, and Workers' Compensation. 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, 2 Information Systems Support Specialists, and a Data Control Specialist.

PROGRAM: The Administrative Services Division provides the services described above for the entire Department of Professional and Financial Regulation. Additionally, the Division is responsible for ordering and arranging for the services provided to all units by outside staff agencies, the landlord, and by private parties and vendors. It has continued to computerize its functions through the MFASIS System in order to provide better and more varied management information reports.

The Information Systems Support Services section program includes administration of the Department's centralized licensing database (approximately 91,000 licensee records). The section provides quality control for licensing system data as well as printing of licenses and renewal notices, as well as printing of rosters and mailing labels for the licensing agencies and the public. Support Services provided by this section include training, local area network administration, micro computer support, coordinating the acquisition of hardware and software, limited software programming and facilitating the sharing of resources. Consistent with this effort a desktop publishing facility is maintained for use by agencies within the Department. Finally this section coordinates telecommunications services and equipment for all agencies and data communications with host systems.

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

PROFESSIONAL AND FINANCIAL REGULATION

information on 51/4" and 31/2" diskettes in ASCII or DIF format for those who wish to have the data for use with their own computer systems. These materials are available for a nominal fee.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	317,644		317,644			
Health Benefits	31,918		31,918			
Retirement	70,394		70,394			
Other Fringe Benefits	74,762		74,762			
Computer Services—State	3,603		3,603			
Other Contractual Service	112,849		112,849			
Rents	27,879		27,879			
Commodities	37,683		37,683			
Grants—Subsidies—Pensions	1,487		1,487			
Buildings and Improvement	50,133		50,133			
Transfers to Other Funds	8,984		8,984			
TOTAL EXPENDITURES	737,336		737,336			

ARBORIST EXAMINING BOARD

HENRY L. THIBODEAU, CHAIRMAN
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1933

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 02; Unit: 287; Citation: 32 M.R.S.A., Sect. 2001

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy; issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give scheduled examinations.

ORGANIZATION: The Arborist Examining Board, created in 1933, is comprised of six members appointed by the Governor—one a plant pathologist from either the State or University of Maine staff, two licensed commercial arborists, one public member; one member from the Bureau of Forestry; and one member with the state registration of pesticides from the Department of Agriculture; all are appointed for a five year term.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Professional & Financial Regulation essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are issued on an annual basis.

PROGRAM: During FY90-91 the Arborist Examining Board met 12 times, conducted 12 examination sessions and examined 69 applicants. In the past year the Board received three complaints, of which all three were dismissed. At the present there are 381 licensed Arborists; 44 Companies; 96 Regular Arborists, and 241 Restricted Arborists.

The Board has adopted rules creating different levels of classifications for licensed arborists which more accurately reflect the different types of work being performed. This has meant considerably more time creating new exams, applications and a new study guide manual.

PROFESSIONAL AND FINANCIAL REGULATION

LICENSES, PERMITS, ETC.:

Regular Arborists; Master, Restricted Arborist; Apprentice, First Class, Master, Licensed in their specialty field of Utility or Landscape.

PUBLICATIONS:

Lists, labels or diskettes of licensed arborists can be purchased through the Arborist Examining Board, Division of Licensing and Enforcement. For further information you may contact the board at 582-8723.

Laws and Rules are free of charge upon request.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	600		600			
Computer Services—State	1,713		1,713			
Other Contractual Services	2,722		2,722			
Buildings and Improvement	943		943			
Transfers to Other Funds	270		270			
TOTAL EXPENDITURES	6,248		6,248			

MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS AND LANDSCAPE ARCHITECTS

JOHN WEINRICH, CHAIRMAN

GERALDINE L. BETTS, Regulatory Board Coordinator

SANDRA LEACH, Board Clerk

Central Office: Gardiner Annex, 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: State House Sta. \$35, Augusta, Maine 04333

Established: 1945

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 288; Citation: 32 M.R.S.A., Sect. 211

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Maine State Board for Licensure of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination and licensure of persons who wish to practice architecture, or Landscape Architecture in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title 'architect' or 'landscape architect' and engage in performing the functions of each; to issue licenses and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules 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 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

PROFESSIONAL AND FINANCIAL REGULATION

and appointed. The successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. Any vacancy shall be filled by appointment for the unexpired term. A member may be removed by the Governor for cause.

The Board annually elects a chairman and a secretary. The Board must meet at least once a year to conduct its business; additional meetings being held as necessary for the purpose of examining candidates for registration.

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules 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.

During FY 91 the Board held 7 meetings to conduct business.

Public Law 396 was signed by the Governor on June 20, 1991, which places the Board for Licensure of Architects and Landscape Architects within the Department of Professional and Financial Regulation, includes various technical changes and increases fees. In addition, the Licensing and practice of landscape architecture has been changed from practice law to title law.

EXAMINATION STATISTICS: Two examinations were held for Architects with a total of 105 various parts of the examination being taken by 25 candidates. One Landscape Architect examination was administered with 20 various parts of the examination being taken by 8 candidates.

LICENSING STATISTICS: The Board renewed 284 resident architect, 838 non-resident architect, 70 resident Landscape Architect, 62 non-resident Landscape Architect licenses during FY 91. Newly licensed Architects consists of 61 by NCARB certification, 10 by reciprocity and 15 by examination. Newly licensed Landscape Architects consists of 1 by CLARB certification, 6 by reciprocity and 5 by examination.

LICENSES, PERMITS, ETC.:

Licensure:

Architects and Landscape Architects

PUBLICATIONS:

Architect and Landscape Architect Laws

Architect and Landscape Architect Rules

License Roster—May be requested in various formats such as: lists, mail labels, and diskettes (nominal fee)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	21,178		21,178			
Health Benefits	2,725		2,725			
Retirement	3,658		3,658			
Other Fringe Benefits	12,011		12,011			
Computer Services—State	2,136		2,136			
Other Contractual Service	13,718		13,718			
Rents	35		35			
Commodities	23		23			
Transfers to Other Funds	3,337		3,337			
TOTAL EXPENDITURES	58,821		58,821			

MAINE ATHLETIC COMMISSION

JOSEPH F. GRAZIANO, CHAIRMAN
MARY-ANN CAMPBELL, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1939

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 035; *Citation:* 32 M.R.S.A., Sect. 13501

Average Count—All Positions: 0

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 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, wrestling and kick boxing 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 Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Professional and Financial Regulation employs personnel and provides administrative assistance as required.

PROGRAM: The Athletic Commission held a total of 8 board meetings. The board as of June 24, 1991, has a total of 334 licensees of which consist of 38 Boxers, 22 Judges, 19 Managers, 12 Physicians, 108 Wrestlers, 23 Promoters, 20 Referees, 58 Seconds, 10 Timekeepers, 2 Knockdown Timekeepers, 1 Kick Judge, and 2 Matchmakers.

During the year there were 16 boxing shows, both amateur and professional and 17 wrestling shows. During the events there was a total of 225 new licenses issued; 36 Boxers, 18 Judges, 1 Knockdown Timekeeper, 2 Matchmakers, 17 Managers, 11 Physicians, 14 Promoters, 17 Referees, 51 Seconds, 10 Timekeepers, and 77 Wrestlers.

During the 115th legislative session, legislation was passed that would deregulate several aspects of professional wrestling. It would remove licensure requirements for ring doctors and wrestlers, restructure the fee schedule for promoters and sent new schedules for all other licensing categories. Also, it would revise the advance bond requirements to ensure tax payment from promoters, restructure the payment schedule for commissioners to change the reimbursement to a per diem basis rather than a salary basis and finally, establish a medical advisory committee to alleviate the problem of obtaining adequate medical staff for events and provide medical advice to the Commission.

LICENSES, PERMITS, ETC.:

Boxing
Referee
Manager
Second
Timekeeper

Wrestling
Referee
Matchmaker
Manager
Timekeeper

Kickboxing
Assistant Scorekeeper
Judge
Kickboxer
Knockdown Timekeeper

PROFESSIONAL AND FINANCIAL REGULATION

Knockdown timekeeper
Knockdown timekeeper
Judge

Manager
Promoter
Referee
Second
Timekeeper

PUBLICATIONS:

Lists, labels or diskettes of licensee's of the Maine Athletic Commission can be purchased through Division of Licensing and Enforcement. For further information you may contact the board at 582-8723, ext. 2329.

Laws and Rules are free upon request.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE ATHLETIC COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,650		3,650			
Health Benefits	126		126			
Retirements	452		452			
Other Fringe Benefits	1,272		1,272			
Computer Services—State	1,376		1,376			
Other Contractual Service	10,322		10,322			
Commodities	80		80			
Transfers to Other Funds	64		64			
TOTAL EXPENDITURES	17,342		17,342			

BUREAU OF BANKING

H. DONALD DeMATTEIS, SUPERINTENDENT
COLETTE L. MOONEY, Deputy Superintendent
DONALD GROVES, 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: 44

Legislative Count: 11

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" and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to add civil liability and anti-fraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. Significant amendments effective in 1980 and 1981 also

PROFESSIONAL AND FINANCIAL REGULATION

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.

In 1985, the One-Hundred-and-Twelfth Legislature passed 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 19, 1985. Among the many changes brought about by this legislation, the Revised Act expanded the enforcement authority of the State, required the licensing of investment advisers, and provided for the registration of securities by notification, coordination, and qualification.

Legislation enacted in 1986 gave the Securities Division enforcement powers with respect to the sale of certain types of business opportunities and commodity contracts. During the same legislative session, the Takeover Bid Disclosure Law, which had been administered by the Division, was repealed because of concern over its constitutionality. In 1989, the Legislature transferred from the Superintendent of Banking to the Securities Administrator responsibility for directing the activities of the Securities Division.

PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities Divisions.

Banking. Statutes require the examination of state-chartered financial institutions once every three years; during fiscal year 89-90, the Bureau conducted 33 outside safety and soundness examinations and eight specialized examinations. A computer based system also monitors bank performance between on-site visits. To further inform Maine consumers about more complex aspects of financial services, the Bureau has developed a Consumer Outreach Program which distributed over 46,000 copies of four informational booklets prepared by the agency. Two guides were published during the fiscal year, "A Guide to the Maine Bureau of Banking's Consumer Outreach Program," and "A Consumer's Guide to Home Mortgage Financing in the 1990's." The Bureau's "Student's Guide to Banking and Personal Money Management," released in 1989, received a national award from the American Library Association in January. Consumer Outreach also produced a video entitled, "Adventures in Money Management," which combined with its lending video was loaned over 150 times during the fiscal year. Outreach also made 90 educational presentations at Maine schools on financial topics important to young adults. Over 130 Maine high schools, vocational centers, junior high schools and colleges utilized the Bureau's booklets, videos and in-school talks.

The Bureau's complaint resolution program responded to over 1,100 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 \$339,000 in restitution to Maine consumers.

During fiscal year 1990, six letters of notification to open or relocate branches were processed. In addition, two banks were given permission to close or consolidate a total of 24 branches. In three separate transactions, the Bureau gave permission to three financial institutions to acquire three branches.

During this past fiscal year, the Bureau also approved two emergency transactions. Maine Savings Bank, an affiliate of The One Bancorp, was declared insolvent in February, 1991 and the Federal Deposit Insurance Corporation (FDIC) was appointed receiver. In a simultaneous transaction, Fleet Bank of Maine was awarded the bid to acquire Maine Savings, and the Bureau approved that transaction under its emergency powers. In January, 1991, federal regulatory agencies declared Bank of New England (BNE), and its affiliates including Maine National Bank, insolvent. A bridge bank was established and operated by the FDIC pending final resolution; in April, 1991, the FDIC named Fleet Financial Group, Providence, Rhode Island the successful bidder for the BNE franchise. Accordingly, Fleet Bank of Maine applied to the Bureau for permission to acquire Maine National Bank; that application was approved on June 28, 1991 with several conditions imposed by the Superintendent.

Maine's financial institutions continue to expand satellite facilities networks. There are now over 400 shared satellite facilities available in this state and nationwide networks are now accessible to Maine consumers travelling throughout the country.

In other activity, an application was received to form a bank holding company in conjunction with the organization of a new national bank in Camden; processing of that application was suspended in June, 1991 at the request of the applicant. The Bureau also approved, on an expedited basis, the merger of two state-chartered credit unions into two federally chartered credit unions.

Administrative personnel of the Bureau participated in programs offered by industry groups, professional associations and federal regulatory agencies. Advanced examiner training involved several examiners attending interagency schools designed to increase the level of expertise in bank examination and supervision. One principal examiner also serves as an instructor at schools sponsored by the Education Foundation of State Bank Supervisors, and one serves on the Board of Directors of a national

PROFESSIONAL AND FINANCIAL REGULATION

organization of financial examiners. The scope of examination responsibilities also includes electronic data processing, bank holding companies, and formal compliance review.

Securities Division. During fiscal year 1990-91, the Securities Division received and processed 3,638 applications to register securities, 159 notifications to perfect exemptions for private offerings, 1,022 notifications to perfect exemptions for exchange-listed securities, and 89 notifications to perfect exemptions for transactions with existing security holders. This represented an annual increase in total securities filings of 15.7%, which is probably attributable to a general improvement in the securities markets in the second half of the fiscal year.

In contrast with the securities filings, the number of securities professionals licensed in Maine generally declined. At the end of the fiscal year, there were 697 broker-dealers, a decrease of 13.8% from the prior year, 16,141 sales representatives, a decrease of 5.6%, and 172 investment advisers, an increase of 17%.

The Division continued its practice of carefully screening licensing applicants with disciplinary problems in other jurisdictions. As a result of objections raised by the Division, 327 sales representative licensing applications were withdrawn, as were 22 broker-dealer applications. These figures were similar to those for the preceding year.

The Division's active enforcement program yielded significant benefits for Maine citizens. Restitution of \$70,931 was obtained during the fiscal year, and the Division also aided investors or their attorneys to recover directly an additional \$6,767. In addition, prompt action on behalf of investors brought about cancellation of transactions totalling \$11,115.

The Division's enforcement actions also produced \$27,721 in monetary penalties obtained in 11 separate cases. Furthermore, the Division commenced two major investigations—one involving allegedly widespread sales practice abuses in the sale of mutual funds and the other a possible embezzlement of client funds. Both investigations were ongoing at the end of the fiscal year.

In an effort to reduce the incidence of certain commonly occurring problems, the Division initiated an orientation program for sales representative applicants located in Maine. Under the program, which is still in the experimental stage, each applicant attends a 45-minute training session focusing on those sales abuses which the Division most frequently encounters. The initial reaction to the program has been very favorable.

Other initiatives carried out during the fiscal year include adoption of a rule designed to make it easier for small corporations to raise capital through the public sale of securities. The rule allows the use of a simplified registration statement and prospectus for smaller public offerings. On an unrelated front, the Division also adopted examination requirements for persons seeking to be licensed as investment advisers or to act as investment adviser representatives.

A consumer education pamphlet entitled "A Brief Guide to Mutual Fund Investing" was published during the fiscal year and distributed to approximately 30,000 Maine residents. The publication and distribution of the brochure were financed entirely with money obtained as part of a Superior Court consent decree with a brokerage firm.

LICENSES, PERMITS, ETC.:

License:

- Broker-Dealer
- Sales Representative
- Investment Adviser
- Negotiable Money Orders (Company and Agent)

PUBLICATIONS:

- Maine Bureau of Banking Regulations and Bulletins—(\$65.00)
- Annual Updates—Regulations and Bulletins—(\$20.00 per year)
- Report of the Superintendent, Bureau of Banking, for the Ten Year Period June 30, 1972-June 30, 1982—(\$5.00)
- Report of the Superintendent, Bureau of Banking, Status of Maine's Financial Institutions (1/15/85 to 1/15/90)—(\$5.00 each) (1/15/91-\$10.00 each)
- Revised Maine Securities Act—(Free)
- Investor Alert—(Free)
- The Risks of Penny Stock Investing—(Free)
- A Brief Guide to Mutual Fund Investing—(Free)
- An Investor's Guide to Reading the Mutual Fund Prospectus (published by Investment Company Institute)—(Free)

PROFESSIONAL AND FINANCIAL REGULATION

- Bureau of Banking-Consumer Outreach Program—(Free*)
- A Consumer's Guide to Understanding Mortgage Points and Other Settlement Costs—(Free*)
- Student's Guide to Banking and Personal Money Management (Free*)

VIDEOS

- "Applying For a Loan" and "Adventures in Money Management"—(Free) rental; purchase—\$10.00
- "Calling for Your Dollars" (on avoiding investment scams)—(Free rental; not available for purchase)

*Free to Maine residents only; non-Maine residents—\$1.50 per publication.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	974,771	287,931	686,840			
Health Benefits	97,086	30,531	66,555			
Retirement	195,676	62,058	133,618			
Other Fringe Benefits	13,822	6,982	6,840			
Computer Services—State	30,976		30,976			
Other Contractual Service	260,666	42,753	217,913			
Rents	7,573	1,136	6,437			
Commodities	14,859	7,910	6,949			
Grants—Subsidies—Pensions	2,220	283	1,937			
Buildings and Improvement	49,571	14,737	34,834			
Transfers to Other Funds	1,165		1,165			
TOTAL EXPENDITURES	1,648,385	454,321	1,194,064			

STATE BOARD OF BARBERS & COSMETOLOGY

FRANCIS LORETTE, CHAIRMAN

GERALD L. BETTS, Regulatory Board Coordinator

MARY MONROE, Board Clerk

Central Office: Gardiner Annex, 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: 305; Citation: 32 M.R.S.A., Sect. 351

Average Count—All Positions: 1.5

Legislative Count: 0

PURPOSE: The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a license for the practice or instruction of barbering in the State of Maine; to issue and renew annually such licenses to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the license of any barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom licenses are issued.

ORGANIZATION: The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology). The Board became a part of Professional and Financial Regulation in August, 1986. This Board now consists of four members: one is a lay person representing the public and

PROFESSIONAL AND FINANCIAL REGULATION

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.

PROGRAM: On June 20, 1991, the Governor signed Public Law 397 merging the Board of Barbers and Board of Cosmetology creating one board known as the Board of Barbering and Cosmetology.

The board is currently in the process of reviewing the administration and content of the practical barber exam.

During FY 91, the board held 3 board meetings.

EXAMINATION STATISTICS—BARBERS: six examinations examining a total of 25 candidates with 6 failing the original exam and 6 returning to retake the portion(2) of the exam failed. Of the candidates re-examined, 6 passed.

COMPLAINT STATISTICS: One adjudicatory hearing was held resulting in three licenses being revoked; one barber license, one barber shop and one booth license.

INSPECTION STATISTICS: 533 barber shop inspections.

LICENSING STATISTICS: 12 apprentice barbers; 756 barbers; 360 barber shops; 73 booths; 5 instructors; 23 students; 1 barber technician; 3 temporary work permits.

EXAMINATION STATISTICS—COSMETOLOGY: Twenty-four examinations examining a total of 567 candidates with 214 failing the original exam and 163 returning to retake the portion(s) of the exam failed. Of the candidates re-examined, 132 passed. Nineteen instructor exams were conducted. In addition, the Board held 9 meetings.

COMPLAINT STATISTICS: 6 complaints filed; 3 complaints dismissed; 1 adjudicatory hearing held; 1 board order issued; 1 cosmetology and 1 beauty shop license was revoked; 3 consent agreements and \$2,000 in fines were collected.

INSPECTION STATISTICS: 3,286 beauty shop inspections were conducted with 8 violations found; 7 corrected and 1 cited.

LICENSING STATISTICS: 30 apprentice cosmetologists; 9 aestheticians; 9 apprentice manicurists; 1,960 beauty shops; 458 booths; 8,012 cosmetologists; 5 demonstrators; 126 instructors; 81 manicurists; 802 students and 41 temporary work permits.

LICENSES, PERMITS, ETC.:

BARBERS

License:

- Barber Shop

- Barber

- Instructor

Registration:

- Technician

- Barber Apprentice

Permit:

- Work

- Barber Student

COSMETOLOGY

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

PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

Barbers

- Rules pertaining to Barber Shops (free)
- State Board of Barber Laws Pertaining to Barbers (free)
- Rules Pertaining to Barber Instructors (free)
- Rules Pertaining to Licensure Fees (free)

Licensee Roster—May be requested in various formats such as: lists, mail labels and diskettes (nominal fee)

Cosmetology

- Rules and for Beauty Shops (free)
- State Board of Cosmetology Laws Pertaining to Cosmetology 1984 (free)
- Rules of Practice (free)
- Rules Relating to Apprentice, Manicurist (free)
- Rules for Certifying Cosmetology Instructors (free)

Licensee Roster—May be requested in various formats such as: Lists, Mail Labels and Diskettes (nominal fee)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BOARD OF BARBERING AND COSMETOLOGY	TOTAL FOR ALL	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	FUNDS					
EXPENDITURES						
Salaries and Wages	124,128		124,128			
Health Benefits	17,623		17,623			
Retirement	23,275		23,275			
Other Fringe Benefits	7,160		7,160			
Computer Services—State	8,763		8,763			
Other Contractual Service	67,018		67,018			
Rents	215		215			
Commodities	1,149		1,149			
Buildings and Improvement	409		409			
Interest—Debt Retirement	19		19			
Transfers to Other Funds	4,581		4,581			
TOTAL EXPENDITURES	254,340		254,340			

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

JOHN D. REEDER, PRESIDENT

TIMOTHY P. DENNIS, Secretary

LINDA DUFFY, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Station 35, Augusta, Maine 04333

Established: 1923

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 297; Citation: 32 M.R.S.A., Sect. 501

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants to practice in Maine.

PROFESSIONAL AND FINANCIAL REGULATION

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: The Board met four times in FY 91 to review applications and to complete rule making which brought its rules into closer conformity with its statute. It also conducted two seminars for the purpose of continuing professional education, and two examinations for purposes of licensure. The 115th Legislature enacted emergency legislation which provides for another public member on the Board and limits the term of membership to 3 years and 3 consecutive terms. The law also changes the renewal interval from annual to biennial and makes practicing chiropractic in Maine without a license a Class E crime. During FY 91 the Board received 4 complaints, 1 of which was dismissed and 3 of which are pending.

LICENSES, PERMITS, ETC.:

License:

To practice chiropractic in Maine

PUBLICATIONS:

"Laws and Rules Governing the Practice of Chiropractic"—No charge.

List of all licensees—At cost.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	17,415		17,415			
Health Benefits	2,339		2,339			
Retirement	3,283		3,283			
Other Fringe Benefits	18,068		18,068			
Computer Services—State	1,549		1,549			
Other Contractual Service	7,136		7,136			
Commodities	6		6			
Transfers to Other Funds	2,773		2,773			
TOTAL EXPENDITURES	52,569		52,569			

BOARD OF COMMERCIAL DRIVER EDUCATION

RICHARD NICKLESS, CHAIRMAN

GERALDINE L. BETTS, Regulatory Board Coordinator

DAWN L. TEED, Board Clerk

Central Office: Gardiner Annex, 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.

PROFESSIONAL AND FINANCIAL REGULATION

ORGANIZATION: The Board of Commercial Driver Education is composed of 5 members appointed by the Governor. Two members are representatives of Class A schools, as defined in section 9601, one is a representative of Class B schools, as defined in section 9601, one member is a public representative and one member is the Director of the Division of Motor Vehicles or his designee.

The term of office of each member is 4 years, except that, of the 3 school members on the first board appointed under this subchapter, one was appointed for 2 years and one for 3 years.

PROGRAM: The Board of Commercial Driver Education strives to improve consumer awareness of commercial driver education facilities, to improve communications between commercial schools and the board; and to provide an in-service training program for staff development in all commercial driver education schools.

The Board evaluates the qualifications of applicants; examines and licenses commercial driver education schools and instructors; investigates all complaints; and conducts hearings when necessary.

The Board of Commercial Driver Education held 9 meetings to conduct business during FY 91. As a result of the 115th Legislature, Public Law 509 increases licensing fees.

LICENSING STATISTICS: The Board issued 88 Class A School, 3 Class B School, 110 Class A Instructor and 69 Class B Instructor licenses.

COMPLAINTS: The Board received 27 complaints, 10 of which were dismissed. Of the remaining 17, 14 were disposed of through board action which included 5 informal conferences and one adjudicatory hearing. These actions resulted in one board order, 11 consent agreements and fines totalling \$2,700.

INSPECTIONS: During FY 91, eleven school inspections were conducted.

LICENSES, PERMITS, ETC.:

- Class A Commercial Schools
- Class B Commercial Schools
- Class A Commercial Instructors
- Class B Commercial Instructors

PUBLICATIONS:

- Commercial Driving Instruction Laws (Free)

- Board of Commercial Driver Education Rules (Free)

Licensee Roster—May be requested in various formats such as: Lists, Mail labels, and diskettes (nominal fee)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BOARD OF COMMERCIAL DRIVER EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	35		35			
Computer Services—State	8,952		8,952			
Other Contractual Service	3,348		3,348			
Transfers to Other Funds	317		317			
TOTAL EXPENDITURES	12,652		12,652			

PROFESSIONAL AND FINANCIAL REGULATION

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: 0

PURPOSE: The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conforms to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Collection Agencies, Simplified Consumer Loan Contracts, Credit Reporting Agencies, and Credit Services Organizations.

ORGANIZATION: The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature changed the name of the Bureau to the Bureau of Consumer Credit Protection.

PROGRAM: The Bureau's activities are composed of three (3) basic functions: A comprehensive examination program, a consumer complaint division and a consumer education program.

The examination staff, consisting of 5 field examiners and supervisory personnel, expend the majority of their time in the examination of financial institutions and mortgage banking companies. Collection agencies, credit reporting agencies, credit services organizations 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 '91, 411 creditors, 11 collection agencies, and 16 credit services organizations were examined. During this period, creditors refunded approximately \$39,612 to consumers as a result of violations discovered during the examination process. The Bureau cited 423 violations of Truth-in-Lending Laws and 311 Consumer Credit Code violations after reviewing 28,024 transactions. The Bureau's work also resulted in conviction of a collection agency for violating the debt collection statutes, and a penalty of \$40,000 was levied against an unlicensed supervised lender.

The Bureau's Complaint Division responded to approximately 2,200 consumer grievances, including 409 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 \$78,239.12 was refunded to consumers.

The Examination Staff and the Complaint Division once again cooperated on several investigations during FY '91, 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 continued a distribution network with officials of the ASPIRE program, and informational brochures were provided to persons and groups seeking assistance under that program.

The Bureau licensed or registered the following creditors and businesses in FY 91:

Supervised Financial Organizations (banks, credit unions—including branches)	512
Supervised Lenders	95
Other Creditors (excluding branches)*	995
Sales Finance Companies	41

PROFESSIONAL AND FINANCIAL REGULATION

Collection Agencies	56
Credit Service Organizations	32
..... Total	2,270
*This year's "other creditor" tally includes the following categories:	
Insurance Premium Finance Companies	10
Mobile Home Dealers	36
New Car Dealers	189
Used Car Dealers	91

LICENSES, PERMITS, ETC.:

License:

- Collection Agencies
- Supervised Lenders-Consumer Credit Code

Registration:

- Consumer Credit Code Notification
- Credit Services Organizations
- Credit Reporting Agencies (effective 1/1/92)

PUBLICATIONS:

- Down Easter Guide to Credit Cards (free to Maine residents)
- Down Easter's Pocket Credit Guide (free to Maine residents)
- Down Easter's Guide to Consumer Rights and Debt Collectors (free to Maine residents)
- Cut Rate Auto Financing (free to Maine residents)
- Downeaster Consumer Guide to Credit Bureaus and Credit Reports (free to Maine residents)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	416,340		416,340			
Health Benefits	43,548		43,548			
Retirement	85,576		85,576			
Other Fringe Benefits	12,516		12,516			
Computer Services—State	21,297		21,297			
Other Contractual Service	147,651		147,651			
Rents	1,522		1,522			
Commodities	8,918		8,918			
Buildings and Improvement	27,319		27,319			
Interest—Debt Retirement	2		2			
Transfers to Other Funds	1,165		1,165			
TOTAL EXPENDITURES	765,854		765,854			

CONTINUING EDUCATION ADVISORY BOARD

JOSEPH A. EDWARDS, Chief Executive
EVERARD B. STEVENS, Deputy Chief Executive

Central Office: Gardiner, Maine

Mail Address: Statehouse Sta. #36, Augusta, Maine 04333-0035

Established: September 30, 1989

Reference: Policy Area: 01; Umbrella: 92; Unit: 518;

Average Count—All Positions: 6

Telephone: 582-8707

Legislative Count: 0

PROFESSIONAL AND FINANCIAL REGULATION

PURPOSE: To establish procedures for the review of and recommendations for courses submitted to the Bureau by Vendors for the use of Agents, Brokers and Consultants in the fulfillment of the C.E. requirements.

ORGANIZATION: The Board consists of 6 members.

PROGRAM: The Continuing Education Advisory Committee met monthly during FY 90-91. Approximately 1400 courses were reviewed in order to make recommendation to the Superintendent of Insurance for either approval or disapproval. Over 1300 courses were approved.

FINANCES, FISCAL YEAR 1991: 24-A 1876 provides that expenditures of this unit, shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

BOARD OF COUNSELING PROFESSIONALS LICENSURE

WYLIE C. RUDOLPH, CHAIRMAN
JERI W. STEVENS, Secretary
PATRICIA BEAUDOIN, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1989

Sunset Review Required by: 1999

Reference: Policy Area: 01; Umbrella: 02; Unit: 514; Citation: P.L. 465

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Counseling Professional Licensure was created in the second session of the 114th Legislature in order to ensure that the public is protected by a common code of standards and ethics among those who represent themselves as professional counselors qualified to assess and treat intrapersonal and interpersonal and other dysfunctional behaviors, and to assist in the overall development and adjustment of those served.

ORGANIZATION: The Board's full complement will consist of 13 members, 12 of them appointed by the Governor to 3 year terms. Eight members must be licensed counseling professionals under the following designations:

- 2 Professional Counselors
- 2 Clinical Professional Counselors
- 2 Marriage and Family Therapists
- 2 Pastoral Counselors
- 2 Registered Professional Counselors (not qualified for licensure)
- 2 Representatives of general public (not currently practicing counseling or receiving compensation for counseling services.)

One member, appointed by the Chancellor of the University System, must be a member of the university faculty involved in the training of counselors.

PROGRAM: The Board will have completed rule making before the end of calendar year 1991. The Board was authorized to issue licenses as of January 1, 1991; licensure and registration become mandatory on October 1, 1992. The 115th Legislature amended the Counselors Licensure Law to broaden the definition of an acceptable master's degree to meet the requirements for licensure as a pastoral counselor, and to further define the conditions under which existing counselors may qualify for exemption from examination.

PROFESSIONAL AND FINANCIAL REGULATION

LICENSES, PERMITS, ETC:

Licensed Professional Counselor
Licensed Clinical Professional Counselor
Licensed Marriage and Family Therapist
Licensed Pastoral Counselor
Registered Counselor

PUBLICATIONS:

Laws of the Board of Counseling Professionals—Free
Roster of Licensees and Registrants—at cost

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BOARD OF COUNSELING PROFESSIONALS LICENSURE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,010		3,010			
Computer Services—State	326		326			
Other Contractual Service	10,159		10,159			
Commodities	32		32			
Transfers to Other Funds	85		85			
TOTAL EXPENDITURES	13,612		13,612			

BOARD OF DENTAL EXAMINERS

DONALD PONITZ, D.D.S., PRESIDENT
CAROL E. WILLIAMS, R.D.H., VICE-PRESIDENT
FRANK R. LOWREY, D.D.S., SECRETARY-TREASURER

Central Office: 2 Bangor Street, Augusta, Maine 04333

Telephone: 289-3333

Mail Address: Statehouse Station #143, Augusta, Maine 04333

Established: 1891

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 313; Citation: 32 M.R.S.A., Sect. 1071

Average Count—All Positions: 2.5

Legislative Count: 0

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for 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

PROFESSIONAL AND FINANCIAL REGULATION

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.

As of FY 91, 46 dentists were newly licensed. A total of 1,055 are registered for the biennium 1990-1991. Of these 402 list out of state residences or practices. The Board issued 47 new licenses to dental hygienists in the past fiscal year. While there are currently 910 registered for the biennium 1991-1992, 134 of them currently reside out of state. As for radiographers, 79 were newly licensed and 469 are currently registered. There are no denture technologists currently registered in this state.

As a result of the new rule regarding Continuing Dental Education, in order to register this year, dentists will be required to submit proof of 40 credits earned during 1990-1991. Dentists who administer anesthesia/sedation now need register with the Board as a result of the rule implemented by the Board during FY 90. The Board has issued 36 such permits.

LICENSES, PERMITS, ETC.:

Certificate of Ability to practice:

- Dentistry
- Dental Hygiene
- Denture Technology
- Dental Radiography
- Anesthesia/Sedation

PUBLICATIONS:

Laws Relating to the Practice of Dentistry, Dental Hygiene and Denture Technology (Free).

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
BOARD OF DENTAL EXAMINERS						
EXPENDITURES						
Salaries and Wages	25,226		25,226			
Health Benefits	2,608		2,608			
Retirement	4,417		4,417			
Other Fringe Benefits	4,857		4,857			
Computer Services—State	6,722		6,722			
Other Contractual Service	32,550		32,550			
Rents	1,585		1,585			
Commodities	1,183		1,183			
Transfers to Other Funds	3,698		3,698			
TOTAL EXPENDITURES	82,846		82,846			

ELECTRICIANS' EXAMINING BOARD

PATRICK STARRS, CHAIRMAN
DOLORES CAMPBELL, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner
Mail Address: State House Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1953

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 02; Unit: 318; Citation: 32 M.R.S.A., Sect. 1151

Average Count—All Positions: 8

Legislative Count: 0

PURPOSE: The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power and other purposes, and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician, Apprentice, Journeyman-In-Training, or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Electricians' Examining Board was created in 1953, and administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installation of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation) (renamed the Department of Professional & Financial Regulation).

The Board consists of the Commissioner of the Department of Professional and Financial Regulation or her representative, and six members appointed by the Governor, one master electrician, one inside electrician from organized labor, one electrical inspector, one master electrician from the education field, one person experienced in the electrical field and one representative of the public. All appointive members, except the public member, have at least ten years experience in the electrical field. The Board meets at least twice a year. At the first meeting in each calendar year the appointive members elect a chairman.

PROGRAM: During FY 90-91, the Electricians' Examining Board held 14 meetings, conducted 7 examination sessions and examined 464 applicants. In the past year the State Inspectors conducted a total of 3,883 inspections of commercial, educational, industrial and residential facilities. In addition, a large number of license checks and other investigations were made. The total dollar amount of savings to the consumers, as a result of the inspectors work, was \$293,000. A total of 1,674 Permits were issued of which 554 were temporary.

During FY 91, 820 new licenses were issued; 66 Masters, 11 Corporations, 91 Limited, 119 Journeyman, 518 Helpers, 10 Journeyman-in-Training, and 5 Apprentices.

As of June 21, 1991 there were a total of 8,773 individuals licensed with the Board: Masters, Corporations, Limited, Journeyman, Apprentices, Journeyman-in-Training and Helpers.

LICENSES, PERMITS, ETC.:

License:

- Apprentice Electrician
- Helper Electrician
- Journeyman-in-Training
- Journeyman Electrician
- Limited Electrician
- Master Electrician
- Electrical Permits
- Certifications

PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

Lists, labels or diskettes of licensed Masters, Corporations, Limited, Journeymen, and Helpers can be purchased through the Electricians' Examining Board, Division of Licensing and Enforcement. For further information you may contact the board at 582-8723, ext. 2310 or 2311.

Laws and Rules are free of charge upon request.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	200,929		200,929			
Health Benefits	27,385		27,385			
Retirement	40,003		40,003			
Other Fringe Benefits	3,289		3,289			
Computer Services—State	15,110		15,110			
Other Contractual Service	50,830		50,830			
Rents	75		75			
Commodities	205		205			
Buildings and Improvement	10,053		10,053			
Transfers to Other Funds	3,672		3,672			
TOTAL EXPENDITURES	351,551		351,551			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

RICHARD A. COLEMAN, PE, CHAIRMAN
WALTER J. VERRILL, PE, Secretary

Central Office: Terminal Building, Augusta State Airport
Mail Address: Statehouse Sta. #92, Augusta, Maine 04333

Telephone: 289-3236

Established: 1935

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 01; Umbrella: 02; Unit: 322; Citation: 32 M.R.S.A., Sect. 1301

Average Count—All Positions: 1

Legislative Count: 1

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 1991, 325 candidates successfully completed the requirements for registration as Professional Engineers. Of that number, 102 qualified through written examination, 202 by Comity with other jurisdictions, and 21 by oral examination. These candidates are rapidly registered as their credentials have been previously gathered and verified. As of June 30, 1991, a total of 4912 engineers

PROFESSIONAL AND FINANCIAL REGULATION

were registered for the remainder of the two year period ending December 31, 1991.

During FY 1991, 270 applicants were examined for certification as Engineer-in-Training. Of those examined, 124 passed.

The Board maintains membership in the National Council of Examiners for Engineering and Surveying (NCEES). 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 NCEES 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 NCEES at cost. Boards of all 50 states, the District of Columbia and 4 territorial jurisdictions use the NCEES examinations. This is an aid in attaining better uniformity in conducting comity among the several state boards and assume minimum competence to practice.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. Fall examinations were given at Augusta on October 25, 1990 for 75 Professional Engineer candidates and on October 26, 1990, for 47 Engineer-in-Training candidates. Also on October 27, 1990 1 candidate sat for the PE exam in Halifax, Nova Scotia. Also, on October 26, 1990, 69 Engineer-in-Training candidates sat for examination in Orono. Of the 75 taking the P.E. exam, 35 passed. Of the 116 taking the EIT exam, 51 passed.

Spring examinations were given at Augusta. On April 12, 1991, 92 candidates sat for the P.E. exam in Augusta. Also on April 12, 1991, 21 candidates sat for the PE exam in Bangor and 1 candidate sat for the PE exam in Halifax, Nova Scotia. On April 13, 1991, 55 candidates sat for the PE exam in Augusta. Also on April 13, 1991, 99 candidates sat for the EIT exam at Orono. Of the 118 taking the P.E. exam, 43 passed. Of the 154 taking the EIT exam, 73 passed.

All of the 21 oral candidates who sat for examination granted were found qualified and registered as Professional Engineers.

The Board held 4 meetings during FY 91. These were held September 20, 1990, January 7, March 21, and June 20, 1991.

LICENSES, PERMITS, ETC.:

Registration:

Professional Engineer
Certification
Engineer-in-Training

PUBLICATIONS:

"Forty-ninth Report With Roster of Professional Engineers" as of June 30, 1990 (free for public purposes)

"Supplement to the Forty-ninth Report with Roster of Professional Engineers" as of December 31, 1990 (free for public purposes)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers" (free)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	21,227		21,227			
Health Benefits	2,338		2,338			
Retirement	3,686		3,686			
Other Fringe Benefits	35,662		35,662			
Computer Services—State	70		70			
Other Contractual Service	33,222		33,222			
Commodities	1,276		1,276			
Transfers to Other Funds	1,112		1,112			
TOTAL EXPENDITURES	98,593		98,593			

PROFESSIONAL AND FINANCIAL REGULATION

STATE BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS

RONALD LOVAGLIO, CHAIRMAN
KELLY B. WEBSTER, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1975

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 333; Citation: 32 M.R.S.A., Sect. 5004

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the State Board of Licensure for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by licensing professional foresters, and has the power to revoke or suspend the license of a professional forester for cause.

ORGANIZATION: The Board of Licensure for Professional Foresters was created in 1975 and consists of five Licensed Professional Foresters and one public member appointed by the governor. During the 115th Legislative Session, the appointment terms were changed from 5 to 3 years to conform to other boards within the Division of Licensing and Enforcement.

Each year the board elects a chairperson, vice-chairperson and executive secretary.

PROGRAM: During FY 90-91 the Board of Licensure for Professional Foresters met 6 times and 1 examination session was conducted and 4 applicants were examined. In the past year the Board received and dismissed three complaints. At the present there are 1050 Licensed Professional Foresters and 14 interns.

During the 115th Legislative Session, Legislation was passed to allow the Board to change from a biennial to an annual renewal cycle and to increase fees. In addition, the Board also developed a data bank of examination questions and answers to be used when administering examinations.

LICENSES, PERMITS, ETC.:

License:

Licensed Professional Forester

PUBLICATIONS:

Lists, labels or diskettes of licensed professional foresters can be purchased through the Board, Division of Licensing and Enforcement. For further information you may contact the board at 582-8723, ext. 2302.

Laws and Rules are free of charge upon request.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	3,903		3,903			
Other Contractual Service	1,346		1,346			
Commodities	22		22			
Transfers to Other Funds	116		116			
TOTAL EXPENDITURES	5,387		5,387			

STATE BOARD OF FUNERAL SERVICE

DAVID E. DESMOND, CHAIRMAN

GERALDINE L. BETTS, Regulatory Board Coordinator

DAWN L. TEED, Board Clerk

Central Office: Gardiner Annex, 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 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: The Board held 8 meetings to review applications for licensure and to conduct routine Board business. As a result of 115th Legislature, Public Law 509 requires the Board to establish requirements for continuing professional education through rule making.

INSPECTIONS: During FY 91, a total of 94 inspections were conducted.

LICENSING STATISTICS: The Board presently licenses 342 practitioners, 213 funeral attendants, 162 funeral homes, 14 trainees and one embalmer.

COMPLAINTS: The Board received 1 complaint which was resolved through a consent agreement, the sanctions of which were a fine of \$500 and a probationary period of five years.

LICENSES, PERMITS, ETC.:

Licenses:

Practitioner

Funeral Director

Embalmer

Registration:

Funeral Home

Practitioner Trainee

Funeral Attendant

PUBLICATIONS:

Licensee Roster—May be requested in various formats such as: Lists, Mail Labels, and Diskettes (nominal fee)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

PROFESSIONAL AND FINANCIAL REGULATION

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,369		6,369			
Health Benefits	57		57			
Retirement	946		946			
Other Fringe Benefits	138		138			
Computer Services—State	1,326		1,326			
Other Contractual Service	7,648		7,648			
Commodities	60		60			
Transfers to Other Funds	779		779			
TOTAL EXPENDITURES	17,323		17,323			

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 did not meet during the Fiscal Year 7/1/90 to 6/30/91 as there were no issues requiring their services. This well qualified group remains on call as needed.

PROFESSIONAL AND FINANCIAL REGULATION

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 1991: 24A MRSA, Section 1526, provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

ANDREWS L. TOLMAN, CHAIRMAN

GERALDINE L. BETTS, Regulatory Board Coordinator

SANDRA LEACH, Board Clerk

Central Office: Gardiner Annex, 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 070; *Citation:* 32 M.R.S.A., Sect. 4907

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experienced background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, within the Professional and Financial Regulation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Department of Professional and Financial Regulation.

PROGRAM: The Board held 3 meetings during FY 91 to conduct regular board business. The Board now offers to interested licensees, certificates which certifies qualifying for licensure. As a result of the 115th Legislature, Public Law 509 increases licensing fees.

EXAMINATION STATISTICS: Prior to November 1990, the Board administered examinations on demand. The Board now schedules routine examinations. Eight Geologist and Soil Scientist examinations were held with a total of 47 candidates being tested.

LICENSING STATISTICS: 194 Geologists and 88 Soil Scientists with 27 being newly licensed Geologists and 8 newly licensed Soil Scientists.

PROFESSIONAL AND FINANCIAL REGULATION

LICENSES, PERMITS, ETC.:

Certification:

Geologists

Soil Scientists

PUBLICATIONS:

Laws and Rules(free)

Licensee Roster—May be requested in various formats such as: Lists, Mail Labels, and Diskettes (nominal fee)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

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	485		485			
Other Fringe Benefits	118		118			
Computer Services—State	671		671			
Other Contractual Service	2,812		2,812			
Commodities	32		32			
Transfers to Other Funds	534		534			
TOTAL EXPENDITURES	4,652		4,652			

BOARD OF HEARING AID DEALERS AND FITTERS

DALE LALONE, CHAIRMAN

DIANE BRADSTREET, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 01; Umbrella: 02; Unit: 164; Citation: 32 M.R.S.A., Sect. 1660A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Hearing Aid Dealers and Fitters was established to protect the public by regulating the practice of selling and fitting of hearing aids in the State of Maine.

Trainee permits are issued by the Board to qualified applicants at least 30 days prior to the next scheduled exam date. During this period, the trainee is required to work under the direct supervision of a licensed hearing aid dealer and fitter or a physician.

The Board currently uses the testing services provided by the National Hearing Aid Society to qualified applicants followed by an oral and practical examination established by the Board as part of the licensing requirement. Full exams are scheduled at least twice a year.

A business license is issued to any qualified corporation, partnership, trust, association or other like organization engaged in the business of selling or offering for sale hearing aids at retail in the State.

All licenses expire annually on January 31st.

ORGANIZATION: The Board consists of 9 members; 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one representative of the public.

All members of the Board are appointed by the Governor. The term of office of each member shall be 3 years. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: The Board met 7 times during FY 91. They also examined 12 trainees, held a public hearing on their revised rules, and conducted a seminar for continuing professional education of licensees. The Board presently licenses 92 hearing aid dealers and fitters, 46 businesses and 7 trainees.

LICENSES, PERMITS, ETC.:

License:
 Business
 Hearing Aid Dealers and Fitters
Permit:
 Trainee

PUBLICATIONS:

Rules and Laws
Roster—at cost

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	1,480		1,480			
Other Fringe Benefits	175		175			
Computer Services—State	2,871		2,871			
Other Contractual Service	2,881		2,881			
Commodities	49		49			
Buildings and Improvement	4,739		4,739			
Transfers to Other Funds	646		646			
TOTAL EXPENDITURES	12,841		12,841			

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: 71

Legislative Count: 0

Organizational Units:

General Lines Agent Examination Advisory Board
Life Agent Examination Advisory Board
Property and Casualty Division
Examination Division
Consumer Services Division
Computer Division
Securities Division

Administrative Division
Licensing Division
Life and Health Division
Actuarial Division
Legal Division
Market Conduct Division
Self-Insurance Division

PURPOSE: To regulate all insurance companies granted a certificate of authority in Maine, to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations, medical utilization review entities, third-party administrators, and automobile road service organizations.

PROFESSIONAL AND FINANCIAL REGULATION

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.

Actuarial Division. The Actuarial/Statistical Division consists of a life and health actuary, a property and casualty actuary, an actuarial assistant, and two statisticians. The Property and Casualty actuarial unit is responsible for technical support to the Examination Division regarding the adequacy of claims' reserves held by insurers, self-insurers and non-profit health plans. Another primary duty of this unit is to analyze and recommend rate levels respecting property and casualty rate changes.

The Life and Health actuarial unit has similar responsibilities for health insurance rate filings and evaluates reserve levels held by life and health insurers, non-profit health service organizations and health maintenance organizations.

Although statistics for rate filings and price changes in insurance costs are reported under the Property and Casualty and Life and Health divisions, the actuarial and statistical staff have major responsibilities in these areas. Additionally, data bases are maintained concerning workers' compensation claims, mandated health and substance abuse benefits, and the Maine High Risk Health Pool.

Administrative Unit. The Administrative Unit provides clerical support for the Superintendent and two Deputy Superintendents. Major responsibilities include operation of the switchboard and organization and maintenance of administrative and legislative files.

Computer Division. The Computer Division is responsible for the automation needs of all the divisions within the Bureau. The Division is responsible for training Bureau staff in word processing and other computer operations. In fiscal year 90-91 the Division upgraded word processing software to WordPerfect release 5.1. A computerized system to track insurance filings submitted with the Property & Casualty division was developed and installed. Nine work stations were added to the computer network. Seven work stations were upgraded by installing high resolution color monitors. Printing capacity was increased with the addition of a fourth laser printer. Glare screens were installed on all computer monitors to minimize eye strain and potential harm from VDT radiation. Keyboard wrist rests were provided to all personnel who requested them.

Consumer Services Division. The Consumer Services Division served 2,110 complaints and 7,540 inquiries during the fiscal year 1989-90. Three hundred five hearings were scheduled on cancellation or nonrenewal of insurance policies; 210 hearings were held with 145 of the cases decided in favor of the insured and 65 decided for the company; 95 hearings were cancelled because either the insurer agreed to continue the policy in force or the insured requested cancellation of the hearing. The division returned \$1,328,000 in claims and returned premium to consumers.

Examination Division. The Examination Division completed 11 domestic insurance company examinations and 5 policy reserve valuations. The Examination Division also licensed 24 insurance companies, 22 third-party administrators, approved 6 surplus lines insurers, suspended 8 insurance company licenses, revoked 2 insurance company licenses and completed registrations on 34 risk retention groups and 45 risk purchasing groups. Statistical reports were compiled on insurance written in the State of Maine. The division conducted financial analyses on all insurance companies licensed in Maine at calendar year end 1990.

PROFESSIONAL AND FINANCIAL REGULATION

Legal Division. The Legal Division provides in-house legal support services to the Superintendent and Bureau staff as necessary. It participates in the drafting of proposed legislation, rules, bulletins, administrative decisions, and other documents; participates in administrative hearings; handles enforcement actions; and assists in the analysis of regulatory issues in which the Bureau is involved. The Legal Division works in close cooperation with the Office of the Attorney General.

Licensing Division. During the fiscal year 1990-91, the Licensing Division processed licenses for 22 new companies (4 companies withdrew), 1,527 new agents, 492 adjusters, 203 brokers, and 10 consultants. There were 628 agent cancellations.

There are currently 8,939 licensed agents, 648 adjusters, 1,118 brokers, 68 consultants, and 782 companies. There are 16 road service organizations, 3 medical companies, and 4 health maintenance organizations, 8 medical utilization review entities and 21 Third-party Administrators. There are 11,730 charged licenses on the Board.

The Bureau administered or caused to be administered 1,606 examinations for occupational licenses. Assessment Systems, Inc. performed 1,147 of these examinations on behalf of the Bureau.

Life and Health Division. The Life and Health Division received, during fiscal year 1990-91, 7,097 policy forms/rate filings for review; 1,518 of which required further correspondence; 781 forms/rate filings were subsequently disapproved and 6,254 approved or placed on file. This Division also processed 302 consumer requests for information or help concerning problems of marketing or claim settlement.

The division developed a revised Medicare supplement comparison chart and rule. Several consumer educational brochures were written. The division participated in drafting several pieces of legislation.

Market Conduct Division. The Division concluded 24 enforcement action cases involving violations of Maine Statutes resulting in the suspension and/or revocation of ten agents' licenses. Penalties of \$81,150.00 and restitutions of \$269,340.00 were ordered. Insurance premiums of \$148,600.00 and claims of \$74,265.00 were recovered for the consumer.

Sixteen consumer guides were distributed, including four newly developed guides. In addition, a quarterly newsletter, *Maine Insurance UPDATE*, was developed midyear and is being distributed to insurance agents and companies.

The educational and outreach program, through 40 video presentations, informed 1,570 Maine retired citizens on proper insurance coverage and cautioned them about unfair sales practices.

Property and Casualty Division. The Property and Casualty Division reviewed 3,176 rate, rule and form filings, and wrote 1,810 items of correspondence. It responded to 5,917 telephone inquiries from consumers and insurance practitioners.

The division continued to coordinate the activities of the General Lines Agents' Examination Advisory Board, including textbook review. Residual market activities focused on finding insurers for 48 day care centers and overseeing the activities of the Maine Automobile Insurance Plan.

Consumer guides were produced on the subjects of automobile, homeowners, mobile home, and snowmobile insurance.

Securities Division. The Division consists of a full-time Financial Analyst and part-time services of a Statistician II and clerical support. The duties falling to this unit will include evaluation of equity and debt markets, valuations and credit worthiness of businesses, and monitoring of emerging investment trends.

Self-Insurance Division. The Self-insurance Division reviews and evaluates applications for Workers' Compensation Self-Insurance Authority. Its mission is to apply the rules and regulations governing self-insurance in a fair, consistent, and timely manner to assure that Maine businesses who self-insure workers' compensation risk do so in an effective and responsible manner.

The division received and processed 12 applications for self-insurance. 9 were approved; 3 disapproved.

The division also participated in the revision of the rules and regulations governing self-insurance applications and renewals and coordinated the filing of reports, documents, and information with other agencies and departments.

LICENSES, PERMITS, ETC.:

License:

- Insurance Agents (Res. & Nonres.)
- Insurance Brokers (Res. & Nonres.)
- Insurance Adjuster (Res. & Nonres.)
- Surplus Lines Insurance Brokers

PROFESSIONAL AND FINANCIAL REGULATION

Road Service Co. & Agents
Insurance Consultants (Res. & Nonres.)
Insurance Companies
Rating Organizations
Inter-Insurers
Health Maintenance Organization
Medical Utilization Review Entities
Third-Party Administrators
Authority:
Self-Insurer Worker's Compensation Exposure
Surplus Line Insurance Companies
Registration:
Preferred Provider Organizations
Risk Purchasing Groups
Risk Retention Groups
Third-Party Prescription Programs

PUBLICATIONS:

Consumer Guide to Term Life Insurance. December, 1990 Maine Bureau of Insurance, SHS #34, Augusta ME 04333. 4 pgs.

Consumer Guide to Universal Life Insurance. December, 1990 Maine Bureau of Insurance, SHS #34, Augusta ME 04333. 4 pgs.

Consumer Guide to HIV Antibody Testing. February, 1991 Maine Bureau of Insurance, SHS #34, Augusta ME 04333. 10 pgs.

Consumer Guide to Nursing Home Insurance. November, 1989 Maine Bureau of Insurance, SHS #34, Augusta ME 04333. 4 pgs.

Long Term Care, Nursing Home Care, and Home Health Care Comparison Chart. May, 1991 Maine Bureau of Insurance, SHS #34, Augusta ME 04333. 16 pgs.

Medicare Supplement Insurance Comparison Chart. May, 1990 Maine Bureau of Insurance, SHS #34, Augusta ME 04333. 10 pgs.

Consumer Guide to Car Insurance. June, 1991 Maine Bureau of Insurance, SHS #34, Augusta ME 04333. 18 pgs.

Consumer Guide to Homeowners Insurance. June, 1990 Maine Bureau of Insurance, SHS #34, Augusta ME 04333. 10 pgs.

Consumer Guide to Youthful Drivers. March, 1990 Maine Bureau of Insurance, SHS #34, Augusta ME 04333. 4 pgs.

Consumer Guide to Cancellation or Nonrenewal Personal Automobile and Property Insurance. January, 1990 Maine Bureau of Insurance, SHS #34, Augusta ME 04330. 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	1,789,927		1,789,927			
Health Benefits	174,339		174,339			
Retirement	350,267		350,267			
Other Fringe Benefits	199,162		199,162			
Computer Services—State	117,281		117,281			
Other Contractual Service	464,557		464,557			
Rents	46,509		46,509			
Commodities	39,102		39,102			
Grants—Subsidies—Pensions	179		179			
Buildings and Improvement	46,712		46,712			
Transfers to Other Funds	16,020		16,020			
TOTAL EXPENDITURES	3,244,055		3,244,055			

STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS

DAVID CHITTIM, CHAIRMAN
KELLY WEBSTER, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Avenue, Gardiner, Maine
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1967

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 01; Umbrella: 02; Unit: 360; Citation: 32 M.R.S.A., Sect. 13902

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The State Board of Licensure for Professional Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a roster of the names of all professional 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, became known as the Board of Licensure of Professional Land Surveyors. This legislation made the Board internal to the Department of Professional and Financial Regulation, which will now provide all staffing for the Board. In addition, the new law stiffened licensure requirements, greatly increase the Board's disciplinary powers and provide adequate funding to carry out the Board's legislative mandate.

ORGANIZATION: Public Law 1967, c. 423 created the Maine Board of Registration for Land Surveyors as an affiliated board of the Department of Business, Occupational and Professional Regulations. Effective September 1989, the Board, through Legislation of the 114th Legislature, became known as the Board of Licensure for Professional Land Surveyors as an internal board to the Department of Professional and Financial Regulations. The board now consists of five licensed professional land surveyors and two public members appointed by the Governor for five year terms.

PROGRAM: During FY 90-91, the Board of Licensure for Professional Land Surveyors met 5 times, conducted 2 examination sessions, examined 128 applicants and issued 82 new licenses. In the past year

PROFESSIONAL AND FINANCIAL REGULATION

the Board received 3 complaints and they resulted in 3 informal conferences, 3 consent agreements and fines totaling \$750. At the present there are 872 Licensed Professional Land Surveyors and 585 Land Surveyors-in-training.

LICENSES, PERMITS, ETC.:

Professional Land Surveyor
Land Surveyor-in-Training

PUBLICATIONS:

Lists, labels or diskettes of licensed professional land surveyors can be purchased through the Board, Division of Licensing and Enforcement. For further information you may contact the board at 582-8723, ext. 2302.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,550		4,550			
Other Fringe Benefits	9,975		9,975			
Computer Services—State	4,132		4,132			
Other Contractual Service	13,666		13,666			
Commodities	243		243			
Transfers to Other Funds	2,036		2,036			
TOTAL EXPENDITURES	34,602		34,602			

BOARD OF LICENSING OF AUCTIONEERS

ELSIE M. ANDREWS, CHAIRPERSON
MARY-ANN CAMPBELL, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: State House Sta. #35, Augusta, Maine 04333

Established: September 14, 1979

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 02; Unit: 302; Citation: 32 M.R.S.A., Sect. 271

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Licensing of Auctioneers was established to administer statutes relative to auctioneering in Maine. The primary responsibilities of the Board are to determine policy; issue rules; compile and maintain an up-to-date list of licensed auctioneers; collect fees; and issue, renew and suspend licenses.

ORGANIZATION: The Advisory Board of Licensing of Auctioneers was originally created in 1979 and composed of 3 members, 2 of whom are auctioneers and one public member appointed by the governor for three year terms. In FY 87 the board became a full licensure board and during the 115th Legislative Session the Board membership was increased to 5 members: 3 auctioneers and 2 public members.

PROGRAM: During FY 90-91 the Board of Licensing of Auctioneers held 5 meetings. The Board issued 85 new licenses and, as of June 21, 1991 there were a total of 388 people licensed with the Board: 299 Resident and 89 Non-Resident Auctioneers.

During the past year, a great number of auction sales have taken place, resulting in more complaints being brought before the Board. During FY 90-91, the Board received 18 complaints, 8 were dismissed

PROFESSIONAL AND FINANCIAL REGULATION

and 10 are currently pending. Also, during the 115th Legislative Session, legislation was passed that allows the Board to modify the bonding requirements for auctioneers and change the current fee schedule. Secondly, "unprofessional conduct" was added to the law as grounds for disciplinary action and allows the board to set requirements regarding written contracts between the auctioneers and consignors.

LICENSES, PERMITS, ETC:

Resident Auctioneers
Non-Resident Auctioneers

PUBLICATIONS:

Lists, labels or diskettes of licensed auctioneers can be purchased through the Board, Division of Licensing and Enforcement. For further information you may contact the board at 582-8723, ext. 2329. Laws and Rules are free upon request.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BOARD OF LICENSING OF AUCTIONEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	430		430			
Computer Services—State	434		434			
Other Contractual Service	1,568		1,568			
Transfers to Other Funds	121		121			
TOTAL EXPENDITURES	2,553		2,553			

DIVISION OF LICENSING AND ENFORCEMENT

BRUCE G. DOYLE, REGULATORY BOARD ADMINISTRATOR
KAREN L. BOSSIE, Administrative Secretary

Central Office: 122 Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: July 30, 1976

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 041; Citation: 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 17

Legislative Count: 0

PURPOSE: Most, if not all, Maine Occupational and Professional Licensing Boards are too small to develop, or to afford by themselves, specialized technical services, or even adequate administrative procedures. Also, because Licensing Boards meet annually and additionally when necessary, they are not in a position to supervise their employees nor to coordinate their legislative programs and to communicate effectively with their appointing authority. This division assists to do all of those things for Licensing Boards within the Department and to enable the Commissioner to meet his responsibility to see that each Licensing Board "meets its statutory and public service responsibility."

ORGANIZATION: The staff consists of a Regulatory Board Administrator, an Administrative Secretary, three Regulatory Board Coordinators, one Case Compliance Coordinator, the Executive Director of the Manufactured Housing Board, thirteen licensing board clerks (Clerk Typist IIIs), most of whom serve three to five licensing boards, sixteen inspectors, eight Clerk Typist IIs, one Clerk Typist I, one Account Clerk and one Receptionist.

Since its inception in 1983, the Division has grown from 16 licensing boards to 35 state regulatory boards. The boards are split into three categories as follows: Trade Boards, Service Boards, and Health

PROFESSIONAL AND FINANCIAL REGULATION

Boards. Each section is supervised by a Regulatory Board Coordinator. The Division maintains over 50,000 licensee files.

The Division is also responsible for administering the State's law licensing Transient Sellers of Consumer Merchandise and the Maine Charitable Solicitations Act.

PROGRAM: The Division, in addition to providing administrative help for the Boards, assists them in matters pertaining to examinations, investigations, disciplinary actions, and enforcement. By means of the Department's Computer Services Section, the clerks issue all original and renewal licenses, maintain and sell licensee rosters and issue renewal notices.

During FY91, the Division averaged 85 open complaints at the end of each month. The Division receives approximately 10 to 15 complaints per month and closes out a like number. The Division has limited resources to conduct lengthy or intensive investigations and refers such work to the Maine Attorney General's Office.

The Division is also, under law, responsible for conducting two registration functions—those for Itinerant Vendors and Charitable Organizations and Solicitors.

Under the Itinerant Vendor law, businesses selling in this State, that have no permanent place of business in the State, must register with the Division and post a bond. During FY90, there were 17 companies and 159 employees licensed by the Division.

During FY91, 440 charities registered with the Department, thus indicating they intended to do fund raising in the State of Maine. In addition, 49 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.

During FY 91, the Division compiled, edited and distributed to all board members a comprehensive "Manual for Licensing Board Members." This manual is an important tool to provide board members with an understanding of their role in the regulatory process.

LICENSES, PERMITS, ETC.:

- Charitable organization
- Professional fundraiser
- Commercial co-venturer
- Itinerant Vendor (company)
- Itinerant Vendor (individual)

PUBLICATIONS: Rosters of all licenses of Boards, Bureaus or Commissions are printed upon request. Lists are available in many formats and can be as brief or as complete as necessary. Enabling statutes and the Rules of all Boards within the Department are published regularly. These materials are free or available for a nominal fee.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DIVISION OF LICENSING AND ENFORCEMENT	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	305,940		305,940			
Health Benefits	44,588		44,588			
Retirement	62,739		62,739			
Other Fringe Benefits	3,522		3,522			
Computer Services—State	1,712		1,712			
Other Contractual Service	141,158		141,158			
Rents	2,990		2,990			
Commodities	13,720		13,720			
Grants—Subsidies—Pensions	38		38			
Buildings and Improvement	14,196		14,196			
Transfers to Other Funds	7,588		7,588			
TOTAL EXPENDITURES	598,191		598,191			

PROFESSIONAL AND FINANCIAL REGULATION

STATE BOARD OF LICENSING OF DIETETIC PRACTICE

KATHRYN THOMPSON, CHAIRPERSON
LINDA DUFFY, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner, Me. 04345
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: September 19, 1985

Telephone: 582-8723

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 5 meetings in FY 91. Effective Oct. 28, 1989, the Board promulgated rule changes to clarify continuing education requirements, define supervision of dietetic technicians, and to distinguish on licenses between dietetic technicians and licensed dietitians. The new rules also stipulate that temporary licenses shall expire, and licensees shall be issued permanent licenses once they have passed the State exam and met the requirements for experience.

There are currently 200 licensed dietitians; 8 temporary dietitians; 115 dietetic technicians; and 13 temporary dietetic technicians licensed. The Board received 5 complaints, and 5 complaints were dismissed.

LICENSES, PERMITS, ETC.:

Licensed:

Dietitians
Dietetic Technicians
Temporary Dietitians
Temporary Dietetic Technicians

PUBLICATIONS:

1. Register of Dietitians and Dietetic Technicians. (fee: at cost)
2. Board of Licensing of Dietetic Practice Act and Rules.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE BOARD OF LICENSING OF DIETETIC PRACTICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	665		665			
Computer Services—State	549		549			
Other Contractual Service	2,493		2,493			
Commodities	15		15			
Transfers to Other Funds	57		57			
TOTAL EXPENDITURES	3,779		3,779			

LIFE AGENT EXAMINATION ADVISORY BOARD

Central Office: Northern Ave., Gardiner, Me. 04345

Telephone: 582-8707

Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1970

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 034; Citation: 24A M.R.S.A., Sect. 1525

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the times and places within the State where examinations shall be held.

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: Due to major changes in the testing procedures and testing service, the Life Agent's Examination Advisory Board did not meet during FY 90-91.

Projects for the coming year will include working on new exams.

FINANCES, FISCAL YEAR 1991: 24-A M.R.S.A., Section 1526, provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

BOARD OF LICENSURE OF RAILROAD PERSONNEL

PETER P. DUFOUR, CHAIRMAN

KELLY B. WEBSTER, Board Clerk

DIANNE SAWYER, Coordinator

Central Office: Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: April 28, 1988

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 042; Citation: 32 M.R.S.A., Sect. 4145

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The purpose of the Board of Licensure of Railroad Personnel is to provide for the safety of railroad workers, the general public, and property by requiring certain railroad personnel to demonstrate adequate training and competency through a licensure process.

PROFESSIONAL AND FINANCIAL REGULATION

ORGANIZATION: On June 18, 1991, in *Belfast and Moosehead Railroad v. Peter Dufour*, U.S. District Court Chief Judge Gene Carter affirmed the recommended decision of Magistrate Judge David Cohen that the Board be permanently enjoined and restrained from enforcement of the Maine Railroad Personnel Act. The magistrate decision was based on federal preemption and a violation of the Commerce Clause of the U.S. Constitution.

PROGRAM: During FY 90-91 the Board of Licensure of Railroad Personnel met 2 times and conducted 5 examination sessions and examined 8 applicants. In the past year, the Board received and dismissed 2 complaints. At the present there are 193 total licensees, 42 Carman, 80 Conductors, 35 Locomotive Operators, 7 Dispatchers, 26 Locomotive/Conductors, 1 Locomotive Carman, and 2 Locomotive/Conductor/Carman.

LICENSES, PERMITS, ETC.:

Carman
Conductor
Locomotive Operator
Dispatcher
Locomotive/Conductor
Temporary Locomotive Operator

PUBLICATIONS:

Lists, labels or diskettes of licensed railroad personnel can be purchased through the Board, Division of Licensing and Enforcement. For further information you may contact the board at 582-8723, ext. 2302.

Laws and Rules are free of charge upon request.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	16,723		16,723			
Health Benefits	3,640		3,640			
Retirement	3,280		3,280			
Other Fringe Benefits	1,278		1,278			
Computer Services—State	656		656			
Other Contractual Service	1,842		1,842			
Rents	35		35			
Commodities	8		8			
Transfers to Other Funds	1,165		1,165			
TOTAL EXPENDITURES	28,627		28,627			

MANDATED BENEFITS ADVISORY COMMISSION

DAVID CLOUGH and RICHARD LEIGHTON, CO-CHAIRS

Central Office: Northern Ave., Gardiner, Me. 04345

Telephone: 582-8707

Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: September 29, 1987

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 503; Citation: 24 M.R.S.A., Sect. 2325B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Mandated Benefits Advisory Commission is comprised of eleven members who are appointed by the Governor and eight members who are appointed by the President of the Senate and

PROFESSIONAL AND FINANCIAL REGULATION

Speaker of the House. A representative of the Superintendent of Insurance and a representative of the Bureau of Health serve in an ex officio capacity but do not vote concerning deliberations of the Commission. The chairperson of the Commission is elected within the membership of the Commission.

ORGANIZATION: The Commission is charged with the following responsibilities:

- To develop a system and program of data collection to assess the impact of mandated benefits regarding, inter alia, employer costs, treatments rendered, number of providers and cost savings in the health care system.
- To serve as advisor to the Bureau of Insurance in the development of regulations regarding mandated benefits.
- To study mandated benefits in the context of alternative delivery systems.
- To review all existing Health Insurance Mandates and to make recommendations to the Joint Committee on Banking and Insurance concerning their effectiveness.

PROGRAM: The Commission and its various subcommittees met 4 times during the fiscal year. Review of a proposed mandate for breast reconstruction was completed. A request for proposals for data collection and analysis for a review of all existing mandates was sent out. One proposal was received, and a contract was awarded. Work on this review has continued throughout the year and final reports are anticipated during the next fiscal year.

PUBLICATIONS:

- Annual Report to the Legislature (free)
- Report on Screening Mammography and Screening PAP Tests (free)
- Report on Optometrists/HMOs (free)
- Report on Breast Reconstruction (free)

FINANCES, FISCAL YEAR 1991: 24-A MRSA, §2751, Sec. 6, provides that expenditures of this unit, which amounted to \$65,552.07 in FY 91, shall be borne by Bureau of Insurance and are, therefore, included in its financial display.

MANUFACTURED HOUSING BOARD

ROGER TIMMONS, 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: 4.5

Legislative Count: 0

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that manufactured housing is safe from hazardous defects; provide uniform performance standards for construction and installation of manufactured housing; and provide a safe and sanitary environment for occupants residing in mobile home parks.

ORGANIZATION: The Manufactured Housing Board is currently comprised of nine members, all appointed by the Governor. Members of the Board include: one manufactured home owner *not* residing in a park or other similar rental community; two manufactured home owners residing in a park or other similar rental community; one professional engineer; one dealer; one owner or operator of a mobile home park with 15 or fewer lots; one owner or operator of a mobile home park with more than 15 lots; one builder of manufactured housing; and one code enforcement officer. The term of office for members is four years.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: During the fiscal year 1991-91, the Manufactured Housing Board licensed 48 new dealers, 4 new manufacturers, 5 new mechanics, and 26 mobile home park owners.

The Board issued 297 seals of approval for new State-certified manufactured housing (modular). One thousand nine hundred one (1,901) Federal certified manufactured housing (mobile) were manufactured or shipped into the State of Maine.

The Board investigated seventy-two (72) 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 fourteen (14) times during the year.

Through joint enforcement efforts with the Department of Human Services, Division of Health Engineering, on April 1, 1990 the Board adopted more stringent rules regarding water testing requirements for private water supplies in mobile home parks servicing less than 25 people. As a result, the Board executed a total of 94 consent agreements—22 have been concluded and 72 remain open.

During FY 91, the Board filed 23 complaints for licensee disciplinary action—3 have been dismissed; 9 have reached a settlement; and 11 remain pending. The Board held two adjudicatory hearings and two informal conferences; executed eleven consent agreements; one letter of censure; imposed fines; and received restitution for Board expenses.

In addition, the Board's staff conducted 201 mobile home park inspections for compliance with Board rules with the continued joint enforcement efforts of the State Electricians' Examining Board; the Oil and Solid Fuel Board; Department of Environmental Protection; Department of Human Services; Department of the Attorney General; and/or the municipal officials.

The Board's staff maintains a record of all new or used mobile homes, as well as new modular homes, installed in the State of Maine.

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.
- Regulation of Mobile Home Parks; Landlord and Tenant, 10 M.R.S.A., Chapter 953.

All of the publications listed above are free.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	91,009		91,009			
Health Benefits	10,353		10,353			
Retirement	17,662		17,662			
Other Fringe Benefits	15,873		15,873			
Computer Services—State	5,108		5,108			
Other Contractual Service	26,536		26,536			
Commodities	521		521			
Buildings and Improvement	17,608		17,608			
Transfers to Other Funds	3,406		3,406			
TOTAL EXPENDITURES	188,076		188,076			

BOARD OF REGISTRATION IN MEDICINE

EDWARD DAVID, M.D., J.D., CHAIRMAN

BRINTON T. DARLINGTON, M.D., SECRETARY-TREASURER

Central Office: 2 Bangor Street, Augusta

Telephone: 289-3601

Mail Address: State House Sta. #137, Augusta, Maine 04333

Established: 1895

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 373; Citation: 32 M.R.S.A., Sect. 3263

Average Count—All Positions: 8

Legislative Count: 0

Organizational Units:

Examiners of Podiatrists

Physician Assistant Advisory Committee

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon documentation of certain continuing medical education requirements, professional conduct and standards, and payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, fine or suspension, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

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. A third public member position is created July 1, 1991 by PL 89 Ch. 462. The Board meets in July of uneven-numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. The Board may meet more often and in fact presently meets at least monthly.

Two members of the Board together with appointees by the Governor constitute the Board of Examiners of Podiatrists.

To aid in the formulation of rules and regulations governing Physician Assistants/Physician Extenders, the Board has appointed a Physician Assistant Advisory Committee consisting of two Board members, representatives of the Physician Assistant profession, and licensed physicians employing and supervising physician extenders in their Maine practices.

Pursuant to PL 90 Chapter 931, the Board of Registration in Medicine, jointly with the Board of Osteopathic Examination and Registration, impanelled Medical Specialty Advisory Committees in the specialties of Anesthesiology, Emergency Medicine, and Obstetrics/Gynecology. The recommendations of these committees were adopted as Chapters 20, 22, and 24 of the rules of both boards as medical practice parameters and risk management protocols for guidance of physician specialists during the Medical Liability Demonstration Project to be conducted in Maine between January, 1992 and December, 1996. These specialty advisory committees will continue to advise both agencies through 1993 as the demonstration project progresses.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM:

Meetings. Due to its increasingly heavy calendar, the Board held eight public meetings during the year. Statutorily required meetings were held in July, November, and March and additional meetings were held in September, November, December, January, April, and May. As well, a public hearing on proposed rules for the Medical Liability Demonstration Project was held on February 14, 1991. Meetings are open to the public and are announced through newspapers and the *Weekly Legislative Calendar*. They are normally scheduled on either the second Tuesday or Wednesday of a month and are usually held at the Board's offices in Augusta. The Board may lawfully convene at other times and places when deemed in the public interest. Any person may receive a meeting agenda one week in advance of any meeting by making a telephone request to the Board's office. In addition to its public meetings, the Board held a training session in October for its membership and staff and that of the Board of Osteopathic Examination and Registration on the subject of sexual offenders. The Board has a number of standing committees which met in work session from time to time throughout the year. The recommendations and reports of all advisory committees and standing committees of the Board are rendered and acted upon at public meetings of the Board. The Board also participates in a Joint Conference Committee with the Maine Board of Nursing to exchange views with that agency in matters where the practice of medicine and practice of nursing overlap. The Joint Conference Committee met in work session on three occasions during the year. Its reports are contained in the minutes of the respective Boards.

Licensure: The Board utilizes the nationally standardized "Federation Licensing Examination" (FLEX) and, when indicated, the "Special Purpose Examination" (SPEX) as its tools for validating an applicant's competency in basic science and clinical skills. In addition to the requirement for passage of one or more comprehensive written examinations after medical school and postgraduate training, prior to licensure for practice in Maine, a physician must submit to an extensive background investigation to verify credentials and qualifications stated on the application, past professional conduct and demonstrated character. As well, an oral examination by a Board representative must be passed.

During the past year, the Board issued the following licenses for medical practice by physicians in Maine:

Permanent License:	194
Intern/Resident Certificate:	146
Camp Physician:	66
Locum tenens in Maine Practice:	14
Temporary/Emergency Shortage:	160

Twelve licenses previously withdrawn or lapsed were reinstated to former licensees returning to a Maine practice. Three license applications and one application for reinstatement were denied. Eight applicants were issued modified, restricted, or probational licenses.

Seventeen Physician Assistants were certified and registered to practice under the supervision of Maine licensed physicians.

License Reregistration Renewal: Pursuant to 32 M.R.S.A. §3280, all physicians must apply for renewal of their Maine license and be approved for renewal by the Board every even numbered year. 4,509 licenses were approved for renewal in 1990. Of these, 2,713 were registered for active practice within the state. The balance of 1,796 were registered "inactive" as practicing elsewhere or retired. 562 physicians withdrew their license from registration and 409 did not reapply and their license was ruled lapsed. Thirty applications for renewal remained under investigation at the close of the year.

Complaints, Investigations, and Discipline: The Board of Registration in Medicine is empowered to discipline its licensees for grounds specified in the Maine Medical Practice Act. The Board receives allegations of misconduct from the public, from hospital governing bodies, from the profession, from other state and national agencies, and law enforcement agencies. If grounds for discipline are found by the Board, it may file a complaint in the Maine Administrative Court seeking revocation or suspension of license. For less serious offenses, the Board may, on its own motion, issue letters of warning, censure, or reprimand; impose fines, or order a license suspension of up to 90 days.

During the past year, the Board reviewed 83 complaints as follows:

Carried over from prior year:	53
New complaints received from the public or filed on the Board's own motion:	102
Dismissed for lack of merit or insufficient evidence of grounds for discipline:	73
Remaining under investigation, hearing, of pending Court trial at year end:	64
Disciplinary sanctions imposed:	18

PROFESSIONAL AND FINANCIAL REGULATION

Legislation: The First Regular Session of the 115th Maine Legislature enacted the following measures pertinent to Board activities during the year:

PL Chap. 186 (1991): An Act to Provide an Opportunity for Complainants to be Heard before the Board of Registration in Medicine. Codifies the Board's established practice of inviting and admitting the complainant and a support person or legal representative to any Informal Conference to which the licensee is ordered to appear.

PL Chap. 319 (1991) (Emergency): An Act to Include Radiology in the Medical Liability Demonstration Project. Adds this specialty to the project which already included Anesthesiology, Emergency Medicine, and Obstetrics & Gynecology.

PL Chap. 425 (1991): An Act to Increase the Fees for Licensure and Registration of Physicians and Physician Assistants and to Extend the Registration Period of Osteopathic Physicians to 2 Years. Raises the caps on fees the Board is permitted to charge as the sole source of funding for its operations.

PL Chap 505 (1991): An Act Concerning Extension of the Notice of Claim Period and inclusion of Affirmative Defense Consideration in Medical Malpractice Proceedings. Permits the affirmative defense afforded by participation in the Medical Liability Demonstration Project to be asserted before a pre-litigation screening panel.

PL Chap. 534 (1991) (Emergency): An Act to Amend the Laws Regarding Complaints against Physicians. Amends the point of which the Board may act upon the license of a physician who has had medical malpractice liability claims filed against him/her. Strengthens the Board's statutory authority to investigate and act against a licensee who has left the jurisdiction.

Other Activities:

- The Board continued its financial support for and close working relationship with the Committee on Physician Health of the Maine Medical Association. The Committee operates, under contract and protocols with the Board, a program of identification, assessment, medically supervised recovery, or assistance in finding career alternatives for physicians who are or may become impaired by poor health, age, or abuse of drugs or alcohol.

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 Assistant Certificate of Qualification
- Physician/Physician Extender Certificate of Registration

PUBLICATIONS:

Medical Practice Act (Free)

(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)

Medical Directory (\$20.00) (Lists all licensees through most recent reregistration period with selected demographic data. Includes reprint of applicable laws and rules and regulations.)

"What You Should Know about the Licensing, Regulation, and Discipline of Physicians in Maine," (Free) (Brochure co-produced with Maine Board of Osteopathic Examination & Registration explaining to the public the authority and procedures of the two Boards in regulating the practice of medicine by physicians).

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF REGISTRATION IN MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	177,000		177,000			
Health Benefits	16,480		16,480			
Retirement	32,720		32,720			
Other Fringe Benefits	28,141		28,141			
Computer Services—State	119,667		119,667			
Other Contractual Service	93,680		93,680			
Rents	3,675		3,675			
Commodities	7,035		7,035			
Grants—Subsidies—Pensions	55,315		55,315			
Buildings and Improvement	368		368			
Interest—Debt Retirement	36		36			
Transfers to Other Funds	7,640		7,640			
TOTAL EXPENDITURES	541,757		541,757			

STATE BOARD OF NURSING

BETTY B. CLARK, R.N., CHAIRPERSON

JEAN C. CARON, R.N., EXECUTIVE DIRECTOR

Central Office: 35 Anthony Ave., Augusta

Telephone: 624-5275

Mail Address: State House Station #158, Augusta, ME 04333

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

PROFESSIONAL AND FINANCIAL REGULATION

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 1990-91, the Board met in seven regular sessions for a total of ten 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 1990-91, the examination for registered nurse licensure was administered on July 11-12, 1990 and February 5-6, 1991 and the examination for practical nurse licensure on October 16, 1990 and April 16, 1991.

EXAMINATION FOR REGISTERED NURSE LICENSURE

July 1, 1990 - June 30, 1991

	First Time Writers	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	239	229	10	26	16	12
Other States	18	17	1	4	2	2
Total	<u>257</u>	<u>246</u>	<u>11</u>	<u>30</u>	<u>18</u>	<u>12</u>

EXAMINATION FOR PRACTICAL NURSE LICENSURE

July 1, 1990 - June 30, 1991

	First Time Writers	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	219	202	17	14	11	3
Other States	5	5	0	0	0	0
Total	<u>224</u>	<u>207</u>	<u>17</u>	<u>14</u>	<u>11</u>	<u>3</u>

NURSES LICENSED BY ENDORSEMENT

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE

July 1, 1990 - June 30, 1991

Registered Nurses		Licensed Practical Nurses	
From Other States	532	From Other States	89
From Other Countries:		From Other Countries:	
with examination	7	with examination	1
without examination	<u>12</u>	without examination	<u>1</u>
Total	<u>551</u>	Total	<u>92</u>
		Registered Nurses	Practical Nurses
Licensed by:			
Examination		257	224
Endorsement		551	91
Renewal		12,605	3,985
Reinstatement		<u>460</u>	<u>207</u>
Total		<u>13,873</u>	<u>4,507</u>

PROFESSIONAL AND FINANCIAL REGULATION

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 90-91, site visits were made to two basic educational programs in nursing: University of New England Division of Nursing and Southern Maine Technical College Associate Degree Nursing Program. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing approval to both basic programs in nursing.

In March 1991, the Board granted approval to the University of Southern Maine to initiate a Masters in Nursing Program for non-nurses who hold a baccalaureate degree in a discipline other than nursing.

Currently, Maine has twenty Board-approved educational programs in nursing: fifteen to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follows.

Baccalaureate degree nursing programs include the University of Southern Maine School of Nursing, Portland; St. Joseph's College Department of Nursing, North Windham; Husson College/Eastern Maine Medical Center, Bangor; University of Maine School of Nursing, Orono; 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; University of Maine at Augusta Division of Nursing; Kennebec Valley Technical College ADN Program, Fairfield; Northern Maine Technical College ADN Program, Presque Isle; Central Maine Technical College ADN Program, Auburn; Eastern Maine Technical College ADN Program, Bangor; Southern Maine Technical College ADN Program, South Portland; and the University of New England Division of Nursing, Biddeford.

Educational Programs in Practical Nursing are offered at N.M.T.C., E.M.T.C., K.V.T.C., C.M.T.C. and S.M.T.C.

SUMMARY OF BOARD ACTION

A brief summary of Board action in FY 90-91 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.
- invited comment from the Board of Registration in Medicine proposed rules related to advanced practice.
- granted approval to C.M.T.C., K.V.T.C. and S.M.T.C. to initiate multiple entry/multiple exit nursing programs.
- granted approval to W.C.T.C. to initiate plans for a nursing program.

LICENSES, PERMITS, ETC.:

License:

Registered Professional Nurse

Licensed Practical Nurse

Provisional License (pending Maine licensure for graduates of foreign nursing schools)

Permit:

90 day permit to practice (pending Maine licensure)

Authorization to Practice (pending results of licensure examination)

PUBLICATIONS:

Law Regulating the Practice of Nursing (free to Maine citizens)

Rules and Regulations of the Maine State Board of Nursing (\$5.00)

Prescribed Curriculum for Nursing Assistant Training Programs (\$10.00)

Newsletter (\$2.00 per year)

Standardized Medication Course For Certified Nursing Assistants (free to Maine citizens)

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	158,907		158,907			
Health Benefits	15,255		15,255			
Retirement	32,544		32,544			
Other Fringe Benefits	5,039		5,039			
Computer Services—State	112,380		112,380			
Other Contractual Service	78,409		78,409			
Rents	2,722		2,722			
Commodities	2,309		2,309			
Buildings and Improvement	642		642			
Transfers to Other Funds	16,776		16,776			
TOTAL EXPENDITURES	424,983		424,983			

NURSING HOME ADMINISTRATORS LICENSING BOARD

KENNETH J. WEBER, CHAIRPERSON
DIANE BRADSTREET, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner, Me. 04345
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1973

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 371; Citation: 32 M.R.S.A., Sect. 63A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: It is the purpose of the Board to adopt and amend rules 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.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: The Board held meetings monthly throughout FY 91. There are two written examinations given each year. Licenses are granted when all the qualifications have been met. The Board requires 24 continuing education hours every year to meet the requirements for license renewal.

The present rules require that the Continuing Education Certificates for 24 hours be attached to the administrator relicensing request. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses and reciprocity. All applications were acted on at Board meetings.

There are: 253 Licensed Administrators
3 Temporary Administrators

LICENSES, PERMITS, ETC.:

License:
Administrator
Temporary Administrator

PUBLICATIONS:

Continuing Education Guidelines (free)
Rules and Statutes Concerning the Board (free)
Listing of Board Approved Correspondence Courses (free)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

NURSING HOME ADMINISTRATORS LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,340		2,340			
Other Fringe Benefits	1,400		1,400			
Computer Services—State	1,389		1,389			
Other Contractual Service	8,556		8,556			
Commodities	15		15			
Transfers to Other Funds	479		479			
TOTAL EXPENDITURES	14,179		14,179			

BOARD OF OCCUPATIONAL THERAPY PRACTICE

LAURIE SIMPSON, CHAIRPERSON

LINDA DUFFY, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: April 12, 1984

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 01; Umbrella: 02; Unit: 477; Citation: 32 M.R.S.A., Sect. 2271

PURPOSE: It is the purpose of this chapter to provide for the regulation of persons offering occupational therapy services in order to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons; to assure the highest degree of professional conduct on the part of occupational therapists and occupational therapy assistants; and to assure the availability of occupational therapy services of high quality to persons in need of those services.

ORGANIZATION: The Board consists of 5 members appointed by the Governor. The persons appointed to the board, other than the public member, must have been engaged in rendering occupational therapy services to the public, teaching or research in occupational therapy for at least 2 years immediately preceding their appointments. At least 3 board members shall be occupational therapists. The 4th member shall be either an occupational therapist or an occupational therapy assistant, if available. These members shall at all times be holders of valid licenses for the practice of occupational

PROFESSIONAL AND FINANCIAL REGULATION

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 6 times during this fiscal year. There are 328 occupational therapists, 32 occupational therapy assistants, and 5 temporary occupational therapists, for a total of 365 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. The Board received no complaints during FY 91.

LICENSES:

- Temporary Occupational Therapist
- Permanent Occupational Therapist
- Temporary Occupational Therapy Assistant
- Permanent Occupational Therapy Assistant

PUBLICATIONS:

- Occupational Therapy Practice Act and Rules (free)
- Roster of Licensees (fee)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BOARD OF OCCUPATIONAL THERAPY PRACTICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	490		490			
Computer Services—State	2,013		2,013			
Other Contractual Service	2,137		2,137			
Transfers to Other Funds	95		95			
TOTAL EXPENDITURES	4,735		4,735			

OIL AND SOLID FUEL BOARD

JAMES G. CAREY, CHAIRMAN
MARY ANN CAMPBELL, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1955

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 381; Citation: 32 M.R.S.A., Sect. 2311

Average Count—All Positions: 4

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

PROFESSIONAL AND FINANCIAL REGULATION

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 four years, the Commissioner of Public Safety or his designee, and the Commissioner of Professional and Financial Regulation, or designee. Two members are appointed, each from a slate of three persons nominated by the Maine Oil Dealers Association. Three of the appointive members must be oil burner men who are active in the trade, one must be a representative of the solid fuel burning industry, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the Second Session of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Board.

PROGRAM: During FY91, the Oil and Solid Fuel Board held 11 meetings conducted 10 examination sessions and examined 259 applicants. In the past year, the Board received 7 complaints of which 3 resulted in informal conferences, 2 adjudicatory hearings and two complaints are still pending. Two consent agreements resulted from the hearings, \$750 in fines were levied and 2 licensees were placed on probation. The State Inspectors conducted a total of 695 inspections of commercial, educational, and residential facilities. Also a large number of license checks and other investigations were made. The total dollar amount of savings to the consumer, as a result of the inspector's work, was \$142,500.

During the year, 537 new licenses were issued; 73 Masters, 72 Journeyman and 392 Apprentices.

As of June 21, 1991 there were a total of 3,919 individuals licensed with the Board: 1719 Masters, 1245 Journeyman and 955 Apprentices.

FY 90-91 was a very active year. The Board repealed and replaced its entire set of rules to further clarify existing laws; contracted with a national testing company to carry out its exams; prepared its first newsletter for distribution to all licensees; and initiated a product registration program for all oil and solid fuel heating equipment sold in the state.

LICENSES, PERMITS, ETC.:

License:

- Oilburner Technician Apprentice
- Oilburner Technician Journeyman
- Oilburner Technician Master
- Solid Fuel Apprentice
- Solid Fuel Master
- Product Registration

PUBLICATIONS:

Lists, labels, or diskettes of licensed Masters, Journeyman, and Apprentices can be purchased through the Oil and Solid Fuel, Division of Licensing and Enforcement. For further information you may contact the board at 582-8723, ext. 2329.

Laws and Rules are free upon request.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OIL AND SOLID FUEL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	84,946		84,946			
Health Benefits	11,407		11,407			
Retirement	16,721		16,721			
Other Fringe Benefits	769		769			
Computer Services—State	2,749		2,749			
Other Contractual Service	32,565		32,565			
Rents	35		35			
Commodities	593		593			
Buildings and Improvement	1,158		1,158			
Transfers to Other Funds	1,598		1,598			
TOTAL EXPENDITURES	152,541		152,541			

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 preceding 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.

The Board of Optometry held 5 meetings during FY 91 on 7/13/90, 9/28/90, 11/30/90, 1/9/91 and 5/3/91. Maine Board examinations were scheduled for July 13, 1990. The Board issued 175 active renewals, 22 nonactive and 53 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,175		1,175			
Other Fringe Benefits	7,100		7,100			
Computer Services—State	1,208		1,208			
Other Contractual Service	9,000		9,000			
Commodities	201		201			
Buildings and Improvement	1,068		1,068			
Transfers to Other Funds	1,096		1,096			
TOTAL EXPENDITURES	20,848		20,848			

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. In 1989, the legislature increased the laymembership of the Board to two. The Board currently has seven members. The Board meets annually in June of each year. A chairman and a secretary-treasurer are chosen by and from the members of the Board.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in the June 1982 meeting to become effective January 1983. The Board, at its meeting on July 8, 1987, made plans for increasing the registration fee to increase the revenue to meet the increased expenses. Revised statutes also specify one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Re-registration fees have been increased from \$100 to \$150 each year, beginning January 1, 1989.

Continuing medical education requirements were increased from ten hours to fifty hours annually. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. Occasionally, the Board has to pass judgment on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

Election of officers at the June annual meeting at the Board office in Augusta, Maine: Arthur VanDerburgh, D.O., Chairman, Louis A. Hanson, D.O., Vice-Chairman, and Donald K. McFadden, D.O., Secretary for the coming year.

LICENSES, PERMITS, ETC.:

License:

To Practice, including Physician's Assistants—41

Certificate:

Of Renewal, including Physician's Assistants—429

PROFESSIONAL AND FINANCIAL REGULATION

Temporary Educational Permits:
To practice osteopathic medicine—20

PUBLICATIONS:

List of licensed osteopathic physicians in Maine—\$20.00
Rules and Regulations governing Physician's Assistants/Extenders—\$10.00

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,184		14,184			
Health Benefits	73		73			
Retirement	2,390		2,390			
Other Fringe Benefits	12,088		12,088			
Computer Services—State	47,039		47,039			
Other Contractual Service	12,720		12,720			
Rents	45		45			
Commodities	578		578			
Buildings and Improvement	650		650			
Transfer to Other Funds	6,280		6,280			
TOTAL EXPENDITURES	96,047		96,047			

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

STEPHEN J. LaVERDIERE, PRESIDENT
SUSAN A. GREENLAW, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner, Maine
Mail Address: State House Station #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1877

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 02; Unit: 392; Citation: 32 M.R.S.A., Sect. 2851

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed, to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of seven

PROFESSIONAL AND FINANCIAL REGULATION

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 FY 91 the Board of Commissioners of the Profession of Pharmacy licensed 992 Pharmacists, 15 Qualified Assistants, 253 Pharmacies, 166 Wholesalers (including manufacturers and distributors), and 25 Mail Order Pharmacies. Reciprocity was granted to 24 Pharmacists. Licensure by score transfer was granted to 8 Pharmacists. 21 candidates took the NABLEX exam during FY 91. 60 Pharmacists are currently licensed as inactive.

The Board responded to eleven complaints during FY 91; six were dismissed, one informal conference was held resulting in a consent agreement and 30 day license suspension; four cases are pending. One license was revoked and two requests for reinstatement were denied. The Board also entered into consent agreements with several pharmacists resulting in \$2,913 in fines and make ups on continuing education.

The Board usually meets the first Tuesday of every month at its headquarters at 122 Northern Avenue, Gardiner, Maine.

LICENSES, PERMITS, ETC.:

License:

- Pharmacy
- Pharmacist
- Qualified Assistant Pharmacist
- Wholesaler
- Manufacturer
- Distributor
- Mail Order Pharmacy

PUBLICATIONS:

Laws Relating to Pharmacy Title 32, 22 and the Rules Revised 1990—Free Roster of Licensees (at cost)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	21,064		21,064			
Health Benefits	1,527		1,527			
Retirements	3,692		3,692			
Other Fringe Benefits	9,210		9,210			
Computer Services—State	10,867		10,867			
Other Contractual Service	29,375		29,375			
Commodities	258		258			
Buildings and Improvement	1,693		1,693			
Transfers to Other Funds	2,320		2,320			
TOTAL EXPENDITURES	80,006		80,006			

PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF EXAMINERS IN PHYSICAL THERAPY

ALLAN BROWN, PT, CHAIRMAN

LINDA DUFFY, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: 1955

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 393; Citation: 32 M.R.S.A., Sect. 3112

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: By law the primary responsibilities of the Board are to review credentials of, examine, and license qualified applicants for licensure as physical therapists or physical therapist assistants in Maine; 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 5 meetings in Fiscal Year 1991.

Examinations: The Board held the written ASI examination three times in fiscal year 1991.

Licensure: There are 800 licensees; 701 physical therapists, 85 physical therapy assistants, 14 temporary physical therapists, and 0 temporary physical therapist assistant.

The Board received 3 complaints and all were dismissed.

LICENSES, PERMITS, ETC.:

License:

Physical Therapists

Physical Therapist Assistants

Temporary Physical Therapists

Temporary Physical Therapist Assistants

PUBLICATIONS:

1. Register of physical therapists and physical therapist assistants licensed in the State of Maine. (fee)
2. Physical Therapist Practice Act and Rules. (free)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	500		500			
Other Fringe Benefits	2,740		2,740			
Computer Services—State	1,151		1,151			
Other Contractual Service	2,049		2,049			
Commodities	65		65			
Buildings and Improvement	2,678		2,678			
Transfers to Other Funds	264		264			
TOTAL EXPENDITURES	9,447		9,447			

PROFESSIONAL AND FINANCIAL REGULATION

MAINE STATE PILOTAGE COMMISSION

ARTHUR FOURNIER, CHAIRMAN
KELLY B. WEBSTER, Commission Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1969

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 01; Umbrella: 02; Unit: 387; Citation: 38 M.R.S.A., Sect. 89

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine State Pilotage Commission was established to provide a system of state pilotage devoted to the preservation and protection of lives, property, and vessels entering or leaving specified waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying to act as a pilot in the waters of Seguin Island to Bath, Penobscot Bay, Penobscot River, Frenchman's Bay, Eastport Harbor, Cobscook Bay, Penamquan River and Friar Roads; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots as are necessary to permit adequate pilotage in the above areas; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

The 113th Legislature passed a law changing the Maine State Pilotage Commission's jurisdiction. The jurisdiction now includes all Maine coastal waters and navigable waters with the exception of the Piscataqua River, those waters specifically exempted by the Maine State Pilotage Commission and Portland Harbor.

ORGANIZATION: The Maine State Pilotage Commission (September 1985) (formerly The Penobscot Bay and River Pilotage Commission, created in 1969), consists of five members appointed by the Governor, for terms of three years. Three shall be licensed pilots representing Penobscot Bay and River, Bar Harbor-Eastport and Bath; one shall represent the marine industry interests; and one, with a marine background, shall represent the public. Legislative action attached this Commission to the Department of Business Regulation effective July 1, 1981.

PROGRAM: During FY 90-91 the Maine State Pilotage Commission held 1 meeting, examined one new licensee and examined 3 current licensees to expand their jurisdiction over coastal waters and rivers. The Commission also issued 1 new license and, as of June 21, 1991, there were a total of 14 Pilots licensed by the Commission.

LICENSES, PERMITS, ETC.:

Licenses:

Licensed Pilot

PUBLICATIONS:

Lists, labels or diskettes of licensed pilots can be purchased through the Pilotage Commission, Division of Licensing and Enforcement. For further information you may contact the board at 582-8723, ext. 2302.

Laws and Rules are free of charge upon request.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE STATE PILOTAGE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	801		801			
Other Contractual Services	540		540			
Transfers to Other Funds	32		32			
TOTAL EXPENDITURES	1,373		1,373			

PLUMBERS' EXAMINING BOARD

LLOYD RAINEY, CHAIRMAN
PHYLLIS MAE VIOLETTE, Board Clerk
DIANNE SAWYER, Coordinator

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: 6

Legislative Count: 0

PURPOSE: To preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Plumbers Examining Board consists of five members appointed by the Governor; two master plumbers, two journeyman plumbers and one consumer. Exams are given at least six times a year. The Board meets at least once a year and whenever necessary to conduct the business of the Board. Legislative action transferred this Board from the Department of Human Services to the Department of Business Regulation (renamed the Department of Professional and Financial Regulation) July 1, 1982.

PROGRAM: During FY 90-91 the Plumbers' Examining Board met 10 times, conducted 7 examination sessions and examined 305 applicants. In the past year the Board received 13 complaints of which 2 were dismissed, 9 resolved by consent agreement and 1 revocation of license. A total of \$7,000 was collected in fines as a result of the 9 consent agreements. The State Inspectors conducted a total of 1,132 inspections of commercial, educational, industrial and residential facilities. In addition, a large number of license checks and other investigations were made. The total dollar amount of savings to the consumers, as a result of the inspectors work was \$71,500.

During the year, 356 new licenses were issued; 156 Trainee Plumbers, 65 Journeyman, 101 Masters, 4 Corporations and 30 Journeyman-in-Training.

At the present time there are 41 Corporations, 98 Journeyman-in-Training, 976 Journeyman, 1981 master plumbers and 965 plumbers making a total of 4061 licensed plumbers.

LICENSES, PERMITS, ETC.:

License:

Corporation
Journeyman
Master
Journeyman-in-training
Trainee

PUBLICATIONS:

List of licensed Master and Journeyman Plumbers, labels or diskettes can be purchased through the Plumbers Examining Board, Division of Licensing and Enforcement, Department of Professional and Financial Regulation for a fee. For further information you may contact the board at 582-8723, ext. 2309..

Laws and Rules free of charge upon request.

A copy of Part I of the Maine State Plumbing Code (Internal Code) can be purchased for a fee of \$5.00 through the Board for the purpose of taking the Plumbers Exam or for Plumbers in general. However, anyone else can purchase a copy of the Maine State Plumbing Code (Part I-Internal and Part II-External (septic systems) for a fee by contacting the Division of Health Engineering at 289-5687.

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	83,601		83,601			
Health Benefits	12,962		12,962			
Retirement	16,319		16,319			
Other Fringe Benefits	1,321		1,321			
Computer Services—State	7,089		7,089			
Other Contractual Service	20,541		20,541			
Rents	75		75			
Commodities	417		417			
Buildings and Improvement	1,350		1,350			
Transfers to Other Funds	1,658		1,658			
TOTAL EXPENDITURES	145,333		145,333			

BOARD OF EXAMINERS OF PODIATRISTS

JAMES N. WHIPPLE, D.P.M., CHAIRMAN
BRINTON T. DARLINGTON, M.D., Secretary

Central Office: 2 Bangor Street, Augusta
Mail Address: State House Sta. #137, Augusta, Maine 04333

Telephone: 289-3601

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 Board of 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. The Board purchases administrative staff support from the Board of Registration in Medicine and legal and investigative services from Department of Attorney General.

PROGRAM: The Board met in July and November, 1990, and in March, 1991, as required by statute.

Eight applicants were granted licensure to practice Podiatric medicine and surgery during the year. Consistent with its adoption in 1989 of the "PMLexis Examination" as its standard examination for licensure after April 1, 1989, the Board administered the examination to three candidates this year. The other five applicants for licensure were licensed by endorsement of a certified report of passing scores achieved on the PMLexis examination taken in another state.

At June 30, 1991, there were 79 licensees registered with the Board for licensed practice in Maine. This is a decrease of 8 over the 87 registrants with the Board on the same date last year.

PROFESSIONAL AND FINANCIAL REGULATION

The Board received seven complaints against its licensees from the public and other sources during the year. After investigation, the Board evaluated one of these as not demonstrating a ground for discipline pursuant to the Podiatric Practice Act. This was dismissed by a majority vote of the Board. Eight complaints remain under investigation as of June 30, 1991.

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 continued work on proposed revisions to the Podiatric Practice Act which is dated in some matters of administration of Board activities. The proposal revisions are planned to be submitted for consideration of the next regular session of the Legislature.

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	7		7			
Other Contractual Service	54		54			
Grants—Subsidies—Pensions	250		250			
TOTAL EXPENDITURES	311		311			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

CHARLES COLE, CHAIRMAN

LINDA DUFFY, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1968

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 02; Unit: 415; Citation: 32 M.R.S.A., Sect. 3821

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and oral, and determines those to be licensed. The Board conducts hearings and takes disciplinary action as mandated by statute.

ORGANIZATION: The State Board of Examiners of Psychologists is composed of nine members, 6 psychologists, 1 psychological examiner and 2 public members. Members of the Board are appointed by the Governor for a term of 3 years. The members elect a chairman and secretary yearly.

PROGRAM: The Board met 13 times for business in FY91. They also conducted 31 oral examinations. There are currently 351 licensed psychologists, 89 psychological examiners, and 7 temporary licensed psychologists in Maine. The Board received 8 complaints, 3 were dismissed, and 5 are pending.

PROFESSIONAL AND FINANCIAL REGULATION

LICENSES, PERMITS, ETC.:

License:

Psychologist
Psychological Examiner
Temporary Psychologist
Temporary Psychologist Examiner

PUBLICATIONS:

Roster of licensees (fee)
Rules (free)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	3,762		3,762			
Other Fringe Benefits	18,339		18,339			
Computer Services—State	9,363		9,363			
Other Contractual Service	8,739		8,739			
Commodities	33		33			
Transfers to Other Funds	1,705		1,705			
TOTAL EXPENDITURES	41,941		41,941			

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

CHESTER BRADBURY, CO-CHAIR

SUSAN A. GREENLAW, Executive Secretary

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: 1983

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 465; *Citation:* 32 M.R.S.A., Sect. 9853

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Radiologic Technology Board of Examiners was established to protect the public from the effects of excessive and improper exposure to ionizing radiation. The primary responsibilities of the Board are to examine and license radiographers, nuclear medicine technologists, and radiation therapy technologists upon payment of specified fees; to renew all licenses biennially upon payment of specified fees; to investigate all complaints and all cases of non-compliance with the law relating to licensing; to make and adopt such rules consistent with the law; and to hold regular meetings at least once per year to conduct its business.

ORGANIZATION: The Radiologic Technology Board of Examiners, established in 1983, consists of 12 members: 2 radiologists; 3 radiographers; one nuclear medicine technologist; one radiation therapy technologist; one radiation physicist; 2 licensed practitioners who are not radiologists; one representative of the Department of Professional and Financial Regulation who shall be the executive secretary and nonvoting member; and one public member who shall not be affiliated with the medical or any allied health profession.

PROGRAM: The Board met four times during FY91. The following licenses are currently held in the three major categories:

PROFESSIONAL AND FINANCIAL REGULATION

Radiographic Technologist—913
Radiation Therapy Technologist—31
Nuclear Medicine Technologist—23

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Fringe Benefits	65		65			
Computer Services—State	1,109		1,109			
Other Contractual Service	2,640		2,640			
Transfers to Other Funds	577		577			
TOTAL EXPENDITURES	4,391		4,391			

BOARD OF REAL ESTATE APPRAISERS

MICHAEL AUSTIN, CHAIRPERSON
GERALDINE L. BETTS, Regulatory Board Coordinator
JANICE GRENIER, Board Clerk

Central Office: Gardiner Annex, 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: April 10, 1990

Reference: Policy Area: 01; Umbrella: 02; Unit: 298; Citation: 32 M.R.S.A., Sect. 13967

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Board licenses real estate appraisers in order to assure that uniform, competent guidelines are established for the rendering of real estate appraisals and to fulfill the federal mandate required by Title XI of the Federal Financial Institution's Reform, Recovery and Enforcement Act of 1989, Public Law 101-73.

ORGANIZATION: The Board consists of five members appointed by the Governor. Each member must be a citizen of the United States and a resident of the State of Maine. The composition of the board consists of one representative of a mortgage lending organization, one public member and three members who specialize in appraisal work, including at least one residential and one commercial real estate appraiser. After July 1, 1993, the appraiser positions must be filled by a licensed real estate appraiser, a state-certified residential appraiser and a state-certified general appraiser.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: On June 27, 1990, the Board of Real Estate Appraisers met to conduct its first board meeting. The goals and objectives of this board is to establish rules and policies for the licensing and certifying of appraisers. Pursuant to legislative mandates, the effective date for required licensing is January 1, 1991.

A public hearing was held on October 30, 1990 to hear comments on proposed rules to establish fees; transitional licensure, prerequisites to certification of State-Certified Residential, General appraisers and licensed appraisers; complaints and investigations; advisory rulings; adjudicatory hearings and code of ethics. The rules were filed in accordance with APA procedures and became effective on November 24, 1990.

Public Law 2 was signed by the Governor on December 14, 1990, to extend the effective date of the Real Estate Appraisers Law to April 1, 1991. Public Law 14 signed by the Governor on April 1, 1991, again extended the effective date to July 1, 1991. On June 24, 1991, the Governor signed into law another extension to December 31, 1991.

During FY 91, the board held 19 meetings.

EXAMINATION STATISTICS: Three Appraisers, 3 certified residential and 5 certified general examinations were held. Thirty-five appraisers, thirty-three certified residential and sixty-two certified general, totalling one hundred and thirty candidates were tested. Test results are not complete at this time. There are eight test dates scheduled between July and December 1991.

LICENSING STATISTICS: 335 Transitional Appraiser Licensee; 8 Appraisers (licensed as a result of examination); 14 State-Certified Residential Appraisers and 28 State-Certified General Appraisers.

LICENSES, PERMITS, ETC.:

Licensed Real Estate Appraiser
State-Certified General Real Estate Appraiser
State-Certified Residential Real Estate Appraiser
Temporary License

PUBLICATIONS:

Real Estate Appraisal Licensing and Certification Laws (Free)
Licensee Roster—May be requested in various formats such as: Lists, Mail Labels, and Diskettes (nominal fee)
Board of Real Estate Appraisers Rules 1990 (free)

FINANCES, FISCAL YEAR 1991: No funds were appropriated nor expenditures made during FY 91.

REAL ESTATE COMMISSION

WALTER H. FOSTER, JR., 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: 12

Legislative Count: 0

PURPOSE: The Commission is charged with supervising real estate licensees in a manner to insure that they meet standards of conduct which will promote public understanding and confidence in the business of real estate brokerage. Primary responsibilities of the Commission are to license qualified applicants as real estate agencies, real estate brokers, real estate associate brokers, timeshare agents, home service contract companies and home service sales agents; to investigate alleged violations of the law; impose sanctions; prescribe curricula and standards for real estate educational programs and the Commission is authorized to defray the cost of an educational course for licensees and/or the public.

PROFESSIONAL AND FINANCIAL REGULATION

ORGANIZATION: The Real Estate Commission, originally created in 1937, was reorganized pursuant to P.L. 1983, c. 171 effective in September of 1983. The Commission now includes four members whose vocation for at least five years prior to appointment has been that of a real estate broker or associate broker; and two public members with no professional or financial connection with the real estate business. Members are appointed by the Governor, subject to confirmation by the Senate, for three year terms and not more than one member from any one county may serve simultaneously. The members of the Commission are responsible for policy and rulemaking and serve as an adjudicatory panel hearing complaints filed by the director against licensees and to hear appeals of administrative decisions rendered by the director. The director is appointed by the Commissioner of the Department of Professional and Financial Regulation with the advice of the Real Estate Commission. The director is responsible for management of the Commission's affairs within guidelines adopted by the Commission and for carrying out duties allocated to the director by law.

PROGRAM: Eighteen (18) meetings of the Commission were held, including twenty-nine (29) adjudicatory hearings. The Commission distributed 75,000 copies of its consumer booklet. The Commission prepared and distributed to all licensees a newsletter on a quarterly basis.

Enforcement. This part of the program is designed to promote compliance with licensing laws and to encourage resolution of consumer complaints filed against real estate licensees. Two hundred and twenty-seven (227) cases were under investigation during the year, one hundred seventy-nine (179) of which were closed. Because of its enforcement process, the Commission was able to influence resolution of complaints resulting in financial benefits to consumers totaling \$133,811. In addition, the following penalties were imposed through consent agreements or by Commission order: Eight (8) licenses were suspended, five (5) licenses were revoked, one (1) license was denied and \$66,700 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	2,709	
Renewal license applications	4,573	
License examination applications	878	
New license applications	1,093	
Total applications processed		<u>9,293</u>
On June 30, 1991, the following licenses were in effect:		
Real Estate Agencies		
Individual Proprietors	1,533	
Corporations	584	
Branch Offices	136	
Partnerships/Associations	58	
Total Agencies		2,311
Active Licenses		
Brokers	3,791	
Associate Real Estate Brokers	1,911	
Sales Agents	951	
Timeshare Agents	43	
Total Active Licensees		6,696
Inactive Licenses		
Real Estate Brokers	855	
Real Estate Associate Brokers	2,862	
Sales Agents	43	
Total Inactive Licenses		3,760
Home Service Contracts		
Sales Agents	51	
Companies	6	
Total Home Service		57
TOTAL ALL LICENSES		<u>12,824</u>

PROFESSIONAL AND FINANCIAL REGULATION

License examinations were administered thirty-three (33) times at the Commission office in Gardiner to seven hundred twenty-eight (728) 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 and instructors. During the year the Commission revised its licensing handbook.

LICENSES, PERMITS, ETC.:

License:

- Real Estate Agency
- Real Estate Broker
- Real Estate Associate Broker
- Sales Agent
- Branch Office
- Time Share Agent
- Home Service Contract Company
- Home Service Contract Sales Agent
- Home Service Contract Sales Associate

PUBLICATIONS:

- Real Estate Licensing Law and Rules—Free
- Catalog of Continuing Education Programs—Free
- Buyer/Seller Informational Booklet—Free
- Real Estate Licensing Handbook—Free
- Quarterly Newsletter—Free

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	250,823		250,823			
Health Benefits	31,155		31,155			
Retirement	51,129		51,129			
Other Fringe Benefits	3,375		3,375			
Computer Services—State	25,816		25,816			
Other Contractual Service	102,828		102,828			
Rents	1,310		1,310			
Commodities	2,897		2,897			
Grants—Subsidies—Pensions	360		360			
Buildings and Improvement	5,969		5,969			
Transfers to Other Funds	1,388		1,388			
TOTAL EXPENDITURES	477,050		477,050			

PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF RESPIRATORY CARE PRACTITIONERS

JAMES SMITH, CHAIRMAN
DIANE BRADSTREET, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

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 nine (9) times during FY-91. The total number of licensees to date is: 171 respiratory therapists; 230 respiratory care technicians; 16 temporary respiratory care technicians (graduates) and 11 respiratory care trainees.

Areas of consideration to the Board were complaints, continuing education, new regulations and correspondence.

The Board received 1 complaint and, as a result of this, held an informal conference and entered into a consent agreement.

LICENSES, PERMITS, ETC.:

Temporary Technician (graduate)
Permanent Respiratory Therapist
Permanent Respiratory Care Technician
Respiratory Care Trainee

PUBLICATIONS:

1. Register of Respiratory Therapists and Respiratory Care Technicians licensed in the State of Maine (nominal fee)
2. Respiratory Care Practitioners Practice Act and Rules

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BOARD OF RESPIRATORY CARE PRACTITIONERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,050		1,050			
Computer Services—State	548		548			
Other Contractual Service	2,496		2,496			
Transfers to Other Funds	66		66			
TOTAL EXPENDITURES	4,160		4,160			

PROFESSIONAL AND FINANCIAL REGULATION

STATE BOARD OF SOCIAL WORKER LICENSURE

NEVA CRAM, CHAIRPERSON
PATRICIA BEAUDOIN, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1989

Reference: Policy Area: 01; Umbrella: 02; Unit: 416; Citation: 32 M.R.S.A., Sect. 7026

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine State Board of Social Worker Licensure was established to provide for the regulation of persons offering social work services in order to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons and to assure the highest standards of practice on the part of the social worker.

The Board is authorized to evaluate the qualifications and supervise examinations of applicants, to grant licenses to those who satisfactorily qualify, investigate or cause to investigate all complaints made to it and all cases of noncompliance with this chapter. The board may adopt rules as may be reasonably necessary in carrying out its duties and the administration thereof. Hearings may be conducted to assist with investigations, to determine whether grounds exist for suspension, revocation or denial of a license, or as otherwise deemed necessary in fulfilling the Board's responsibilities.

ORGANIZATION: The Board was created in 1969. There are 7 members appointed by the Governor, including two consumer members. Terms of office are for three years and all members hold office until their successors are appointed and qualified.

PROGRAM: The Board met monthly during FY 91. The ASI/AASSWB national examination was offered in October and February of FY 91. 184 candidates sat for the exam at all levels; 165 passed. The Board received 8 complaints, dismissed 5 of them, issued a Board order for one, and held 2 adjudicatory hearings, one of which resulted in the levying of a \$3,000 fine and placing the licensee on probation; the other matter was referred to Administrative Court for revocation of licensure. The Board issued 459 new licenses in FY 91. There are presently 2731 social workers licensed by the State.

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	34,669		34,669			
Health Benefits	4,393		4,393			
Retirement	6,471		6,471			
Other Fringe Benefits	21,771		21,771			
Computer Services—State	3,135		3,135			
Other Contractual Service	22,427		22,427			
Commodities	100		100			
Buildings and Improvements	5,099		5,099			
Transfers to Other Funds	1,983		1,983			
TOTAL EXPENDITURES	100,048		100,048			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

DIANE EICHENLAUB, M.A., CHAIRPERSON

SUSAN A. GREENLAW, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta.#35, Augusta, Maine 04333

Established: 1976

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 296; Citation: 32 M.R.S.A., Sect. 6010

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

The Board generally holds monthly meetings for the purpose of reviewing all applications to assure that only qualified applicants become licensed; reviews application forms for prior approval of continuing education activities with accredited sponsorship; reviews applications for the registration of speech pathology aides under the licensed speech pathologist.

Hours submitted by the licensee to satisfy the continuing education requirements for license renewal must be approved by the Board. Audits may be conducted by the Board.

Permanent licenses expire biennially on February 28th. Temporary licenses shall expire one year from date of issuance and may only be renewed once. Registrations remain in effect until the Board is notified in writing of termination.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary

PROGRAM: The Board met 11 times during FY 91. During this time the Board responded to four complaints, one resulting in dismissal and the other three are pending. Current licenses include:

- 267 permanent speech pathologists
- 21 temporary speech pathologists
- 38 permanent audiologists
- 6 temporary audiologists
- 3 permanent speech pathologist/audiologist

LICENSES, PERMITS, ETC.:

- Speech Pathology
- Speech Pathology, temporary
- Audiology
- Audiology, temporary
- Speech Pathology and Audiology
- Speech Pathology and Audiology, temporary
- Speech Pathology Aide Registration

PUBLICATIONS:

Law and the Rules of the Maine Board of Examiners in Speech Pathology and Audiology are available.

Roster—Publishing fee.

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	425		425			
Computer Services—State	605		605			
Other Contractual Service	2,318		2,318			
Transfers to Other Funds	283		283			
TOTAL EXPENDITURES	3,631		3,631			

STATE BOARD OF SUBSTANCE ABUSE COUNSELORS

MICHAEL A. DARCY, CHAIRMAN
DIANE BRADSTREET, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner, Me. 04345
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1977

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 384; Citation: 32 M.R.S.A., Sect. 6201

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Substance Abuse Counselors was established to assess and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The State Board of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of eleven members. Nine members shall be appointed by the Governor. One member shall be the Director of the Office of Alcoholism and Drug Abuse Prevention or a designee. One member, appointed by the Chancellor of the University of Maine System, shall be a member of the university faculty involved in the training of substance abuse counselors. Of these 11 members, 5 members shall be licensed substance abuse counselors. Two members shall be nonproviders, one of whom shall be a consumer of substance abuse services. One shall be a public member. One member shall be a representative of a regional alcohol and drug abuse council.

PROGRAM: The Board met 17 times during FY 91 for the purposes of conducting oral examinations, promulgating rules, investigating complaints and conferring with its legislatively mandated Advisory Committee concerning the Committee's recommendations to the 115th Legislature. Also during FY 91, the Board finalized its membership in the National Certification Reciprocity Consortium/Alcohol & Drug Abuse (NCRC) which, among other benefits, affords the use of the NCRC oral examination based on the 12 core functions. In the course of FY 91, the Board received 13 complaints, 9 of which were dismissed, two after hearings; 4 cases are pending.

There are: 266—Licensed Substance Abuse Counselors

30—Associate Substance Abuse Counselor

436—Registered Substance Abuse Counselors

LICENSES, PERMITS, ETC.:

Registered Substance Abuse Counselor

Licensed Substance Abuse Counselor

Associate Substance Abuse Counselor

PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

- Laws and Rules
- List of licensed or registered counselors

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE BOARD OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Fringe Benefits	458		458			
Computer Services—State	1,540		1,540			
Other Contractual Service	10,548		10,548			
Commodities	30		30			
Transfers to Other Funds	60		60			
TOTAL EXPENDITURES	12,636		12,636			

STATE BOARD OF VETERINARY MEDICINE

TIMOTHY C. POWERS, DVM, CHAIRMAN

SUSAN GREENLAW, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: February 22, 1905

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 285; Citation: 32 M.R.S.A., Sect. 4854

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to administer State Board examinations to qualified animal medical technicians and issue certificates of registration; to issue yearly renewal registration to registered animal medical technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; to answer correspondence and maintain financial records; to issue and set fees for annual registration of all veterinarians holding a Maine Veterinary license; and to issue and set fees for Animal Medical Technicians.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October 1973 when legislation assigned the Board to the Department of Agriculture. The 112th Legislature transferred the Board in September of 1986 to the Department of Professional and Financial Regulation.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met four times during FY 91, conducted two state examination sessions for veterinary applicants and one National examination for animal technician applicants. During FY 91 the

PROFESSIONAL AND FINANCIAL REGULATION

Board responded to six complaints, resulting in five dismissals and one pending consent agreement.

As of June 30, 1991 a total of 559 veterinarians and 236 animal technicians are licensed.

LICENSES, PERMITS, ETC.:

Registration:

Animal Medical Technicians

License:

Veterinarians

PUBLICATIONS:

Laws and Rules relating to Maine Veterinary Practice—(free)

List of Licensed Veterinarians and Registered Animal Technicians—(nominal fee)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE BOARD OF VETERINARY MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,595		1,595			
Other Fringe Benefits	2,001		2,001			
Computer Services—State	847		847			
Other Contractual Service	5,508		5,508			
Commodities	98		98			
Buildings and Improvement	1,289		1,289			
Transfers to Other Funds	500		500			
TOTAL EXPENDITURES	11,838		11,838			

PROPERTY TAX REVIEW

STATE BOARD OF PROPERTY TAX REVIEW

ROBERT E. MILLER, CHAIRMAN
FRANK M. DRIGOTAS, VICE-CHAIRMAN

Central Office: State Office Building, Augusta
Mail Address: Statehouse Sta. #49, Augusta, Maine 04330

Telephone: 289-4699
FAX: 289-4008

Established: July 1, 1986

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 00; Umbrella: 94; Unit: 391; Citation: 36 MRSA, Sect. 271

Legislative Count: 1

PURPOSE: The Board has been established to hear and determine tax abatement appeals arising under (1) the tree tax law (36 MRSA 571 et seq), (2) the farm and open space law (36 MRSA 1101 et seq), and (3) as provided in 36 MRSA 272, 843, 844 & 2865.

ORGANIZATION: The Board is established under 5 MRSA 12004 and consists of 15 members appointed by the Governor. Except for appointments made at the formulation of the board, the term of each member is for three years. An appointment to fill a vacancy shall be for the remainder of the unexpired term. Membership is divided equally among attorneys, real estate brokers, engineers, retired assessors and public members. The chairman, who is elected by the body, assigns five members to hear a given appeal with three constituting a quorum. Such hearings are held de nov. After hearing the Board has the power to raise, lower or sustain the original finding.

PROGRAM: This Board held its annual meeting on October 19, 1989.

Hearings held and decisions rendered	—	36
Cases withdrawn	—	0
Pending cases	—	8
Total cases		<u>44</u>

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

STATE BOARD OF PROPERTY TAX REVIEW	TOTAL FOR ALL	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	FUNDS					
EXPENDITURES						
Salaries and Wages	14,604	14,604				
Health Benefits	-68	-68				
Retirement	1,235	1,235				
Other Fringe Benefits	3,815	3,815				
Other Contractual Service	8,072	8,072				
Commodities	191	191				
TOTAL EXPENDITURES	27,849	27,849				

PUBLIC SAFETY

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: 644

Legislative Count: 544

Organizational Units:

Bureau of State Police
Office of the State Fire Marshal
Bureau of Capitol Security
State Bureau of Identification
Bureau of Liquor Enforcement

Maine Criminal Justice Academy
Board of Trustees Criminal Justice Academy
Bureau of Highway Safety
Maine Highway Safety Commission
Bureau of Intergovernmental Drug Enforcement

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the State Fire Marshal, the Bureau of Liquor Enforcement and the Bureau of Intergovernmental Drug Enforcement.

The Commissioner of Public Safety may organize the Department into such divisions, in addition to the Bureau of State Police, as he deems necessary.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety.

In 1978 the 108th Legislature added the Bureau of Capitol Security to the organization of the Department. Executive Order 6 Fy 80/81 transferred responsibility for administering the Highway Safety Program in Maine from the Department of Transportation. Through this Executive initiative, the Bureau of Safety was removed from the Department of Transportation with the Maine Highway Safety Committee reorganized to advise the Department of Public Safety and the Governor on highway safety matters.

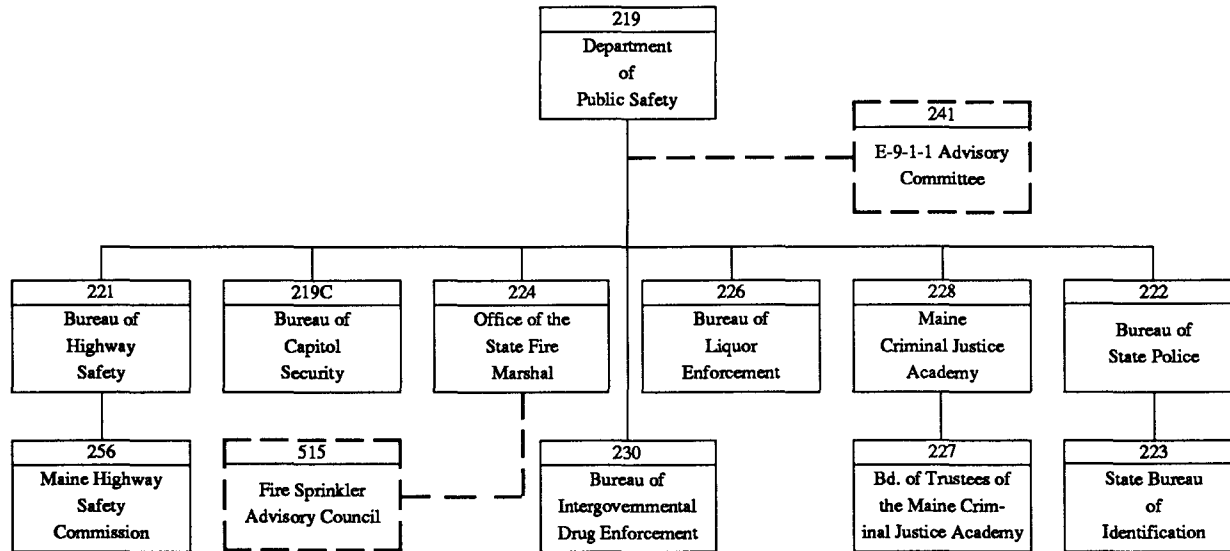
PROGRAM: Other than Administration, the activities of the Department during FY 90 are discussed in the individual reports of its components.

Administration. Effective with fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office" following the appointment by the Governor of the first civilian Commissioner of the Department of Public Safety. This program included the Commissioner and the Director, Administrative Services. The Department further formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to the Bureaus and Divisions of the Department in the areas of Finance, Personnel, and Audit, as described below.

Finance Office: This office provides accounting and budgetary services to the organizational units of the Department, which include the processing of bills for payment, preparation of purchase orders, maintenance of accounting records and transactions, maintenance of accounts receivable, preparation of bills and charges for services, analysis of expenditures and revenues, preparation of work programs and allotments, maintenance of vehicle accident and industrial accident reports, preparation of financial reports and comparative financial data, and the maintenance of capital equipment and real property inventory control records.

For fiscal year 1991, this office has continued to emphasize effective budget planning at all levels of the Department in order to maintain appropriate financial management and control of Department finances. Financial accountability at the lowest level of management responsibility is a particular goal of the Finance Office with respect to the Bureau of State Police.

**ORGANIZATIONAL CHART
DEPARTMENT OF PUBLIC SAFETY
UMB 16**



Approved by the Bureau of the Budget

PUBLIC SAFETY

CONSOLIDATED FINANCIAL CHART FOR FY91 DEPARTMENT OF PUBLIC SAFETY

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	18,168,214	5,084,127	3,453,443	9,056,042	574,602	
Health Benefits	2,029,013	203,468	389,728	1,378,038	57,779	
Retirement	6,902,141	2,212,411	1,196,355	3,330,402	162,973	
Other Fringe Benefits	3,252,886	1,099,215	267,709	483,360	1,374,745	27,857
Computer Services—State	341,837	61,673	102,810	162,967	14,387	
Other Contractual Service	4,131,007	874,699	647,037	2,328,307	280,964	
Rents	407,600	32,048	22,444	183,916	169,192	
Commodities	591,571	143,838	97,535	295,457	54,724	17
Grants—Subsidies—Pensions	1,762,649	17,444	254,375	1,093,181	397,649	
Building and Improvement	1,758,161	32,143	554,039	891,058	280,921	
Equipment	621,414		16,270			605,144
Interest—Debt Retirement	901	274	55	571	1	
Transfers to Other Funds	538,243		104,182	392,075	41,986	
TOTAL EXPENDITURES	40,505,637	9,761,340	7,105,982	19,595,374	3,409,923	633,018

PUBLIC SAFETY

Personnel Office: This office administers all procedures for the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations for 617 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

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	1,079,283	256,891	101,807	605,875	114,710	
Health Benefits	122,637	21,768	11,229	78,529	11,111	
Retirement	336,946	54,889	21,650	237,444	22,963	
Other Fringe Benefits	663,168	532,536	1,602	13,132	88,041	27,857
Computer Services—State	21,865	16,154		3,884	1,827	
Other Contractual Service	271,520	136,715	11,538	123,907	-640	
Rents	4,498	3,068	65	1,365		
Commodities	15,180	6,029	754	8,380		17
Grants—Subsidies—Pensions	1,236			1,221	15	
Buildings and Improvement	29,778	4,725	2,145	22,908		
Equipment	605,144					605,144
Interest—Debt Retirement	32	3		29		
Transfers to Other Funds	96,322		12,520	83,699	103	
TOTAL EXPENDITURES	3,247,609	1,032,778	163,310	1,180,373	238,130	633,018

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: 13

Legislative Count: 13

PURPOSE: The Bureau of Capitol Security is charged with the securing of buildings and properties during and after the hours of operation and the enforcement of all State Laws and departmental rules and regulations as they pertain to the Capitol Complex and Augusta Mental Health Institute Complex. The Bureau is also charged with supplying the control of traffic flow and parking at the Capitol Complex and the Augusta Mental Health Institute Complex. As of July 1, 1991 this Bureau supplies watchperson coverage to both the Stevens School Complex in Hallowell, Me. and the Capitol Complex.

ORGANIZATION: The Bureau of Capitol Security was established by the Legislature in 1977 as a branch of the Department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvements. In its present form the Bureau is made up of an administrative head with the title of Director, one supervisor (Sergeant), nine security officers, one Clerk Typist, and four watchperson positions.

PROGRAM: During the fiscal year 1991, the Bureau of Capitol Security processed over 3,000 complaints, investigated 28 automobile accidents and issued almost 5,000 parking tickets, which

PUBLIC SAFETY

generated over \$15,000.00 to the State's General Fund, dealt with 3 major Legislative hearings several demonstrations at the capitol complex.

The major objective of the Bureau of Capitol Security for the fiscal year 1992 is to continue meeting the security needs for designated state facilities.

LICENSES, PERMITS, ETC.:

Capitol Area Activity Permit.

Other licenses and permits as specified in individual reports.

PUBLICATIONS:

Capitol Area Security Regulations.

Rules and Regulations relating to parking on State Property.

Other licenses and permits as specified in individual reports.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	260,593	260,593				
Health Benefits	31,944	31,944				
Retirement	53,773	53,773				
Other Fringe Benefits	4,478	4,478				
Computer Services—State	976	976				
Other Contractual Service	17,019	17,019				
Rents	404	404				
Commodities	3,198	3,198				
Grants—Subsidies—Pensions	5,114	5,114				
TOTAL EXPENDITURES	377,499	377,499				

MAINE CRIMINAL JUSTICE ACADEMY

MAURICE C. HARVEY, DIRECTOR

Central Office: 93 Silver Street, Waterville

Telephone: 873-4691

Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: 1973

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 228; Citation: 25 M.R.S.A., Sect. 2801

Average Count—All Positions: 20

Legislative Count: 14

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioners, to provide a facility and training for Maine Law 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

PUBLIC SAFETY

municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesigned Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

In 1983 the Legislature further amended the training act to include required training for reserve or part-time law enforcement officers. This amendment applied to municipal or county officers who have been given the power to arrest and the authority to carry a weapon.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

PROGRAM: During FY 91 the Trustees certified 129 Law Enforcement Officers, 182 Corrections Officers and 370 Reserve Officers. They also waived 12 law enforcement training requirements. The "Board" issued 29 Instructor Certificates. They recognized 4 Chiefs and Sheriffs who met the required experience, training and education for Executive Certification. The Academy sponsored 210 specialized and refresher in-service courses that were conducted for approximately 4,419 law enforcement and corrections officers. Also during FY 91, outside agencies utilized the Academy's facilities with 1,639 persons in attendance.

LICENSES, PERMITS, ETC.:

- Doppler Traffic Radar Certificate
- Intoxilyzer Operation Certificate
- Aircraft Speed Enforcement Observer Certificate
- Accident Reconstruction Specialist Certificate
- Canine Handler Team Certification
- Drug Recognition Technician Certification
- Canine Handler Team Evaluator's Certification

PUBLICATIONS:

- Administrative Provisions Manual
- Newsletter
- Law Enforcement Officer's Manual
- All Points Bulletin

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	493,533	343,172	66,960		83,401	
Health Benefits	59,419	43,961	6,267		9,191	
Retirement	99,116	68,974	13,431		16,711	
Other Fringe Benefits	182,141	76,720	61,429		43,992	
Computer Services—State	75	75				
Other Contractual Service	106,808	52,305	28,537		25,966	
Rents	19,634	2,532	9,949		7,153	
Commodities	120,739	67,621	28,032		25,086	
Grants—Subsidies—Pensions	157,140		200		156,940	
Buildings and Improvement	10,027				10,027	
Interest—Debt Retirement	91	42	49			
Transfers to Other Funds	4,775		2,255		2,520	
TOTAL EXPENDITURES	1,253,498	655,402	217,109		380,987	

PUBLIC SAFETY

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

GERARD T. MAHONEY, CHAIRMAN

Central Office: 93 Silver Street, Waterville
Mail Address: 93 Silver Street, Waterville, Maine 04901

Telephone: 873-4691

Established: 1969

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 227; *Citation:* 25 M.R.S.A., Sect. 2802

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and, finally, to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and corrections officers.

ORGANIZATION: In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees currently consists of 15 members as follows: the Commissioner of Public Safety, the Attorney General, the Game Warden Colonel in the Department of Inland Fisheries and Wildlife, and the Commissioner of Corrections, all ex officio; and the following members who are appointed by the Governor: a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen, a municipal officer and one non-supervisory corrections officer representing a state or county correctional facility. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of Trustees, to conduct the Academy's training programs, and finally, to accept any federal funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise day-to-day operations of the Academy and to carry out the policies of the Trustees.

PROGRAM: See the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.:

- Basic Certificate (full-time law enforcement/corrections personnel)
- Chief/Sheriff Certification
- Instructor Certification
- Course Certification
- Reserve Officer Certification
- Certificate of Eligibility (Law Enforcement, Corrections, Reserve Officer)
- Municipal Ordinance Prosecutor's Certification

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Maine Criminal Justice Academy.

PUBLIC SAFETY

E-9-1-1 ADVISORY COMMITTEE

JOHN R. ATWOOD, COMMISSIONER

Central Office: 36 Hospital Street, Augusta

Telephone: 289-3801

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 241; *Citation:* 25 MRSA Sect. 2925

Average Count, All Positions: 13

Legislative Count: 0

PURPOSE: The E-9-1-1 Advisory was statutorily charged with the responsibilities of:

- A. Advising the Department of Public Safety on activities relating to the establishment of an Enhanced 9-1-1 System.
- B. Reviewing and commenting on rules proposed by the Department of Public Safety regarding Enhanced 9-1-1.
- C. Assisting the department in providing public information about the implementation and operation of the E-9-1-1 System.

ORGANIZATION: The E-9-1-1 Advisory Committee is composed of 13 members; one appointed by the Public Utilities Commission; one appointed by the Commissioner of Public Safety; and 11 appointed by the Governor, including one who is a municipal official, one who is a chief of a municipal police department, one who is the chief of a municipal fire department, one who is a county sheriff, one who represents small telephone companies, one who represents the largest provider of local exchange telephone services, one who represents a direct provider of emergency medical services, one dispatcher and 3 to represent the public-at-large.

The Advisory Committee has established three sub-committees to accomplish its objectives:

- A. Technical
- B. Services
- C. Civic

PROGRAM: The Advisory Committee has met on the third Tuesday of each month since the initial meeting.

The various sub-committees have met periodically, as needed and reported to the Committee as a whole during the regular meetings. The Advisory Committee has recognized that there is the need to develop an overall plan for the implementation of the 9-1-1 system.

The Advisory Committee recommended that an outside consultant be selected to help in the planning and development of the system. To that end, a Request for Proposals was released and the responses of eight vendors evaluated. A finalist was selected and a contract for services agreed upon. The Advisory Committee and the Department are currently supervising the Consultant's preparation of a detailed Implementation Plan, due to be finalized in November of 1991.

The public awareness program and liaison with the telephone companies is taking place on an as-needed basis with no formal "plan" to date. The Committee has put out one general mailer to municipalities and has generated one press release.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Public Safety.

PUBLIC SAFETY

BUREAU OF INTERGOVERNMENTAL DRUG ENFORCEMENT

FRANCIS E. AMOROSO, DIRECTOR

Central Office: Pownal

Telephone: 688-2246

Mail Address: RR 1, Box 1432, New Gloucester Rd., Pownal, Maine 04069

Established: September 29, 1987

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 230; Citation: 25 M.R.S.A., Sect. 2955

Legislative Count: 17

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: B.I.D.E. has maintained active investigations from the eight field offices. As a result of the Marijuana Eradication Program, which B.I.D.E. coordinates, Maine has seized more cultivated marijuana than all the other New England States combined. The Pharmaceutical, Intelligence and Asset Removal Units have enhanced their methods and as a result, contribute greatly to Maine's drug strategy.

The goals and aspirations of the Bureau remain constant . . . terminate drug trafficking organizations by incarcerating their members, seizing their drugs, obtaining their illegally gained assets and assist all county, local and Federal agencies in accomplishing this mission.

Maine's drug enforcement agency, B.I.D.E., is coordinating sophisticated investigative and prosecutorial functions so as to reduce drug trafficking and abuse as well as related criminal activities such as money laundering, tax evasion and corruption.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF INTERGOVERNMENTAL DRUG ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	207,371	201,267	6,104			
Health Benefits	26,293	26,293				
Retirement	34,432	33,425	1,007			
Other Fringe Benefits	1,487,499	269,164			1,218,335	
Computer Services—State	44,490	44,380				110
Other Contractual Service	695,418	548,754	9		146,655	
Rents	24,888	24,849				39
Commodities	58,431	58,430	1			
Buildings and Improvement	9,150		9,150			
Equipment	16,270		16,270			
Interest—Debt Retirement	217	216				1
Transfers to Other Funds	11,881		15		11,866	
TOTAL EXPENDITURES	2,616,340	1,206,778	32,556		1,377,006	

OFFICE OF THE STATE FIRE MARSHAL

DONALD M. BISSET, STATE FIRE MARSHAL
LADD G. ALCOTT, Assist. State Fire Marshal

Central Office: 317 State Street, Augusta

Telephone: 289-FIRE

Mail Address: Statehouse Sta. #52, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 224; Citation: 25 M.R.S.A., Sect. 2396

Average Count—All Positions: 35

Legislative Count: 0

PURPOSE: The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage, transportation, sale, and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

ORGANIZATION: The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims resulting from set fires. The last four and a half decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority has broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of State Fire Marshal.

Ten full-time fire investigators continue to provide timely response to emergency situations and fire scene investigations. Our abilities to effectively investigate incendiary fires have, in most instances, kept pace with their frequency of occurrence.

The Inspection Division has utilized six full-time inspectors during the past fiscal year who have conducted in excess of 6,500 formal inspections. Whenever possible, inspectors continue to provide courtesy inspections upon request from private individuals and businesses. A significant growth in the numbers of service providers for day care and residential care programs administered by the Department of Human Services continues to result in greater demands for facility inspections. Thus, inspections of these facilities has been less prompt than in the past. More stringent environmental regulations pertaining to the installation and use of underground storage facilities resulted in increased applications for the installation and inspection of above-ground storage facilities. Greater stringency within explosives regulations have increased the time required to conduct associated inspections.

Since February, the Fire Protection Division has been staffed with three full-time positions. Issued in the past fiscal year were 357 construction permits, 244 sprinkler systems permits, and, since January 1, 1991, 31 barrier-free approvals. More extensive code recognition by the construction industry was evidenced by a marked increase in requests for technical assistance.

PROGRAM: Twenty-seven people succumbed to fire in Maine during calendar year 1990. Although the second lowest annual death toll since 1950, the trend continues whereby a disproportionate number of young and elderly Maine citizens become victims. Public education approaches continue to target these populations. Through efforts originally funded by the United States Fire Administration, the Assistant State Fire Marshal and other staff continue to support community-based juvenile firesetter intervention activities.

PUBLIC SAFETY

During the year, two sets of regulations were updated in accordance with the administrative procedures act: Rules for the Manufacture, Transportation, Storage and Use of Explosives; and Rules and Regulations for Flammable and Combustible Liquids. Both sets of regulations reflect current technical advances within the respective industries and create closer alignment with national standards.

The 114th Legislature enacted a law to assure uniform barrier-free accessibility in places of public accommodation or employment. As of January 1, 1991, all such facilities must submit plans to the Fire Protection Division for review and permitting prior to construction. Through the administrative procedures act, a fee schedule for the review and permitting process was adopted.

To facilitate implementation of the new regulations and barrier-free standards, the office focused on extensive technical assistance and awareness efforts within the public.

Investigation activities continue to be greatly enhanced by the utilization of two Accelerant Detection canines because of their proven detection capabilities. Samples positively identified by the canines and sent for laboratory analysis have a 90-95% confirmation rate. This has lessened the costs for analysis of negative samples. At firescenes where accelerants were present, use of a canine has reduced the processing time, resulting in further cost-effectiveness.

A modest growth of municipal fire departments participating in the National Fire Incident Reporting System has enhanced use of the data base for planning and educational purposes.

LICENSES, PERMITS, ETC.:

License:

- Fire Sprinkler System Contractor.
- 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, User
- Flammable Liquids, Above-Ground.
- Fire Sprinkler System Permits & Plans Review.
- Barrier-Free Construction Permits & Plans Review.

Certificates:

- Explosives Transportation.
- Explosives Storage.
- Responsible Managing Supervisor-Fire Sprinkler System.

Registration:

- Inspector-Fire Sprinkler System.

PUBLICATIONS:

- Rules and Regulations for Flammable and Combustible Liquids (\$4.00).
- Rules for the Manufacture, Transportation, Storage, and Use of Explosives (\$3.50).
- Laws for the Fire Service (\$5.00).
- The Igniter (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 at Spectators During Motor Vehicle Racing (No Fee).

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

PUBLIC SAFETY

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	891,385		891,385			
Health Benefits	99,544		99,544			
Retirement	178,595		178,595			
Other Fringe Benefits	40,441		40,441			
Computer Services—State	98,675		98,525		150	
Other Contractual Service	237,276		225,857		11,419	
Rents	1,591		1,591			
Commodities	33,853		33,440		413	
Grants—Subsidies—Pensions	243,983		243,983			
Buildings and Improvement	26,230		26,230			
Interest—Debt Retirement	6		6			
Transfers to Other Funds	10,874		10,794		80	
TOTAL EXPENDITURES	1,862,453		1,850,391		12,062	

FIRE SPRINKLER ADVISORY COUNCIL

DONALD M. BISSET, STATE FIRE MARSHAL
LADD G. ALCOTT, Assistant State Fire Marshal

Central Office: 317 State Street, Augusta
c/o Office of State Fire Marshal

Telephone: 289-FIRE

Mail Address: Statehouse Station #52, Augusta, Maine 04333

Established: January 1, 1990

Sunset Termination Starting by: January 1, 1990

Reference: Policy Area: 06; Umbrella: 16; Unit: 515; Citation: 5 M.R.S.A., Sect. 12004-I

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The principal function of the Fire Sprinkler Advisory Council is to enable a greater degree of life and property protection for the citizens of Maine. Specifically, the council is responsible to:

1. Advise the State Fire Marshal concerning practices in the fire sprinkler system industry and the rules necessary to implement such practices.
2. Make recommendations to the State Fire Marshal regarding forms and procedures for certification, registration and licensure, and plan reviews and fees charged for those reviews.
3. Advise the State Fire Marshal as to future changes that may be required to further protect the health, safety and welfare of Maine citizens.

ORGANIZATION: The Commissioner of Public Safety appointed a 7-member council to advise the State Fire Marshal on all matters pertaining to automatic fire sprinkler systems. The council consists of two persons who were actively engaged in management of a fire sprinkler system business for at least five years prior to their appointments; one journeyman sprinkler fitter; one person from a municipal fire department within Maine, nominated by the Maine Fire Chiefs Association; one representative from the Professional Firefighters of Maine; one person involved in building construction design, and who is either a fire protection engineer or a mechanical engineer licensed in the state; and one representative from the property insurance industry, nominated by the Superintendent of Insurance.

PROGRAM: The council provided critical input necessary to review the Hydropro sprinkler system specifications for approved use within the state.

The council assisted in the development of a fee structure for plans review and the mandated recognition of competency levels within the fire sprinkler industry.

FINANCES, FISCAL YEAR 1991: No funds were appropriated or expended during FY 91.

PUBLIC SAFETY

MAINE HIGHWAY SAFETY COMMISSION

ALBERT L. GODFREY, SR., CO-CHAIRMAN
GLENYS LOVETT, CO-CHAIRMAN

Central Office: Gardiner Annex

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. Executive Order 6 FY 80/81 (signed on 12/13/80) transferred the Committee to the Department of Public Safety with members again appointed by the Governor. In 1987, the 113th Legislature changed the name to the Maine Highway Safety Commission. The duties, however, remain the same.

PROGRAM: The Maine Highway Safety Commission program involves regular meetings of the full commission, usually on a quarterly basis. The Commission is further divided into sub-committees, such as Driver and Occupant Safety; Public Information and Education; Transportation Safety; Medical, Pedestrian and Cycle Safety, and Alcohol and Other Drugs, that meet on a regular basis and report to meetings of the full Commission. Major objectives of the year have been to assist in lowering alcohol-related accidents, promotion of occupant restraint use, increasing public information activities, and promoting driver safety in general. In planning for fiscal year 91, the Commission has selected alcohol counter measures, occupant restraint use, and public information as major areas of concern.

PUBLICATIONS:

1. How To Spot Drunk Drivers Guide.
2. Don't Guess, Call EMS
3. Safety Belts—A History Lesson For Adults Brochure.
4. Under 21—Drinking/Driving Law Brochure.
5. Maine's New Tougher OUI Law.
6. Maine's New Child Restraint Law.
7. Questions Students Ask About Safety Belts.
8. Child Restraint Systems For Your Automobile.
9. Maine's Liquor Laws And You.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit amounted to \$6,400.00 in FY91 and are, by administrative decision, included with those of the Bureau of Safety.

PUBLIC SAFETY

STATE BUREAU OF IDENTIFICATION

ANDREW E. DEMERS, JR., CHIEF, STATE POLICE
CAPT. CHARLES LOVE, DIRECTOR STAFF MANAGEMENT

Central Office: 36 Hospital Street, Augusta

Telephone: 621-1209

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 purpose of the State Bureau of Identification is to be the central repository of criminal history record information for the State of Maine, to provide that information to agencies and persons as authorized by law, to cooperate with other states and the national bureau in Washington, D.C. in order to develop and carry on an interstate, national and international system of identification, to gather data and provide statistics on crime in Maine and to maintain all State Police criminal and civil investigative reports for State Police personnel use and others as authorized by law.

ORGANIZATION: The State Bureau of Identification is a bureau within the Bureau of the Maine State Police and is under the direction of the State Police, Director of Staff Management who is appointed by the Chief of the Maine State Police. The State Bureau of Identification is composed of three divisions. The State Bureau of Identification/Identification Division was created by the Legislature in 1937 and is the central repository of criminal history record information for the State of Maine. It is currently maintained by a staff of eleven persons. The Uniform Crime Reporting Division, added by Legislature in 1974 to gather data and provide statistical information about crime in Maine, is staffed by two people. Added administratively in 1976 was the State Police Investigative Records Division. It maintains all State Police criminal and civil investigative reports and is staffed by one person.

PROGRAM: The Identification Division has developed a design specification to computerize its record system. This will bring about changes as we not only continue to maintain and provide complete and accurate criminal history record information, but also capture the information in such a way that enables us to provide statistical and research data on crimes, the offenders and the criminal justice process to the criminal justice community and to others.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Bureau of State Police.

BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR
RICHARD W. ALLEN, ASST. DIRECTOR

Central Office: 317 State Street, Augusta

Telephone: 289-3571

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 226; *Citation:* 25 M.R.S.A., Sect. 2902

Average Count—All Positions: 23

Legislative Count: 23

PURPOSE: The mission of the Bureau of Liquor Enforcement is to regulate and enforce Maine Liquor Laws and the Rules and Regulations governing liquor licensed establishments to insure compliance. Accomplishment of the mission is addressed by the efforts of the Liquor Enforcement Officers who work under the direction of the Chief Enforcement Officer, the Assistant Director and an assigned supervisor. Each Liquor Enforcement Officer is responsible for approximately three hundred (300) outlets which are licensed to sell alcoholic beverages in their premises. Inspections, premise checks and field investiga-

PUBLIC SAFETY

tions are conducted to insure compliance or gather evidence for prosecution purposes.

Liquor Enforcement Officers spend many hours investigating complaints of alleged violations in a covert capacity. This method of investigation has proven to be most successful in the areas of Illegal Sales (selling liquor without having a license) and Furnishing (providing alcoholic beverages to under aged people). These officers are constantly working with state and local officers, other law enforcement agencies, attorneys, professional organizations and the citizens of the State of Maine.

ORGANIZATION: With the establishment of the Maine Liquor Commission in 1933, the role of Liquor Enforcement became apparent.

Under State Personnel Law in 1947, candidates seeking enforcement positions were subject to State examinations. Six years later in 1953, the Division of Liquor Licensing and Enforcement within the State Liquor Commission was created. However, in 1971 due to government re-organization, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety, being named the Bureau of Liquor Enforcement.

In 1973 the Bureau devised a Standard Operating Procedure Manual (SOP) establishing Bureau procedures pertaining to its methods of operation. That same year, the State was divided into five (5) field areas (Portland, Augusta, Lewiston, Bangor, Presque Isle). Each area was supervised by a Liquor Enforcement Officer II (Sergeant). In recent years Augusta and Lewiston have been combined. This past year, due to budgetary problems, the Presque Isle area (Aroostook County) was combined with the Bangor area, which currently leaves the State with three (3) field areas (Portland, Augusta-Lewiston, Bangor-Presque Isle), reducing the number of field supervisors. This is not a desirable situation as direct supervision is not obtained due to the logistics of the State. Also, supervisors are unable to maintain a working relationship with local police agencies.

The year 1973 brought mandatory training to the Bureau requiring all officers to attend Basic Police Training conducted at the Maine Criminal Justice Academy. The officers of the Bureau were granted full arrest powers by the Legislature in 1977.

In 1985, the 112th Legislature authorized the use of blue lights and sirens in Liquor Enforcement vehicles to stop motor vehicles carrying suspected violators of Maine's Liquor Laws.

The State of Maine currently has one hundred and fifty stores that sell distilled alcohol. Eighty are Agency Stores and 70 are state run Liquor Stores. The Bureau is monitoring the operations of these stores to address any problems that may arise.

Premise Inspection/Warnings. The Bureau has a method of obtaining compliance through a premise inspection procedure. This system requires all officers to physically inspect the licensed premises in their patrol area. These officers are checking to see that licensees have all current and necessary licenses and permits needed in the operation of their business. Other concerns are the purchase of their inventory (alcoholic beverages). They question the licensees regarding their hours of operation, the age of employees, their record keeping, advertising and etc.

This procedure produced minor violations for which 145 warnings were given.

In addition to the premise inspections, officers routinely both day and night check premises for compliance. They look for sales to under aged persons, over service to patrons, after hours violations, employees drinking while on duty and etc.

The total number of cases cited before the Administrative Court was 326 at which \$76,737.50 in fines and 92 days of license suspensions were assessed by the Court.

PROGRAM: The Bureau of Liquor Enforcement has developed an approved training program for sellers/servers of alcoholic beverages. It meets the criteria which was established by the Maine Legislature, addressing such topics as the problems associated with drunk driving, alcohol, alcoholism, providing alternatives (food, non-alcoholic beverages), prevention and intervention techniques regarding sales to minors and visibly intoxicated persons plus other types of violations, policies and guidelines, identifying false, fraudulent or altered ID's and making sellers/servers aware of their liabilities (administratively and civilly).

Our program has been available for 10 months and as of June 30, 1991, approximately 2,000 people have completed the course and have been issued certificates of completion.

At about the same time as our training program started, a law holding sellers and servers of alcohol administratively liable went into effect. To date 133 sellers and servers have been cited before the Administrative Court resulting in \$5,932.50 in fines. Of the total number of people who have been issued a certificate by the Bureau, only one has been cited to court for a violation.

Other activities include officers providing training on liquor laws at both the Maine State Police Academy and the Basic Police School at the Maine Criminal Justice Academy, along with in-service

PUBLIC SAFETY

schools held by municipal police departments throughout the State. The Bureau presently has four instructors certified by the Maine Criminal Justice Academy.

Liquor Enforcement Officers meet with civic groups and are involved in schools around the State addressing liquor related problems in our communities. We also have one officer instructing the D.A.R.E. Program. He is past President of the Maine D.A.R.E. Association.

LICENSES, PERMITS, ETC.:

B.A.S.I.C. Program Certification

PUBLICATIONS:

New Licensees Quick Reference Booklet (No Fee)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	669,019	669,019				
Health Benefits	74,974	74,974				
Retirement	154,768	154,768				
Other Fringe Benefits	10,040	10,040				
Computer Services—State	88	88				
Other Contractual Service	43,586	43,586				
Rents	1,195	1,195				
Commodities	6,393	6,393				
Grants—Subsidies—Pensions	10,058	10,058				
Buildings and Improvement	27,418	27,418				
Interest—Debt Retirement	3	3				
TOTAL EXPENDITURES	99,542	99,542				

BUREAU OF HIGHWAY SAFETY

RICHARD E. PERKINS, DIRECTOR

Central Office: Gardiner Annex

Telephone: 582-8776

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: December 13, 1980

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 221; Citation: Exec. Order 6 FY 81

Average Count—All Positions: 9.0

Legislative Count: 7.0

PURPOSE: The Bureau of Safety was created by Executive Order to be responsible for the state's highway safety program and was authorized to: develop and implement a process for obtaining information about the highway safety programs administered by other state and local agencies; provide and facilitate the provision of technical assistance to other State Agencies and political subdivisions to develop highway safety programs; and provide financial and technical assistance to other State Agencies and political subdivisions in carrying out highway safety programs.

ORGANIZATION: The Bureau of Safety was originally initiated in the Department of Transportation in 1974 and, during an organizational change to provide more effective and efficient government, was placed within the Department of Public Safety in December, 1980. In 1990, the legislature changed the name to the Bureau of Highway Safety.

PUBLIC SAFETY

PROGRAM: The Bureau of Highway 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 and other drug countermeasures, emergency medical services, driver training, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, identification and surveillance of accident locations, Traffic Records Systems, and traffic engineering services. The Bureau provides financial and technical assistance in carrying out these programs.

The Bureau also directs the Defensive Driving program in the State of Maine.

PUBLICATIONS:

1. How To Spot Drunk Drivers Guide.
2. Don't Guess, Call EMS
3. Safety Belts—A History Lesson For Adults Brochure.
4. Under 21—Drinking/Driving Law Brochure.
5. Maine's New Tougher OUI Law.
6. Maine's New Child Restraint Law.
7. Questions Students Ask About Safety Belts.
8. Child Restraint Systems For Your Automobile.
9. Maine's Liquor Laws and You.
10. Drugs and Driving in Maine
11. Motorcycling in Maine

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF HIGHWAY SAFETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	211,729		10,598	131,773	69,358	
Health Benefits	25,753		1,406	15,976	8,371	
Retirement	44,302		2,124	27,722	14,456	
Other Fringe Benefits	261,641		19,018	229,748	12,875	
Computer Services—State	18,913			6,613	12,300	
Other Contractual Service	115,899		25,743	28,589	61,567	
Rents	75			75		
Commodities	21,538		33	2,720	28,785	
Grants—Subsidies—Pensions	237,168				237,168	
Buildings and Improvement	143,175				143,175	
Transfers to Other Funds	56,280		5,128	35,662	15,490	
TOTAL EXPENDITURES	1,136,473		64,050	478,878	593,545	

BUREAU OF STATE POLICE

COL. ANDREW E. DEMERS, JR., CHIEF

LT. COL. ALFRED SKOLFIELD, Deputy Chief

Central Office: 36 Hospital Street, Augusta

Telephone: 621-1200 or 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: 494

Legislative Count: 441

PUBLIC SAFETY

Organizational Units:

Field Divisions
Office of Planning and Research
Training and Special Services
Crime Laboratory
Support Services
Radio Communications
Internal Affairs
Administrative Licensing
Commercial Vehicle Enforcement

Public Information Office
Traffic Safety
Criminal Division
Organized Crime Unit
Data Processing
Community Relations
UCR/Investigative Records
Fleet Services

PURPOSE: The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

ORGANIZATION: The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriff's departments. In 1931 a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years the Department was constantly in 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 South Portland. Nine mechanics were responsible for performing virtually all aspects of automotive maintenance and repair. Rebuilt components were kept available throughout the year, so that the down time for the cruisers was kept to a minimum. A major undertaking was the replacement of cruiser frames. This resulted in the salvaging of nearly brand new cars that would have otherwise been declared total losses and would not have been replaced. Replacement of major body panels such as doors, fenders, and windshields was a common occurrence.

Criminal Division. The Criminal Division, commanded by a captain, is responsible for Criminal Investigations and the Crime Laboratory.

Criminal Investigations: The Maine State Police has by statute original and concurrent jurisdiction to enforce the criminal laws of Maine and to investigate any non-compliance. Criminal investigations dealing with major crimes such as homicides are the responsibility of the northern, central and southern Criminal Investigation Divisions (CIDS) with central headquarters in Augusta.

The primary function of each CID is to investigate homicides, suspicious deaths, other major crimes within its respective geographical areas, and to assist uniformed personnel and other law enforcement agencies with criminal investigations they are conducting. Other major crimes investigated include: burglary, bank robbery, forgery, conspiracy, escapes, deceptive business practices, kidnapping, rape, aggravated assaults, extortion, terrorizing, and gross sexual crimes, etc. In addition, each CID coordinates investigations and prosecutions, as necessary, with the Maine Department of the Attorney General; assists in the training of State and local police in criminal investigative techniques; and provides detectives for speaking engagements before various civic groups and schools.

PUBLIC SAFETY

In addition to State Police investigation requests, the CIDs assisted other in-State and out-of-state criminal justice agencies. Much of the work done by the detectives was facilitated by State Police Officers assigned to the field divisions.

Crime Laboratory: The new Maine State Police Crime Laboratory has successfully completed its fourth year of operation with an increase in examinations performed. The turn around time on cases has also been greatly reduced enabling laboratory personnel to provide more efficient service to all of Maine's law enforcement agencies.

The scientific examination of evidence submitted to the Maine State Police Crime Laboratory has been one of the most persuasive forms of testimony available to all law enforcement agencies within the State. Positive connections can be established between the suspect and the victim or between the suspect and the crime scene. Equally important, innocent suspects, towards whom circumstance has pointed the finger of suspicion, can be exonerated by the use of scientific evidence and expert testimony.

One responsibility of the Crime Laboratory is to provide personnel trained in the collection, preservation and documentation of physical evidence at major crime scenes. Evidence is then assigned to the appropriate laboratory section for examination. In addition, Crime Laboratory personnel provide instructor support to the Maine Criminal Justice Academy (MCJA) in all aspects of the Forensic Sciences.

Photography Section: The photography section provides photographic support for all field activities. In addition to recording major crime scenes the section provides fingerprint photography for the Crime Laboratory's fingerprint section and meets the needs of the other Laboratory sections as well.

In addition, the photography technician conducts training sessions and schools to familiarize law enforcement officers with proper crime scene coverage and use of photographic equipment.

The Photography Section provides the full service of all photo lab functions.

Firearms Section: Firearms examinations deal with answering questions relating to the use of firearms in the commission of a crime. The examinations include identifying the gun from which a questioned bullet was fired, functional and operational tests of firearms, determination of the distance from which a shot was fired by gunpowder, shot pattern tests, and the determination of the type of weapon used in firing a questioned bullet or cartridge case.

Toolmark identification, by using the same principles used in firearms identification, can identify the tools that made the marks left by pry bars, screwdrivers, chisels, hammers and other objects used by criminals at the scene of a crime.

Serial number restoration is a method of restoring obliterated numbers, identifying altered or restamped serial numbers in metal objects by use of chemical means and microscopic examination.

Latent Fingerprint Section: The Latent Fingerprint Section is capable of examination of most items, regardless of texture, for latent fingerprint impressions by powder and chemical means. Fingerprint examination provides law enforcement with the only unchangeable and infallible means of positive identification. Being adapted to the field of criminal identification, the fingerprint presents a means of identifying offenders by the examination of tiny, almost indiscernible impressions left carelessly behind. Fingerprints are also used to identify missing persons and resolve uncertainty by establishing the identity of victim(s) involved in tragic accidents.

Footwear/tire comparison is the examination of class and accidental characteristics found on the thread of the respective item.

Forensic Chemistry Section: The Forensic Chemistry Section of the Crime Laboratory is responsible for the examination, identification and comparison of several types of physical evidence that are encountered in criminal investigations.

Capabilities of the Forensic Chemistry Section is as follows:

Blood

- Determination of the presence of blood in trace amounts and in visible stains on clothing, weapons, vehicles, etc.
- Determination of the species of bloodstains
- Determination of the blood group (ABO) of bloodstains

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.

PUBLIC SAFETY

Field Force: The Field Force of the Maine State Police is divided into two divisions, with each division being commanded by a division captain.

The division captains are charged with the planning, coordinating and directing of the activities within a respective division. Responsibilities include: periodic inspections of property and personnel; and insuring State Police officers work in harmony with other law enforcement agencies.

The following is a breakdown of the Field Force:

Division I

- Troop A (Alfred)—responsible for York and southwest Oxford counties
- Troop B (Gray)—responsible for Cumberland, southwest Androscoggin and central Oxford counties and Interstate 95 from Scarborough to Brunswick.
- Troop D (Thomaston)—responsible for Sagadahoc, Knox, Lincoln, Waldo, southern Kennebec and central Androscoggin counties, and Interstate 95 from Brunswick to the Gardiner toll of the Maine Turnpike.
- Troop G (South Portland)—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.

Field Divisions: The First Field Division, consisting of Troops A, B, D, and G, and the Second Field Division, consisting of Troops C, E, F, and J, had an active year with a continual increase in demands for service.

All troops were actively involved in Federally funded Speed Enforcement and Operating Under the Influence (OUI) programs. These troops also had personnel conducting Drug Abuse Resistance Education (DARE) programs throughout the state. Field personnel worked closely with the Secret Service to provide security for the President.

These activities were in addition to the daily enforcement of motor vehicle and criminal laws, assisting motorists and other agencies, and other calls for service.

Internal Affairs: The Maine State Police Internal Affairs Division is responsible for the investigation or the administration of investigations of all allegations of misconduct on the part of State Police Officers. Close liaison was maintained with the various members of the criminal justice community as well as with members of the private and business sectors.

Automation of data pertaining to Division activities continued. This statistical data provided assistance in the overall management of agency operations.

Administrative Licensing: The Licensing Section of the Maine State Police is responsible for the enforcement, licensing and administration of over 800 Beano and Games of Chance organizations Statewide. It also maintains close and effective cooperation with other law enforcement agencies. Routine inspections of licensed games are made as frequently as possible with all complaints fully investigated.

Enforcement activities include conducting investigations, premise inspections, conducting special workshops, conducting audits, and conducting new application investigations.

The State Police accepts applications, investigates backgrounds and issues licenses for private investigators and private security guard services. Similar background investigations are conducted for non-resident concealed weapon applicants plus ex-felons who may only apply for non-concealable firearms permits

Support Services: The Support Services Division, directed by a captain, administers the following functions: Communications, Management Information Systems, Planning & Research, Community Relations, Traffic Safety, Training/Special Services and Commercial Vehicle Enforcement.

Communications and Radio Maintenance.

Communications: The Maine State Police, Communications Division, located at State Police Headquarters in Augusta, functions as a support service to law enforcement statewide on a twenty-four hour basis. Its primary responsibilities include, but are not limited to:

1. Provide radio dispatch for the Maine Department of Public Safety (State Police, State Fire Marshal, Liquor Enforcement, Capitol Security and the Criminal Justice Academy), the

PUBLIC SAFETY

Department of Marine Resources, and the Department of the Attorney General as well as several other State and federal agencies.

2. Act as a receiving point for complaints from the public on traffic accidents and reported crimes.
3. Record pertinent data of and make assignments to investigate these complaints and motor vehicle accidents.
4. Relay police type information to the police community through general broadcasts over the police radio systems.
5. Provide general information and direction to the public upon request.
6. Seek information for and assist all units on the radio system in any way possible so they might be more effective in accomplishing their tasks.
7. Operate and maintain a computerized message switch for the transmission of police teletype messages throughout the State and the Nation.

Management Information Systems. The Management Information Unit is responsible for accurate and timely reporting of administrative and statistical computer systems for Public Safety. The areas of responsibility include: Data Entry, Computer Operations, Program Development and Program Maintenance.

Planning & Research. The Maine State Police Planning and Research Office has as its prime functions:

1. Provide management support at both the administrative and operational levels.
2. Continual evaluation of current agency operations and programs to determine if they are meeting the intended organizational goals.
3. Responsibility for carrying out a continuing program of research and planning projects of a variety of types to strengthen the operations of the Maine State Police and to improve its effectiveness and efficiency in the future.
4. Responsibility for providing input 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. Assist any member of the Maine State Police or allied police agency when called upon for its many varied services. Furnish the public with services which fall within its jurisdiction.
3. Perform detailed research and special studies relating to agency operations, including coordination of State Police evaluation projects.
4. Make recommendations relative to present and future needs. Studies and analyzes existing trends.
5. Writes projects; prepare initial budgetary data and coordinate all federal funding through the National Highway Traffic Safety Administration.

Community Relations. In 1989 the Community Relations Office (CRO) was staffed with one uniformed state trooper. Emphasis was concentrated in the areas of public safety education, state trooper recruitment and enhancing the image of the agency.

A number of issues were addressed including OUI Enforcement and Prevention, Safety Belts, Child Safety Seats, Crime Prevention and other topics to increase awareness and help foster public cooperation. Trooper recruitment, with an eye toward attracting more women and minority candidates, continues to be a high priority.

Traffic Safety. The Traffic Division is responsible for the administration of Accident Reconstruction, Accident Records, Air Enforcement, Commercial Vehicle Enforcement, Fleet Safety Program, Hazardous Materials, and Motor Vehicle Inspection.

Accident Reconstruction: The Accident Reconstruction Program continues to be active and, like many other programs, has been effected by promotions, transfers, and current working schedules and contracts.

The reconstruction program has completed 12 years with over 2,900 reconstruction cases logged, and averages more than 200 cases each year, ranging from speeding to motor vehicle manslaughter. In 1990 there were 303 accidents reconstructed. This is an increase from the 239 in 1989. Although all reconstructionists are assigned duties with the Field Troops, the technical, supervisory, and administra-

PUBLIC SAFETY

tive functions of all reconstructionist activity are assigned to the Traffic Division and the Senior Accident Reconstructionist Specialist.

Accident Records: The Accident Records Section is maintained in compliance with Maine Motor Vehicle Laws, and as such receives, reviews, processes, and maintains files of all accidents reported in Maine. Reports from every police agency in the State, are checked for completeness, accuracy, and compliance with the guidelines of the Accident Reporting Manual.

All reports, more than 44,500 annually, are kept in microfilm files and are made available to interested parties in compliance with the Maine Law. Annual sales of accident report copies exceed \$45,000.

The Accident Records Section also maintains separate files on all fatal motor vehicle accidents and is responsible for daily updates of fatal accident statistical data. Constant coordination is maintained with the Bureau of Safety, the Governor's Highway Safety Representative, the Maine Department of Transportation, and the Department's Data Processing Unit to insure up to date accident data.

Air Wing: The State Police Air Wing consists of two full time pilots with duties including: aircraft enforcement of the national maximum speed limit, marijuana eradication, coastal smuggling, aircraft smuggling, aircraft theft, criminal surveillance, aerial searches, administrative transportation, maintenance of aircraft, proficiency training, and instruction to other agencies. The State Police aircraft are based in the greater Portland area, with a state-wide response time of 1 hour in most cases.

Fleet Safety Program: The Director of the Traffic Division also serves as the Chairman of the State Police Fleet Safety Board. All fleet accidents and reports of fleet vehicle damage are forwarded to the Fleet Safety Board for review, and those records are maintained within the Traffic Division.

The Fleet Safety Board, made up of sworn personnel, reviews all reports in compliance with State Police Policy and makes decisions regarding the preventability of the events. The Board also makes frequent recommendations to the Chief regarding overall fleet vehicle safety.

Individual officer files are also maintained by the Board and it is these files that are the basis for the issuance of the Safe Driver Award pins that are worn on the State Police Uniform.

Motor Vehicle Inspection: The Motor Vehicle Inspection Unit, consisting of nine uniformed officers, is responsible for the monitoring and licensing of the 2,024 inspection stations and 7,103 certified inspection mechanics in the State. The inspection officers must inspect each of the 2,450 school buses twice a year. Their duties also include motor vehicle inspection complaint investigations, speaking engagements, vehicle autopsy, accident reconstruction, and providing instructors at the Maine Criminal Justice Academy.

Commercial Vehicle Enforcement: The Commercial Vehicle Enforcement Unit has the responsibility of enforcing the size, weight, and other laws as they apply to commercial vehicles using Maine's roadways. Many inspections were conducted with the assistance of federal funds received from the Motor Carrier Safety Assistance Program. Permanent weigh stations in Kittery and York were in regular use throughout the year, as were portable scales, which can be set up and made operational in minutes virtually anywhere in the state. State Police weigh stations are often used in conjunction with the Federal Office of Motor Carrier Safety and other state and federal agencies.

In 1990, 5,793 commercial vehicles were inspected for safety violations. Fifty-five percent of these vehicles were put out of service—there were 16,602 brake violations alone.

Hazardous Materials: The Traffic Division continues to be involved in hazardous materials safety and enforcement. The major concerns for the Traffic Division is the safe transportation of hazardous materials over the highways. The Hazardous Materials Coordinator works cooperatively with Maine Department of Environmental Protection and the Maine Bureau of Civil Emergency Preparedness on matters concerning the overall safety of the public.

Training/Special Services.

State Police Training: The primary training program is the Maine State Police School which prepares recruits to perform the responsibilities of State Police Trooper. The School is staffed by a cadre of State Police officers who administer the 18-week education and training program required for recruits who comprise a training troop.

In addition to various in-service training programs, the State Police Training Officer coordinates women and minority recruitment programs, law enforcement orientation programs for high school students, and State Police participation in the NESAPAC (New England State Police Administration Compact) Non-Commissioned Officers Academy.

Support and instruction were provided in the areas of:

1. The Maine Warden School.
2. Municipal/County Basic Police Schools.
3. Corrections classes.
4. Administration of Physical Aptitude Test (PAT's) for applicant and special team members.

PUBLIC SAFETY

5. Instruction at the New England State Police Schools (NESPAC), FTO, NCO and Homicide.
6. Two full-time canine trainers, provided training to State, County and Municipal K-9 Teams throughout the year.
7. Women's Orientation Programs were conducted at the Academy.
8. Firearms Re-qualification for all members of the department.
9. Participated in several career day activities at the high school and college level.

Special Services: State Police Special Services is comprised of the Canine Unit, Hostage Negotiation Team, the Tactical Team, and the Underwater Recovery Team.

Canine Unit: The Maine State Police Canine Unit consists of two full time trainers with handlers assigned to all the troops and several of the other units. The canines and their personnel are used for tracking, drug searches, backing up other officers, to conduct building searches, evidence searches, and to search for cadavers.

The three canine drug teams conducted 409 drug searches, uncovering 59 lbs. of marijuana, 2.3 lbs. of cocaine, 10 oz. hashish and \$301,877 of drug tainted money.

The Canine Unit conducted 117 public demonstrations to enhance the image of the Maine State Police and to help deter crime.

Total use of the Canine Unit, 1990

1,115 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 Department of Inland Fisheries and Wildlife, or any other agency, the URT responds as is appropriate.

Overview of Activities:

- CID's initiated 1,721 Investigation Reports
- Field Troops
 - Initiated 7,705 Investigation Reports
 - Issued: 34,877 defects
 - 60,588 summonses
 - 82,965 warnings
 - Patrol Checks—16,957
 - Aid to Motorists—7,266
 - Aid to Other Agencies—3,573
- Commercial Vehicle Enforcement Unit:
 - Checked over 100,000 commercial vehicles
 - Weighed over 77,000 trucks
 - Inspected 5,793 commercial vehicles for compliance with safety laws
 - Placed 3,186 commercial vehicles "out-of-service" for safety defects or driver non-compliance with safety rules.
- Traffic Safety
 - Motor Vehicle Inspection:
 - Sold 1,050,000 inspection stickers
 - Licensed 1,077 inspection stations
 - Inspected 3,702 school buses
 - Airwing
 - 3,752 enforcement actions taken against speeders
 - Worked extensively with Federal and State agencies on investigations

PUBLIC SAFETY

- Canine Unit
 - Calls for assistance totalled 1,115
- Crime Lab:
 - Processed 85 major crime scenes
 - Attended 55 autopsies
 - Conducted 158 classroom lectures
 - Conducted 51,028 examinations of hair, paint/glass, serology, and gunshot residue

Further information is available in the "1990 Maine State Police Annual Report," and "Crime in Maine 1990."

LICENSES, PERMITS, ETC.:

License:

BEANO—GAMES OF CHANCE—Private Investigators, Security Guards and Weapon Licensing
 The Department reviews applications and, upon qualification issues licenses for private investigators under MRSA, Title 32, Section 6051-6066 and for security guards under Title 32, Section 3761-3783.

PUBLICATIONS:

- Laws, Rules and Regulations Relating to Games of Chance (Free)
- Laws, Rules and Regulations Relating to Beano (Free)
- Motor Vehicle Inspection Manual (\$3.50)
- Personal Property Record & Inventory (Free)
- Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
- The Maine Department of Public Safety (Free)
- The Maine State Police "Annual Report" (Free)
- Private Investigator (Free)
- Private Security Guard (Free)
- Crime In Maine 1990 (Free)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
BUREAU OF STATE POLICE						
EXPENDITURES						
Salaries and Wages	14,355,301	3,353,185	2,376,589	8,318,394	307,133	
Health Benefits	1,588,449	4,528	271,282	1,283,533	29,106	
Retirement	6,000,209	1,846,582	979,548	3,065,236	108,843	
Other Fringe Benefits	603,478	206,277	145,219	240,480	11,502	
Computer Services—State	156,755		4,285	152,470		
Other Contractual Service	2,643,481	76,320	355,353	2,175,811	35,997	
Rents	355,315		10,839	182,476	162,000	
Commodities	332,239	2,167	35,275	284,357	10,440	
Grants—Subsidies—Pensions	1,107,950	2,272	10,192	1,091,960	3,526	
Buildings and Improvement	1,512,383		516,514	868,150	127,719	
Interest—Debt Retirement	552	10		542		
Transfers to Other Funds	358,111		73,470	272,714	11,927	
TOTAL EXPENDITURES	29,014,223	5,491,341	4,778,566	17,936,123	808,193	

PUBLIC UTILITIES COMMISSION

CHARLES A. JACOBS, ADMINISTRATIVE DIRECTOR

Central Office: 242 State St., (Old M.V. Bldg.), Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #18, Augusta, Maine 04333-0018

Telephone: 289-3831

Established: 1913

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 65; *Unit:* 407; *Citation:* 35-A M.R.S.A., §103-7

Average Count—All Positions: 70

Legislative Count: 69

Organizational Units:

Administrative Division
Legal Division

Consumer Assistance Division
Technical Analysis Division

Finance Division

PURPOSE: The Public Utilities Commission's purpose is to protect the public by ensuring that utilities operating in the State of Maine provide adequate and reliable service to the public at rates that are reasonable and just. The Commission is a quasi-judicial body which rules on cases involving rates, service, financing, and other activities of the utilities it regulates. The Commission also has investigatory and rulemaking authority. The Commission currently has jurisdiction over 147 water utilities, 13 electric utilities, 1 gas utility, 19 telephone utilities, 4 water carriers, 16 radio common carriers and resellers, 159 COCOTS and 1 competitive interchange carrier.

The Commission is divided into five operating divisions with respective powers and duties as follows:

Administrative Division. The Administrative Division is responsible for fiscal, personnel, contract and docket management, as well as physical plant. The Division provides support services to the other divisions and assists the Commission in coordinating its activities. The Division has primary responsibility for public information and assists the General Counsel of the Legal Division in providing information to the Legislature.

Included within the Administrative Division are the Information Resource Center and the Computer System Management Section.

Consumer Assistance Division. The Consumer Assistance Division (CAD) receives, analyses and responds to complaints from Maine utility customers. The CAD assists individual customers in resolving their disputes with the utility and analyzes those complaints to determine what utility practices, if any, need to be corrected. When a utility practice is identified that requires correction action, it is brought to the attention of the utility for appropriate resolution.

Legal Division. The Legal Division represents the Commission before federal and State appellate and trial courts and agencies. It provides hearings examiners and staff attorneys in cases before the Commission and assists in preparing and presenting Commission views on legislative proposals. Examiners preside over Commission proceedings, rule on questions of procedure and evidence, and prepare written recommended decisions for the Commission. Staff attorneys organize and present the staff's case before the Commission, cross-examine the cases of other parties, file briefs on the issues, and engage in negotiations with the parties for the settlement of all or some of the issues in a case. Complete legal services are provided by the Division on all legal aspects of matters within the Commission's jurisdiction from major rate cases to individual consumer complaints.

Finance Division. The Finance Division is responsible for conducting financial investigations and analysis of telephone, electric, gas and water utilities, and for conducting other research about Maine utilities. The Division analyzes all applications of utilities to issue stocks, bonds or notes. The Division prepares testimony and other material concerning fuel clauses, cost of capital, rate base, revenues, expenses, depreciation and rate design for rate cases. The Division assists in the preparation of questions for cross-examination on accounting and finance matters, presents direct testimony, evaluates rate case exhibits and advises the Commission on financial and economic issues.

Technical Analysis Division. The Technical Analysis Division provides expert advice to the Commission on questions of engineering, economics, science, mathematics, statistics, and other technical elements of policy analysis. When assigned to litigated cases as advocates, staff technical analysts work with consultants and other staff in all elements of case advocacy, and often testify as expert witnesses. When assigned as advisors, they help the Commission and hearing examiners to understand

PUBLIC UTILITIES

and analyze the technical aspects of the evidence presented, and assist them in writing examiners reports and Commission orders. Specific tasks include preparing and reviewing cost allocations and rate design proposals, analyzing and evaluating utility planning and operating decisions, reviewing plans and specifications for major utility construction projects, inspecting system improvements on site, monitoring utility reports, evaluating technical performance, and reviewing standards of service. The Division also advises the Commission and CAD on line extensions, inspects gas pipelines to ensure safe operation, and investigates gas explosions and electrical accidents involving loss of human life. Technical analysts use computer modeling and data analysis techniques as needed, and keep abreast of relevant professional developments.

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 90/91, the Commission concluded major rate cases involving Central Maine Power Company and Bangor Hydro-Electric Company.

Central Maine Power Company had requested \$64.5 million in additional revenues. On February 28, 1991, the Commission granted the Company approximately \$34 million.

Also in 1990, the Commission concluded a major rate design case with Central Maine Power. The most significant decision by the Commission in this regard was to adopt an innovative proposal by the staff to use marginal costs, rather than embedded costs, as the basis for determining customer class revenue responsibilities. The Commission's decision to use marginal costs was based on the grounds of stability, efficiency, equity, and simplicity.

Bangor Hydro-Electric Company had requested additional revenues of approximately \$8.8 million or 7.3%. On September 10, 1990, the Commission approved a Stipulation granting the Company \$1.6 million. The Stipulation also called for the opening of an investigation into the Company's management practices. In May 1991 as a result of this investigation the Commission imposed a penalty on the Company by reducing its allowed earnings by 50 basis points, which resulted in a rate reduction of about \$450,000.

During FY 90/91, the Commission completed studies on the Fuel Clause and Environmental Externalities for the Legislature. These reports are available at the Commission on request.

During FY 90/91, the Commission proposed to the Legislature the deregulation of mobile telecommunications services including cellular services. This Legislation has been approved by the Legislature and will take effect in September of 1991.

In FY 89/90, the Commission established a permanent decommissioning fund for Maine Yankee and determined the amount that Maine Yankee should put into the fund annually. Maine Yankee appealed the case to the Maine Law Court, arguing that the federal government rather than the State must take such

PUBLIC UTILITIES

action, and the court ruled in favor of Maine Yankee. The Commission has appealed the case to the U.S. Supreme Court. The Supreme Court let the decision of the Maine Law Court stand.

In FY 90/91, the Commission approved NET's proposal for 1-900 blocking services and trial "Caller-ID" service.

During the Calendar 1990, the Commission's Consumer Assistance Division closed 6,047 contacts and complaints from utility customers. The Division issued 10 determinations of violation of the Commission's Rules. Investigations of consumer complaints by the Division resulted in refunds of \$52,504.55 to customers for 1990. Pursuant to legislation passed by the first session of the 115th Legislature, the Commission will be pursuing innovative programs to assist low-income customers in paying their electric bills.

Finally, the Commission has intervened in a FERC proceeding with regard to the merger of Northeast Utilities (located in Connecticut and Massachusetts) and Public Service of New Hampshire. The Commission has taken the position that this merger must be adequately conditioned to assure the new entity is not able to charge monopoly rates for the transmission of electricity into or out of Maine.

Legislation: The Commission initiated two pieces of legislation that were enacted during the 1991 session. Public Law 1991, Chapter 343 increased the Commission's annual Regulatory Fund assessment to accommodate the shift of 21 General Fund positions to the Regulatory Fund. The new law also reduces the percentage of unexpended funds to be carried forward into succeeding years and makes a technical change requested by the State Auditor. Public Law 1991, Chapter 342 defines "mobile telecommunications services" and deregulates mobile telecommunications services (including cellular services). The new law also requires any public utility that also provides a mobile telecommunications service to either maintain a separate set of accounting records with respect to those services or establish a separate subsidiary.

LICENSES, PERMITS, ETC.:

Order Approving Schedules of Rates, Terms and Conditions.

Electric Utilities — Certificate of Public Convenience and Necessity to construct, own, or contract for major generation or transmission facilities; to convert generation to a different fuel; or to rebuild or relocate major transmission facilities.

Providers of Telephone, Electric or Gas Utility Services—Application for approval to provide telephone, electric or gas service in a municipality in which an existing utility is furnishing or authorized to furnish service upon declaration by the Commission that the public convenience and necessity requires a second public utility.

Carriers of Passengers and Freight by Water in Casco Bay — Application for Certificate of Convenience and Necessity to provide service.

PUBLICATIONS:

Annual Report to Joint Standing Committee on Utilities of the Maine Legislature. (No Charge)

Rules (No Charge). Additional sets of rules with binders—\$35.00

*Decisions and Orders—(Semi-Annual Fee \$73.00—mailed monthly)

*Agenda—(Semi-Annual Fee \$12.00—mailed weekly)

*Docket—(Semi-Annual Fee \$10.00—mailed monthly)

*Consumer Assistance Division Annual Report (No Charge)

At Your Service: A Guide To The Rights And Responsibilities Of Residential Utility Customers (No Charge)

Do You Have A Utility Complaint? (No Charge)

*There is no charge for parties or interested persons in cases.

FINANCES, FISCAL YEAR 1991: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

PUBLIC UTILITIES

CONSOLIDATED FINANCIAL CHART FOR FY 91 PUBLIC UTILITIES COMMISSION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,172,958	339,123	1,833,835			
Health Benefits	195,090	19,473	175,617			
Retirement	460,537	57,340	403,197			
Other Fringe Benefits	530,319	1,747	528,572			
Computer Services—State	2,453		2,453			
Other Contractual Service	263,131		263,131			
Rents	7,139		7,139			
Commodities	30,937		30,937			
Grants—Subsidies—Pensions	49,095		49,095			
Purchase of Land	8,505		8,505			
Buildings and Improvement	2,823		2,823			
Transfers to Other Funds	95,132		95,132			
TOTAL EXPENDITURES	3,818,119	417,683	3,400,436			

MAINE PUBLIC UTILITY FINANCING BANK

H. DONALD DE MATTEIS, CHAIRMAN
ROBERT O. LENNA, Executive Director

Central Office: 45 University Drive, Augusta
Mail Address: Box 2268, Augusta, Maine 04338

Telephone: 622-9386

Established: 1981

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 401; *Citation:* 35-A M.R.S.A., Sect. 2904

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine Public Utility Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf or payable by the State.

ORGANIZATION: The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex officio. The Board of Commissioners shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

PROGRAM: In April of 1991 the Maine Public Utility Finance Bank issued \$10,000,000 on behalf of the Maine Public Service Company to finance their capital projects. This issue was rated Aaa by Moody Investors' Service, Inc.

PUBLICATIONS:

Audit Report

FINANCES, FISCAL YEAR 1991: 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.

MAINE LOW-LEVEL RADIOACTIVE WASTE AUTHORITY

PETER DeANGELIS, CHAIRMAN

JOHN WILLIAMS, EXECUTIVE DIRECTOR

Central Office: 99 Western Ave., Suite 6, Augusta

Telephone: 626-3249; 1-800-422-4911

Mail Address: 99 Western Avenue, P.O. Box 5139, Augusta, Maine 04332

Established: 1987

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 05; *Umbrella:* 99; *Unit:* 496; *Citation:* 38 MRSA, Sect. 1501

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: In creating the Maine Low-Level Radioactive Waste Authority, the Legislature has expressed its intent to develop, "*if necessary*", a site for the location of a low-level radioactive waste disposal facility within the State. The State is continuing to try to negotiate a compact or agreement for low-level waste disposal out of state. The Authority has the responsibility, "*if necessary*", to coordinate and oversee the planning, siting, construction, operation, maintenance, closure, post-closure observation and maintenance, and long-term institutional control of a facility or facilities with sufficient capacity to dispose of only the low-level radioactive waste generated within Maine and for which Maine is responsible and to provide for termination of the license for the facility or facilities.

ORGANIZATION: The first regular session of the 113th Legislature created the Maine Low-Level Radioactive Waste Authority; it came into existence in September, 1987. The Maine Low-Level Radioactive Waste Authority is a body corporate and politic and is an instrumentality of the State. The Authority is established to become a self-supporting agency that receives its operating funds from assessment of generators of low-level radioactive waste within the state.

The Maine Low-Level Radioactive Waste Authority shall consist of seven members, including the State Geologist, ex officio, and six public members appointed by the Governor subject to review by the joint standing committee of the Legislature having jurisdiction over energy and natural resources and confirmation by the Legislature. The Governor shall select a chairman from among the six public members. Among the members there shall be at least one person knowledgeable in the field of construction engineering; one person knowledgeable in the environmental field; one person knowledgeable in the field of public administration; and one person knowledgeable in the field of business. The appointments shall reflect some geographical diversity. There also would be two additional members appointed to the Authority within 30 days after selection of a disposal site. These two members shall be appointed by the Governor from among a list of candidates nominated by the municipal officers of the municipality or municipalities in which the site is located or, in the case of selection of a site in the unorganized territories, the county commissioners of the county or counties in which the site is located. Those 2 members are also subject to review by the joint standing committee of the Legislature having jurisdiction over energy and natural resources and confirmation by the Legislature. The two members representing the area selected for a disposal site shall be residents of the area in which the site is to be located. No member, except the State Geologist, may be a state employee while serving as a member of the authority.

The appointed members shall each serve four-year terms except for the terms of the initial six appointments. Persons appointed to fill vacancies shall be appointed in the same manner as the person whom they are replacing to complete the unexpired term of the former member. No member may serve more than two consecutive full terms.

For purposes of the Maine Sunset Act, the authority shall be considered an independent agency with its first justification report due no later than October 31, 1996.

PROGRAM: During the past fiscal year, the Authority: 1) identified 12 candidate regions where future studies will be focused; 2) initiated studies of properties volunteered by landowners as potential facility sites; 3) met with representatives of other states to investigate out-of-state disposal options; and 4) held regular meetings and citizens advisory group meetings at least monthly.

RADIOACTIVE WASTE

PUBLICATIONS:

The following reports are available from the Maine Low-Level Radioactive Waste Authority's office. Single copies of these documents are available free of charge.

The Maine Low-Level Radioactive Waste Policy Act Title 38, Chapter 14-B

Nuclear Regulatory Commission Code of Federal Regulations CFR-Part 61

1991 Draft Siting Plan, MLLRWA, June 1991

Low-Level Radioactive Waste Disposal Facility Siting Methodology Exclusion Criteria, Fundamental Performance and Avoidance Screening Factors, July 1990.

Survey of Existing LLRW Storage Facilities Within the State of Maine, Constantine J. Maletskos, Ph.D., November 1989

Radioactivities in the Cycle of a Potential LLRW Repository in Maine, Constantine J. Maletskos, Ph.D., July 1990

An Assessment of Various LLRW Disposal and Storage Options for the State of Maine, Executive Summary, Acres International Corporation, May 1990

MLLRWA's Informational Folder, MLLRWA

Toward a Better Understanding . . . Maine's Low-Level Radioactive Waste, MLLRWA, June 1991

FINANCES, FISCAL YEAR 1991: 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 1990 fiscal year report and another will be done for 1991.

RADIOLOGIC EMERGENCY PREPAREDNESS

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, 2001

Reference: Policy Area: 01; Umbrella: 92; Unit: 400; Citation: 37B M.R.S.A., Sect. 954

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: Radiological Emergency Preparedness, Chapter 444, P.L. 1981 "An Act to Establish an Emergency Radiological Response System" was enacted in June 1981. This act established the Radiological Emergency Preparedness Committee to oversee Nuclear Emergency Planning and manage annual funding which, originally was set at \$50,000, Legislative action increased the amount to \$180,000 for FY 90. The monies are obtained by a fee which is paid by the nuclear reactor license holder.

Rulemaking (Rule Number 87-462) established secondary emergency planning zones around nuclear power plants. The committee allocated funds in the FY 90 budget for secondary EPZ Planning.

The REP Committee has completed its tenth annual budget. Monies from the budget (\$180,000), were used to enhance emergency public notification, communications and planning within the sixteen (16) primary and eleven (11) secondary EPZ towns around the Maine Yankee Nuclear Power Plant.

The Maine Emergency Management Agency provides the REP Committee administrative and financial services.

PROGRAM: The Radiological Emergency Preparedness (REP) Committee reviews the budget subdivisions, equipment requests and Emergency Operations Plans and Training as prepared and accomplished by the Maine Emergency Management Agency (MEMA). MEMA recommends policy for the REP committee to approve in order to accomplish an orderly and functional Emergency Contingency Planning Process. The Emergency Contingency Planning Process is a federally (NRC and FEMA) regulated process which is examined on an annual basis by NRC and FEMA. There are many federal requirements for off-site emergency preparedness and it is MEMA's responsibility on the state's behalf to ensure compliance.

LICENSES, PERMITS, ETC.: MEMA issues Training Certificates to offsite emergency preparedness personnel when they accomplish training objectives.

PUBLICATIONS:

1. Planning information for an emergency at the Maine Yankee Plant or other regional emergency (free-distributed to 30,000 residents)

2. Maine Yankee Radiological Incident Plan—eight volumes. (Not for general distribution to public)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	32,605		32,605			
Health Benefits	4,257		4,257			
Retirement	4,633		4,633			
Other Fringe Benefits	1,411		1,411			
Computer Services—State	3,500		3,500			
Other Contractual Service	16,367		16,367			
Rents	1,701		1,701			
Commodities	15,023		15,023			
Grants—Subsidies—Pensions	51,496		51,496			
Buildings and Improvement	35,395		35,395			
Interest—Debt Retirement	16		16			
TOTAL EXPENDITURES	166,404		166,404			

RADIOACTIVE WASTE

ADVISORY COMMISSION ON RADIOACTIVE WASTE

REP. JAMES MITCHELL, CHAIR

COMM. DEAN MARRIOTT (D.E.P.), VICE-CHAIRMAN

Central Office: Maine State Retirement Building, Augusta
Mail Address: Statehouse Sta. #120, Augusta, Maine 04333

Telephone: 289-3058, 3059
1-800-453-4013

Established: 1985

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 05; Umbrella: 94; Unit: 433; Citation: 38 M.R.S.A., Sect. 1453

Average Count—All Positions: 14

Legislative Count: 0

PURPOSE:

- A. Study the management, transportation, storage and disposal of radioactive waste, including low-level and high-level radioactive waste generated in or near this State;
- B. Evaluate methods and criteria for siting and constructing low-level radioactive waste disposal or storage facilities;
- C. Evaluate methods and criteria for siting and constructing high-level radioactive waste repositories or storage facilities;
- D. Advise the Governor and the Legislature on the findings and recommendations of the commission;
- E. Assist the Governor in regional efforts to manage radioactive waste; and
- F. Provide opportunities for public input, disseminate information to the general public and promote public understanding concerning radioactive waste issues.

ORGANIZATION:

Membership; appointment. The commission shall consist of 14 members, who shall be appointed as follows. The Governor may appoint a person from the Executive Department, Office of the Governor; the Commissioner of Environmental Protection; the Commissioner of Human Services; and the State Geologist, or their designees shall be members of the commission. The President of the Senate shall appoint 3 Senators, 2 from the majority party and one from the minority party; one person from an organization that holds a license for the use of radioactive material; and one person from the general public. The Speaker of the House of Representatives shall appoint 3 Representatives, 2 from the majority party and one from the minority party; one person from an organization that holds a license for the use of radioactive material; and one person from the general public. The terms of legislative members of the commission shall expire the first Wednesday in December 1986, and in even-numbered years. The terms of the public member appointed by the President of the Senate and the licensee member appointed by the Speaker of the House of Representatives shall expire December 31, 1986, and every 2 years thereafter; and the terms of the public member appointed by the Speaker of the House of Representatives and the licensee member appointed by the President of the Senate shall expire December 31, 1987, and every 2 years thereafter. Notwithstanding this subsection, any public member or licensee member may be removed by the appointing authority, at the pleasure of the appointing authority and a new member may be appointed to complete the term of the preceding appointee. Members may continue to serve until their replacements are designated. Vacancies shall be filled by the appointing authority to complete the term of the preceding appointee.

The commission shall elect a chairman from its legislative membership. The Commissioner of Environmental Protection shall serve as vice-chairman.

PROGRAM: The Advisory Commission on Radioactive Waste was established as a successor to the previous Low Level Waste Siting Commission. The Commission advises the Governor and the Legislature on matters relating to radioactive waste management and has the duties specified under PURPOSE.

High-level Radioactive Waste. Although Maine is no longer under immediate consideration as a national high-level repository site, the Advisory Commission, fearing another change in federal policy, continues to monitor the U.S. Department of Energy's high-level radioactive waste disposal program. The Commission intends to keep informed of developments in the United States and abroad that may have future impacts on Maine. Through newsletters and other information sources and personal contacts,

RADIOACTIVE WASTE

the Commission will continue to monitor technical and political developments as DOE continues its controversial effort to develop a repository in Nevada.

Low-level Radioactive Waste. The Advisory Commission continues to support Maine's two-track approach to low-level waste disposal, urging continued efforts to negotiate a contract or compact for out-of-state disposal and continued progress toward developing an in-state site if one is necessary. The Commission recommends that the Governor's office continue to pursue all possible avenues for out-of-state disposal of Maine's low-level radioactive waste. The Commission also recommends that the Legislature provide political and financial support for the Low-Level Radioactive Waste Authority as it undertakes the difficult assignment of siting and building a Maine disposal facility and that the Legislature and legislators individually seek to promote public understanding of low-level radioactive waste management and informed public review of the Authority's plans.

Public Information. The Advisory Commission publishes a newsletter, *Update*, about six times a year. Fact Sheets and a Backgrounder on low-level radioactive waste are updated periodically. The Commission's toll-free telephone line, connected to a 24-hour answering machine, provides current information and allows Maine residents to ask questions and express concerns about both low-level and high-level radioactive waste management. Visitors are welcome to use the resources of the library on radioactive waste located in the Commission's Augusta office.

PUBLICATIONS:

Bi-Monthly newsletter on Radioactive Waste—Free.

Backgrounder, document on Low-Level Radioactive Waste—Free.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Oil and Hazardous Materials Control, Department of Environmental Protection.

RESIDENTIAL TREATMENT CENTERS

RESIDENTIAL TREATMENT CENTERS ADVISORY GROUP

Central Office: 87 Winthrop Street, Augusta

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 Education; 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 1991: This unit is not authorized to receive or expend funds.

RETIREMENT SYSTEM

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

JON A. LUND, CHAIRPERSON, BOARD OF TRUSTEES
CLAUDE R. PERRIER, EXECUTIVE DIRECTOR

Central Office: 1 Central Plaza, Augusta
Mail Address: Statehouse Sta. #46, Augusta, Maine 04333

1-(800)-451-9800
Telephone: 289-3461
FAX: (207) 289-1032

Established: 1947

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 411; *Citation:* 5 M.R.S.A., Sect. 17101

Average Count—All Positions: 75

PURPOSE: The major goal of the Board of Trustees of the Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and benefits to survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The Board of Trustees of the Maine State Retirement System formulates policies and is responsible for the general supervision of the System including the State Group Life Insurance plan, and Survivor Benefit plan. The administrative responsibility is vested in the Executive Director who is appointed by the Board, who is also the State Administrator for Social Security as it applies to Maine's political subdivisions.

ORGANIZATION: A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary, state police officers employed before 1943, and members of the Legislature who became members after December 2, 1986), and the employees of 270 cities, towns, counties, various municipal type units, and certain educational institutions, was created by the Legislature in 1947.

The System is under the supervision of a seven-member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include four members appointed by the Governor, subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Senate. One of these four members shall be a retired teacher, one shall be receiving a retirement allowance as a state employee or retired participating local district employee, and two of these four members shall be qualified through training or experience in the field of investments, accounting, banking, insurance or law. The remaining three members shall include one member who is a teacher and is elected by the Maine Teachers Association, one member who is a state employee and is elected by the Maine State Employees Association, and one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district. The State Treasurer is an ex-officio, non-voting member. The Board elects a chairman from its membership and designates an actuary, whose duties include the computation of all retirement benefits and the costing of requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System is also provided for under the law.

PROGRAM: Membership in the Maine State Retirement System at June 30, 1991, was comprised of 47,436 active members (22,878 teachers, 15,592 state employees and 8,966 employees of participating local districts). In addition, there were 38,034 inactive accounts on the System's records (20,865 teachers, 11,842 state employees and 5,327 participating local district employees).

Trust fund reserves of the System at June 30, 1991, totalled \$1,883,973,331.44, an increase of \$127,511,426.93 over reserves at the beginning of the year. The year end composition of these reserves was as follows:

Trust Fund Reserves

State Employees	\$604,917,666.58
Teachers (Post 7/1/24)	871,783,982.56
Teachers (Pre 7/1/24)	(220,569,480.08)
Participating Local Districts	455,893,677.47
Consolidated Disability AD&D, & Sur-Benefits	171,947,484.91
Total	\$1,883,973,331.44

RETIREMENT SYSTEM

The increase in trust fund reserves was reflected for the most part in the Members Contribution Fund, which was \$66,475,430.46 more than the previous year's end balance, the Retirement Allowance Fund, which was \$68,778,208.05 greater than at the previous year end, and the Survivor Benefit Fund, which was \$7,733,532.00 greater than the previous year end. Of major significance to the funding integrity of the System is the continued funding for the old system teacher retirement plan; appropriations of \$23,168,992.00 were authorized for 1990-91.

State contributions to the System during the past year totalled \$139,822,076.25, of which \$64,279,825.12 was made on account of teachers and \$75,542,251.13 was made on account of state employees. Participating local districts made contributions on behalf of employees totalling \$28,948,357.39. Individual members made contributions totalling \$71,655,816.68 as compared with \$68,437,034.62 in the previous year, as may be seen by the following tabulation:

	FY 1991	FY 1990
Teachers	\$38,964,680.50	\$36,140,856.82
State Employees	21,124,264.72	20,936,607.20
Participating Local Districts	11,566,871.46	11,359,570.60
Total	\$71,655,816.68	\$68,437,034.62

As of June 30, 1991, there were 23,720 persons on the retirement payroll which amounted to \$15,515,105. There were 8,486 teachers, 8,968 state employees, and 5,245 employees retired from participating local districts, 994 disability recipients, and 27 beneficiaries receiving accidental death benefits on the June payroll.

Retired persons and their beneficiaries were paid retirement allowances of \$183,334,750 during the year, an increase of \$12,879,201 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 1990. 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 \$3,094,169 during the year.

Administrative expenses for the fiscal year were \$3,968,077.

The retired state employee health insurance premiums totalled \$7,762,470 during the fiscal year as compared to \$5,628,780 during the previous year. This is an increase of 28 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>
1991	\$180,240,581	\$3,094,169
1990	\$167,946,899	\$2,508,650
1989	\$155,286,147	\$2,186,009
1988	\$143,426,113	\$2,139,130
1987	\$133,329,267	\$2,231,083
1986	\$125,371,133	\$2,034,197
1985	\$116,707,875	\$1,955,484
1984	\$108,349,618	\$1,955,484
1983	\$ 99,371,049	\$1,914,680
1982	\$ 90,499,330	\$1,656,799

PUBLICATIONS:

Maine State Retirement System Laws—Fee \$5.00

Annual Report of the Maine State Retirement System—Free

Maine State Retirement System Group Life Insurance Plans—Free

Informational Handbook for Employees of the State of Maine and Public School Teachers—Free

The Insider—Quarterly Newsletter—Free

RETIREMENT SYSTEM

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

(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	1,956,082					1,956,082
Health Benefits	233,156					233,156
Retirement	405,884					405,884
Other Fringe Benefits	711,803					711,803
Computer Services—State	262,014					262,014
Other Contractual Service	627,961					627,961
Rents	46,877					46,877
Commodities	145,404					145,404
Grants—Subsidies—Pensions	11,864					11,864
Transfers to Other Funds	-4,263,134	137,903				-4,401,037
TOTAL EXPENDITURES	137,911	137,903				8

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 15 public hearings and considered 76 applications for permits or variances. The Commission also considered 29 amendments to permits or variances previously granted. The Commission dealt this year with a number of applications for development activities related to recreational use of the river and riverfront lands. During the past year, Commission staff travelled a total of 2,294 miles in conducting site inspections and performing other Commission business.

Despite the smaller than usual number of permit applications for development activities within the corridor, 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.

The year, the Commission, after public hearing, adopted new Performance Standards to govern sand, gravel and topsoil excavation activities within the corridor and to govern newly developed parking areas within the corridor. In addition, the Commission also adopted, after public hearing, some new standards to more specifically and objectively address the environmental criteria outlined in the Saco River Corridor statute.

SACO RIVER CORRIDOR

During the past fiscal year, the Commission and its staff continued to be guided by the new enforcement policy adopted during the preceeding year. A total of 7 Administrative Consent Agreements and Enforcement Orders were entered into during the year, with monetary penalties totalling \$2,650.00. Enforcement efforts have been coordinated with the Office of the Attorney General and monetary penalties are payable to the State Treasurer.

Of continuing concern to the Commission and its staff is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist valley citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other full-time local government officials, the Commission staff is often sought by the area citizens to provide direction or advice concerning environmental laws and regulations.

In summary, the Commission's first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

LICENSES, PERMITS, ETC.:

Permits:

- Building — within the statutorily defined corridor
- Filling — within the statutorily defined corridor
- Excavating — within the statutorily defined corridor

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" (\$6.50).
2. *The Saco River Corridor: The View From the Valley* — the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of \$6.00.
3. Informational pamphlet (free).

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	15,000	15,000				
TOTAL EXPENDITURES	15,000	15,000				

COMMISSION ON SAFETY AND HEALTH IN THE MAINE WORKPLACE

CHARLES WEEKS, CHAIR
CHARLES A. MORRISON, VICE CHAIR

Central Office: Hallowell Annex, Central Building

Telephone: 624-6400

Mail Address: Statehouse Sta. #45, Augusta, Maine 04333-0045

Established: July 1, 1985

Sunset Review: Not Established

Reference: Policy Area: 04; Umbrella: 92; Unit: 489; Citation: 26 M.R.S.A., Sect. 63, sub-2 A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Commission on Safety and Health in the Maine Workplace was created by Public Law 1985, Chapter 372, to consist of knowledgeable citizens who will examine safety attitudes, programs and procedures in Maine's workplaces; identify initiatives to reduce the frequency, severity and cost of work-related injuries and illnesses; and promote and improve best-practice safety programs. The Commission is charged with making recommendations to the Legislature, the Governor, educators, safety professionals, employers and workers on a continuing basis, for actions that will improve employer, worker and public attitudes toward safety in the workplace. It seeks to create continuing public/private and employer/employee partnerships in the area of workplace safety and health. The Workers' Compensation Reform Act of 1987 (Public Law 1987 Chapter 559, effective 11-20-87) added the responsibility for reviewing requests made by employers, to the Safety Loan Fund, which had previously been within the purview of the Occupational Safety Loan Review Panel.

ORGANIZATION: The Commission consists of not more than twelve members, three with expertise and professional qualifications in the field of occupational safety and health, two representatives of private employers, two representatives of employees, and additional members as the Governor deems necessary and appropriate, all knowledgeable in the area of workplace safety and health. The Commissioner of the Department of Labor is an ex officio member and serves as Vice Chair. Staff is provided by the Bureau of Labor Standards.

PROGRAM: The Commission held ten meetings during the year. The group reviewed nine Occupational Safety Loan requests and recommended that the Commissioner of Labor approve seven of these loans. These loans totaled \$242,214.

The Commission worked on a strategy to better coordinate health and safety efforts, and to increase public awareness and understanding of workplace safety issues. Chief among these was acting in an advisory capacity to the Bureau of Labor Standards in the establishment of two special emphasis programs: the Maine Safety Compact—a volunteer membership group of small and medium size employers in high-hazard industries; and the Cumulative Trauma Disorder Program—aimed at employers in industries with a high incidence of soft-tissue injuries.

FINANCES, FISCAL YEAR 1991: 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: 32 M.R.S.A., Sect. 4167

Average Count—All Positions: 7.5

Legislative Count: 0

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

ORGANIZATION: In 1951, Maine sardine packers asked the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed marketing and quality control services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active packers appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was then established. The Council was charged with responsibility for administering the various industry development programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976, the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. At the request of the industry, the tax was increased to 30 cents per case in 1981 to help make up part of the budgetary shortfall that was a result of the low volume of sardine production in 1980. Because only six companies were packing sardines in Maine, the 113th Legislature agreed to legislation that reduces the number of packers making up the Council to no fewer than five. The 114th Legislature reduced that number to no fewer than three since the number of Council members had shrunk to five. Since 1988, there have been five Council members. 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 91 with varying degrees of emphasis as requirements and funds would permit. Since 1960 the industry has been faced with a declining supply of fish for canning and, therefore, tax income has decreased accordingly. Long-term planning has been most difficult due to the continuous uncertainty of fish supply and income. Where the Sardine Council's tax income prior to 1961 averaged from \$500,000 to \$600,000 a year, presently it can be projected to a maximum of approximately \$300,000 barring an unexpected, but much needed and hoped for, improvement in the fish supply. Major items of expense include the financing of the Quality Control and Research Laboratory at Brewer and the development of programs to meet State and Federal requirements for pollution control, plant sanitation and safety, and the U.S. Food and Drug Administration's food inspection and labeling regulations. Recent Congressional interest in the establishment of a National Seafood Inspection Program and the implementation of a U.S./Canada Free Trade Agreement also demanded the attention of Council staff during fiscal year 1991. In recent years, formerly active consumer and market research and advertising programs have been curtailed. During fiscal year 1987 and 1988, however, the Council developed a new quality promotion campaign, producing new promotional material for the first time in several years. Council staff also has participated in food trade shows again since fiscal year 1987.

Fisheries Conservation and Management: Since the enactment of the Fisheries Conservation and Management Act in 1977, much staff time has been devoted to representing the Maine Sardine Industry at the New England Fisheries Management Council meetings and the Herring Oversight Committee

SARDINE

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. Current activities continue to support those goals.

Sardine Industry Production: During the 1990 season, ending January 1, 1991, the industry's production of sardines increased to 565,823 cases from the 561,918 cases packed in 1990. Steaks, kippers, and other canned herring production during 1990 also increased, from the 206,397 cases packed during 1989 to 249,935 cases. In 1990, significant numbers of small fish were again 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 1990 season making the Maine Sardine Industry one of the most significant value-added industries in the State.

LICENSES, PERMITS, ETC.:

Maine law empowers the Maine Sardine Council to develop regulations governing the use of a State of Maine trademark when used in the processing and sale of Maine Sardines. During Fiscal Year 1987, the Council adopted a quality seal which was registered as a trademark of the industry both in the State and nationally and is in use today. During Fiscal Year 1990, the Maine Legislature transferred the authority to operate the Maine Sardine Quality Grading Program from the Maine Department of Agriculture to the Maine Sardine Council. The program was also expanded to include the mandatory grading of other canned herring products packed in Maine for the first time.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland"—free
Nutritional and Recipe Brochure, "The Maine Sardine Story"—free

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	120,589		120,589			
Health Benefits	12,241		12,241			
Retirement	23,868		23,868			
Other Fringe Benefits	10,566		10,566			
Other Contractual Service	36,705		36,705			
Rents	827		827			
Commodities	4,015		4,015			
Interest—Debt Retirement	9		9			
Transfers to Other Funds	5,775		5,775			
TOTAL EXPENDITURES	214,595		214,595			

SCHOOL BUILDING AUTHORITY

MAINE SCHOOL BUILDING AUTHORITY

EVE M. BITHER, CHAIRMAN

LINDA L. TRAHEY, Secretary-Treasurer

Central Office: Education Bldg., Augusta

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: August 20, 1951

Reference: Policy Area: 02; Umbrella: 99; Unit: 078; Citation: 20A M.R.S.A., Sect. 15704

Average Count—All Positions: 0

Telephone: 289-5902

Sunset Review: Not Established

Legislative Count: 0

PURPOSE: The Maine School Building Authority was created in recognition of the fact that general diffusion of the advantages of education is essential to preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals and finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

ORGANIZATION: The Authority, established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Education. A Secretary-Treasurer is elected by the membership from the Department of Education, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 91 as outlined above.

Although this is an annual report for FY 91, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

- 57 elementary schools
- 5 additions to elementary schools
- 9 high schools
- 2 junior high schools
- 4 lessees have financed additions with the aid of the Authority.
- 26 lessees have constructed additions to projects with local funds.
- 1 lessee converted an elementary school to a high school.

Financial Aspects During the Years

Total bonds issued for construction	\$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,899,525.41
Federal funds for construction (2 projects)	294,444.03
Accrued interest on bonds sold	230,868.23
Interest earned on all construction fund investments	740,791.68
Refunds	3,628.93
Total cost of all projects (Estimated)	23,002,908.00
Balances credited to accounts	127,535.99

SCHOOL BUILDING AUTHORITY

From January 1, 1990 through January 1, 1991 the Maine School Building Authority is making the following financial report relative to its bonds:

Debt Outstanding at Beginning of Period	\$1,910,000
Bonds Issued During 12 Month Period	None
Bonds Retired During 12 Month Period	\$ 430,000
Outstanding Bonds at End of Period	\$1,480,000

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1991.

PUBLICATIONS:

Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Education.

SECRETARY OF STATE

DEPARTMENT OF THE
SECRETARY OF STATE

G. WILLIAM DIAMOND, SECRETARY OF STATE
JANET E. WALDRON, ASSISTANT SECRETARY OF STATE

Central Office: Nash School, Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #148, Augusta, Maine 04333

Telephone: 626-8400

Established: 1820

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250; Citation: 5 M.R.S.A., Sect. 81

Average Count—All Positions: 445.5

Legislative Count: 440.5

Organizational Units:

- Office of the Secretary of State
- Bureau of Corporations, Elections and Commissions
- Division of Motor Vehicles
- Maine State Archives
 - County Records Board
 - Local Government Records Board
 - Maine Historical Records Board
 - Municipal Records Board

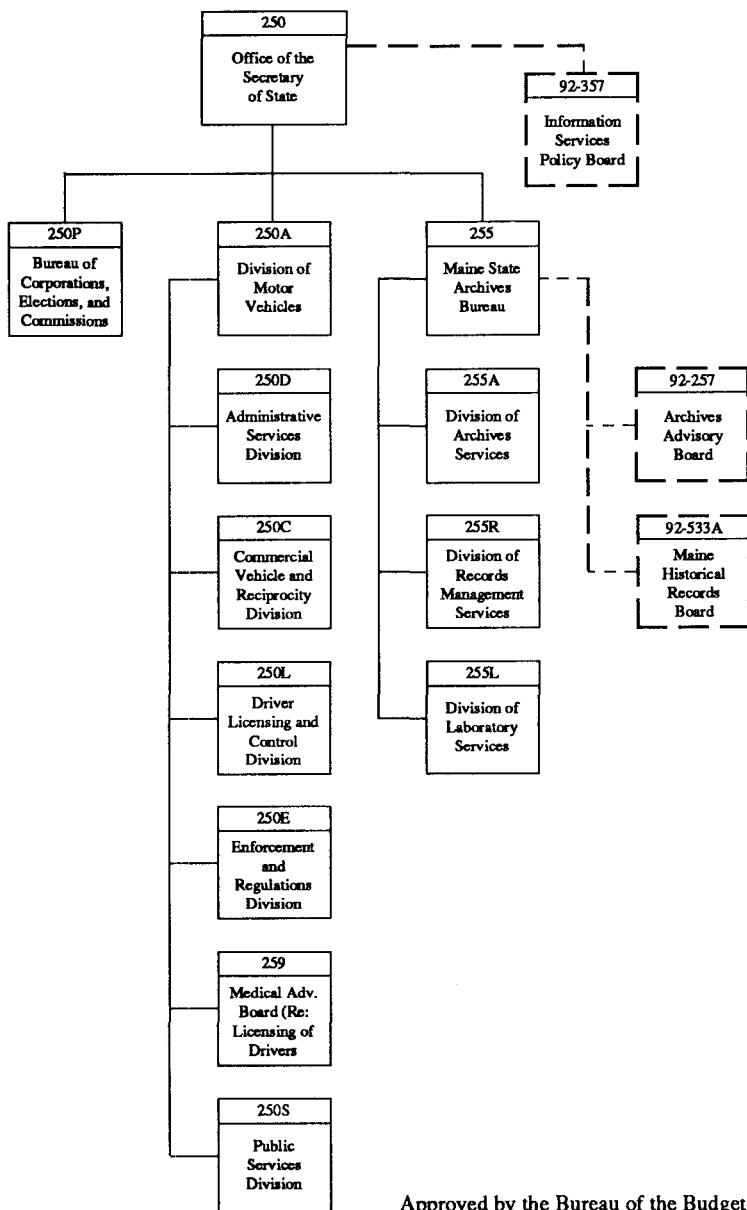
PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate, and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; distributes printed information, instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issues licenses for operators thereof; issues certificates of title, license new and used car dealers. The Office of the Secretary of State is responsible for the overall financial, personnel, and administration of the Department's subdivisions and recommends to the Legislature such changes as may be required to modernize and improve the functions and services provided by the Department.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Division originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Division of Motor Vehicles was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Division. Also in 1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Bureau of Corporations, Elections, and Commissions.

SECRETARY OF STATE

ORGANIZATIONAL CHART DEPARTMENT OF SECRETARY OF STATE UMB 29



Approved by the Bureau of the Budget

SECRETARY OF STATE

CONSOLIDATED FINANCIAL CHART FOR FY 91 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	9,135,378	1,475,178	361,353	7,285,416	13,431	
Health Benefits	1,192,088	169,608	53,072	969,028	380	
Retirement	1,847,686	301,706	71,081	1,473,923	976	
Other Fringe Benefits	1,297,403	243,786	142,350	899,217	12,050	
Computer Services—State	700,516	157,308	40	543,168		
Other Contractual Service	1,890,515	227,000	75,667	1,531,919	55,929	
Rents	112,152	4,055	27	108,070		
Commodities	1,292,214	283,581	7,642	955,287	45,704	
Grants—Subsidies—Pensions	153,354	1,439		151,915		
Buildings and Improvement	483,593	410,528	8,225	59,247	5,593	
Interest—Debt Retirement	1,884	1,303		581		
Transfers to Other Funds	538,680		27,990	506,943	3,747	
TOTAL EXPENDITURES	18,645,463	3,275,492	747,447	14,484,714	137,810	

SECRETARY OF STATE

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

PETER C. BRAZIER, DIRECTOR

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Telephone: 289-2762

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: 79

Legislative Count: 0

PURPOSE: The Administrative Services Division provides those services that are supportive to the other organizational elements of the Motor Vehicle Division. Included are financial support activity; payroll; personnel; data processing; central files; micro-filming; plate shop; 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 1991: 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
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Telephone: 289-5790

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: 17

Legislative Count: 17

Organizational Units:

Office of the State Archivist
Division of Archives Services
Division of Records Management Services

Archives Advisory Board
Advisory Committee on Judicial Records
Local Government Records Board

PURPOSE: The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

SECRETARY OF STATE

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of two operating Divisions: the Division of Records Management Services, and the Division of Archives 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 and the Local Government Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

PROGRAM: Continuing efforts were made to strengthen and improve services to meet the needs of the general public whose use of the agency's facilities has increased dramatically. The staff has conducted workshops and seminars to assist beginning researchers as well as more advanced users; and the agency has cooperated with both national and local organizations who are interested in the preservation of the State's documentary heritage.

Additionally, strategic planning for electronic records management continued, in cooperation with the Office of Information Services. The State Archivist and the Director of Records Management Services actively participated in OIS sponsored standards development for electronic records throughout State government. This effort is essential for the retention of historically valuable electronic records documenting the official activities of the State.

Federal Grants. The Archives, for the broader cultural community, pursued and obtained a grant from the National Endowment for the Humanities for Statewide Preservation Planning. The Project has held several planning meetings and will host a statewide conference, followed by publications designed to foster coordinated, cooperative planning to preserve the state's cultural resources.

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 Association of Records Managers and Administrators, the Society of American Archivists, the National Association of Government Archivists and Records Administrators (NAGARA), and the New England Archivists (NEA). Continuing education opportunities are provided for professional staff.

Other Public Services. While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the broader cultural community. The Archives hosted the Second Annual Meeting of the Society of Maine Archivists in April, 1991. Cooperation and technical assistance to Maine historical societies has continued. Records Management consulting and manuals are available

SECRETARY OF STATE

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE STATE ARCHIVES	TOTAL					
	FOR	General	Special	Highway	Federal	Misc.
	ALL	Fund	Revenue	Fund	Funds	Funds
EXPENDITURES	FUNDS		Funds			
Salaries and Wages	429,966	425,097			4,869	
Health Benefits	50,371	49,991			380	
Retirement	87,856	86,880			976	
Other Fringe Benefits	9,748	7,480	30		2,238	
Computer Services—State	441	441				
Other Contractual Service	29,270	28,981	217		72	
Rents	424	424				
Commodities	15,885	10,111	5,774			
Grants—Subsidies—Pensions	1,191	1,191				
Buildings and Improvement	12,665	6,685	6,000			
Transfer to Other Funds	997		2		995	
TOTAL EXPENDITURES	638,834	617,281	12,023		9,530	

DIVISION OF ARCHIVES SERVICES

SYLVIA J. SHERMAN, DIRECTOR

Central Office: Cultural Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 255A; Citation: 5 M.R.S.A., Sect. 95

SECRETARY OF STATE

PURPOSE: The Division of Archives Services is established under the authority of the State Archivist to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

ORGANIZATION: The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: The conversion of informational data relating to the agency's extensive map holdings to a computerized indexing system continued in FY 1990. Researchers now have access to maps in a variety of subject or topical entries: by surveyor, by township, county or general region; by special geographical or topographical identifications; and by other specialized features that are contained in the maps. Supportive information for the additional volumes of the publication *Archives of the Maine Legislature* was also generated by computer. Other computer-facilitated projects include an index to the papers of the Executive Council, 1820-1837; an index to the papers of the Secretary of State, 1820-1835; and an index to early York County and Kennebec Court Records. Work has also continued on a summary guide to the agency's overall record holdings, a project that is nearing completion.

Researchers using the Archives facility continued to reflect a broad variety of interests, with a noticeable increase in the number of individuals seeking information about birth parents, adopted children and other living relatives. The popular PBS television series about the Civil War generated an increase in requests for information about Maine's part in the war.

In July, 1990, the Maine State Archives assumed custody of statewide records of birth, death and marriage, 1892-1922 because of space problems at the Bureau of Vital Statistics. The transfer has significantly increased the volume of reference requests by mail, telephone, and in the number of certified copies issued.

To facilitate use of these and related records needed by those researching family history, a new, simplified brochure was developed, as was a brief leaflet intended to orient first-time visitors.

FINANCES, FISCAL YEAR 1991: 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

Central Office: Commercial Vehicle Center, Augusta Business Park
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Telephone: 626-8600

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250C; Citation: 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 31

Legislative Count: 0

PURPOSE: The purpose of the Commercial Vehicles and Reciprocity Division is to administer commercial vehicle laws. These include Registration requirements, Commodity Permits, Short-term Gross Weight Increase Permits, Long-Term Trailers, and Fuel Use Identification Decals including the Regional Fuel Tax Agreement with the States of New Hampshire and Vermont. Further, the Division administers the Federal Heavy Vehicle Use Tax Program, other Tax Programs, the Hazardous Material Licensing Program, Operating Authority Permits, the Overdimensional Permits including the New England Transportation Consortium. The Division also establishes and maintains motor vehicle reciprocity agreements between the State of Maine and other jurisdictions.

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

SECRETARY OF STATE

commercial vehicles. The Division administers the registration of commercial vehicles; the issuance of commodity permits, booster permits, increased gross weight permits, and duplicates and replacements; the Fuel Use Identification Decal program including the Regional Fuel Tax Agreement; the Long-term trailer program; the Federal Heavy Vehicle Use Tax Program and the Hazardous Material Licensing Program; Operating Authority Permits; and Overdimensional Permits including the New England Transportation Consortium.

In 1989, the Division was reorganized to include the Operating Authority program previously administered by the State Police, and the Overlimit Permit program previously administered by the Department of Transportation. The purpose of this reorganization was to provide a single point of contact for the trucking industry; to increase administration efficiency; and to improve the State's database on commercial vehicles.

PROGRAM: The Commercial Vehicle Division continues to administer the Regional Fuel Tax Agreement with the States of New Hampshire and Vermont. Maine presently has over 1,700 companies as RFTA members, with approximately 50,000 decals issued for New Hampshire, and 22,000 for Vermont. The Division also administers the Fuel Use Identification program. In all, over 225,000 vehicles are licensed for fuel use reporting in Maine, and licensing fees generate over \$3.3M for the Highway Fund.

As required by federal law, the Division also administers the proof of payment requirement for the Federal Heavy Vehicle Use Tax. Owners of vehicles registered for 55,000 pounds or more must show proof of HVUT payment. There are approximately 5000 vehicles registered in Maine for which proof must be submitted. In 1989, the Federal Highway Administration audited and approved Maine's HVUT compliance program.

The Commercial Vehicle Division oversees the issuance of various commercial vehicle credentials for highway use including commercial vehicle registrations, long-term trailer registrations, and special and general commodity permits. Commercial vehicle registrations and permits generate approximately \$20M annually for the Highway Fund.

In 1989, Maine entered into the Northeast Transportation Consortium, a five-state compact for the issuance of overdimensional permits. The purpose of this compact is to facilitate the interstate movement by truck of non-divisible, oversized or overweight loads. The compact permits the trucker to contact a single state to move an overlimit load in up to five states. The compact is considered a national model.

In January 1989, the Division implemented the Hazardous Materials Licensing Program. Vehicles carrying products containing SARA section 302 or 313 chemicals must be licensed. Revenue generated is available to the Department of Environmental Protection to address the cleanup of spills.

In 1989, the Division completed the automation of Long-Term Trailer registrations. Approximately 300,000 trailer registrations, representing nearly 1,000,000 transactions, were computerized. For the first time, the long-term trailer program may be actively managed.

The Division continues to implement Single Point Contact to provide better service to the trucking industry.

LICENSES, PERMITS, ETC.:

The Commercial Vehicle Division continues to issue Commodity Permits, and Special Gross Weight Increase Permits. The Legislature authorized the issuance of a Special Commercial Weight Registration Certificate for vehicles with over-limit permits.

- Fuel Use Identification Decals
- Regional Fuel Tax Agreement Decals (Maine, New Hampshire & Vermont)
- Long-term Trailer Registrations
- Special Commodity Permits
- Short-term Gross Weight Increase Permits
- Gross Weight Special Increase Permits
- Commercial Vehicle Registrations
- Hazardous Material Licenses
- 100K General Permits
- Operating Authority Permits
- Overdimensional Permits

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Division of Motor Vehicles.

SECRETARY OF STATE

DRIVER LICENSING AND CONTROL DIVISION

ROBERT O'CONNELL, JR., DIRECTOR

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Telephone: 289-2576

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: 65

Legislative Count: 0

PURPOSE: The Division of Driver Licensing and Control was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement. Administrative hearings are conducted on violations of the motor vehicle laws to determine if the individual's privilege to operate and/or register motor vehicles should be suspended, revoked, withheld or reinstated and whether an individual involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

ORGANIZATION: The Division of Driver Licensing and Control was established as a result of reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into a Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examination was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver Licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division.

PROGRAM: The primary functions and activities of the Driver Licensing and Control Division were processing abstracts of convictions or adjudications of violations of the Motor Vehicle Laws as transmitted from the District or Superior Courts, applying those convictions or adjudications to driver history records; case review of individual driver records for appropriate administrative action against repeat violators under the point system or suspending the license or registration as mandated by law; reviewing individual reports of traffic accidents and invoking the provisions of the Financial Responsibility Law against uninsured motorists involved; suspension of licenses based on administrative determination that a person operated a motor vehicle with an excessive blood-alcohol level or was under the legal drinking age and was operating a motor vehicle with a blood-alcohol level of .02% or more; conducting administrative hearings as requested by the individual to whom license suspension action was taken either by reason of convictions or uninsured accidents. Hearings were also conducted for those persons suspended under the Implied Consent Law for refusal to submit to a chemical test after arrest for operating under the influence of intoxicating liquor and for those suspended administratively under the drunk driving or teenage drinking and driving laws.

The Division recently revised the Maine Point System with an effective date of 7/1/90. Also in FY 90 the Division began conducting Lemon Law hearings.

PUBLICATIONS:

Rules & Regulations: No Fee
The Maine Point System
Rules for Hearings

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

SECRETARY OF STATE

ENFORCEMENT AND REGULATION DIVISION

WILLIAM DOWLING, DIRECTOR

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Telephone: 289-5409

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: 57

Legislative Count: 0

PURPOSE: The Enforcement and Regulation Division is established to provide services in the areas of Title and Anti-Theft, Auto Theft, Dealer Licensing, Salvage Yard Licensing, Driver Licensing and the enforcement of dealer, title and license fraud violations on a state-wide basis. Such operations include making possible only the safest drivers to be licensed, issue titles to vehicles upon proper ownership requirements and to perform investigations and enforce laws in areas responsible to the Secretary of State.

ORGANIZATION: The Enforcement and Regulation Division was established by the reorganization of Examinations and Enforcement in FY 1983. This reorganization was required because of the additional functions of Title and Anti-Theft and Salvage Yard licensing requirements. The entire Division function is related to regulation and enforcement of several areas under the jurisdiction of the Secretary of State established by law.

The Enforcement and Regulation Division has four major functions. These functions include Dealer Licensing, Title and Anti-Theft, Salvage Yard Licensing and Enforcement and Investigations. During FY 82, Title and Anti-Theft was added to this Division because of the close relationship between dealer licensing and the titling of motor vehicles. This allows the Secretary of State to have better control over the aspects of dealer licensing and title and anti-theft. These four functions made up both a substantial administration as well as a moderate number of field personnel.

PROGRAM: In the area of dealer licensing, many changes have taken place, both administratively and legislatively. Dealer information is automatically updated on our computer system which allows ready access to enforcement people and administrative personnel. Motor Vehicle investigators in 1978 were given limited enforcement powers to ensure that dealer and titling laws are being complied with. Since that time their enforcement authority has broadened to include enforcement powers in most areas responsible to the Secretary.

LICENSES, PERMITS, ETC.:

Licenses:

- New and used car dealer
- Equipment dealer
- Motorcycle dealer
- Boat or snowmobile trailer dealer
- Loaner
- Transporter

PUBLICATIONS:

- Rules and Regulations — no fee
- Title Manual
- Title Information Pamphlet (Title and Anti-Theft Section)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

SECRETARY OF STATE

DIVISION OF LABORATORY SERVICES

JAMES S. HENDERSON, STATE ARCHIVIST

Central Office: Cultural Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 255L; Citation: 5 M.R.S.A., Sect. 93

PURPOSE: The Division of Laboratory Services is established under the authority of the State Archivist to provide centralized photoduplication services and furnish copies of archival material (Photoduplication Laboratory); and provide records preservation and restoration services to ensure the physical protection and survival of the permanently valuable records of the State (Restoration Laboratory).

ORGANIZATION: The Photoduplication Laboratory became operational when construction of the Maine State Archives facility was completed in 1971; the Restoration Laboratory began operations in 1972 upon installation of fundamental equipment.

PROGRAM: The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

The Photoduplication Laboratory tested and accepted for storage security microfilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies. The unit is charged with the care of the more than 20,000 rolls of security microfilm stored on site. Inspections are made continually to maintain image quality control.

The Photoduplication Laboratory also provides preservation microfilming of the many paper records that are too fragile to be handled. A microfilm copy is generated for safe Search Room use. Through a State administered grant, the unit microfilmed historical records for the Washburn Norlands Living History Center to improve preservation of these documents.

The Photoduplication Laboratory continues to stabilize, duplicate and preserve the thousands of images in our holdings which date from the 1860's and range from poor to excellent condition.

The Photoduplication Laboratory continued a series of workshops focusing on the preservation of photographic images. Available to the general public as well as to small historical societies and institutions having limited technological facilities, these workshops emphasized the care of photographic materials and encouraged local and community awareness of Maine's photographic heritage. Participants learned to distinguish between the various examples of early photographic methods that they might find in their collections; and were introduced to some of the basic principles of archival preservation of photographic resources.

The Restoration Laboratory continues to provide technical assistance to the other operating divisions.

The 1880 Mortality schedule, which is in very fragile condition, has been given highest priority (flattened, repaired and deacidified) so that it can be microfilmed. There are no copies of this document. After filming, the pages will be encapsulated. The 1880 Aroostook County Census also has no copies and is awaiting the same treatment.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices along with non-profit organizations around the State.

The Restoration Laboratory has been working with the Wei'To'O Book Dryer and Insect Exterminator which has replaced the use of hazardous chemicals for killing insects. A special project was conducted for the Farmer's Home Administration to treat water damaged records. We now have the capability of drying water damaged records with minimum damage to them.

Book preservation boxes were made for various damaged record books until they can be rebound. This is an ongoing project.

PUBLICATIONS:

"Document Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books"—Cost \$1.00

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

SECRETARY OF STATE

**MEDICAL ADVISORY BOARD
(RE: LICENSING OF DRIVERS)**

DR. JOZEFOWICZ, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 1
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Telephone: 289-2879

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 259; *Citation:* 29 M.R.S.A., Sect. 547

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Medical Advisory Board was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Board. The Board formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATION: The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State. To date, there are 7 members on the Board.

PROGRAM: Meetings of the Medical Advisory Board were held in Augusta on November 15, 1988, June 21, 1989, and September 5, 1990. These meetings addressed the medical reporting document by physicians to the Secretary of State resulting in approval by the Board of a final reporting form.

Medical cases relating to driver licensing were reviewed by the Board at both meetings.

PUBLICATIONS:

Rules and Regulations: No Fee

Physical, Emotional and Mental Competence to Operate a Motor Vehicle.

FINANCES, FISCAL YEAR 1991: 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: 383

Legislative Count: 380.5

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 thirteen 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

SECRETARY OF STATE

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 1982 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION: The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Division was reorganized into the Executive Section and three Bureaus. Subsequently, duties and responsibilities were added and the Division evolved into its present structure, the Executive Section and five Divisions: Administrative Services, Driver Licensing and Control, Enforcement and Regulation, Commercial Vehicles and Reciprocity, and Public Services.

In FY 82 two new areas of responsibility were added to the Public Service Division...Fuel Identification Decal Branch and Photographic License/Identification Card Programs, and in June 1982 the Title and Anti-Theft Branch was moved from Public Services to the Division of Examination and Enforcement.

In FY 84 the Division of Examination and Enforcement was reorganized and named the Enforcement and Regulation Division. Also in FY 84 a new division was organized and named the Commercial Vehicles and Reciprocity Division. The fuel decal program was transferred from Public Services to this new division.

In FY 87 all examination functions were transferred from Enforcement and Regulation to Public Services and in FY 90 the Municipal Registration Program was transferred from Administrative Services to Public Services.

PROGRAM: The Division continues to provide Licensing, Registration and Title services to the public through 13 Branch Offices, 28 Examination Stations, 6 Mobile Examination Stations (servicing 22 locations), 2 Mobile Photo-License Units (servicing 24 locations), the Main Office and 424 Municipal Agents.

LICENSES, PERMITS, ETC.:

License:

Car Dealer (New & Used)
Equipment Dealer
Loaner
Motor Vehicle Operator (All classes)
Motorcycle Dealer

Salvage Yard
Titles—1982 and newer vehicles
Trailer Dealer (light and heavy)
Transporter

Registration:

Antique Auto
Bus
Car
Disabled Veteran
Equipment
Firefighter
Handicap
Horseless Carriage
Legislative Plates
Long-term Trailer

Motor Home
Motorcycle/Moped
Municipal
National Guard
Pearl Harbor Survivor
Prisoner of War
Street Rod
Trailer
Truck Tractor

SECRETARY OF STATE

Permits, etc:

- Fuel Use Permits (Annual and 5-day trip)
- Hazardous Material License
- Highway Crossing Permit (golf carts, etc.)
- Island Use Only
- Motor Vehicle Operator Permit (All classes)
- 100K Permits
- Operating Authority Permit
- Overdimensional Permit
- Regional Fuel Tax Agreement (ME, NH and VT)
- Short Term Gross Weight Permit
- Special Commodity Permit
- Special Gross Weight Increase
- State Identification Cards
- Transit (allows one-way trip of unregistered vehicle)

PUBLICATIONS:

Title 29—Motor Vehicle Laws—\$10 fee
For copies contact: Swan Island Press
Box 930
Dresden, Maine 04342
Tel: 207-737-2120

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,631,709		337,731	7,285,416	8,562	
Health Benefits	1,019,763		50,735	969,028		
Retirement	1,540,270		66,347	1,473,923		
Other Fringe Benefits	1,050,925		141,896	899,217	9,812	
Computer Services—State	543,168			543,168		
Other Contractual Service	1,656,466		68,690	1,531,919	55,857	
Rents	108,070			108,070		
Commodities	1,002,584		1,593	955,287	45,704	
Grants—Subsidies—Pensions	151,915			151,915		
Buildings and Improvement	64,840			59,247	5,593	
Interest—Debt Retirement	581			581		
Transfers to Other Funds	536,084		26,389	506,943	2,752	
TOTAL EXPENDITURES	15,306,375		693,381	14,484,714	128,280	

BUREAU OF CORPORATIONS, ELECTIONS, AND COMMISSIONS

GARY COOPER, 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: 45.5

Legislative Count: 43

SECRETARY OF STATE

PURPOSE: The Bureau of Corporations, Elections, and Commissions is that portion of the Department of State responsible for a variety of central filing activities. The Bureau has significant contact with the public in a variety of areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code filings; oversight of the Administrative Procedures Act (adoption of administrative rules); recording of appointments to state offices, boards and commissions; secretariat to the Governor's Clemency Board; and disclosure of information by lobbyists, political candidates and committees.

ORGANIZATION: The Bureau supervises a wide variety of activities through divisions. The Deputy Secretary of State is the Administrative head of the Bureau and the directors of the various divisions report directly to the Deputy. Each division director is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel.

Formerly the Division of Public Administration, the Bureau was reorganized and renamed in 1989.

PROGRAM: The Bureau began image-based computerization of its huge filing responsibilities during the most recent fiscal year. The following is a review of each division in the Bureau, with its major functions:

Division of Corporations: This division is a repository for all records required by statute relating to domestic and foreign corporations, both profit and non-profit. The Division is divided into three sections. The Recording Section reviews all corporate documents for completeness prior to filing. The Reporting Section receives all periodic reports and provides information to the public concerning the status of corporations. The UCC (Uniform Commercial Code) Section receives hundreds of daily filing and other transactions concerning security interests in personal property taken as collateral for loans.

Division of Elections: This division supervises the administration of all State elections and the application of the provisions of the State's election laws. With a strong emphasis on increasing voter participation in elections, the Division provides municipalities with extensive assistance in election practices, and strives to formulate the best possible procedures to ensure honest, efficient and fair elections.

Division of Rules, Commissions, and Administration: This division is concerned with a variety of administrative and filing tasks. The financial, personnel, and records management of the Bureau take place here. All commissions, such as notaries public, boards and committees, are filed here in their official form. Documents relating to pardons are kept here, and this is where authentications and apostilles are processed. The Division includes the Administrative Procedures Act (APA) Officer, who advises state agencies on rulemaking requirements, including public notice and procedural matters, and processes and files the resulting rules. Also in this division is the Lobbyist Registrar, who manages the requirements of the Lobbyist Disclosure Law.

Sharing physical resources with the Bureau, though not under it, is the Director and staff of the Commission on Governmental Ethics and Election Practices, which manages the details of that commission's workload.

LICENSES, PERMITS, ETC.:

Regulations:

Regulation of Trading Stamp Companies

Commissions:

Notary Public

Filings:

Administrative Rules and Regulations
Domestic Profit & Nonprofit Corporations
Foreign Profit & Nonprofit Corporations
Miscellaneous Filings
Marks
Uniform Commercial Code
Uniform Limited Partnership
Lobbyist Registrations

PUBLICATIONS:

Business Corporations, Laws Relating to
Election, Laws Pertaining to
Election Officials Guidebook

SECRETARY OF STATE

Election Tabulations
A Guide to the Rulemaking Process for State Agencies
Incorporating in the State of Maine
Marks, Laws Relating to
Nonprofit Corporations, Laws Relating to
Notary Public Guide
Registered Lobbyists
Running for Office in Maine
Uniform Limited Partnerships, Laws Relating to

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,073,703	1,050,081	23,622			
Health Benefits	121,954	119,617	2,337			
Retirement	219,560	214,826	4,734			
Other Fringe Benefits	236,730	236,306	424			
Computer Services—State	156,907	156,867	40			
Other Contractual Service	204,779	198,019	6,760			
Rents	3,658	3,631	27			
Commodities	273,745	273,470	275			
Grants—Subsidies—Pensions	248	248				
Buildings and Improvement	406,068	403,843	2,225			
Interest—Debt Retirement	1,303	1,303				
Transfers to Other Funds	1,599		1,599			
TOTAL EXPENDITURES	2,700,254	2,658,211	42,043			

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: 152

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 13 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.

SECRETARY OF STATE

In FY 90 the Division began implementation of the Commercial Motor Vehicle Safety Act of 1986, which requires relicensing of all commercial vehicle operators. Also in FY 90 the Municipal Registration Program field operations were transferred to this division from Administrative Services.

PROGRAM: During the past fiscal year, this division was involved in providing general day to day services in the Registration, Licensing, and Examination Programs. Highlights of the operation include plans to improve branch office customer service by providing "Productive Customer Satisfaction" training for all branch office employees.

During fiscal year 1989, a site for the Topsham Branch Office was selected and the office was opened March 11, 1989. The Lewiston Branch office was relocated as well.

During FY 91 a new branch office was opened in Springvale. Three branch offices, Bangor, Calais and Rockland, were also relocated.

LICENSES, PERMITS, ETC.:

- Fuel Use Identification Decals*
- Highway crossing permits (golf carts, etc.)
- Island Use Only Registrations
- Motor Vehicle Operators License (All classes)
- Motor Vehicle Instruction Permit (All classes)
- Short Term Gross Weight Permit (Booster)*
- Special Commodity Permit*
- Special Gross Weight Increase*
- State Identification Card
- Transit Permit (Allows one-way trip of unregistered vehicle)
- Vehicle Registrations (All classes)
- *Branch Office Locations Only

PUBLICATIONS:

- Brochure covering Registration & License Requirements (no fee)
- Exam Manuals (All class licenses)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF RECORDS MANAGEMENT SERVICES

NINA M. OSIER, DIRECTOR

Central Office: Cultural Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 255R; Citation: 5 M.R.S.A., Sect. 95

PURPOSE: The Division of Records Management Services is established under the authority of the State Archivist to assist other State agencies in the effective management of their current and semi-current records by means of retention-disposition schedules, by technical assistance to improve procedures for maintaining, storing and servicing records, and by provision of centralized photoduplication services.

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

SECRETARY OF STATE

review of prior-approved schedules. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that apply to large classes of facilitative records common to all agencies in State government, allowing the early destruction of copies which lack continuing value.

Most scheduling work is accomplished through interaction with a network of Departmental Records Officers and Assistant Records Officers throughout the Executive Branch of State Government. A principal tool is the Records Management Expenditure Request, without which records storage equipment and imaging equipment (micrographics or optical disk) can neither be purchased nor leased. The Bureau of Purchases has cooperated with the Division in requiring this form, which is issued after it has been determined that the equipment is needed, that it is cost-effective for its intended application, and that the records involved are covered by up-to-date disposition schedules.

During Fiscal Year 1991 more than 90,000 references were provided to State agencies by the Maine State Records Center. The Records Center provides safe, environmentally controlled storage for semicurrent records (including computer tapes, computer disks, and microform records as well as paper files). District Court and Superior Court records have continued to arrive, alleviating severe storage problems at the various court buildings throughout the state.

Records Management provided support in the form of staff time to the Local Government Records Board, which is the regulatory authority for local government records retention. Assistance was also provided to the Advisory Committee on Judicial Records. The Division has continued to work with the Office of Information Services to ensure the preservation of permanently valuable electronic records throughout State government.

By law, the Maine State Archives must furnish copies of archival materials in its possession. This service is provided by the Photoduplication Laboratory, which also microfilms paper records that are too fragile to be handled. A microfilm copy is generated for safe Search Room use. During Fiscal Year 1991 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 continues to stabilize, duplicate and preserve the thousands of images in our holdings which date from the 1860's and range from poor to excellent condition.

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 1991: 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

Central Office: 11 Coburn Hall, 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: During the past fiscal year, the Foundation carried out its mission through research and information clearinghouse activities. The clearinghouse produced a newsletter, the *SRURF Update*, and sponsored a waste utilization conference. A membership and fundraising campaign succeeded in garnering 28 members who contributed a total of \$21,500. The membership represents wastewater treatment officials, wood ash generators and consulting firms.

Two research projects were conducted on the soil chemistry impacts of spreading wood ash. Steve Kahl and Ivan Fernandez concluded their evaluation of trace metals and nutrients in a regenerating forest site near West Enfield, Maine. Their report will become available in FY 1991-92.

Tsutomu Ohno and M. Susan Erich began the second year of lab studies on three different Maine soils amended with ash. Their project will conclude in 1992.

The Clearinghouse responded to requests from sludge and residual generators. Research information was collected and distributed on the following topics: bulking agents for wastewater sludge composting, reed bed systems for wastewater treatment and the movement and health impacts of cadmium in Northeastern soils.

PUBLICATIONS: Fact sheets on research projects; a brochure describing the SRURF mission and program; *SRURF Update* Newsletter.

FINANCES, FISCAL YEAR 1991: 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.

SLUDGE AND RESIDUALS UTILIZATION

SLUDGE AND RESIDUALS UTILIZATION RESEARCH FOUNDATION

REVENUES:

General	\$40,000.00
Memberships	21,449.50
Miscellaneous	<u>1,490.01</u>
TOTAL REVENUES	\$62,939.51

EXPENDITURES:

Research Project (Uhno)	\$21,123.27
Research Project (Kahl)	14,832.64
University of Maine Administrative Contracts	
MSF-90-C	6,549.00
MSF-90-M	18,723.35
Other Administrative Expenditures	<u>1,076.97</u>
TOTAL EXPENDITURES	\$62,305.23

ST. CROIX INTERNATIONAL WATERWAY COMMISSION

(Contact Ed Meadows, Commissioner of Department of Conservation)

Central Office: St. Stephen, N.B.

Telephone: 289-4900

Mail Address: P.O. Box 610, Calais, Maine 04619

Established: September 29, 1987

Sunset Review Required by: June 1995

Reference: Policy Area: 05; Umbrella: 98; Unit: 497; Citation: 38 M.R.S.A., Sect. 994

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State of Maine and the Province of New Brunswick, Canada, concurrently passed legislation in June of 1987, enabling the formation of a joint, international, eight-member commission, which is charged with developing a recreation and resource management plan for the St. Croix River. The St. Croix River forms part of the International Boundary between the United States and Canada and, therefore, to effectively manage the river resources and uses requires a coordinated and cooperative effort between the State of Maine and the Province of New Brunswick.

ORGANIZATION: The St. Croix International Waterway Commission is an independent, jointly funded, eight-member commission with four representatives from the State of Maine and four from the Province of New Brunswick, Canada. An Executive Director and an Administrative Assistant serve as staff to the Commission. Working committees of the Commission are composed of personnel in the respective resource agencies of the State and Province, as well as private citizens, and representatives of various environmental and sportsmen's groups. The Commission seeks public input to the plan for the waterway.

PROGRAM: During this fiscal year the Commission completed distribution of "A Preliminary Plan for Longterm Cooperative Management of the St. Croix International Waterway" (June 1990) and undertook extensive review involving state, federal and Canadian agencies, 10 public meetings and consultations with municipal and user interests.

This management plan addresses conservation and development of the Maine and New Brunswick sides of the St. Croix in terms of natural, cultural, recreational and economic objectives. A final version scheduled for July 1991 has been delayed pending clarification of state implementation capabilities in the coming biennium.

The Commission provides communication and coordination for activities involving jurisdictional, resident and user interests on both sides of the international St. Croix. During this fiscal year it also sponsored or delivered the following principal projects: 1) water optimization modelling for the watershed (a multi-year public/private initiative), 2) inventory of upper river recreational use, 3) monitoring program for anadromous fish runs and 4) completion of documents for the St. Croix's designation as a Canadian Heritage River (received Jan. 91).

PUBLICATIONS:

1. St. Croix International Waterway: A Heritage—A Future. A Preliminary Plan for Longterm Cooperative Management of the St. Croix International Waterway. 142p.
2. Summary of the St. Croix International Waterway Preliminary Management Plan. 16p.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

ST. CROIX INTERNATIONAL WATERWAY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	52,000	52,000				
TOTAL EXPENDITURES	52,000	52,000				

STERILIZATION PROCEDURES

STERILIZATION PROCEDURES REVIEW COMMITTEE

VACANT, 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 1991: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

STUDENT EDUCATIONAL ENHANCEMENT

**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 1991: The expenditures of this unit amounted to \$909.50 in FY 91 and are, by administrative decision, included with those of DECS, Bureau of School Management, Div. of Higher Education.

MAINE TECHNICAL COLLEGE SYSTEM

BOARD OF TRUSTEES OF THE MAINE TECHNICAL COLLEGE SYSTEM

MICHAEL W. AUBE, CHAIRMAN

System Office: 323 State Street, Augusta, ME

Telephone: 289-1070

Mail Address: 323 State St., Sta. #131, Augusta, Maine 04333

Established: June 28, 1985

Sunset Review Required by: June 30, 2002

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 480; *Citation:* 20A M.R.S.A., Sect. 12702

PURPOSE: The Board of Trustees of the Maine Technical College System was established by P.L. 1985 Chapter 695 to be the policy-making authority of the system, to develop and adopt policies for the operation of the system; establish the administrative council; and approve programs and policies recommended by the system president and the administrative council; to prepare and adopt a biennial, line-category, operating budget; to develop and adopt personnel policies and procedures.

ORGANIZATION: The Board of Trustees of the Maine Technical College System, as established by Chapter 695, P.L. 1985, consists of 13 members. Nine are from the fields of business, industry, labor, education and the general public, and one is a student from one of the technical colleges. The Commissioner of Education, the Commissioner of Economic and Community Development, and the Commissioner of Labor serve *ex officio*.

PROGRAM: P.L. 1985 Chapter 695, "AN ACT to Establish the Maine Vocational-Technical Institute System" was signed into law on April 16, 1986. Chapter 695 set in motion the reorganization of the statewide network of vocational-technical institutes — up until then operated as subsidiaries of the Bureau of Vocational Education, under the governance of the State Board of Education — into the Maine Vocational-Technical Institute System, an autonomous postsecondary educational institution governed by an independent Board of Trustees of the Maine Vocational-Technical Institute System.

In 1989, the 114th Maine Legislature enacted Public Law, Chapter 443, "An Act to Enhance the Status of Vocational-Technical Education in Maine," which officially changed the name of the Maine Vocational-Technical Institute System to the Maine Technical College System, and clearly defined the System's role in postsecondary education.

The Maine Technical College System (MTCS) constitutes a "public instrumentality of the State" but not a "line" State agency, included in or attached to a cabinet department; its status vis-a-vis State government is similar to that of the Maine Maritime Academy and the University of Maine System. P.L. 1985, Chapter 695 defines the basic mission of the Maine Technical College System in the following terms: "To provide associate degree, diploma, and certificate program, directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of postsecondary vocational technical education and MTCS as follows: "to create an educated, skilled, and adaptable labor force which is responsive to the changing needs of the economy of the state, and to promote local, regional, and statewide economic development."

The MTCS represents an investment of approximately \$100 million that has helped meet the technical training needs of the State of Maine for over 40 years. The first institute was established after World War II to provide vocational and technical training to returning veterans.

Today, the MTCS offers certificate, diploma, and associate degree programs in over 65 different program areas — including culinary arts, business management, accounting, data processing, computer programming, secretarial science, electronic technology, allied health technologies, nursing, construction trades, automotive technology, marine trades, welding technology, and graphic arts.

The six Technical Colleges have a clear sense of mission, an excellent placement record, and a strong base of support at the local and regional level. The colleges have consistently enjoyed strong support from the Legislature and the voters of Maine. In 1989, Maine voters approved a \$20.2 million general fund bond issue for capital improvements at each of the six campuses.

The MTCS System Office, set up by legislation to provide statewide coordination and leadership to the six colleges, operates at 323 State St., Augusta. The six-college system consists of Central Maine Technical College in Auburn, Eastern Maine Technical College in Bangor, Kennebec Valley Technical College in Fairfield, Northern Maine Technical College in Presque Isle, Southern Maine Technical

MAINE TECHNICAL COLLEGE SYSTEM

College in South Portland, and Washington County Technical College in Calais and Eastport.

The Board of Trustees' goal is to develop a compact and highly cost-effective administrative structure, which can mobilize the system to meet new challenges, while at the same time maintaining the closest possible ties with all of public education. Prominent features of the system include:

- a rationalized planning process, with statewide coordination but a regional focus;
- increased coordination in program planning between the MTCS, the University of Maine System, and Maine's secondary school system;
- new partnerships between the MTCS and the private sector;
- enhance opportunities for all students to access Technical College programs;
- 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,
- an emphasis on short-term, quick-response, and on-site programming, with extensive "brokering" of programs back and forth between the technical colleges, secondary Vocational Regions and Centers, and adult education programs.

In November 1988, the Board adopted a Strategic Plan for the System. The Strategic Plan calls for increasing the ratio of nongeneral funds to general funds; increased enrollments in degree and nondegree programs; enhancing current programs and defining new programs; establishing new partnerships and approaches to increase capacity; and implementing staff development activities to meet System goals.

In the long term, the board looks toward the development of an integrated education and economic development system.

Student aid is made available to MTCS students through College Work Study, Pell Grants, State Scholarship Grants, State Student Incentive Grant funds, along with individual scholarships offered at the respective colleges. Remedial programs are offered through federal vocational funds. JTPA programs are funded at the Technical Colleges under the eight percent education coordination and grants setaside of the JTPA Title II(A) funds.

PUBLICATIONS:

1989-1990 Annual Report of the Maine Technical College System—free
Course catalogs for each campus — free

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BOARD OF TRUSTEES OF THE MAINE VOCATIONAL- TECHNICAL INSTITUTES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	25,159,374	22,933,378				2,225,996
Interest—Debt Retirement	813,170					813,170
TOTAL EXPENDITURES	25,972,544	22,933,378				3,039,166

CENTRAL MAINE TECHNICAL COLLEGE

WILLIAM J. HIERSTEIN, PRESIDENT

RICHARD H. LEE, JR., Vice President/Dean of Instruction

Central Office: 1250 Turner St., Auburn

Telephone: 784-2385

Mail Address: 1250 Turner St., Auburn, Maine 04210

Established: 1964

Sunset Review Required by: June 30, 2002

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 440; *Citation:* 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 77

Legislative Count: 0

MAINE TECHNICAL COLLEGE SYSTEM

PURPOSE: The primary mission of Central Maine Technical College (CMTC) is to provide instruction in trade and technical skills and training for business and industry while simultaneously developing within its students the capacity to grow and to adapt to the changing needs of business and industrial technologies. The College believes it serves its students and the community best by educating competent and responsible workers who are not only skilled in up-to-date techniques, but who have positive attitudes about working.

ORGANIZATION: Central Maine Technical College was established as the Central Maine Vocational-Technical Institute on July 5, 1964, and enrolled students in four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the Institute leased a building in Lewiston. In January of 1966, it was relocated to its present campus, on a 110 acre site donated to the Institute by the City of Auburn. The first class numbered 47 students. CMTC has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The College offers 14 programs of study: Associate Degree Nursing, Architectural and Civil Engineering Technology, Automotive Technology, Building Construction Technology, Electromechanical Technology, Graphic Arts/Printing Technology, Machine Tool Technology, Mechanical Drafting, Practical Nursing, Metal Fabrication Technology, Welding Fabrication Technology, Occupational Health and Safety, and Supervision and Management. Of these, Practical Nursing is a trimester program with classes scheduled throughout the calendar year. Culinary Arts, Welding and Metal Fabrication Technology are one-year programs. All other programs are two years in duration. The last two programs are designed to provide opportunities for part-time students to pursue an Associate Degree and increased career mobility. CMTC awards certificates, diplomas and associate degrees to those students who have successfully completed program requirements.

The CMTC campus includes three residence halls, a vehicle maintenance building, and the initial building which has sustained five additions to house educational activities. A new building to house the Culinary Arts program was completed in January of 1989.

As with the other technical colleges, CMTC is governed by the Board of Trustees of the Maine Technical College System. In June of 1989, the 114th Legislature enacted legislation that changed the name of the college from Central Maine Vocational-Technical Institute to Central Maine Technical College.

PROGRAMS: Central Maine Technical College's program offerings are divided into 3 categories: catalog programs, part-time continuing education coursework, and special community interest programs.

Catalog Programs. These are full-time intensive programs designed to provide training at the postsecondary level for entry into trade, industrial and business positions. Curricula for these programs is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and advisory committees, and are approved by the president. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields. The Associate Degree Nursing program is accredited by the National League for Nursing. The Associate Degree program in Architectural and Civil Engineering Technology is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. The Automotive Technology program has been designated Automotive Service Excellence, "Master Certified," by the National Automotive Technicians Education Foundation. CMTC is fully accredited by the New England Association of Schools and Colleges, Inc.

Continuing Education. Through this division, courses are offered to employed and unemployed individuals in order to further develop present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These courses draw on assets of the catalog programs and on materials provided through outside trade, industry and academic sources.

Special Community Interest Programs. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Seminars are co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMTC serves a catalytic role and provides a place to hold meetings. These programs may be presented at CMTC, or off campus locations, but under the sponsorship or cosponsorship of CMTC. Programs have been organized through CMTC and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

MAINE TECHNICAL COLLEGE SYSTEM

Student Performance Data. In the past, CMTC has employed one, five, and ten year student follow-ups to assess student performance as employees in the occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Overall results have shown that CMTC is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields.

During FY 91 approximately 700 students were enrolled at CMTC for credit coursework and over 900 persons were taking non-credit courses through the College's Continuing Education Division.

LICENSES, PERMITS, ETC.:

- Associate Degree in Applied Science
- Diploma
- Certificate of Completion

PUBLICATIONS:

- CMTC Catalog
- CMTC Student Handbook (current each year)
- CMTC Program Brochures (illustrated folders which describe each of the programs offered)
- CMTC Continuing Education Division Bulletin (issued twice each year)
- CMTC Alumni Newsletter (issued semiannually)
- CMTC Student Yearbook (prepared annually)

All but the last of these publications are available without charge and may be obtained by addressing requests to the College.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Technical College System.

EASTERN MAINE TECHNICAL COLLEGE

DARREL W. STAAT, PRESIDENT

NATHANIEL J. CROWLEY, JR., Vice President/Academic Dean

Central Office: 354 Hogan Rd., Bangor

Telephone: 941-4600

Mail Address: 354 Hogan Rd., Bangor, Maine 04401

Established: 1965

Sunset Review Required by: June 30, 2002

Reference: Policy Area: 02; Umbrella: 99; Unit: 441; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 106

Legislative Count: 0

PURPOSE: Eastern Maine Technical College is dedicated to teaching the applied aspects of technology and to providing its graduates with a strong work ethic essential to success in today's technological market. To meet these objectives the curricular aims are three-fold.

First, students are given concentrated education and training in their area of technology which enable them to obtain and hold jobs in their occupational area or in a related area. Secondly, mathematics and communications are given special attention. Technicians need to be proficient in both of these skills in order to keep up with developments on the job, and to seek further formal education should they so desire. Finally, the third aim has to do with social understanding and responsibility. Courses in psychology, sociology, economics, and human relations are among the graduation requirements designed to develop understanding and appreciation of the complex problems faced by an evolving society.

ORGANIZATION: EMTC started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building

MAINE TECHNICAL COLLEGE SYSTEM

in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street.

The first entering class numbered 90 students. An appropriation of \$1,000,000 was 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 EMTC and converted into a much needed athletic facility. This was ready for use in 1974.

Programs in Heating, Refrigeration/Air Conditioning and Welding were implemented in 1979 in a modern building which also houses a 150-seat lecture hall. In June of 1989, the 114th Maine Legislature enacted a bill that changed the name of the college from Eastern Maine Vocational-Technical Institute to Eastern Maine Technical College. EMTC is governed by the Board of Trustees of the Maine Technical College System.

A new Automotive and Heavy Equipment Shop was completed during the fall of 1986.

PROGRAM: During FY 1991, Eastern Maine Technical College offered the following fourteen (14) full-time educational programs: Automotive and Heavy Equipment, Building Construction, Business Management, Electronics, Electrical Power, Foods Technology, Machine Tool, Medical Laboratory, Medical Radiography, Associate Degree Nursing, Practical Nursing, Refrigeration and Air Conditioning, Technical Studies, and Welding. Part-time course offerings numbered 311 during the year.

Enrollment for the Fall 1990 semester totaled 602 full-time students while over 1,100 part-time students were served through the Continuing Education Division. The Division also provided customized training and education for over 18 area businesses. EMTC employs 55 full-time faculty members and 75 adjunct faculty members.

The graduating class of 1990 enjoyed a placement rate of 93 percent.

Over 437 students received \$1,042,921 in financial aid during 1990-91. Qualified students were awarded financial aid from programs such as Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Stafford Student Loan, and private scholarships. Financial counseling and planning services were available to students and their families throughout the year.

EMTC and Husson College finalized an academic articulation agreement which provides EMTC Associate Degree candidates in Business Management to transfer all credits into the Business Administration Program at Husson College.

The Rangeley Hall renovation project began in February of 1991 and is expected to be completed in November of 1991. The building will house laboratories, classrooms, offices, and a conference center.

LICENSES, PERMITS, ETC.:

- Associate Degree in Applied Science
- Diploma
- Certificate

PUBLICATIONS:

- Eastern Maine Technical College—Catalog 1990-91
- Student Handbook 1991-92
- Adult and Continuing Education. A listing of CED courses (updated by semester).
- Individual brochures for each program.
- EMTC Key Facts Brochure
- Residential Life Handbook
- All publications are available without charge at the college.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Technical College System.

KENNEBEC VALLEY TECHNICAL COLLEGE

BARBARA WOODLEE, PRESIDENT

RODNEY M. REDDING, Vice President/Academic Dean

Central Office: 92 Western Ave., Fairfield

Telephone: 453-9762

Mail Address: 92 Western Avenue, Fairfield, Maine 04937

Established: 1969

Sunset Review Required by: June 30, 2002

Reference: Policy Area: 02; Umbrella: 99; Unit: 442; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 58

Legislative Count: 0

PURPOSE: Kennebec Valley Technical College (KVTC) is dedicated to the belief that each individual should be offered a continuing opportunity for the development of skills and knowledge leading to productive employment, job satisfaction, and self-fulfillment. The College assumes a responsibility for a skilled workforce through a cooperative effort with industry, business, service and health organizations. The College further believes the preparation of a skilled workforce is necessary for the continuation and promotion of local, regional, and statewide economic development.

KVTC's mission is to provide education designed to prepare men and women for employment and advancement through full and part-time Associate Degree, Diploma, and Certificate Programs. In addition, continuing education courses are offered to meet both the short and long term needs of Maine's citizens as well as the changing needs of Maine's employers.

ORGANIZATION: Kennebec Valley Technical College (KVTC), formerly known as Kennebec Valley Vocational-Technical Institute, was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVTC began operations in the fall of 1970 using equipment and facilities of the Regional Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVTC occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979, the Legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education, along with the other five (5) vocational-technical institutes (VTIs). During the summer of 1980, KVTC purchased 60 acres of land and buildings adjacent to I-95 in Fairfield. Programs were offered at both the Fairfield and Waterville sites. In October of 1986, construction was completed on a new multi-purpose classroom building at the Fairfield campus. The name was changed from Kennebec Valley Vocational-Technical Institute to Kennebec Valley Technical College in 1989. All of KVTC's programs are now based in Fairfield.

PROGRAM: KVTC offers the following full-time programs: Automated Office Technology, Building Construction Technology, Electrical Construction Technology, Business Administration, Medical/Dental Assistant, Respiratory Therapy Technician, Practical Nursing, Associate Degree Nursing, Physical Therapist Assistant, Industrial Electrical/Electronic Technology, the EMS Academy, and the Lineworker Technology Program. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters/millwrights/ironworkers. Growth has been increasing to the point that KVTC's programs are fully subscribed.

GOALS:

KVTC endeavors to meet the following goals in its programs and services:

1. Provide quality programs and services that are relevant to the educational and economic needs of Maine citizens.
2. Provide opportunities and assistance for the economically and educationally disadvantaged and handicapped.
3. Contribute to economic development and growth of the region and State.
4. Strengthen the relationship with secondary and post-secondary schools.
5. Continually strive to provide for the highest quality of educational instruction.
6. Provide quality administrative services.

The stated goals and objectives of KVTC's Long Range Plan provides for growth and expansion. KVTC provided education to over 380 regular day students during FY 1991 while the Continuing

MAINE TECHNICAL COLLEGE SYSTEM

Education division enrollment exceeded 3,800. Placement of graduates has averaged 94 percent. Although enrollment in programs is not limited to Maine students, the College draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Continuing Education courses cover a wider geographical area, from Jackman to Rockland. KVTC is fully accredited by the New England Association of Schools and Colleges. The Respiratory Program is accredited with the Council on Medical Education of the American Medical Association. The Practical Nursing Program is accredited by the Maine State Board of Nursing. The Registered Nursing Program is accredited by the National League for Nursing and the Maine State Board of Nursing.

LICENSES, PERMITS, ETC.:

KVTC awards diplomas to all students satisfactorily completing all one school year program requirements. Certificates are presented in the short term programs.

The Associate Degree is granted to all students satisfactorily completing the two-year Business Administration, ADN (Registered Nursing), Automated Office Technology, Emergency Medical Technology, Physical Therapist Assistant and Industrial Electrical/Electronic Technology programs.

PUBLICATIONS:

KVTC catalog revised bi-annually. Sent to all interested students, guidance, and various agencies. Provides general information of the College's programs, application procedures, courses, etc. — free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures — free.

Brochures — assorted brochures which provide general information of the College's regular and Continuing Education courses to interested citizens. — free.

Newsletter (In-House)—quarterly

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Technical College System.

NORTHERN MAINE TECHNICAL COLLEGE

DURWARD R. HUFFMAN, PRESIDENT

RODGER J. ECKHARDT, Vice President/Academic Dean

Central Office: 33 Edgemont Dr., Presque Isle

Telephone: 769-2461

Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769

Established: 1961

Sunset Review Required by: June 30, 2002

Reference: Policy Area: 02; Umbrella: 99; Unit: 443; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 98

Legislative Count: 0

PURPOSE: The central purpose of NMTC is to provide quality instruction in various technical and occupational specialties. Graduates receive specific training and the general educational skills necessary to obtain and upgrade their employment in their chosen occupation. These services are delivered to full and part-time students in many different settings on the main campus, Loring Air Force Base, six satellite locations and various businesses and industries in Northern Maine.

ORGANIZATION: Northern Maine Technical College (NMTC), formerly known as Northern Maine Vocational-Technical Institute, is a State of Maine supported, fully-accredited, postsecondary institution, governed by the Board of Trustees of the Maine Technical College System under provisions of Title 20-A, Chapter 431 M.R.S.A.

The College began classes in 1963 and is located on an 87 acre tract on the former Presque Isle Air Force Base. For the first eight years the school operated in converted Air Force facilities. The first new permanent building was completed in 1970 and ten others have been added with an addition to the main complex completed in June, 1987.

Four occupational programs were offered initially with an enrollment of 70 students. In 1990-91 NMTC offered instruction in 19 occupational programs. NMTC offers two-year Associate Degree, two-year Diploma and one-year or less Certificate programs.

MAINE TECHNICAL COLLEGE SYSTEM

PROGRAM: NMTC served 1,217 full- and part-time students in 19 different technical programs during FY 91. Commencement figures indicated that 282 students completed college programs. Annual job placement figures for the 1990-91 class were favorable with over 82 percent of the available graduates being gainfully employed.

During FY 91 over 390 people were served by offering courses at Loring Air Force Base and at satellite locations in Houlton, Van Buren, Katahdin, Caribou, Ashland, and Hodgdon.

Additionally, the continuing education division continued to offer numerous special programs such as:

- Aldus PageMaker Course
- Drivers Education Instructors Training
- National Electric Code Update
- Tax Seminars
- Class I Driving Academy
- Women's Advantages in Vocational Education

About 325 students participated in non-credit courses. Over 12,700 individuals used campus facilities for general meetings, workshops, and seminars.

LICENSES, PERMITS, ETC.:

- Associate Degree
- Diploma
- Certificate

PUBLICATIONS:

- Pamphlets describing the occupational programs
- Student Handbook
- College Catalog
- Financial Aid Brochure
- Admissions Requirement Information Sheet
- Full-Time and Part-Time Schedules — 2 times per year
- Campus Overview Sheet

(These publications are all free.)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Technical College System.

SOUTHERN MAINE TECHNICAL COLLEGE

WAYNE H. ROSS, PRESIDENT

WILLIAM WARREN, Vice President

Central Office: Fort Rd., So. Portland

Telephone: 799-7303

Mail Address: Fort Rd., So. Portland, Maine 04106

Established: 1946

Sunset Review Required by: June 30, 2002

Reference: Policy Area: 02; Umbrella: 99; Unit: 444; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 176

Legislative Count: 0

PURPOSE: Southern Maine Technical College is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The College believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility to successfully compete in a chosen occupational field.

MAINE TECHNICAL COLLEGE SYSTEM

ORGANIZATION: Southern Maine Technical College was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences, necessitated more comprehensive facilities. During the summer of 1952 the Institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational-technical institutes within the state required the name to be changed to Southern Maine Vocational-Technical Institute (SMVTI). In 1989, the 114th Maine Legislature enacted Public Law, Chapter 443, "An Act to Enhance the Status of Vocational-Technical Education in Maine," officially changing the names of the Vocational-Technical Institutes to Technical Colleges. Effective September 30, 1989, by recommendation of the Board of Trustees, SMVTI became Southern Maine Technical College.

The present SMTC campus of approximately sixty acres now consists of thirty-eight buildings, ranging from the technical instruction facilities to residence halls. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography	Law Enforcement Technology
Automated Office Management	Local Government Administration
Automotive Technology	Practical Nursing
Building Construction	Machine Tool Technology
Cardiovascular Technology	Marine Science Engineering
Culinary Arts	Masonry
Dietetic Technician	Nautical Science
Drafting	Plant & Soil Technology
Electrical Technology	Plumbing
Extended Studies	Pollution Abatement Technology
Industrial Electronics Technology	Radiation Therapy
Electronics Technology	Radiologic Technology
Environmental Technology	Registered Nursing (LPN Upgrade)
Heating & Air Conditioning	Respiratory Therapy
Hotel-Motel-Restaurant Management	Surgical Technology
Industrial Electricity	

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the College to maintain maximum efficiency of facilities and personnel.

SMTC is governed by the Board of Trustees of the Maine Technical College System, under provisions of Title 20-A, Chapter 431, M.R.S.A.

PROGRAM: The 1990-91 year at Southern Maine Technical College brought record levels of enrollment in both the regular day programs and through the Continuing Education Division.

Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 2,102 in the fall of 1990. Freshmen enrollment, totalling 735, increased 6 percent from the previous year. Over 10,000 persons were served through the Adult and Continuing Education Division in courses for upgrading, retraining and apprentices. The Division also provided courses for over thirty area industries, businesses, trade associations, Job Training Partnership Act programs, and communities to assist in upgrading personnel. These courses were offered in-plant and on campus and are specifically designed for the industry.

Over 400 students received \$1.2 million in student financial aid during 1990-91. Needy students applied for grants and work programs, including Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, STafford Student Loan, and State scholarships. Financial counseling and planning services were available to students and their families through the program.

Employment trends of recent years indicate a continued shift towards the service-producing industry. An annual survey of SMTC's 1990-91 graduates indicated 75 percent of the graduates found employment related to their field of study. Placement of graduates in Associate Degree Nursing, Practical Nursing, Automotive Technology, Building Construction, Electronics, Fire Science Technology, Machine Tool, Radiation Therapy, Radiologic Technology, Respiratory Therapy and Surgical Technology was 85 percent or greater. Placement figures for 1990 SMTC graduates also show that \$8.70 was the average hourly rate with the highest entry-level wage reported at over \$15.00 per hour.

SMTC was designated one of six two-year colleges in the country to participate in a federally funded project entitled, "Integrating the Humanities in Associate Degree Occupational Programs." Two

MAINE TECHNICAL COLLEGE SYSTEM

occupational programs, Law Enforcement Technology and Radiologic Technology, introduced humanities components into their 1990-91 curriculum.

This past year has been an exciting one at SMTC. Both administration and faculty demonstrated a determination to provide an integrated technical and related education to enable students to develop a self-awareness and social responsibility to successfully compete in a chosen occupational field. Our dedicated support staff continue to contribute much to the quality and success of the college.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

No charge for any of the following publications:

Campus Map
SMTC Viewbook
Admissions Policies, Procedures, & Applications

Program Brochures as follows:

Applied Marine Biology & Oceanography
Automated Office Management
Automotive Technology
Building Construction
Cardiovascular Technology
Culinary Arts
Dietary Technician
Drafting
Electrical Technology
Electronics Technology
Environmental Technology
Extended Studies
Industrial Electronics Technology
Heating, Air Conditioning

Hotel-Motel-Restaurant Mgt.
Industrial Electricity
Law Enforcement Technology
Local Government Administration
Machine Tool Technology
Masonry
Marine Science Engineering
Nautical Science
Plant and Soil Technology
Pollution Abatement Technology
Radiation Therapy
Radiologic Technology
Nursing
Respiratory Therapy
Plumbing and Heating
SMTC Catalog, 1991-93

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Technical College System.

WASHINGTON COUNTY TECHNICAL COLLEGE

RONALD P. RENAUD, PRESIDENT

DOUGLAS A. RICHARDSON, Vice President/Academic Dean

Central Office: River Rd., Calais

Mail Address: River Road, Calais, Maine 04619

Established: 1969

Reference: Policy Area: 02; Umbrella: 99; Unit: 445; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 60

Telephone: 454-2144

Sunset Review Required by: June 30, 2002

Legislative Count: 0

PURPOSE: The primary purpose of Washington County Technical College (WCTC) is to provide post-secondary vocational-technical education for citizens of Maine. Full-time instruction is offered in 13 occupational programs. Part-time instruction is provided to upgrade and retrain those already in the work force.

MAINE TECHNICAL COLLEGE SYSTEM

ORGANIZATION: Washington County Technical College (WCTC), formerly known as Washington County Vocational-Technical Institute, was established in 1969. Located on the outskirts of Calais, on a hillside overlooking the St. Croix River, the campus ranges over 400 acres of rolling, open fields fringed by a thick evergreen forest. Modern, functional buildings house the classrooms, shops and library. Thirteen occupational programs are offered at Calais. They are Automotive Technology, Building Construction, Boatbuilding Technology, Diesel Technology, Food Service, Heating, Heavy Equipment, Maintenance, Heavy Equipment Operation, Plumbing, Residential and Commercial Electricity, Marine Painting, Secretarial Studies, and Welding Technology.

In 1978 WCTC established a Marine Vocational Center, now called the Marine Trades 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, Boatbuilding and Marine Painting, are offered at Eastport.

The curricula at WCTC consist of a balanced schedule of classroom study and realistic shop projects. Students learn by doing, as well as by studying theoretical and technical aspects of the field. Each of the 13 instructional programs offered at WCTC has been designed to prepare students for existing job opportunities. Course content is revised on an annual basis to conform with the changes in requirements, regulations and innovations of industry. Training at the College is enhanced by courses in communications, personal finance, and mathematics.

WCTC is governed by the Board of Trustees of the Maine Technical College System under the provisions of Title 20-A, Chapter 431, M.R.S.A.

PROGRAM: WCTC enrolled 181 full-time and 1,907 part-time students during the 1990-91 school year, and is accredited by the New England Association of Schools and Colleges. Surveys indicate that most of the college's graduates are employed in the occupation for which they were trained.

Child Care Center. The campus child care center continues to provide services to the children of WCTC students and to members of the community through its cooperative relationship with the Washington-Hancock Community Agency. Beginning in the Fall of 1991, campus-based child care will be expanded to include Headstart services sponsored by Action Opportunities, Inc. A much needed playground, funded through a federal grant to Action Opportunities, Inc. will be completed prior to the start of the school year.

Home Construction. The Building Construction Program undertook its sixth new home construction project, with assistance and funding from community sources. A ranch style home was built on campus and sold prior to completion. In addition to providing valuable construction experience for students in the Building Construction, Residential Electricity, Plumbing and Heating classes, the project seems to have spurred some additional new home construction in Calais.

Practical Nursing Program. A third cycle of practical nursing education was provided at WCTC by Eastern Maine Technical College. Sixteen students graduated in December 1990. In addition to the cooperation between the two Technical Colleges, the LPN program was made possible through the involvement of the Maine Department of Education, Calais School Department, Maine Department of Labor, Calais Regional Hospital, and other sources of support.

Mechanical Trades Department. As part of the College's ongoing efforts to improve educational programs, major curriculum revision is occurring in the Mechanical Trades Programs. This restructuring into modules will reduce redundancy, enhance quality, increase flexibility, and expand program offerings. The planned implementation date is the 1992-1993 academic year.

Marine Trades Center. The Marine Trades Center in Eastport has been increasing its involvement with and support of the aquiculture industry. One of the center's recent projects has been the construction of a prototype halibut cage for fish farming, through the assistance of WCTC's Welding Technology Program.

Competency-Based Education. Each program at WCTC is presently identifying major competencies which will be used as an independent segment of the student evaluation process. Besides providing a more detailed method of monitoring student progress, opportunities for articulation and recognizing student abilities at matriculation will increase, and employers will have a more definitive means of assessing student skills prior to hiring them.

Student Services. During the academic year, WCTC's Student Senate generated tremendous community support and raised over \$10,000 to provide Christmas gifts to more than 250 needy children. These gifts were distributed by the Maine Department of Human Services. A majority of the WCTC student body and employees became involved in this project.

Multi-purpose Building. Planning for the construction of a multi-use facility, funded through a

MAINE TECHNICAL COLLEGE SYSTEM

1989 bond issue, has continued throughout FY '91. This building will expand educational, recreational, and cultural opportunities for students and others who are served by WCTC.

LICENSES, PERMITS, ETC.:

Diploma

Certificate

Associate Degree in Electronic Communications and Business — offered jointly with UMM

PUBLICATIONS:

1. WCTC Catalog 1991-93 (Free)
2. Marine Trades Center Brochure (Free)
3. WCTC Viewbook

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Technical College System.

TRANSPORTATION

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: 2429

Legislative Count: 1019

Organizational Units:

Bureau of Finance and Administration
Bureau of Transportation Services
Bureau of Planning
Bureau of Project Development
Bureau of Maintenance & Operations
Office of Human Resources
Office of Public Information and Mapping
Office of Policy Analysis

Office of Legal Services
Office of Audit
Maine State Ferry Advisory Board
Maine Port Authority
Maine Aeronautical Advisory Board
Maine Transportation Capital
Improvement Planning Commission

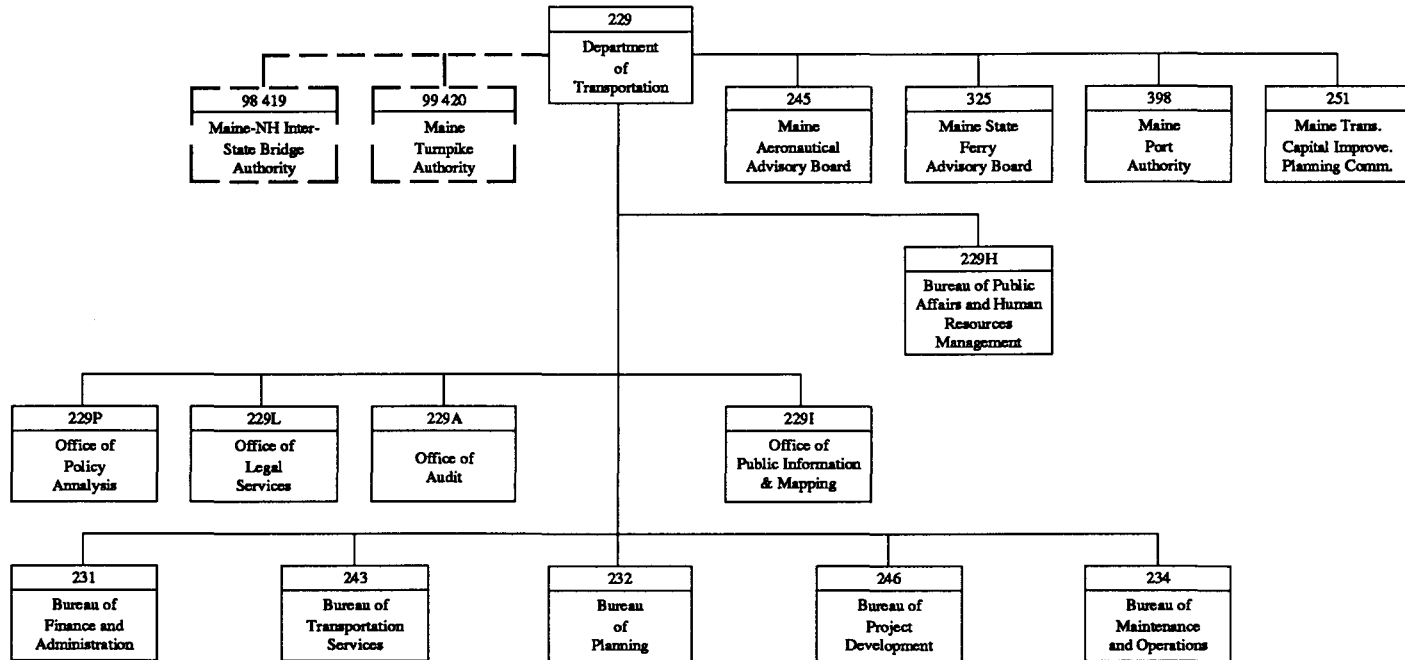
PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for, and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national, regional and local programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities, as required, to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to administer laws relating to aeronautics, advance interest in aeronautics, and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

ORGANIZATION: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commissioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor.

With the major expansion of the State's highway system and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation headed by a Commissioner appointed by the Governor. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics and the Maine Port Authority. The Department established a Maine State Ferry Advisory Board in 1975 and in June, 1976, the Department moved to a new transportation building on Child Street. This move consolidated all the various bureaus and divisions into one location. In 1979 the Legislature created the Bureau of

ORGANIZATIONAL CHART DEPARTMENT OF TRANSPORTATION UMB 17



Approved by the Bureau of the Budget

TRANSPORTATION

CONSOLIDATED FINANCIAL CHART FOR FY91 DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	57,488,018	253,826	416,900	37,817,976	10,266,266	8,733,050
Health Benefits	8,588,254	20,787	47,241	6,488,608	880,901	1,150,717
Retirement	11,760,745	44,936	70,048	8,143,586	1,755,538	1,746,637
Other Fringe Benefits	13,489,039	403,359	406,201	6,134,331	4,394,028	2,151,120
Computer Services—State	780,731	48,388	52,545	792,847	-156,861	43,812
Other Contractual Service	44,659,927	86,735	33,892	29,361,231	1,202,440	13,975,629
Rents	1,246,343	60,983	741	501,733	4,694	678,192
Commodities	13,835,167	3,733	68,775	10,802,341	1,482,954	1,477,364
Grants—Subsidies—Pensions	29,177,808	700,777	152,924	23,328,325	3,879,123	1,116,659
Purchases of Land	11,487,703	5,020	1,774	4,502,407	2,478,502	4,500,000
Buildings and Improvement	2,466,594	11,479	160,759	1,059,260	1,230,776	4,320
Equipment	79,438,589	490,138	4,736,533	26,002,329	43,318,719	2,890,870
Interest—Debt Retirement	18,914,928	34		17,545,132	-464	1,370,226
Transfers to Other Funds	6,586,318	1,673,128	28,815	4,617,190	-3,871	271,056
TOTAL EXPENDITURES	299,920,164	3,803,323	6,177,148	177,097,296	72,732,745	40,109,652

TRANSPORTATION

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 1991: The expenditures of the Chief Administrative Unit are, by administrative decision, included with those of the Bureau of Finance and Administration, Department of Transportation.

BUREAU OF FINANCE AND ADMINISTRATION

ROBERT F. SCOTT, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2641

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 231; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 201.5

Legislative Count: 200

Organizational Units:

Financial Management Division
Systems & Support Services

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 central supply and reproduction unit; purchasing services, and photographic services.

ORGANIZATION: The Bureau of Finance and Administration originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department and assigned to the Department's Bureau of Administrative Services. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in February, 1981, to Finance and Administration and has been reorganized to include the Divisions of Financial Management, Systems and Support Services, Computer Services, and Financial Analysis.

PROGRAM: The Bureau continued to review and make improvements in the Fiscal Management, Budget, and Work Program areas during FY 1991. New internal systems and procedures have been

TRANSPORTATION

implemented in order to effectively utilize the Maine Financial and Administrative Statewide Information System (MFASIS). In addition, a PC based contract reference system is being implemented in conjunction with the Department of Administration, Bureau of Purchases, and the Department of Finance, Bureau of Accounts and Control.

The Computer Services Division continues refinement of the automated Fuel Control, Inventory Control and Fleet Management systems in cooperation with the Motor Transport Division. As well, ongoing support of MDOT's automated Personnel/Payroll system for Crew employees, and the interfaces to the State's central MFASIS system, has been continued.

MDOT's Computer Aided Drafting, Design and Mapping system implementation has reached the production state for drafting and design with significant benefits resulting in the Project Development process.

MDOT participates in several jointly sponsored and funded computer software projects of the American Association of State Highway and Transportation Officials (AASHTO's Information System for Managing Transportation Programs), the Survey Data Management System (SDMS) and the Computer Aided Transportation (CATT) project. These joint development efforts leverage each states' limited financial and human resources.

PUBLICATIONS:

Specification Books
Plans

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF FINANCE AND ADMINISTRATION (Transportation)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,053,329		267,267	4,135,753	650,309	
Health Benefits	560,777		36,391	453,599	70,787	
Retirement	1,035,712		51,948	853,542	130,222	
Other Fringe Benefits	940,443		87,314	429,817	423,312	
Computer Services—State	85,871		25,781	58,338	1,752	
Other Contractual Service	1,412,706		-46,628	1,401,297	58,037	
Rents	119,954		741	117,241	1,972	
Commodities	421,896		45,163	369,055	7,678	
Grants—Subsidies—Pensions	40,586			40,586		
Purchases of Land	34,043		1,274	32,769		
Buildings and Improvement	241,144			222,964	18,180	
Equipment	8,012			8,354	-342	
Interest—Debt Retirement	57			57		
Transfers to Other Funds	1,032,184		19,067	1,013,116	1	
TOTAL EXPENDITURES	10,986,714		488,318	9,136,488	1,361,908	

MAINE AERONAUTICAL ADVISORY BOARD

MALCOLM FOLSOM, CHAIRMAN

RONALD L. ROY, Director, Air Transportation Division

Central Office: Transportation Bldg., Augusta

Telephone: 289-3185

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: March 27, 1978

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 245; Citation: 6 M.R.S.A., Sect. 302

Average Count—All Positions: 5

Legislative Count: 0

TRANSPORTATION

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 Air Transportation Division is an ex officio member of the board and 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 1991: This unit is not authorized to receive or expend funds.

MAINE STATE FERRY ADVISORY BOARD

EMILY LANE, CHAIRPERSON, VINALHAVEN

RUSSELL W. SPINNEY, DEPUTY COMMISSIONER—DOT

Central Office: Transportation Bldg., Augusta

Telephone: 289-2841

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 325; Citation: 23 M.R.S.A., Sect. 4301

Average Count—All Positions: 12

Legislative Count: 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

PROGRAM: The major topics of discussion during the year were the new vessel for Swans Island, increased demand for service, tariff changes, emergency trip fee, a fuel surcharge and allocation of ferry vessels between North Haven and Swans Island.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Bureau of Finance and Administration, Department of Transportation.

BUREAU OF PUBLIC AFFAIRS AND HUMAN RESOURCES MANAGEMENT

JANE L. LINCOLN, DEPUTY TO COMMISSIONER

Central Office: Transportation Bldg., Augusta

Telephone: 289-2551

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1989

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 229H; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 32

Legislative Count: 0

Organizational Units:

Office of Personnel and Training

Office of Employee Relations

Office of Equal Opportunity

Office of Special Projects

Office of Public Affairs and Mapping

PURPOSE: To support and advise the Commissioner of Transportation in matters of legislative liaison, the internal and external human resources, public affairs, programs and policies in the areas of affirmative action, equal opportunity, labor relations, personnel and training, and special projects.

ORGANIZATION: The unit was administratively established in 1989 to include the functions and activities of the offices indicated under Organizational Units.

PROGRAM:

Office of Employee Relations and Equal Opportunity. These two offices were combined to provide increased efficiency in related areas. Labor Relations activities involve representation of the Department at all levels of the appeals process utilizing contracts statewide, investigating and recommending a course of action in grievance resolution at all lower levels of the grievance procedure, and representing the Commissioner at Department-head level procedures and also at the Bureau of Employee Relations. The Office works in conjunction with the legal staff in preparing and presenting grievances at arbitration. Labor Relations staff performs systematic visitations to all division offices, crew headquarters and other department facilities, as well as many job sites, to provide employees and management a professional resource for addressing labor/management issues. Staff also provides instruction to supervisors at all levels in interpretation and application of the provisions of our four Union contracts; investigates, recommends, and participates in disciplinary hearings; makes recommendations in the areas of Labor Relations relative to proposed policy development or change; conducts investigations of all complaints of alleged employee misconduct or other complaints against employees received from outside normal supervisory channels and participates at the bargaining table for each set of contract negotiations; develops and implements MDOT programs for internal equal employment opportunity, affirmative action and Title VI, Section 504, external programs for Disadvantaged/Women Business Enterprises, EEO Contract Compliance, On-the-Job Training; and strives to further improve the internal and external coordination of equal opportunity activities. The internal Equal Employment Opportunity Program placed increased emphasis on training of supervisory employees in affirmative action/EEO management. The external Affirmative Action emphasis has resulted in increased awareness by, and certification and participation of, firms owned and controlled by minorities and women in Federal-aid contracts with MDOT, and pre-entry training of women and minorities into the construction industry.

Office of Personnel and Training, Health and Safety. This office provides the traditional administrative functions of recordkeeping and processing of personnel transactions as well as Staff Development and Training and Health, Safety and Industrial Accident Prevention and Administration necessary for a labor/intensive work force. The primary goal is to provide employees who are properly classified, paid, motivated and trained to perform the various missions of the Department in a safe and efficient manner. This requires planning for present and future needs, ensuring proper selection and placement, and development of a variety of supervisory, career development, orientation and personnel safety training programs and policies.

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 personnel staff has completed the transition to the MFASIS system for the non-crew system with relative ease. Further consideration of adapting MFASIS for the crew system has been suspended due to limited funding.

TRANSPORTATION

Seven full-time and one volunteer continue to manage safety programs in the Maintenance Divisions and in Motor Transport Service/Traffic Service.

Following the successes of our "Supervisory Skills" and "Transition to Supervision" pilots, both programs have been instituted as regularly scheduled supervisory development events in our two largest Bureaus. These programs have also been used as a vehicle to channel concerns of first level supervisors to their superiors and Division heads.

We are continually presenting workshops based on the Myers-Briggs Type Indicator, a program on understanding personality differences. We conduct the program in groups of 20 to 35 participants, making it available to as many employees as possible.

We have implemented with the approval of the Bureau of Human Resources an in-house Orientation Program for New Employees.

A cadre of 50 volunteer trainers, all MDOT employees, annually presents First Aid and CPR Training, the Defensive Driving Course and Traffic Control training to employees statewide.

Office of Public Affairs and Mapping. The Office is responsible for creating, conducting and evaluating external and internal public information programs. Typical efforts included preparation and distribution of news releases, pamphlets, booklets and other printed material; authorship of speeches and presentations; publication of an employee newsletter; editing of material prepared by other Bureaus/Divisions/Offices; support services for various special events; and, other special projects as assigned. In addition, the Office creates and distributes 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 provides graphic arts support for all MDOT Bureaus, Offices and Divisions.

Office of Special Projects. The Director of Special Projects performs professional policy analysis and development work overseeing, formulating, evaluating and coordinating a wide variety of local and statewide transportation initiatives for the Department. The Director may serve as principal technical information resource for critical issues before legislative committees, local government leaders, task forces, and adhoc committees.

This office researches and provides answers to the many inquiries received from legislators and citizens throughout the state. This action requires considerable coordination with other departmental offices, and many times with other state agencies in order to insure that correct, timely and complete replies are made to the questions posed.

The Office of Special Projects develops, evaluates and presents alternative approaches and strategies for departmental policies, procedures, goals, objectives and legislative initiatives, and represents the department in support of these issues.

PUBLICATIONS:

- D/WBE Program (annual), free
- D/WBE Directory (updated monthly), free
- OJT Program (annual), free
- D/WBE Certification Guide (annual), free
- Contractor and Subcontractor Equal Employment Opportunity Handbook, (annual), free
- County Maps (Large Scale \$2.00, Small Scale \$.50)
- Urban Maps (\$1.50)
- Minor Civil Division Maps: (Large Scale \$2.00, Medium Scale \$.50, Small Scale—Free)

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

TRANSPORTATION

OFFICE OF AUDIT

ROBERT B. BOOTH, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2902

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229A; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: To provide advice to the Commissioner of Transportation on audit matters; perform organization-wide internal audits of the Department of Transportation and external audits of contracts and grants negotiated with recipient organizations; and develop and implement the necessary plans and programs to accomplish internal and external audits of financial operations and internal controls, including compliance with certain provisions of Federal and State laws and regulations.

ORGANIZATION: The Office of Audit was established in June, 1981 in response to one of the Ernst & Whinney Management Study recommendations.

PROGRAM: Internal audits were conducted to provide financial and compliance audit coverage of applicable programs. To comply with the Single Audit Act of 1984 enacted by Congress, the audit for the fiscal year ended June 30, 1990, was conducted jointly with the Department of Audit.

External audits provided support to management and program staff over the administration of contracts with consultants, railroads, utilities, public transportation agencies and political subdivisions.

The Office represents the Department through appointment to the advisory committee assisting the Commissioner of Finance in implementing and administering the Maine Uniform Accounting and Auditing Practices for Community Agencies which were adopted to regulate applicable grant processes as provided under the provisions of 5 MRSA, Chapter 148-B, as amended.

FINANCES, FISCAL YEAR 1991: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

OFFICE OF LEGAL SERVICES

THOMAS G. REEVES, CHIEF COUNSEL

Central Office: Transportation Bldg., Augusta

Telephone: 289-2681

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229L; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 20

Legislative Count: 0

PURPOSE: The primary purpose of the Office of Legal Services is to provide the necessary legal counsel for the Department of Transportation. Accordingly, the Office represents the Department in litigation, provides legal opinions, reviews contracts, and prepares title reports.

ORGANIZATION: The Office of Legal Services originated in 1962 as the Legal Division of the former State Highway Commission which was transferred to the new Department of Transportation in the State Government reorganization of 1972. In December, 1980, the responsibility for investigating and processing accident and damage claims received by the Department and the review of processing of Workmen's Compensation claims was transferred from the Bureau of Safety to this office. In June, 1981, the name of the Division was changed to the Office of Legal Services by administrative action.

TRANSPORTATION

PROGRAM: During this fiscal year the Office represented the Department in eminent domain, tort, contract, and administrative litigation. The Office processed 269 State Claims Commission referrals; 85 were presented for hearing and 201 were settled. The Office also completed and updated for the Department 3,431 title abstracts. Ninety-one projects were prepared for the Attorney General's Office; Land for Maine's Future (Bureau of Planning); Inland, Fisheries and Wildlife; Bureau of Public Lands and Parks and Recreation. \$49,047.35 of outstanding accounts receivable are currently being handled by the Office. The Office has represented the Department in workers' compensation claims and has rendered advice and counseling services, drafted contracts, leases, and legislative documents, written opinions and performed research in connection with the activities of the Department.

FINANCES, FISCAL YEAR 1991: 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
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2661

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: 1,467

Legislative Count: 172.5

Organizational Units:

Highway Maintenance Division
Bridge Maintenance Division
Traffic Engineering Division

Engineering & Management Division
Motor Transport Service
Radio Operations Section

PURPOSE: The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 15,872 lane miles of State and State-aid highways; the winter maintenance of 8,093 lane miles of State highways; the maintenance of 2,762 bridges on State, State-aid, and town highways; the coordination of the State-aid highway construction program; the installation and maintenance of traffic control devices on State and State-aid highways; the management of an equipment fleet for the Department of Transportation; the management of the Department's communication system; and the maintenance of safety rest areas and roadside picnic areas.

ORGANIZATION: The Bureau of Maintenance and Operations organization has remained the same, undergoing no changes in its structure or mission since the last report.

PROGRAM:

Highway Maintenance Division

Winter Maintenance: The advisory speed reduction radio activated signs now total 33 between Portland and Bangor on the Interstate. There still remains a section between Topsham and Augusta without the signs.

We experimented with two ground speed control sanders this past winter. It took most of the winter to calibrate them, so evaluation will be extended into next winter.

For years, Maintenance has been purchasing steam thawers which must have licensed boiler operators. Last year we purchased two high pressure washers which seem to work fine on cleaning out culverts as well as keeping equipment clean. We don't need licensed operators to run them and the response time on cleaning frozen culverts has dramatically improved.

Summer Maintenance: Our normal maintenance paving programs was completed this year on time, resurfacing some 600 miles of highway.

We purchased two Leeboy maintainers which have the capabilities of paving narrow pavement strips, laying narrow gravel shoulders and grinding pavement. We had anticipated these might be able to replace two of our worn out shoulder boxes, but it appears that they are not a production machine. They are, however, a great maintenance tool capable of grinding high shoulders and removing ruts as well as doing short sections of gravel shoulders. Also recently purchased were two trailer drawn distributors.

TRANSPORTATION

The application of liquid asphalt has been greatly reduced during the past years, and as a result our distributors are very old and we have been relying on rental machines for the most part. We have hopes that the trailer drawn distributors will be an adequate machine to use for tracking under our hot mulch and do what shoulder treatment that we now do.

Safety Rest Areas. The Yarmouth Information Center has undergone a construction project which added picnic tables to the area and made some other needed improvements to the grounds and building as well.

At Hampden N.B. we have experienced the normal problems associated with new rest area buildings. Apparently a leak existed in the water storage tank allowing sub-surface water to enter the tank, the roof leaked and an electrical problem was found on the water system. Since the building was still under warranty the problems were taken care of by the Contractor.

Although this is a building less than a year old we have already experienced the usual vandalism. Vandalism and the use of some of our areas by undesirables has caused us considerable concern because our maintenance people have reservations about cleaning up. We are now looking into portable pressure washers that could be used to clean the privy areas.

Radio Operations Section. During the fiscal year 1991 the radio section continued to replace old and tired mobile radios with the purchase of approximately 90 new units. Additionally, we purchased approximately 20 new mobile radios to continue the installation of units in our snow removal equipment. The radio tower building at Bolton Hill in Augusta has been expanded to more adequately accommodate the additional radio gear we have purchased during the past few years. A new radio installation is to be added in the Allagash area to provide communications in that remote location. New test gear was purchased to update old equipment for our radio technicians. The Interstate speed reduction sign program was continued with additional installations. The radio/telephone interface units have been installed at 5 locations and are operational. The plans for the coming season include additional speed reduction signs, continuing updating of mobile radios, upgrading automatic generator systems at the remote radio tower sites and other related activities.

Bridge Maintenance Division. The Bridge Maintenance Division continued maintenance and operation of approximately 2,800 bridges and the inspection in accordance with the National Bridge Inspection Standards of approximately 3,800 bridges.

Bridge Maintenance included the removal of winter sand, bridge flushing, touch-up painting, steel and concrete repair, accident damage repair, and channel maintenance. Major deck rehabilitation and wearing surface replacement was also accomplished on 24 structures. Painting continued on two major structures; Deer Isle-Sedgwick suspension bridge and the Augusta Memorial Bridge. Complete painting was accomplished on 18 other large structures. Maintenance of the ferry transfer bridges was continued for the Bureau of Transportation Services.

Capital Improvement Force Account projects completed with Bridge Maintenance forces included: replacement of the Frenchboro Ferry Transfer Bridge, replacement of the wearing surface on Route 100 over I-95 in Palmyra, rehabilitation of Mill Stream Bridge in Madison and the replacement of a timber abutment for Sherman's Railroad Bridge in Newcastle.

Several railroad grade separation structures on the State acquired Railroad Right of Way have been added to the inventory for State maintenance. The Railroad Bridges on Winter Street in Bath and Vaughn Street in Hallowell were closed to traffic due to their deteriorated condition.

The MDOT dive team continued working on underwater inspection of bridges as required by the National Bridge Inspection Standards.

Traffic Engineering Division. The Traffic Engineering Division continues to maintain and install traffic control devices as well as design traffic control projects for street lighting, interstate sign, and traffic signal projects. In our maintenance of traffic control devices, the pavement marking program for this year has been changed to federal force account project where federal funds will be used to fund approximately 90% of the cost of our pavement marking program. Our program continues to place markings at railroad crossings, high accident locations, remove "and" applies centerline and edgeline markings on the Interstate system and approximately 6,000 miles of conventional highways.

Our Sign Shop fabricated approximately 20,000 signs that were erected or used in construction and maintenance areas throughout the State of Maine.

Our electrical crews installed 12 flashing beacons and 2 street light systems and continued to maintain over 260 flashing beacons and 75 street light locations.

Our section designed plans for 14 traffic signal projects, 4 major signs projects, and 3 street lighting projects, and provided 150 traffic control plans for the Bureau of Project Development.

Our Division Traffic Engineers continue to field review many speed zones, signing complaints, and other safety issues in the divisions as well as supervise the signing crews for installation of highway signs.

TRANSPORTATION

Motor Transport Service. Motor Transport Service has completed the preparation and field assignment of all the vehicles and equipment purchased as a result of a 2nd legislatively approved financing package. Installation of 40 mechanical after body scrapers for the removal of snow and ice during winter maintenance operations is near completion. In accordance with OSHA regulations all Motor Transport overhead shop cranes have been repaired or replaced as necessary and have been submitted to load testing and appropriate ratings are visually displayed. As required by OSHA, Motor Transport Services will now proceed to repair, replace, load test and rate all hopper sander stands which are located at highway maintenance lots throughout the State. The new computerized fleet management system was activated on July 2, 1990 for statewide usage. The fleet management system has stabilized during the past year with minor errors in programming becoming noticeable. The Computer Services Unit of the Department of Transportation is currently assisting Motor Transport staff in identifying and correcting these errors. At this point in time the system is approximately 95% operational. The remaining 5% of the system is expected to be operational by late fall of this year. The resulting delay is due to programming changes.

LICENSES, PERMITS, ETC.:

Permit:

- Road Opening
- Driveway Entrance
- Studded Tires

Certificate:

- Fuel Oil exemption

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	34,476,921		149,633	27,765,959	731,726	5,829,603
Health Benefits	6,054,898		10,850	5,203,595	33,876	806,577
Retirement	7,060,884		18,100	5,753,587	126,418	1,162,779
Other Fringe Benefits	1,506,201		19,048	1,104,779	111,532	270,842
Computer Services—State	556,423			546,535	453	9,435
Other Contractual Service	39,445,715		33,000	25,882,325	99,670	13,430,720
Rents	856,087			354,272	33	501,782
Commodities	11,924,630		5,000	9,160,435	1,347,559	1,411,636
Grants—Subsidies—Pensions	22,761,617	185,217	152,899	22,036,106		387,395
Purchases of Land	386,567		500	372,720	13,347	
Buildings and Improvement	446,824			446,824		
Equipment	7,873,084		434,610	4,417,095	1,186,904	1,834,475
Interest—Debt Retirement	1,372,686			2,535		1,370,151
Transfers to Other Funds	3,453,626		2,160	3,263,317	-29,095	217,244
TOTAL EXPENDITURES	138,176,163	185,217	825,800	106,310,084	3,622,423	27,232,639

TRANSPORTATION

BUREAU OF PLANNING

PAUL J. MINOR, DIRECTOR

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-3131

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 232; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 45

Legislative Count: 0

Organizational Units:

Systems Planning Division
Safety and Data Systems Division

Program Management Division

PURPOSE: The Bureau of Planning was established to ensure provision of adequate, safe and efficient highway transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning to meet present and future needs for adequate, safe and efficient transportation. Primary emphasis is on highway planning efforts which are coordinated with planning for other modes of transportation. The Bureau is spokesman for the State representing the Commissioner before national, regional, state and local agencies, and groups of organizations, as is deemed necessary, to enhance and promote the transportation interests in Maine.

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. The Bureau has continued to undergo revisions in its organizational structure to align for present and projected future demands of a state transportation network. In December, 1980, and in accordance with a recommendation of the Ernst and Whinney Management Study, a group incorporating accident safety records and other safety programming efforts was formed and assigned to the Bureau. In February, 1981, the title of the Bureau was changed by legislative action to the Bureau of Planning, and includes a Division of Systems Planning, Division of Program Management, and a Division of Safety and Data Systems.

PROGRAM: The Bureau remains structured and tied to the purpose and mandate of the transportation planning function of the Department and the programs of its divisions are as follows;

Systems Planning. The Division is responsible for transportation planning within the State, specifically for continuing transportation planning efforts in the Portland and Lewiston-Auburn, Bangor, and Kittery urban areas. Special transportation studies are also undertaken in rural and urban areas when necessary. In addition, the Systems Planning Division provides the Department of Environmental Protection with traffic engineering reviews in connection with the Site Location Law.

Program Management. This Division is responsible for the development of the MDOT biennial Transportation Investment Program and for Planning Bureau oversight of the implementation of programmed projects by the Bureau of Project Development. This function included the evaluation of candidate capital improvement projects for highways, bridges, rail-highway grade crossings and high accident locations; formulation of improvement strategies for candidate projects; establishing project priorities; financial analysis of funding needs and of available fund sources; and selection of projects allocating available resources to meet the goals of the biennial program. In addition, the Division completed the development of the 1992-93 biennium Transportation Investment Program and provided planning information to the Bureau of Project Development for implementation of the 1992-93 program.

Safety and Data Systems: This Division is responsible for the collection and compilation of data related to highways. Included are traffic volumes, vehicle classification, vehicle weights, speed monitoring, traffic accidents, and roadway inventory. In addition to providing information in the above areas in FY 91, the Division developed: the annual Highway Performance Monitoring System (HPMS) Report; the Highway Safety Improvement Program (HSIP) Report; the engineering portion of the

TRANSPORTATION

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
Traffic Volume Report

FINANCES, FISCAL YEAR 1991: 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
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2827

Established: 1980

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 229P; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 6

Legislative Count: 0

PURPOSE: To provide intensive analysis of selected areas and programs within the Department in order to assist the Commissioner in determining policy direction for the Department.

ORGANIZATION: The Office was administratively established in November, 1980 in response to one of the Ernst & Whinney Management Study recommendations. A permanent Director was assigned. Later a permanent Planning & Research Associate was added. Appropriate personnel from within other Bureaus and Divisions are assigned on a temporary basis to satisfy the analysis requirements.

PROGRAM: Recently completed projects include a Highway Cost Allocation Study, a Railroad Bridge Study, a 100,000 Lb. General Commodity Permit Study, a 100,000 Lb. Special Commodity Vehicle Study, a motor fuel tax evasion study, a study of MDOT posted roads policy, and a study of motorist aid systems. Current or planned work efforts include Bridge Management System Development, analysis of weigh-in-motion data, 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.

TRANSPORTATION

Highway User Equity. A study to update and refine cost responsibility and cost sharing among users of the highway system was recently completed. Possible legislation to move towards greater equity in the sharing of these responsibilities will be considered.

New England Consortium Advisory Committee. The Consortium, consisting of representatives of five New England States, including Maine, conducts research on transportation-related projects of regional significance. Studies have included such topics as Truck Permitting and Modern Methods of Bridge Deck Testing. The Advisory Committee reviews policy questions and makes recommendations to the Policy Committee, as well as prioritizing suggested projects and matching them with available funds.

Commodity Permit Vehicles Studies. Studies of both the 100,000 pound general commodity and 100,000 pound special commodity permit vehicle's cost impact on Maine highways were recently completed.

PUBLICATIONS:

Maine Highway Cost Allocation Final Report, February 1989
Laws for the Operation of Commercial Vehicles, Revised May 1990
Motor Fuel Tax Evasion Comm. Final Report, Feb. 1991
Maine Truck Size and Weights — Legislative History — March 1985
Report on Compliance with Vehicle Weight Laws, Jan. 1990
Local Bridges — Condition and Management Strategy — Feb. 1985
Final Report of the Truck Issues Advisory Committee, March 1986
Experimental Vehicle Program — Guidelines for Application, Office Review and Vehicle Testing — 1989

Publications are available and free upon request.

FINANCES, FISCAL YEAR 1991: 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

TRANSPORTATION

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 1991: 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: 680

Legislative Count: 636.5

Organizational Units:

Location and Survey
Right-of-Way
Construction

Design
Technical Services
Office of Chief Engineer
Environmental Services

PURPOSE: The primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, once funding has been approved, through to construction completion. Certain Divisions within the Bureau, primarily Location and Survey, Technical Services, and Right-of-Way, also serve the Department and the public in non-project-related activities according to their particular expertise.

ORGANIZATION: The project development concept was begun as a part of the Department's reorganization in 1972 when the Project Development Unit was formed as part of the Bureau of Highways. In line with changes suggested by the Ernst & Whinney Management Study, the Bureau of Highways was abolished and several new Bureaus established, among them the Bureau of Project Development. The internal organization of the Bureau includes the divisions of Location and Survey, Design, Right-of-Way, Construction, and Technical Services. Each serves the major goals and responsibilities of the Bureau with some activities directly in support of the other Project Development Divisions. Also, demands are placed upon these Divisions for services by other units of the Department, other State agencies and the public.

The Office of Chief Engineer shares office staff with the Director—Bureau of Project Development. The Environmental Services Division reports to the Chief Engineer.

TRANSPORTATION

PROGRAM: The Bureau of Project Development advanced 130 projects to the construction stage during the fiscal year. These projects had a contract value of approximately \$75.0 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. Some major improvement projects are also being developed by the Maine Turnpike Authority to improve access to and from the Maine Turnpike. Other programs and activities at the Division level are summarized as follows:

Location & Survey. This Division consists of four Engineering/Technical Units which directly support the Department's Transportation Investment Program and provide various services for the entire Department.

This Division provides project management for preliminary engineering and environmental services on major highway and bridge projects such as the Topsham-Brunswick Bypass Project, Augusta Third Bridge Project, Presque Isle Bypass Project, Portland to Gorham Project, and other projects of similar magnitude. The Division has four Engineering/Technical Units. The Survey Group, consisting of 14 to 16 survey crews, routinely performs all project related preliminary, preconstruction and construction survey activities. These activities currently are of sufficient magnitude that agreements for consultant survey services have been entered into with nine (9) firms to provide up to nine (9) contract survey crews. The Location Studies Group conducts location studies and analyses regarding alternative locations for highway and bridge projects and, as necessary, determines alignments to be surveyed by the Survey Group. Currently, all major projects are being developed under agreement with consultant engineering firms. The Photogrammetry Group provides aerial photo coverage and statewide survey control for the entire Department on an "as needed" basis.

Design. This Division continued to deliver highway and bridge projects to construction contract award, with the help of consultant engineering services and computer aided design drafting (CADD). Design work was continued on a number of major projects, including replacement of the Million Dollar Bridge between Portland and South Portland, which will be the largest single project undertaken by the Department.

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 73 projects involving the appraisal and negotiations of 1216 parcels with a total appraised value of \$2,433,701.00. 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 2833 illegal and abandoned signs without compensation and issued 8924 Official Business Directional Sign Permits. Approximately 2800 permits accommodating utilities within the highway right-of-way were issued and over 2400 requests for information regarding highway rights-of-way were processed. Fifteen (15) parcels/pieces of excess Departmental real estate were sold for a total price in excess of \$340,000.00.

Construction. During Fiscal Year 1991, the Construction Division, through its administratively created divisions, assumed contract administration, construction engineering and construction inspection responsibility for one hundred contracts amounting to an estimated \$72,000,000 as follows:

- 27 Complete Highway Construction Contracts Including Bridges
- 3 Complete Highway Construction and Paving Contracts
- 16 Highway Paving Contracts
 - 1 Highway Paving and Signing Contract
 - 6 Highway Paving and Bridge Rehabilitation Contracts
 - 3 Highway Paving and Bridge Deck Replacement Contracts
 - 1 Highway Lighting Contract
 - 6 Intersection Improvement Contracts
 - 1 Highway Signing Contract
- 15 Bridge Replacement Contracts, Including Approaches
 - 4 Bridge Rehabilitation Contracts
 - 1 Bridge Deck Replacement Contract
 - 1 Bridge Deck Wearing Surface Replacement Contract

TRANSPORTATION

- 6 Traffic Signals and Modification Contracts
- 4 Roadside Improvement Contracts
- 1 Tourist Information Center Improvement Contract
- 1 Rest Area Contract
- 2 Culvert Replacement Contracts
- 1 Truck Weigh Station Contract

Environmental Services. This Division has department-wide environmental responsibilities and authority. In order to better serve both the public's environmental and transportation interests, the Division has contracted with a consultant to develop an Environmental Coordination and Permitting System which should be implemented during this fiscal year.

The Division has three sections: (1) Environmental Studies and Permits; (2) Water Resources; and (3) Landscape and Mitigation. The Environmental Studies Unit provides required environmental documentation for Investment Program projects, coordinates with natural and cultural resource agencies and groups, assesses impacts that would result 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 75 environmental documents for federally funded highway and bridge projects. The Environmental Permit Unit acquires State and Federal environmental permits for Transportation Improvement Program, Maintenance, and Transportation Services projects, cooperates with regulatory and natural resource agencies to protect resources, coordinates permit-related project mitigation and protection measures, administers consultant environmental permitting efforts, and has permit compliance responsibilities. The Unit manages multi-year permit status database for over 500 projects.

Technical Services. This Division consists of three major subdivisions: Research and Development, Geotechnical and Testing, plus the Maine Local Roads Center.

The Research and Development Subdivision is responsible for research concerning materials and methods used in the construction and maintenance of highways and bridges. In addition to formal research, it provides a wide variety of support services to the department such as concrete and bituminous mix designs, technical reviews, problem solving, specifications, design recommendations, new product evaluation, and pavement management activities. It also administers a continuing program to evaluate experimental products that are incorporated in construction projects. Research and Development is subdivided into three Sections: the Roadway Section, the Structures Section, and Pavement Management Section.

Contracts were entered into with the University of Maine for the following Research Projects: Simplified Design of Rigid Frame Reinforced Concrete Skewed Slab Bridges (Phase II Laboratory Verification), Use of Tire Chips as Lightweight and Conventional Embankment Fill (Phase II Field Trials) and Continuation of Riprap Specifications for Bridge Structure Protection. In addition a contract was entered into with the U.S. geological Survey for a Research Project entitled, Pollutant Loading from Maine's Rural Highway System.

The Geotechnical Subdivision conducted or reviewed subsurface investigations for all projects that the Design Division required soils information. Soils reports, materials inventories, drainage studies, and engineering soils maps were prepared or reviewed to aid the engineers and contractors in the design and construction of highway and bridge projects.

The Testing Subdivision is responsible for providing testing services for all materials that are used by the Department for constructing and maintaining highway and bridge projects.

The Field Quality Control Section performs tests on materials in the field, primarily during the construction phase of projects. During the past year a total of 190 projects required the services of this Section. There were 26 bituminous and 33 concrete plants inspected and certified to provide materials for the construction of MDOT projects. Thirty-three personnel completed a total of 11,000 tests to determine the acceptability of materials for use in construction projects.

The Central Laboratory Section is responsible for also providing testing services primarily for materials that are normally not tested in the field. The laboratory performs both Chemical and Physical tests for soils, aggregate, bituminous, cement, concrete, and other miscellaneous highway and bridge materials. The proficiency of testing is regularly inspected by independent national agencies to assure high quality testing. During the past year this section completed 19,000 tests covering 190 projects with 17 people.

The Maine Local Roads Center provides training, technical assistance, and information to those municipal people who are responsible for constructing, maintaining, and managing local roads and

TRANSPORTATION

bridges in Maine. Administered by the Maine Department of Transportation in cooperation with the University of Maine, the Maine Local Roads Center is one of more than 45 Technology Transfer Centers established by the Rural Technical Assistance Program and the Federal Highway Administration. The Center receives guidance and program direction from an Advisory Committee representing all levels of Maine government—from town road commissioners and town managers to MDOT and University of Maine representatives.

LICENSES, PERMITS, ETC.:

Permit:

- Outdoor Advertising
- Utility Location

PUBLICATIONS:

- Evaluation of a Hand Held Microcomputer as a Data Collection Device
- Materials Characterization for Development of an Overlay Design Procedure
- A Review and Experimentation of Gravel Stabilization Methods
- Benchmark for the Maine Department of Transportation's A588 Weathering Steel
- Evaluate of Sensitivity of the New AASHTO Pavement Design Procedures
- The Use of Tire Rubber in Pavements
- Geochemistry of High Salinity Solutions in Maine Surficial and Bedrock Aquifers
- Simplified Design of Rigid Frame Reinforced Concrete Skewed Slab Bridges (Phase I)
- Protective Coatings for Structural Steel
- Experimental Utilization of a Stress Absorbing Membrane
- *Snow and Ice Control on Local Roads
- *Basics of Paving Contracts and Inspection Techniques for Municipal Officials
- *Minimizing Tort Liability for Local Governments in Maine
- *Roadway Fundamentals for Municipal Officials
- *Permits, Payments, Postings, and Procedures—the DOT and You
- *Claims, Pains, and Automobiles—Municipal Roads and Test Liability
- *Road Surface Management for Maine Towns

*Each of these publications are available to municipal personnel for \$5.00 each, all other publications are provided free.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	16,249,660			5,916,264	8,727,396	1,606,000
Health Benefits	1,763,558			831,414	759,344	172,800
Retirement	3,325,567			1,536,457	1,467,910	321,200
Other Fringe Benefits	9,306,748			4,594,110	3,212,638	1,500,000
Computer Services—State	28,908			187,974	-159,066	
Other Contractual Service	3,093,576			2,077,609	1,015,967	
Rents	32,909			30,220	2,689	
Commodities	1,400,140			1,272,851	127,289	
Grants—Subsidies—Pensions	2,396,794			502,486	1,894,308	
Purchases of Land	6,562,073			4,096,918	2,465,155	
Buildings and Improvement	602,343			389,472	212,871	
Equipment	70,875,768		4,300,000	21,576,880	44,098,888	900,000
Interest—Debt Retirement	17,542,076			17,542,540	-464	
Transfers to Other Funds	348,743			340,648	8,095	
TOTAL EXPENDITURES	133,528,863		4,300,000	60,895,843	63,833,020	4,500,000

BUREAU OF TRANSPORTATION SERVICES

RUSSELL W. SPINNEY, DEPUTY COMMISSIONER

Central Office: Transportation Bldg., Augusta

Telephone: 289-2841

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: June 25, 1981

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 243; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 80.5

Legislative Count: 10

PURPOSE: The Bureau of Transportation Services was established to plan and develop adequate, safe and efficient integrated public transportation facilities and services which contribute to the economic growth of the State of Maine and the well being of its people, with particular emphasis to low income, elderly, and handicapped individuals. The Bureau conducts a continuing analysis of the amount and quality of air service being provided in the State. The Bureau promotes the advancement of aviation interests, airport development, administers the operation and maintenance of the Augusta State Airport and marine infrastructure projects such as dredging.

The Bureau undertakes and directs planning studies in regard to the development and improvement of cargo handling facilities at Maine Ports, the development of the Fish Pier Construction Program, and the State Ferry Service. The Bureau also undertakes a continuing analysis of the Maine Port traffic, pier and wharf construction, and cruise ship activities. The Bureau is also charged with the responsibility of developing a biennial capital improvements program for ports and the ferry service and administers the operation and maintenance of the State Ferry Service, and the port and pier facilities within the jurisdiction of the Department.

The Bureau reviews, in cooperation with the Department of Human Services and Mental Health and Corrections, an annual operations plan developed in each of eight regions into which the State has been divided. The objectives include achieving maximum feasible coordination of funds among all state agencies that sponsor transportation, encourage the participation of private transportation operators in the service to the greatest possible extent. State assistance includes: planning and technical assistance to regional operators in the development of annual operations plans, capital assistance for the acquisition of equipment and operating assistance to defray operating deficits for essential service.

The Bureau administers the Local Rail Freight Assistance programs of the Federal Railroad Administration which provides assistance in the rehabilitation of light density lines that might otherwise be abandoned and the Railroad/Highway Grade Crossing Improvement Program of the Federal Highway Administration. An approved state rail plan is required to maintain eligibility, and periodic updates are required to establish project eligibility and approval. In addition, the Bureau has been assigned the responsibility of administering the rail safety laws of the State including accident investigations, and a continuing review of the condition of the rail lines within the State in addition to those specific areas designated by law. The Bureau manages leased, abandoned railroad rights of way and state-owned rail lines.

The Bureau also provides the resource for participation by the State of Maine in regulatory matters affecting transportation, which includes the submission of statements (testimony) before federal regulatory agencies, in particular the Interstate Commerce Commission, Civil Aeronautics Board, and the Federal Maritime Commission.

ORGANIZATION: The Bureau of Transportation Services includes the Divisions of Air Transportation, Rail Transportation, Ports and Marine Transportation, and Highway Mass Transportation. The programs and activities of the several divisions are as follows.

PROGRAM:

Air Transportation Division. During this fiscal year, programs continued in fulfilling the objectives of Bond Issues for Capital Improvements to airports. Combined Federal, State and local funds allowed for a total program of \$11.9 million. An additional \$185,972.70 was allocated from State and local funds for the engineering and design of future airport needs. The Air Transportation Division participated in the investigation of 11 aircraft accidents and oversaw the searches for 2 missing aircraft. Thirty-five (35) sponsors of publicly-owned airports were reimbursed \$171,466 for a portion of their snow removal costs. The Division registered 1,074 aircraft and 73 airports, and collected \$95,434.09 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, and entered into a contract to provide weather observations for the State Airport. The Augusta State Airport met the needs

TRANSPORTATION

of the flying public by providing service from one commuter airline. Total passenger enplanements and deplanements were approximately 19,000. The Executive Aircraft continued to be used frequently, logging more than 245 hours in support of State officials.

Highway Mass Transportation Division. During fiscal year 1991, 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 1991, the Division contracted with 20 different transportation providers. State funds consisted of \$300,000 provided from the General Fund and was primarily in conjunction with local funds for the necessary match of the Federal subsidy program. The Federal program consisted of three separate grants totalling approximately \$2,269,883. This funding was used for planning, capital equipment and operating expenses within the various public transportation projects.

Ports & Marine Transportation Division. During this fiscal year a contract was awarded for construction of a new 17-vehicle ferry for Swans Island. Resource assistance was also provided to the Maine State Ferry Service Advisory Board. During the fiscal year the Maine State Ferry Service transported 135,469 vehicles and 363,104 passengers between the three mainland and six island terminals. Major improvements to the Ferry Service during the year included completion of a new sewage system in Lincolnville, preliminary design of a new North Haven ferry pen and transfer bridge and a new Frenchboro Island transfer bridge.

During the fiscal year, the Division worked to improve Maine shippers' opportunities at Searsport, Eastport and Portland. Highlights included securing container service for Portland, an underwater inspection of Eastport cargo facility, and identification of cargo and cruise ship traffic at all three ports. The Division also awarded a contract for the reconstruction of the Great Diamond Island ferry terminal in Casco Bay, completed paving of the International Marine Terminal, finished design for Peaks Island transfer bridge, and completed a new Lincolnville Fish Pier. Finally, the Division participated in the operation of the Portland Fish Pier Authority and Casco Bay Island Transit District.

Rail Transportation Division. During fiscal year 1991, common carrier freight service was reestablished on the Rockland Branch rail line by the State's designated operator, Maine Coast Railroad. The Division will continue working with Maine Coast to bring Dragon Cement of Thomaston on line and to develop a rail-barge transloading facility at Birch Point, Wiscasset, for use by Dragon. During the year, the Rail Division solicited proposals for operation of the Calais Branch trackage. During the upcoming year, negotiations will proceed toward naming an operator for the branch. Stone & Webster Engineering Corp. completed a demand analysis of potential rail passenger service between Boston and Maine points. Because of favorable numbers generated, AMTRAK conducted a rail facilities inventory of the Boston-Portland corridor resulting in a \$50 million dollar estimate to rehabilitate track and provide equipment. The Maine Legislature passed, and the Governor signed, a bill authorizing the Department to seek \$40 million in Federal funding for passenger service restoration.

LICENSES, PERMITS, ETC.:

Permit:

- Dispersal of Chemicals by Aircraft
- Firing or Launching of Rocket or Missile
- Commercial Temporary Landing Area—Land
- Commercial Temporary Landing Area—Seaplane

Certificate:

- Aircraft Registration
- Certificated Air Carrier Airport Registration
- Commuter Air Carrier Airport Registration
- Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
- Noncommercial Registration—Heliport
- Noncommercial Registration—General Aviation II—Airport, Seaplane Base
- Airport Dealer's Registration—Franchise
- Airport Dealer's Registration—Broker

PUBLICATIONS:

- Guidelines for the Development of Annual Operations Plan
- Public Transportation Management Plan
- Ferry Service Tariff — No Fee
- Maine Ports — Brochure — No Fee
- Railroad Transportation Policy and Plan—No Fee

TRANSPORTATION

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

Planning Study of Maine Coastal Port and Harbor Needs—No Fee

FINANCES, FISCAL YEAR 1991: The following financial display was generated from the unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

BUREAU OF TRANSPORTATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,708,108	253,826			156,835	1,297,447
Health Benefits	209,021	20,787			16,894	171,340
Retirement	338,582	44,936			30,988	262,658
Other Fringe Benefits	1,735,647	403,359	299,839	5,625	646,546	380,278
Computer Services—State	109,529	48,388	26,764			34,377
Other Contractual Service	707,930	86,735	47,520		28,766	544,909
Rents	237,393	60,983				176,410
Commodities	88,501	3,733	18,612		428	65,728
Grants—Subsidies—Pensions	3,978,811	515,560	25	749,147	1,984,815	729,264
Purchases of Land	4,505,020	5,020				4,500,000
Buildings and Improvement	1,176,283	11,479	160,759		999,725	4,320
Equipment	681,725	490,138	1,923		33,269	156,395
Interest—Debt Retirement	109	34				75
Transfers to Other Funds	1,751,765	1,673,128	7,588	109	17,128	53,812
TOTAL EXPENDITURES	17,228,424	3,618,106	563,030	754,881	3,915,394	8,377,013

MAINE TRANSPORTATION CAPITAL IMPROVEMENT PLANNING COMMISSION

DANA F. CONNORS, COMMISSIONER

Central Office: Transportation Bldg., Augusta Floor: 3
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2551

Established: September 29, 1987

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 251; Citation: 23 M.R.S.A., Sect. 4501

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise, consult and assist the commissioner on activities of State Government relating to transportation capital improvement planning. The commission shall be solely advisory in nature. The commission shall not become involved in the preparation or any aspect of the implementation of the department's biennial transportation improvement program.

ORGANIZATION: The commission shall consist of no more than 17 members. Membership shall include one representative from each of the State's 8 designated planning and economic development regions who shall be appointed by the Governor and who shall serve as representatives of local government or regional planning agencies. In addition to these members, the Governor shall appoint one representative on the commission for each of the following areas: Air passenger or cargo service, rail service, truck service, surface passenger transportation, marine passenger service, marine cargo service and economic or community development. To the extent possible, the Governor shall consider representatives who are active members of established corridor committees. At least 2 members of the commission shall be current members of the joint standing committee of the Legislature having jurisdiction over transportation, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure.

TRANSPORTATION

PROGRAM: To assist the Department in the preparation of a transportation capital improvement plan that identifies long-range capital improvement needs for the State's highways and bridges, ferries and related facilities, cargo ports, airports, public buses and related facilities, and rail facilities. The capital improvement plan shall only address needs that are of a State-wide significance. The needs to be addressed shall exclude those items to be addressed in the Department's current biennial transportation improvement program. The capital improvement plan shall set forth goals, objectives, schedules, and a budget that provides a balanced State-wide response to the needs identified. The plan shall be updated every two years and serve as advocate for the public in promoting policies which address the long-term transportation capital improvement needs of the entire State.

Early in 1989, a consultant was hired by the Department to assist in the development of the first long-range multi-modal transportation capital improvement plan. With the consultant acting as a facilitator, the Commission met on several occasions in FY 90 with a work plan developed at the first meeting. At subsequent meetings, airports, air transportation, public bus transportation, railroads, marine ports, ferry service, highways, and bridges were discussed. Goals, objectives, issues, and strategies of the various modes have been brought together in a long range (year 2000) comprehensive multi-modal capital improvement plan finalized in May 1990.

The financial aspects of the plan are currently being addressed with consultant assistance.

PUBLICATIONS:

Free—Transportation To the Year 2000. "A Capital Improvement Plan for Maine" 1990

FINANCES, FISCAL YEAR 1991: This unit is not authorized to receive or expend funds.

TRAVEL INFORMATION

TRAVEL INFORMATION ADVISORY COUNCIL

MARIAN FULLER BROWN, CHAIRMAN

Central Office: c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation,
Statehouse, Augusta, Maine *Telephone:* 289-2391

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: October 1977

Sunset Review: Not Established

Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 379; *Citation:* 23 M.R.S.A., Sect. 1904

Average Count—All Positions: 0

Legislative Count: 2

PURPOSE: The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the implementation of new sign systems and new means to provide tourist and traveler information along highways in the State of Maine.

ORGANIZATION: The Travel Information Advisory Council has 9 members appointed by the Governor for two-year terms as follows: one representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing the Keep Maine Scenic Committee, one representing environmental organizations, one representing nonprofit historical and cultural institutions, one representing the general public and one representing sign design and fabrications artisans. All members are appointed by the Governor with the chairman being designated.

PROGRAM: The Advisory Council will continue to be involved in implementing the program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

LICENSES, PERMITS, ETC.:

Official Business Directional Sign Permits

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 1991: 23 M.R.S.A., Section 1925 provides that expenditures of this unit shall be borne by the Department of Transportation.

TREASURER

(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, 2001

Reference: Policy Area: 00; Umbrella: 28; Unit: 248; Citation: 5 M.R.S.A., Sect. 121

Average Count—All Positions: 17

Legislative Count: 17

PURPOSE: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as provided by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program. The Treasurer also serves on the Maine Municipal Bond Bank, Maine State Housing Authority, Maine State Retirement System, Finance Authority of Maine, Health and Higher Education Loan Authority Boards, Maine Court Facilities Authority, Maine Education Loan Authority and the Maine School Building Authority.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

PROGRAM:

Cash Management. In a typical year, nearly 3,000,000 State checks are distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 180 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately forty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

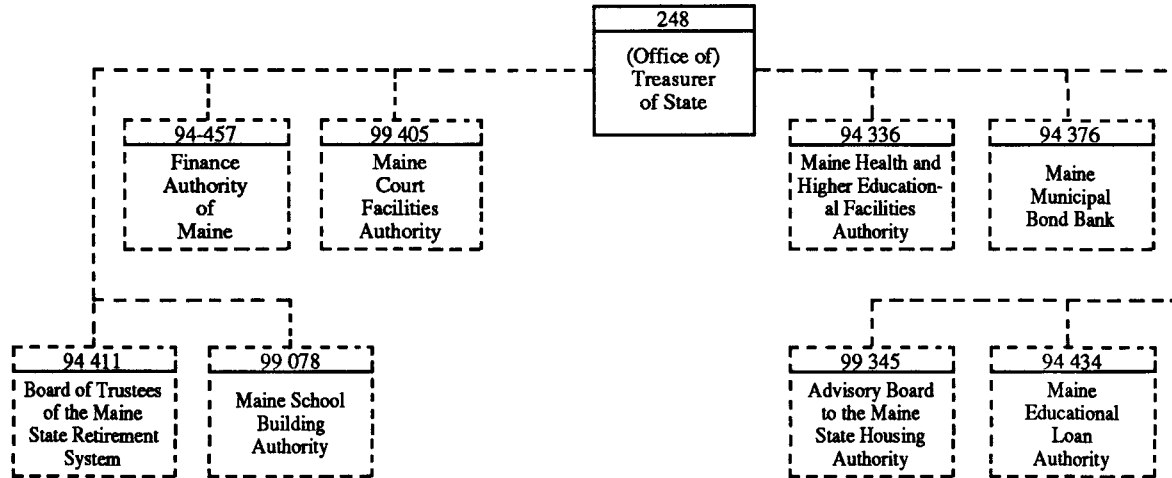
The basic unit of cash income management is the income statement. State agencies file over 40,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State — those checks lacking proper signatures, having insufficient funds, or otherwise defective — are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 3,000 bad checks will be processed.

Investment Management. Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with Maine banks, prime commercial paper, U.S. Government securities which mature in less than 24 months and prime banker acceptances and repurchase agreements with Maine banks.

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Safety and liquidity are important considerations 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 thirty million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

**ORGANIZATIONAL CHART
(OFFICE OF) TREASURER OF STATE
UMB 28**



Approved by the Bureau of the Budget

TREASURER

TREASURER

CONSOLIDATED FINANCIAL CHART FOR FY 91 TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	473,829	473,829				
Health Benefits	50,864	50,864				
Retirement	97,155	97,155				
Other Fringe Benefits	26,625	26,625				
Computer Services—State	10,680	10,680				
Other Contractual Service	155,403	153,823	1,580			
Rents	505	505				
Commodities	24,887	24,887				
Grants—Subsidies—Pensions	62,254,009		62,254,009			
Buildings and Improvement	700	700				
Interest—Debt Retirement	47,378,029	47,378,029				
Transfers to Other Funds	193		193			
TOTAL EXPENDITURES	110,472,879	48,217,097	62,255,782			

TREASURER

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 intowith 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 \$259,285,000 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.

Abandoned Property. The Treasurer implemented an abandoned property division to protect the interests of the citizens of the State of Maine who may be owners of such property. Holders must annually report these properties to the Treasurer. The division has a supervisor, 3 examiners and an office staff of 2. In 1991 \$4,242,613 of abandoned property was reported to the Treasurer of which \$1,155,873 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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

TREASURER

(OFFICE OF)
TREASURER OF STATE
(Chief Administrative Unit)

EXPENDITURES

	TOTAL FOR ALL FUNDS	Special General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	473,829	473,829				
Health Benefits	50,864	50,864				
Retirement	97,155	97,155				
Other Fringe Benefits	26,625	26,625				
Computer Services—State	10,680	10,680				
Other Contractual Service	155,403	153,823	1,580			
Rents	505	505				
Commodities	24,887	24,887				
Grants—Subsidies—Pensions	62,254,009		62,254,009			
Buildings and Improvement	700	700				
Interest—Debt Retirement	47,378,029	47,378,029				
Transfers to Other Funds	193		193			
TOTAL EXPENDITURES	110,472,879	48,217,097	62,255,782			

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 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF TRUSTEES UNIVERSITY OF MAINE SYSTEM

DAVID T. FLANAGAN, Chair
ROBERT L. WOODBURY, Chancellor

Central Office: 107 Maine Ave., Bangor
Augusta Office: 150 Capitol Street, Augusta
Mail Address: University of Maine System, 107 Maine Avenue, Bangor, Maine 04401

Telephone: 947-0336
623-2531

Established: 1865

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 02; Umbrella: 78; Unit: 421; Citation: 1967 P&SL Chap. 229

Average Count—All Positions: 4,352

Organizational Units:

Board of Trustees	University of Maine at Farmington (UMF)
Office of the Chancellor	University of Maine at Fort Kent (UMFK)
System Wide Services	University of Maine at Machias (UMM)
University of Maine (UM)	University of Maine at Presque Isle (UMPI)
University of Southern Maine (USM)	University of Maine at Augusta (UMA)
Maine Public Broadcasting Network (MPBN)	

PURPOSE: The University of Maine System is the state university of Maine. It provides undergraduate, graduate, and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine System was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research, and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially, and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the nontraditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a Chancellor as chief administrative and academic officer and, on the nomination of the Chancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL — Orono, Portland, Augusta, Law School. The result was the creation of the consolidated University of Maine System in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single institution in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine. In 1986 the University of Maine was renamed the University of Maine System and the University of Maine at Orono's name was changed to University of Maine.

PROGRAM:

Instruction. The University of Maine System is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic programs

UNIVERSITY OF MAINE

include offerings in arts and sciences, agriculture, forestry, technology, business, education, life sciences, engineering, law and nursing.

Fall 1990 enrollment in all University programs totaled 34,013 and 4,038 persons were awarded degrees in 1989/90. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners has led to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilities have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural, and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities, and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension and the Maine Public Broadcasting Network (MPBN). Cooperative Extension is a product of federal, state, and county governments and relates directly to the family, homemaker, and youth by providing educational and informational assistance to individuals, families, and communities. MPBN is licensed to the University of Maine System Board of Trustees to provide a statewide public network, both radio and television, for broadcasting of a predominantly educational, cultural, and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies, and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching, and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist the local economy. Much research and development has proved extremely productive and useful. The two major centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research. Responding to both community and individual requests, University research unquestionably has benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE SYSTEM FULL-TIME REGULAR EMPLOYEES JUNE 1991

BY EMPLOYEE CATEGORY

Faculty	1,295
Professional and Administrative	1,237
Classified	1,820
Total	4,352

BY SOURCE OF FUNDING

Educational and General	3,100
Auxiliary Enterprise	370
Restricted	882
Total	4,352

PUBLICATIONS:

- (1) *The Chancellor's Report*, University of Maine System (free)
- (2) *Chancellor's Newsletter*, University of Maine System (free)
- (3) *University of Maine System Profile* (free)
- (4) *University of Maine System Admissions Brochure/Poster* (free)
- (5) *Financial Report*, University of Maine System (free)
- (6) *Directory of Public Service Programs in the University of Maine System* (free)
- (7) *Legislative District Directory for 1991-92* (free)

UNIVERSITY OF MAINE

FINANCES, FISCAL YEAR 1991: 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, 1991

Unrestricted	General	Designated	Restricted	Total
REVENUES:				
Educational and general —				
Tuition and fees	\$ 61,172,592	\$ —	\$ —	\$ 61,172,592
Governmental appropriations-state	143,668,698	—	2,365,615	146,034,313
Governmental appropriations-federal	—	—	3,151,067	3,151,067
Governmental grants and contracts-state	—	—	11,029,383	11,029,383
Governmental grants and contracts-federal	—	—	30,250,416	30,250,416
Private gifts, grants and contracts	—	528,914	10,925,643	11,454,557
Endowment income	277,238	208,684	996,069	1,481,991
Recovery of indirect costs	3,423,012	—	—	3,423,012
Sales and services of educational activities	5,214,174	3,752,078	280,337	9,246,589
Other sources	4,674,756	4,777,657	—	9,652,413
Total educational and general	\$218,630,470	\$ 9,267,333	\$58,998,530	286,896,333
Sales and services of auxiliary enterprises	44,975,494	—	—	44,975,494
Total revenues	\$263,605,964	\$ 9,267,333	\$58,998,530	\$331,871,827
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	\$ 86,056,932	\$ 3,207,414	\$ 2,778,664	\$ 92,043,010
Research	7,755,197	1,929,515	13,857,280	23,541,992
Public service	8,077,538	4,921,067	17,623,221	30,621,826
Academic support	28,496,374	195,215	2,405,564	31,097,153
Student services	20,214,702	386,056	402,557	21,003,315
Institutional support	25,638,447	920,477	105,261	26,664,185
Operation and maintenance of plant	21,185,052	73,772	25,264	21,284,088
Student aid	5,328,841	412,356	21,800,719	27,541,916
Mandatory transfers for loan funds	34,896	—	—	34,896
Total educational and general expenditures and mandatory transfers	\$202,787,979	\$12,045,872	\$58,998,530	\$273,832,381
Auxiliary Enterprises—				
Expenditures	\$ 39,633,347	\$ —	\$ —	\$ 39,633,347
Mandatory transfers for retirement of indebtedness	1,478,506	—	—	1,478,506
Total auxiliary enterprises	\$ 41,111,853	\$ —	\$ —	\$ 41,111,853
OTHER TRANSFERS:				
FOR OPERATIONS:				
Current funds-appropriated	\$ 7,928,712	\$ —	—	\$ 7,928,712
Current funds-designated	5,171,963	(2,778,539)	—	2,393,424
Current funds-restricted	147,633	—	—	147,633
Loan funds	108,566	—	—	108,566
Endowment funds	(20,793)	—	—	(20,793)
Plant funds-unexpended	3,278,655	—	—	3,278,655
Plant funds-retirement of indebtedness	2,951,777	—	—	2,951,777
Total transfers	\$19,566,513	\$ (2,778,539)	\$ —	\$ 16,787,974
Excess of revenues over expenditures and transfers	\$ 139,619	\$ —	\$ —	\$ 139,619

The accompanying notes and summary of significant accounting policies are integral parts of these financial statements.

UNIVERSITY OF MAINE

UNIVERSITY OF MAINE SYSTEM SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES JUNE 30, 1991

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 9) 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 and workers' compensation benefits which are recorded when received or paid. These departures from the accrual basis of accounting do not have a material effect on the accompanying financial statements. The statement of current fund revenues, expenditures and transfers is a statement of financial activities of the current funds related to the current reporting period. It does not purport to present the results of operations or the net income or loss for the period as would a statement of income or a statement of revenues and expenses.

To the extent that current funds are used to finance other fund groups, the amounts so provided are accounted for as (1) mandatory transfers in the case of required provisions for matching loan funds or provisions for debt amortization; (2) transfers of a non-mandatory nature; or (3) interfund borrowings, according to the terms of the various arrangements.

Fund Accounting

The University follows fund accounting procedures by which resources for various purposes are classified for accounting and reporting purposes in accordance with activities or objectives specified. This is done in accordance with regulations, restrictions, or limitations imposed by donors or sponsoring agencies outside the University, or in accordance with directives issued by the Board of Trustees.

A fund is a self-balancing set of accounts for recording assets, liabilities, a fund balance, and changes in the fund balance. Separate accounts are maintained for each fund group to ensure compliance with limitations and restrictions placed on the use of resources.

Current Funds

Current Appropriated Funds represent reserves established principally to meet obligations for employee benefit programs and auxiliary enterprises.

Current Designated Funds are unrestricted funds for which the Board of Trustees or administration stipulates a specific use, thereby "designating" them for that purpose only. However, the Board of Trustees may at any time redesignate the funds for another use.

Current Unappropriated Funds, derived from educational and general operations of the University and from appropriations, gifts and grants, may be used at the discretion of the Board of Trustees or their designees to meet current expenditures for any purpose.

Current Restricted Funds, derived from appropriations, gifts or grants may be used only to meet current expenditures for the purposes specifically identified by the donors or by sponsoring agencies.

Loan Funds

Loan Funds, derived from Federal appropriations, gifts, grants and matching funds provided by the University, may be used only for providing loans to students and others specified by the donors or by sponsoring agencies.

Endowment Funds

Endowment Funds are subject to the restrictions of gift instruments requiring that the principal be invested and only the related investment income be used to meet current expenditures. Quasi-endowment Funds, established from time to time by the Board of Trustees, serve the same purposes as Endowment Funds, but both principal and income of Quasi-endowment Funds may be expended.

Plant Funds

Plant Funds, derived from appropriations, gifts, grants and University funds so designated by

UNIVERSITY OF MAINE

the Board of Trustees, may be used to meet expenditures for construction of additional facilities, major renovations, major equipment and retirement of indebtedness arising therefrom.

Restricted Gifts and Grants

The University records restricted gifts and grants at the time the services have been performed or funds have been received. When these gifts and grants are expended, a corresponding amount is reported as restricted revenues in the statement of current fund revenues, expenditures and transfers.

Endowment Fund Investments

Endowment Fund investments and investment activity are recorded at market value as determined by the University's Investment Advisors. Fluctuations in market value are reflected in the financial statements as unrealized appreciation or depreciation on investments.

The University follows the pooled investment concept for its endowments whereby all invested funds are included in one investment pool, except for investments of certain endowment funds that are otherwise restricted. Investment income is allocated to each fund participating in the pool based on its pro-rata share of the pool.

Investment in Plant

Plant assets are stated at cost when purchased or constructed at fair market value when acquired by gift. Plant Fund assets are depreciated in accordance with the Statement of Financial Accounting Standards 93 "Recognition of Depreciation by Not-For-Profit Organizations" (FASB 93), which does not require the funding of the depreciation, but allows for the depreciation to accumulate in the Investment in Plant subsection of the Plant Fund. Depreciation is recorded on a straight line basis over the estimated useful lives of the related assets principally as follows:

	YEARS
Buildings	30 - 60
Improvements	20 - 40
Equipment and Library Books	5 - 15

Expenditures for maintenance, repairs and minor renewals and replacements are expensed as incurred; major renewals and replacements are capitalized. Equipment and library books are removed from the financial statements when they become fully depreciated. When land, buildings and improvements are retired or otherwise disposed of, the asset and accumulated depreciation accounts are adjusted and any resulting gain or loss is reflected in the statement of changes in fund balance.

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%). Such amounts are reflected in Designated and Appropriated Fund Balances.

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: 581-1646

Mail Address: Margaret Chase Smith Center for Public Policy, 15 Coburn Hall, 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

Legislative Count: 0

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results.

ORGANIZATION: The Bureau of Public Administration was created in 1965 by the 102nd Maine Legislature. As of July 1, 1990 the Bureau of Public Administration was merged with the Margaret Chase Smith Center for Public Policy, University of Maine, Orono, Maine.

PROGRAM:

Applied Research and Consultation Services. Research activities focus on broad governmental policies and problems, as well as more specific, short-term analyses of issues of concern to state and local jurisdictions.

In most instances, research efforts result in published materials which are disseminated to both State and national audiences. These typically serve as curriculum resources, guidelines for legislature and/or Congressional action, or continuing reference sources.

Management Training and Development Services. The Bureau of Public Administration provides a Management Education Program for administrative, technical and professional personnel in state and local government as well as non-profit organizations. Two major types of management education programs are offered:

The Public Employee Development Program offers courses of usually one day in length and are open to all public employees in locations across the state;

On-Site Training Programs are developed and delivered on request and tailored to meet the specific needs of a municipality or state agency.

In partnership with the State Bureau of Human Resources three Institutes are offered:

Maine Executive Institute (MEI) is a two-week program for Maine State executives;

Maine Management Institute (MMI) is a one-week program for middle managers in State government;

Secretary/Administrative Support Institute (SASI) is a certificate program for State clerical and administrative support staff which consists of six one-day workshops.

The Bureau also provides more in-depth long-term consulting assistance through organizational development programs. These include Team Building for Manager and Department Head Teams; Interpersonal and Intergroup Conflict Resolution; Organizational Analysis; Goal Setting and Implementing Staff Development Plan.

As of July 1, 1990 the Bureau of Public Administration was merged with the Margaret Chase Smith Center for Public Safety Policy, University of Maine, Orono.

PUBLICATIONS:

Cash Management for Small Communities. John G. DePalma, Quenton B. Spector, and Bruce E. Benway, March 1978.

UNIVERSITY OF MAINE

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 1991: 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.

VETERANS' HOMES

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 homes for veterans, their spouses, widows, and widowers. There are currently three State Veterans Homes with a total of 280 Medicaid Certified beds.

The 114th Maine Legislature continued the funding of the Demonstration Teaching Nursing Home program at the Maine Veterans' Homes with a \$100,000 appropriation for FY 90-91. The purpose of this Demonstration project is "to increase the number of health care providers with improved capabilities to deliver geriatric care to the State's elderly population."

ORGANIZATION: The Board of Trustees of the Maine Veterans' Homes was established in 1977 and consists of ten members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

PROGRAM: The Maine Veterans Home has a 120-bed nursing home in Augusta, a 40-bed nursing home in Caribou, and a 120-bed nursing home in Scarborough. All are Medicaid certified Intermediate Care Facilities. They accept for admission war time veterans and the spouse, widow or widower of such veteran, in need of nursing home care.

The Maine Veterans Home—Augusta 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. The Maine Veterans Home—Scarborough is a clinical resource for training in geriatric medicine of graduate medical students studying in the specialty of Family Practical Medicine and Internal Medicine at the Maine Medical Center. Both Homes are also clinical resources in geriatric nursing education for Registered Nurses, Licensed Practical Nurses and nurse aides. These educational functions fulfill, in part, the goal of the Maine Veterans Home to provide patient service, education and research in geriatric and rehabilitative medicine.

The Maine Veterans Home has joined with the Maine-Dartmouth Family Practice Residency Program in conducting the educational programs authorized under **AN ACT to Fund a Demonstration Teaching Nursing Home**.

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	100,000	100,000				
Interest—Debt Retirement	207,001					207,001
TOTAL EXPENDITURES	307,001	100,000				207,001

BOARD OF VISITORS — BATH CHILDREN'S HOME

Central Office: 103 South St., Bath, Maine

Telephone: 443-4251

Mail Address: 103 South St., Bath, Maine 04530

Established: September 2, 1983

Reference: Policy Area: 03; Umbrella: 92; Unit: 466; Citation: 34-B M.R.S.A., Sect. 6253 (6)

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Visitors provides advice and direction to the director concerning the effective and efficient management of the home, in coordination with long-range missions and priorities of the bureau.

ORGANIZATION: The board consists of nine members: a representative from law enforcement or juvenile corrections, a representative from the Bath community, a Bath school official, a representative of an alcohol treatment center, a designee of a veterans' organization, a member appointed from the Department of Human Services (Division of Child and Family Services), and three citizens from outside the Bath area.

PROGRAM: During the past year, the Board of Visitors has advised the Bath Children's Home on policies and programs regarding implementation of the group home and transitional housing program.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of the Bath Children's Home.

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 1991: This unit is not authorized to receive or expend funds.

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 91 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 1991: The expenditures of this unit are, by administrative decision, included with those of Pineland Center.

VISITORS—STATE PRISON

**BOARD OF VISITORS —
MAINE STATE PRISON**

PETER JONITIS, 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 members for the Board of Visitors, Maine State Prison, Thomaston were:

Peter Jonitis, Chairperson
John F. Corcoran
(Vacant)
(Vacant)
Chrispin Connery

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 1991: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — MAINE YOUTH CENTER

DR. PAUL DYMENT, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Telephone: 289-2711

Established: October 1982

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 448; *Citation:* 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To monitor program, rights, and administrative issues concerned with the Maine Youth Center; and to report to the Commissioner and appropriate Legislative Committees, as well as the Governor's Office.

ORGANIZATION: The Chairman and committee members are appointed by the Governor.

PROGRAM:

1. Visitations to Maine Youth Center.
2. Meetings with appropriate members of the staff as well as residents.
3. Written reports including observations and recommendations to the Commissioner and Superintendent.
4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the Department and/or institutions.

The Board of Visitors of the Maine Youth Center has conducted a series of monthly visits, meetings, and individual visits as part of its activities. In general, these activities have resulted in an observation that the Maine Youth Center is a well managed institution, there are no apparent issues related to the disregard for the rights of residents on the part of staff, there is an active and well structured program for the youth assigned to custody, and the administration and staff have been most open and responsive to the inquiries of the Board.

Other issues such as those concerned with the needs of the program, improved systems of accessing funds for educational, clinical and medical services, the future of the Maine Youth Center with regard to the findings of the Jail Monitoring Committee and adequate support to the administration of the Center, are among those addressed in the Board's written reports.

FINANCES, FISCAL YEAR 1991: This unit is not authorized to receive or expend funds.

WATER POLLUTION CONTROL

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

DEAN C. MARRIOTT (is a member of NEIWPCC from Maine)

Central Office: 607 Boylston Street, Boston, Mass. 02116

Telephone: (617) 437-1524

Location: AMHI — Ray Building, Augusta

Mail Address: Statehouse Station #17, Augusta, Maine 04333

Established: 1947

Sunset Review: Not Established

Reference: Policy Area: 05; Umbrella: 98; Unit: 428; Citation: 38 M.R.S.A., Sect. 532

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

ORGANIZATION: The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

PROGRAM: Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Technical College in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

The NEIWPCC — A Description

Careers in Wastewater Treatment Technology — New England Regional Wastewater Institute

NEIWPCC Annual Report

The Facts of Life ... or the Birds & Bees of Water

Why Should I Save Water?

Northeast Damage Report of the Long Range Transport And Deposition of Air Pollutants

A Cause for Alarm — Acid Precipitation in the Northeast

MTF — The Training Facility That's Going Places

Regional Information Clearinghouse & Instructional Resource Center

Water Connection, quarterly newsletter

Here Lies the Problem — a brochure on underground storage tanks

ALL FREE

FINANCES, FISCAL YEAR 1991: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

WHITEWATER ADVISORY

WHITEWATER ADVISORY COMMITTEE

VACANT, 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 1991: The expenditures of this unit are, by administrative decision, included with those of Bureau of Warden Services.

WHITEWATER SAFETY

WHITEWATER SAFETY COMMITTEE

VACANT, 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 Commissioner of Inland Fisheries & Wildlife.

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 one meeting in FY 91 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, possible regulation changes that would be aimed at public safety, and design of a new accident report form.

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 1991: The expenditures of this unit are, by administrative decision, included with those of Bureau of Warden Services.

MAINE COMMISSION FOR WOMEN

ANNE STICKNEY HEIMANN, CHAIRPERSON

CYNTHIA A. LANGEVIN, Ph.D., EXECUTIVE DIRECTOR

Central Office: Cleveland Building, Hallowell Complex

Telephone: 289-3417

Mail Address: Statehouse Sta. #93, Augusta, Maine 04333

Established: 1964

Sunset Review Required by: June 30, 2001

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. This year the established program priority is Women, Work and Family. The Quest for Equality and Creating a Non-Violence Future will remain as steadfast goals of the MCW. Specific goals and objectives in each of these categories will be pursued through legislative action, research, education and the publication of resources.

The MCW continues to work with other organizations in promoting sound public policy which aids women to become economically self-sufficient citizens of this state. We continue to advocate for strengthening laws such as Family Medical Leave, Domestic Violence, funding for services to women, health care, sexual harassment, reproductive choice, etc.

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. The MCW and the regionals hold forums in each of these areas to hear the concerns of women from these regions.

To promote awareness of issues affecting women in Maine, we continued to educate our constituents on such topics as women and poverty, employment issues such as equity, workplace benefits, and non-traditional job training, and insurance. Further, printed legal rights fact sheets covering

WOMEN

topics in the areas of employment, education, violence and divorce.

For seven years the Commission promoted an annual Women's History Month competition for students in grades K through 12. In 1990, winners were selected from essays and drawings which depicted choices available to women, past and present, and how these choices reflect the contributions women make to society. Progress Awards are also distributed each year to individuals and organizations who have contributed significantly to the advancement of Maine women and their families.

The Commission for Women has maintained its commitment to encourage more women to become involved in public policymaking and the legislative process. The MCW has reinstated the Appointments Clearinghouse for women who are interested in serving on state boards or commissions. The Commission continues to seek guidance from its advisors on legislative and work issues, which enables us to maintain contact with citizens around the state with expertise on women's and family issues.

We play a key role in the Women's Legislative Agenda Coalition which presents an agenda of women's, children's and family concerns during each legislative session. The MCW has worked to support legislative action which promotes reproductive choice, health care access, occupational safety, equity of employment opportunity for women in our school system and family support services. In the area of violence against women, the Commission has supported measures to expand the definition of rape, increase the penalties for such crimes, and to continue funding for rape crisis centers throughout Maine. The Commission also serves as a member of the newly created Commission on Domestic Abuse. These and other steps have been taken to raise the public awareness of the problems of violence against women.

In addition, the Commission provides information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, and for resources for workshops and conferences. We serve on the AFDC Advisory Council, Medicare Advisory Council, Child Care Advisory Council, the Training and Apprenticeship Council and a variety of other legislatively created task forces and research groups. By cosponsoring a variety of community discussions, seminars and conferences with other women's organizations throughout the State, the Commission seeks to serve the interests and concerns of Maine women and girls.

The Commission is also a member of the New England Region Commissions for Women, the National Association of Commissions for Women, and works in conjunction with other New England States and Commissions across the country on the economic issues facing women. In October 1990, the MCW was host to the annual New England Regional Commissions for Women conference and sponsored a companion conference on women and employment, *Women, Work and Worth*.

PUBLICATIONS:

"Women's Right, Women's Responsibilities," a series of fact sheets pertaining to the rights and laws most important to women. These are distributed throughout the state. Free.

"Inform," a newsletter, communicates events, legislative actions, policy matters and other state and nationwide issues affecting the status of women. Free.

"Non Traditional Occupation" Brochure — a poster/brochure depicting some NTO's, relating women's experiences in NTO's, and encouraging women to explore non-traditional occupations when making career choices. Published, 1985. Free

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	66,539	66,539				
Health Benefits	5,847	5,847				
Retirement	16,363	16,363				
Other Fringe Benefits	2,118	1,118	1,000			
Computer Services—State	892	792	100			
Other Contractual Service	25,170	21,534	3,636			
Commodities	4,319	1,172	3,147			
Transfer to Other Funds	350		350			
TOTAL EXPENDITURES	121,598	113,365	8,233			

WORK CENTER

WORK CENTER PURCHASES COMMITTEE

RONALD H. LORD, State Purchasing Agent, Chairman

Central Office: State Office Bldg., Augusta

Telephone: 289-3521

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

Established: June 14, 1985

Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 486; *Citation:* 5 M.R.S.A., 1826C

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Committee seeks to expand the market for goods and services provided by rehabilitation facilities (work centers) which employ workers with disabilities.

ORGANIZATION: The Committee consists of the State Purchasing Agent, the Director of the Bureau of Rehabilitation, a representative of the Department of Mental Health and Mental Retardation, a representative of work centers, a disabled person, and a representative of the business community. The Committee members are appointed by and serve at the pleasure of the Governor. Members serve without compensation except for reimbursement of necessary expenses incurred by non-state employees.

PROGRAM: In June, 1985, "An Act to Provide Expanded Markets for Procedure and Services for Rehabilitation Facilities and Work Centers," was signed into law. With the appointment of five members by the Governor, the Work Center Purchases Committee met for the first time in December, 1985.

Over the course of several meetings, the Committee drafted rules for qualifying work centers, identifying products and services for set aside, competitive bidding, awarding contracts, and settling grievances. After a public hearing, the Work Center Purchases Committee Rules were adopted effective May 25, 1986.

FINANCES, FISCAL YEAR 1991: 5 M.R.S.A., Sect. 1826-C, provides that expenditures of this unit shall be borne by the Bureau of Purchases, Bureau of Rehabilitation and the Department of Mental Health and Mental Retardation.

WORKERS' COMPENSATION COMMISSION

RALPH L. TUCKER, CHAIRMAN

JAMES BILODEAU, Chief Counsel

DOUGLAS F. BEAULIEU, Administrator, Workers' Compensation Commission

FRANK R. RICHARDS, Assistant to the Chairman

Central Office: Deering Bldg., Augusta; Floor: 1

Telephone: 289-3751

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

District Offices:

24 Stone Street, Augusta, Maine 04330

" 289-2308

106 Hogan Road, Bangor, Maine 04401

" 941-4550

One Vaughn Place, Caribou, Maine 04736

" 498-6428

140 Canal Street, Lewiston, Maine 04240

" 783-5490

62 Elm Street, Portland, Maine 04101

" 879-4840

Established: 1916

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 90; Unit: 351; Citation: 39 M.R.S.A., Sect. 91

Average Count—All Positions: 100

Legislative Count: 100

PURPOSE: The Workers' Compensation Commission is responsible for duties outlined in the Workers' Compensation Act and Occupational Disease Law. These include adjudicating disputed cases, conducting informal conferences, investigating abuse, receiving first reports of occupational injury, verifying insurance coverage of employers, and monitoring rehabilitation activities.

ORGANIZATION: 12 Commissioners preside at formal hearings and informal conferences. Commissioners are appointed by the Governor subject to review by the Joint Standing Committee on Judiciary and confirmation by the Legislature. Terms are for six years except for the Chairman whose term is seven years. The agency is directed by the Chairman.

Formal hearings, informal conferences, and vocational rehabilitation conferences are held at five district offices and other statewide locations. The district offices are supervised by three Regional Administrators. Clerical units processing first reports, insurance coverage data, notices of controversy and petitions report to the Benefits Manager.

The Workers' Compensation Commission Administrator is the chief administrative officer. This position reports to the Chairman. It directs the Office of Employee Assistants and supervises the Benefits Manager, three Regional Administrators, the Computer Services Director, Personnel Officer, and the Business Services Manager.

The agency also includes the Appellate Division, the Office of Employment Rehabilitation, and the Abuse Investigation Unit. The Chief Counsel for the Appellate Division reports directly to the Chairman and supervises the Appellate Division and the Abuse Unit. The Administrator of the Office of Employment Rehabilitation also reports directly to the Chairman.

Separate reports are provided for the Office of Employment Rehabilitation and the Office of Employee Assistants.

PROGRAM: The Workers' Compensation Commission was established in 1916 and was originally named the Industrial Accident Board. Prior to 1984, the agency was a small organization which only adjudicated disputed workers' compensation cases. In 1983 it had a staff of 36, housed in one central office. Today, staff numbers 122 and the agency has 5 regional offices and a central office located in Augusta.

During the 1980's the agency grew in size and responsibility. In 1981, commissioners were made full time and an Appellate Division was created. In late 1983, reform legislation established the "Direct Pay" system. This created the Office of Employee Assistants in 1984. Employee assistants provide information to injured workers and assist them in preparing for informal conferences. District offices in Portland, Lewiston, Bangor and Caribou were also established at this time. Later, a fifth regional office in Augusta was set up to accommodate the growing workload. In 1986, the Office of Employment Rehabilitation and the Abuse Investigation Unit were created.

Commission workload has been growing in recent years. A detailed presentation of operations is available in Annual Report on the Status of the Maine Workers' Compensation System, a three agency

WORKERS' COMPENSATION

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", May 21, 1991. (Free)

"A Study of Delay in the Workers' Compensation System, A Report to the Joint Standing Committee on Labor, January 1, 1987." (Free)

"Administrative Statistics on Workers' Compensation 1974-1989." This details the number of first reports, lost time injuries, informal conferences, petitions, benefit changes, and effective dates of major legislative changes. (Free)

"Vocational Rehabilitation Under the Maine Workers' Compensation Act, 39 M.R.S.A. §§81-90, A Report to the 113th Legislature, February 15, 1988." (Free)

Paperback, *Maine Workers' Compensation Act and Rules and Regulations* (1987). (Single copies free; charge for bulk requests.)

Pamphlet, "Questions and Answers for Workers about Rehabilitation Law." (Free)

Pamphlet, "Facts for Injured Workers." (Free)

Pamphlet, "Rehabilitation that Works." (Free)

Employer/Insurer Guide to Maine Workers' Compensation (Free)

FINANCES, FISCAL YEAR 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,099,387	3,099,387				
Health Benefits	321,692	321,692				
Retirement	627,013	627,013				
Other Fringe Benefits	201,273	201,273				
Computer Services—State	6,336	6,336				
Other Contractual Service	559,040	559,040				
Rents	81,550	81,550				
Commodities	95,303	95,303				
Grants—Subsidies—Pensions	210,037	100,336	109,701			
Buildings and Improvement	41,950	41,950				
TOTAL EXPENDITURES	5,243,581	5,133,880	109,701			

WORKERS' COMPENSATION

OFFICE OF EMPLOYMENT REHABILITATION

MICHAEL NISS, ADMINISTRATOR

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

Telephone: 879-4840

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

Established: January 1, 1986

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 90; Unit: 491; Citation: 39 M.R.S.A., Sect. 82

Average Count—All Positions: 22

Legislative Count: 22

PURPOSE: To regulate rehabilitation services to injured workers throughout the state.

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.

This office is responsible for approving rehabilitation providers, maintaining an ongoing registration process, and updating the list of Approved Rehabilitation Providers for public distribution. Pursuant to the statute, area rehabilitation administrators monitor evaluations of injured workers and, where appropriate develop formal rehabilitation plans.

The Office of Employment Rehabilitation is responsible for assisting the parties in the rehabilitation process. This is accomplished by holding informal administrative conferences to attempt to mediate an agreement or, if necessary, issue a decision regarding disputed plans.

The Office of Employment Rehabilitation is also responsible for administering the Employment Rehabilitation Fund.

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 1991: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF EMPLOYMENT REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	394,327	394,327				
Health Benefits	51,274	51,274				
Retirement	79,763	79,763				
Other Fringe Benefits	8,125	8,125				
Other Contractual Service	96,440	96,440				
Rents	541	541				
Commodities	4,681	4,681				
Grants—Subsidies—Pensions	113,408	3,707	109,701			
Buildings and Improvement	1,770	1,770				
TOTAL EXPENDITURES	750,329	640,628	109,701			

WORKERS' COMPENSATION

OFFICE OF EMPLOYEE ASSISTANTS

DOUGLAS F. BEAULIEU, WCC Administrator

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

Telephone: 289-3751

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

Established: January 1, 1984

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 493; *Citation:* 39 M.R.S.A., Sect. 92(6)

Average Count—All Positions: 12

Legislative Count: 0

PURPOSE: To provide advice and assistance to employees under the Maine Workers' Compensation Act. In particular, to assist employees prior to, during, and after the informal conference.

ORGANIZATION: Five (5) regional offices located in Augusta, Portland, Lewiston, Bangor and Caribou staffed with a total of twelve (12) employee assistants to serve constituents statewide, with supervision by the regional office managers.

PROGRAM: The Office of Employee Assistants was created by statute on January 1, 1984. The following table depicts its growing caseload.

Calendar Year	Informal Conferences Held	Disputes Resolved Prior to Conference	Total Disputes Processed
1984*	2,500	1,000	3,500
1985*	3,100	1,400	4,500
1986	5,842	4,809	10,651
1987	7,079	5,795	12,874
1988	6,646	5,953	12,599
1989	7,117	6,671	19,485
1990	7,649	7,285	20,977

* Includes disputes waived directly to formal and no shows. Figures for 1984 and 1985 are estimates. During 1986 a computerized tracking system was implemented and exact figures became available. As may be seen, utilization of the informal conference system has increased dramatically since the inception of the early pay system.

FINANCES, FISCAL YEAR 1991: The expenditures of this unit are, by administrative decision, included with those of Workers' Compensation Commission.

INDEX

Abandoned Property	784
Abuse Counselors, State Board of Substance	677
Academy, Criminal Justice	687
Academy, Criminal Justice Board of Trustees	687
Accident & Sickness or Health Ins., Bd. of Trustees	1
Accountancy, Board of	607
Accounts and Control, Bureau of	323
Accreditation	236
Acupuncture Licensing Board	609
Adaptive Equipment Loan Program Fund Board	344
Administration (Attorney General)	92
Administration, Bureau of (DEP)	268
Administration, Bureau of (Marine Resources)	535
Administration, Department of	1
Administrative Court	469
Administrative Hearings, Division of	487
Administrative Office of the Courts	468
Administrative Services Div. (Defense & Veterans Svcs.)	172
Administrative Services Division (Agriculture)	36
Administrative Services Division (Audit)	98
Administrative Services Division (Conservation)	120
Administrative Services Division (Motor Vehicles)	729
Administrative Services Division (Prof. & Fin. Reg.)	610
Administrative Services, Bureau of (IF&W)	445
Administrative Services, Division of (Dept. of Finance)	324
Adolescent Health	415
Adult and Secondary Vocational Education, Bureau of	218
Adult Education	218
Adult Services Division (Social Services, HS)	433
Advisory Board for the Licensing of Taxidermists	xxii
Advisory Committee on Home Health	406
Advisory Committee on Medical Education	346
Advisory Committee for the Development of a Rail Transportation Policy	xxii
Advisory Council (To Marine Resources)	536
Advocacy, Office of (Corrections)	149
Advocacy, Office of (MH&MR)	566
Advocate, Public	306
Aeronautical Advisory Board, Maine	765
AFDC (Aid to Families with Dependent Children)	409
Affirmative Action (Human Rights)	374
Affordable Housing Alliance, Maine	196
AFRR (Agriculture, Food and Rural Resources)	33
AG in the Classroom	68
Aging, Maine Committee on	30
Agricultural and Rural Resources, Bureau of	68
Agricultural Bargaining Board, Maine	37
Agricultural Fairs	57
Agricultural Marketing, Bureau of	47
Agricultural Production, Bureau of	60
Agricultural Viability Program	68
Agriculture and Natural Resource Programs	218
Agriculture, Food, and Rural Resources, Department of	33
Agriculture, Linked Investment Program for	337
Aid to Families with Dependent Children (AFDC)	409
Aids Program	388
Aids, Committee to Advise the Dept. Human Services on	74
Air National Guard	177
Air Patrol, Civil	113
Air Quality Control, Bureau of	270
Air Transportation	781

INDEX

Alcohol and Drug Abuse Planning Committee	380
Alcohol and Drug Education, Division	236
Alcohol & Drug Abuse Planning Committee	311
Alcohol & Drug Abuse Prevention & Treatment, Maine Council on	380
Alcoholic Beverages, Bureau of	325
Alcoholism and Drug Abuse Prevention, Office of	381
AMHI (Augusta Mental Health Institute)	569
Anadromous Fish Division, Marine Resources	537
Anesthesiology, Medical Specialty Advisory Committee on	650
Animal Welfare Board	75
Annual Report, Maine State Government	326
Appeals Board, State Civil Service	115
Applicant Services Program	487
Apportionment Review Panel	78
Apprenticeship and Training Council, State (Labor)	483
Apprenticeship Division	494
Arbitration and Conciliation, State Board	484
Arborist Examining Board	611
Architects and Landscape Architects, Maine State Board for Licensure	612
Archives Advisory Board	79
Archives Services, Division of	731
Archives, Maine State	729
Army National Guard	177
Aroostook Residential Center	568
Aroostook Water and Soil Management Board	38
Arts Bureau	xxi
Arts Commission, Maine	80
Asbestos Management Activities	16
Aspirations Compact, Maine	189
ASPIRE	409
Assistant to the Commissioner, Office of (Department of Education)	228
Athletic Commission, Maine	614
Atlantic Sea Run Salmon Commission	448
Atlantic States Marine Fisheries Commission	81
Attorney General, Department of	85
Attorney General, Department of (Human Services)	93
ATV Program	135
Auctioneers, Board of Licensing of	642
Audiology and Speech Pathology, Board of Examiners on	676
Audit, Department of	95
Audit, Office of (Transportation)	769
Bangor Mental Health Institute	572
Banking, Bureau of	615
Bar Examinations (Board of Examiners)	470
Barbers & Cosmetology, State Board of	619
Barbers, State Board of	xxi
Bar, Board of Overseers of the	475
Bath Childrens Home	575
Bath Children's Home, Board of Visitors	799
Baxter School – Policy Review Board	601
Baxter School for the Deaf, Governor	234
Baxter State Park Authority	101
Bed and Breakfast Development	66
Bedrock and Surficial Geological Division	128
Beckkeeping	52
Benthic and Demersal Fisheries	548
BEP (Board of Environmental Protection)	272
Bilingual Education	236
Biotechnology and Genetic Engineering, Commission on	38
Blaine House	286

INDEX

Blind or Visually Impaired, Division for the	396
Blindness, Registration and Prevention of	396
Block Grant Program, Community Development	198
Block Grant, Community Services	291
Blueberry Advisory Committee	106
Blueberry Commission, Maine	105
Blueberry Inspection Program	64
Board of Trustees Maine, State Retirement System	716
Boating Facilities Division (Parks and Recreation)	135
Boiler Rules, Board of	486
Bond Bank, Maine Municipal	590
Bond Programs	337
Books-By-Mail	526
Bridge Authority, Maine-New Hampshire Interstate	463
Bridge Maintenance	772
Budget, Bureau of the	326
Bureau of Water Quality Control	280
Business Advisory Council, Maine	290
Business Development, Office of	197
Business Education	218
Cancer Incidence Registration Program	388
Cancer Prevention and Control Advisory Committee	107
Capital Network, Maine	337
Capitol Planning Commission	4
Capitol Security, Bureau of	684
Cardiovascular Disease Risk Reduction Program	406
Cartography and Publications Division	129
CCF (Charleston Correctional Facility)	150
Census Data Program	487
Census of Maine Manufacturers	494
Central Maine Pre-Release Center (Maine Correctional Center)	152
Central Maine Technical College	750
Certificate of Need Advisory Committee	382
Charleston Correctional Facility	150
Chief Medical Examiners Office (Attorney General)	93
Child Abuse and Neglect Council, Maine Suspected	xxiii
Child and Family Services, Division of	433
Child Care	218
Child Care and Licensing, Division of	433
Child Welfare Services Ombudsman, Office of	290
Child and Family Services, Bureau of	433
Childbirth Education	415
Children with Special Needs, Bureau of	576
Children with Special Needs, Maine Advisory Committee	111
Childrens Home, Bath	575
Childrens Residential Treatment Committee	108
Childrens Trust Fund, Board of the Maine	109
Chiropractic Examination & Registration, Board of	622
Choice Advisory Board, Maine	344
Citizens Assistance Line	291
Citizens Forestry Advisory Council	112
Civil Air Patrol	113
Civil Service Appeals Board, State	115
Claims Commission, State	328
Clemency, Governors Advisory Board on Executive	293
Coastal Advisory Committee	xxii
Coastal Island Registry	121
Coastal Program	205
Coastal Program (State Planning)	298
Code Enforcement Officer Training	205

INDEX

Commercial Driver Education, Board of	623
Commercial Regulation and General Government	85
Commercial Vehicles and Reciprocity Division	732
Commercial Loan Insurance Program	337
Commissioner, Office of (Labor)	482
Commissions and Pardons	739
Commodities for Homeless	291
Community Corrections	146
Community Development, Office of	198
Community Environmental Health Program	398
Community Health Promotion Program	406
Community Services Advisory Board	116
Community Services, Division of	291
Community Support Systems Office (MH&MR)	578
Compensation Commission, State	519
Compensatory Education	236
Computer Services (DEP)	264
Conciliation, State Board of Arbitration and	484
Conservation Corps, Maine	121
Conservation, Department of	117
Construction Division (DOT)	780
Construction Wage Rates	494
Consumer and Anti-Trust Division	85
Consumer and Home Economics	218
Consumer Coordinating Council, Maine	xxii
Consumer Credit Protection, Bureau of	624
Consumer Credit, Council of Advisors	144
Continuing Education Advisory Board	626
Contract Review Committee	5
Cooperative Education Programs	218
Corporations, Bureau of	739
Corporations, Elections and Commissions, Bureau of	739
Correctional Advisory Commission, Maine	145
Correctional Center, Maine	152
Correctional Training Program	146
Corrections, Department of	146
Cosmetology, Board of	xxi
Cosmetology, Board of Barbers &	xx
Cosmetology, Board of Barbers &	619
Cost Allocation Program, State	326
Counseling Professionals Licensure, Board of	626
Court Library Committee, State	472
Courts, Administrative Office of the	468
Crab Fisheries, Lobster and	548
Crime Laboratory	697
Crime Reporting, Uniform	694
Criminal Division	85
Criminal History Record Information (CHRI)	694
Criminal Justice Academy, Board of Trustees	687
Criminal Justice Academy, Maine	685
Criminal Law Advisory Commission	xxii
Critical Areas Advisory Board, Maine	167
Crop and Livestock Programs	58
Cultural Affairs Council, Maine State	xx
Curriculum, Division of	236
Dairy and Nutrition Council, Maine	39
Dairy Promotion Board, Maine	41
Data Processing, Bureau of	6
DCF (Downcast Correctional Facility)	154
Deafness, Advisory Committee for the Division of	384

INDEX

Deafness, Division of	383
Deaf, Governor Baxter State School for the	234
Defense and Veterans Services, Department of	169
Deferred Compensation Plans, Advisory Council	188
Demersal Fisheries, Benthic and	548
Dental Examiners, Board of	627
Dental Health Council, Maine	385
Dental Health, Division of	386
DEP (Department of Environmental Protection)	264
Departmental Bureau (Audit)	98
Design (Transportation)	778
Development Foundation, Maine	189
Developmental Disabilities Office (MH&MR)	579
Developmental Disabilities, State Planning and Advisory Council	191
Developmental Testing	415
Diabetes Control Project	406
Dietetic Practice, Board of Licensing of	645
Disabilities, Developmental (MH&MR)	579
Disabilities, Developmental, State Planning and Advisory Council	191
Disaster Preparedness	173
Discrimination Complaints	374
Disease Control Division (Bureau of Health)	388
Disease Management, Division of Insect and	131
Displaced Homemakers Advisory Council	367
District Attorneys	92
District Court for the State of Maine	473
Division of Regional Administration (Human Services)	429
Domestic Abuse, Maine Council on	xxiii
Downeast Correctional Facility	154
Drinking Water Program (Bureau of Health)	398
Driver Education	253
Driver Education, Board of Commercial	623
Driver Licensing and Control (Motor Vehicles)	734
Drivers Licenses	737
Drug Abuse Prevention and Treatment, Alcohol and	380
Drug Abuse Prevention, Office of Alcoholism and	381
Drug Education, Division of Alcohol and	236
Drug Enforcement, Bureau of Intergovernmental	689
Drugs to Maine's Elderly	419
Dumps	275
E-9-1-1 Advisory Committee	688
Early Childhood	236
Early Elementary Education, Advisory Committee on	229
Early Intervention (Children)	415
Eastern Maine Technical College	752
Economic Analysis and Research, Division of (Labor)	487
Economic and Community Development, Department of	193
Economic Development Division, Marine Resources	537
Economic Symposium, Maine	189
Economics Division (State Planning)	298
Economy, Institute on Maine	189
Education Assistance Board, Maine	345
Education Commission of the States	213
Education Council, Maine	xxii
Education for all Maine Youth, Task Force on	435
Education of Blind Children	396
Education Services, Division of Higher	253
Educational Facilities Authority, Maine Health and Higher	354
Educational Leave Advisory Board	211
Educational Loan Authority, Maine	212

INDEX

Education, Advisory Committee on Early Elementary	229
Education, Department of	214
Education, State Board of	230
Elder and Adult Services, Bureau of	391
Elderly, Drugs to Maine's	419
Election Practices, Committee on Governmental Ethics and	284
Elections, Bureau of	739
Electricians Examining Board	629
Electrification, Municipal and Rural Coop Agency	591
Elevator and Tramway Safety, Board of	486
Elizabeth Levinson Center	580
Emergency Assistance	409
Emergency Management Agency, Maine	173
Emergency Medical Services Board	395
Emergency Medical Services, Office of	393
Emergency Medicine, Medical Specialty Advisory Committee on	650
Employee Assistants, Office of	813
Employee Health, Bureau of State	10
Employee Relations, Bureau of	12
Employee Suggestion System Board	11
Employer Services Program	487
Employment and Training Programs, Bureau of	492
Employment of People with Disabilities, Governors Committee on	261
Employment Rehabilitation Advisory Board	260
Employment Rehabilitation, Office of	812
Employment Search Program	409
Employment Security, Bureau of	487
Energy Assistance Programs (Community Services)	291
Energy Conservation Division	200
Energy Efficiency Performance Standards, Advisory Council on	201
Energy Resources, Office of (Executive)	xxi
Energy Testing Laboratory, Maine	263
Enforcement and Regulation Division (Motor Vehicles)	735
Engineering and Realty, Division of	122
Engineers, State Board of Registration for Professional	630
Environmental Services (Transportation)	778
Environmental Evaluation and Lake Studies	280
Environmental Health Advisory Committee	396
Environmental Health Program	388
Environmental Health Program, Community	400
Environmental Monitoring (Marine Resources)	548
Environmental Protection, Board of	272
Environmental Protection, Department of	264
Estuarine Research Reserve Management Authority, National	xxiii
Ethics and Election Practices, Committee on Governmental	284
Exceptional Children	236
Executive Clemency, Governors Advisory Board on	293
Executive Department	286
Executive Director of the Legislative Council (Office of)	522
Export Financing Services	337
Export Promotion	47
Eye Care (Maternal and Child)	415
Facility Siting Board	294
FAME (Finance Authority of Maine)	337
Family Planning Services	415
Family Services Program	409
Family Services, Division of Child and	433
Farm Business Management	66
Farm Energy Audit Development	66
Farm Internship and Training Program	66

INDEX

Farmland	68
Federal-State Coordinator, Office of (Department of Education)	232
Federal-State Coordinator, Office of	294
Feed Program (Product Registration)	64
Ferry Advisory Board, Maine State	766
Fertilizer Program	64
Film Commission, Maine State	204
Film Services	526
Finance and Administration, Bureau of (Transportation)	764
Finance Authority of Maine	337
Finance Division (Department of Education)	233
Finance, Department of	320
Financial and Professional Regulation, Department of	602
Fire Control, Division of Forest	123
Fire Marshal, Office of the State	690
Fire Protection Commission, Northeastern Interstate Forest	353
Fire Sprinkler Advisory Council	692
Firefighters, Advisory Committee for the Training of	350
Fiscal and Program Review, Office of	512
Fisheries and Hatcheries	454
Fisheries and Wildlife, Department of Inland	440
Fisheries Commission, Atlantic States Marine	81
Fisheries Technology Division, Marine Resources	537
Fisheries/Health Division	548
Fishing Industry	530
Fitters, Hearing Aids	636
Flood Insurance Program	205
Food Assistance, Temporary Emergency	291
Food Distribution, Division of School Nutrition and	253
Food Program (Inspection and Licensing)	62
Food Service	218
Food Stamp Program	409
Food, and Rural Resources, Department of Agriculture	33
Forest Fire Advisory Council	352
Forest Fire Control, Division of	123
Forest Fire Protection Commission, Northeastern Interstate	353
Forest Management and Utilization, Division	125
Forest Service, Maine	126
Foresters, State Board of Licensure for Professional	632
Forestry Advisory Council, Citizens'	112
Forestry, Bureau of	126
Fuel Board, Oil and Solid	658
Fuel Use Tax	732
Funeral Service, Board of	633
GED—High School Equivalency	218
General Assistance	409
General Lines Agent Examination Advisory Board	634
General Purpose Aid to Local Schools	251
Genetic Disease Screening	415
Genetic Engineering, Commission on Biotechnology &	38
Geographic Based Information Services, Section of	128
Geological Survey, Maine	129
Geologists and Soil Scientists, State Board of Certification	635
Gifted and Talented Programs	236
Governor Baxter School for the Deaf	234
Governor's Advisory Commission on Maine-Canadian Affairs	xxii
Governor's Advisory Committee on World Trade	xxii
Governors Committee on Employment of People with Disabilities	261
Governor's Council Physical Fitness and Sports	xxii
Governor's Management Task Force	xxii

INDEX

Governor's Metric Policies Committee	xxii
Governor's Select Committee on Judicial Appointments	xxii
Governor's Task Force on High Level Nuclear Waste	xxii
Governor (Office of)	286
Guides Licensing, Advisory Board for	451
Guides and Trip Leaders Curriculum Board, Junior Maine	450
Habitat Management (Fish)	454
Habitat Management (Wildlife)	454
Handicapped Children's Programs	415
Handicapped/Disadvantaged Persons	218
Harness Racing Commission, State	42
Hazardous Materials	173
Hazardous Materials Licensing	734
Hazardous Materials & Solid Waste Control, Bureau of	275
Head Start	291
Health Commission, State Employee	9
Health Engineering, Division of	400
Health Laboratory, Public (Human Services)	424
Health Occupations	218
Health Planning and Development, Office of	404
Health Policy Advisory Council, Maine	357
Health Program Advisory Committee, Maine	406
Health Promotion and Education, Division of	404
Health and Higher Educational Facilities Authority, Maine	354
Health, Board of Occupational Safety and	504
Health, Bureau of	398
Health, Bureau of State Employee	10
Hearing Aid Dealers and Fitters, Board of	636
High Risk Insurance Organization (Maine)	359
Higher Education Facilities Act of 1963, Maine State Committee for	231
Higher Education Services, Division of	253
Higher Education Facilities Authority, Maine Health and	354
Higher Education, New England Board of	596
Highway Maintenance	770
Highway Mass Transportation	782
Highway Safety Commission, Maine	693
Highway Safety, Bureau of	696
Historical Records Advisory Board, Maine	362
Historical Society, Maine	363
Home Economics, Consumer and	218
Homeless	291
Homelessness and Housing Opportunities, Interagency Task Force on	203
Homemaker Program	218
Homemakers Advisory Council, Displaced	367
Home, Bath Children's	575
Horticulture (Inspections and Licensing)	52
Horticulturist, (Office of) State	44
Hospice Council Inc., Maine	368
House of Representatives	511
Housing Authority, Advisory Board to the Maine State	369
Housing Authority, Maine State	370
Housing Board, Manufactured	648
Human Resource Development Council	493
Human Resources, Bureau of	13
Human Rights Commission, Maine	374
Human Services, Department of	376
Human Services, Division of (Department of Attorney General)	93
Hydrogeology Division, Geology	129
Identification, State Bureau of	694
Immunization Program (Communicable Childhood Disease)	388

INDEX

Immunizations	415
Income Maintenance, Bureau of	409
Index	814
Indian Tribal-State Commission, Maine	437
Industrial Arts	218
Industrial Development Bond Program	337
Infectious Disease Epidemiology	388
Information Coordinating Committee, Maine Occupational	502
Information Division, Management (Dept. of Education)	251
Information Services Policy Board	435
Information Services, Office of	16
Injury Prevention	415
Inland Fisheries and Wildlife, Advisory Council to	447
Inland Fisheries and Wildlife, Department of	440
Innovative Educational Grants	236
Insect and Disease Management, Division of	131
Instructional Television	526
Instruction, Bureau of	236
Insurance Guaranty Association, Maine	459
Insurance Organization, Maine High Risk	359
Insurance, Bureau of	637
Integrated Pest Management	52
Interdepartmental Council	460
Intergovernmental Review (State Planning)	298
International Commerce, Division of	202
Internship Program Advisory Committee, State Government	461
Interpreting in Legal Proceedings	384
Interstate Cooperation, Commission on	520
Investment Banking Service	337
Investment Capital, Commission on	203
Jail Inspections	146
JJAG (Juvenile Justice Advisory Group)	156
Job Opportunity Zones Program	464
Job Service	487
Job Start Program	337
Judicial Council	478
Judicial Department	465
Judicial Responsibility and Disability, Committee on	474
Junior Maine Guides and Trip Leaders Curriculum Board	450
Juvenile Corrections, Board of	xxii
Juvenile Justice Advisory Group	156
Keep Maine Scenic Committee	xxii
Kennebec Technical College	754
Labor Relations	500
Labor Relations Board, Maine	500
Labor Standards, Bureau of (Labor)	494
Laboratory Services (DEP)	268
Laboratory Services, Division of (Maine State Archives)	736
Laboratory, Energy Testing	263
Laboratory, Maine Medical Commission	559
Labor, Department of	479
Labor, State Advisory Council	482
Lake Studies, Environmental Evaluation and	280
Land and Water Resources Council, Maine	295
Land Fills	275
Land for Maine's Future Board	301
Land Quality Control, Bureau of	273
Land Surveyors, State Board of Registration for	641
Land Use Planning, Office of Comprehensive	205
Land Use Regulation Commission, Maine	133

INDEX

Landscape Architects, Licensure of	612
Lands, Bureau of Public	139
Law Library	512
Legal Assistance, Pine Tree	598
Leased Space	20
Leave Advisory Board, Educational	211
Legal Analysis, Office of Policy and	512
Legal Services (Department of Attorney General)	92
Legal Services (Transportation)	769
Legislative Council	512
Legislature	506
Levinson, Elizabeth, Center	580
Library Bureau, Maine State	526
Library Commission, Maine	525
Library Committee, State Court	472
Licensing and Enforcement, Division of	643
Licensing of Guides, Advisory Board for the	451
Licensure-Certification for Sch. Psy. Serv., Joint Comm.	527
Life Agent Examination Advisory Board	646
Linked Investment Program for Agriculture	337
Linked Investment Program for Commercial Enterprises	337
Liquor Commission, State	329
Liquor Enforcement, Bureau of	694
Livestock and Poultry Disease, Control of	57
Livestock Programs, Crop and	58
Livestock Promotion	57
Lobster Advisory Council	528
Lobster and Crab Fisheries	548
Local Government Records Board	529
Location and Survey	777
Lottery Commission, State	330
Lottery, Bureau of	330
Low-Income Weatherization	291
Maine Advocacy Services	28
Maine Arts Commission	80
Maine Correctional Center	152
Maine Correctional Center, Board of Visitors	800
Maine Court Facilities Authority	166
Maine Educational Loan Authority	212
Maine Emergency Management Agency	173
Maine Geological Survey	129
Maine Health Care Finance Commission	355
Maine Maritime Academy	556
Maine Produces Campaign	46
Maine Quality Trademark Program	47
Maine Rivers Program	138
Maine State Prison, Board of Visitors	802
Maine Waste Management Agency	315
Maine Youth Center	162
Maine Youth Center, Board of Visitors	803
Maine-Canadian Legislative Advisory Commission	516
Maine-Canadian Legislative Advisory Office	517
Maine-New Hampshire Interstate Bridge Authority	463
Maintenance and Operations, Bureau of (DOT)	770
Management and Budget, Office	412
Management Information Division (Dept. of Education)	251
Mandated Benefits Advisory Commission	647
Marine Development, Bureau of	537
Marine Fisheries Commission, Atlantic States	81
Marine Geology Division	129

INDEX

Marine Patrol, Bureau of	546
Marine Research Board	304
Marine Resources, Department of	530
Marine Sciences, Bureau of	548
Maritime Academy, State	556
Market Development, Division of	46
Marketing Advisory Board, Maine	548
Marketing Division, Marine Resources	537
Marketing Improvement Committee, Potato	56
Marketing/Distributive Programs	218
Maternal and Child Health (HS), Division	415
Maternity Care	415
Manufactured Housing Board	648
MCC (Maine Correctional Center)	152
MCOA (Maine Committee on Aging)	30
Mediators, Panel of	501
Medicaid Eligibility	409
Medical Advisory Board (Re Licensing of Drivers)	737
Medical Examiner for the State of Maine, Office of Chief	93
Medical Laboratory Commission, Maine	559
Medical Services, Bureau of	419
Medical Services, Emergency Board	395
Medical Services, Office of Emergency	393
Medicine, Board of Registration in	650
Mental Health and Mental Retardation, Department of	562
Mental Health, Bureau of	581
Mental Health, Maine Commission on	560
Mental Retardation, Bureau of	583
Mental Retardation, Department of Mental Health and	562
Mental Retardation, Maine Advisory Committee on	589
Military and Veterans Education, Division of	253
Military Bureau	177
Milk Commission, Maine	48
Milk Quality	57
Mineral and Technical Services	129
Minimum Wage, Child Labor and Stuffed Toys	494
Motor Transport Service	772
Motor Vehicles, Division of	737
MSP (Maine State Prison)	159
Municipal and Rural Electrification Cooperative Agency	591
Municipal Bond Bank, Maine	590
Municipal Bureau (Audit)	99
Municipal Services, Division of	280
Museum Bureau, State	592
Museum Commission, Maine State	595
MYC (Maine Youth Center)	162
National Guard, Maine	177
Natural Heritage Database	205
Natural Resource Division	337
Natural Resource Financing and Marketing Board	347
Natural Resource Programs, Agriculture and	218
Natural Resources Division	85
Natural Resources (State Planning)	298
New England Board of Higher Education	596
New England Interstate Water Pollution Control Comm.	804
New Hampshire Interstate Bridge Authority, Maine	463
Newborn Care	415
Newspapers in Education	236
Northeastern Interstate Forest Fire Protection Comm.	353
Northern Maine Technical College	755

INDEX

Nursing Home Administrators Licensing Board	656
Nursing, Division of Public Health	428
Nursing, State Board of	653
Nutrition and Food Distribution, Division of School	253
Nutrition Council, Maine Dairy and	39
Nutrition (Maternal and Child)	415
Obstetrics & Gynecology, Medical Specialty Advisory Comm. on	650
Occupational and Residential Health	400
Occupational Information Coordinating Committee, Maine	502
Occupational Safety and Health, Board of	504
Occupational Safety Loan Fund Program	337
Occupational Therapy, Board of	657
Office of Planning	305
Office of Public and Legislative Affairs (Human Services)	423
Office of Siting and Disposal Operations	310
Office of Substance Abuse Services (MH & MR)	587
Office of Waste Reduction and Recycling	316
Off-Road Vehicle Division (Parks and Recreation)	135
Oil and Solid Fuel Board	658
Oil Storage Tank Installers, Board of Underground	279
Ombudsman, Office of—Community Services	290
Operations and Maintenance, Division of (Parks and Recreation)	135
Opportunity Job Grants Program, Maine	337
Optometry, State Board of	660
Osteopathic Examination and Registration, Board of	661
Overboard Discharge Replacement Program	337
Overseers of the Bar, Board of	475
Parenting Education	415
Parks and Recreation, Bureau of	135
Parks and Recreation, Community	208
Parole Board, State	158
Parole, Division of Probation and	161
Pelagic Fisheries Division	548
People with Disabilities, Committee on Employment of	261
Personnel, Office of (Department of Education)	252
Pesticides Control, Board of	50
Pharmacy, Board of Commissioners of the Profession of	662
Photo-License Unit	736
Physical Therapy, Board of Examiners in	664
Physicians Assistants	650
Pilotage Commission, Maine State	665
Pine Tree Assistance	598
Pine Tree Partnership Fund Board	348
Pineland Center	585
Pineland Center, Board of Visitors	801
Planning Advisory Council (DECD)	207
Planning and Program Services, Division of (Conservation)	138
Planning and Research, Division of (Parks and Recreation)	138
Planning Commission, Capitol	4
Planning Office, State	298
Planning, Bureau of (Transportation)	773
Planning, Division of (IF&W)	452
Plant and Soil Amendment Program	64
Plant Industry, Division of	52
Plumbers Examining Board	666
Plumbing Control Program, Wastewater and	400
Podiatrists, Examiners of	667
Police, Bureau of State	697
Policy Analysis, Office of (Transportation)	775
Policy and Legal Analysis, Office of	512

INDEX

Policy Review Board, Governor Baxter School for the Deaf	601
Policy Review Board, (For State Personnel)	600
Port Authority, Maine	776
Port and Marine Transportation Division	782
Potato Board, Maine	45
Potato Marketing Committee, Maine	56
Potato Marketing Improvement Committee	56
Potato Marketing Improvement Fund	337
Potato Quality Control Board, Maine	54
Prenatal Care	415
Prison, State	159
Probation and Parole, Division of	161
Production Development, Division of	58
Progressional and Financial Regulation, Department of	602
Program Review, Fiscal and	512
Programs (Human Services), Office of	422
Project Development, Bureau of	777
Property Management/Records	20
Property Tax Review, State Board of	680
Psychologists, State Board of Examiners of	668
Public Administration, Bureau of	796
Public Affairs and Human Resources Management, Bureau of	767
Public Disclosure, Bureau of	739
Public Health Laboratory	424
Public Health Nursing	415
Public Health Nursing, Division of	428
Public Improvements, Bureau of	19
Public Information and Education, Division of (IF&W)	453
Public Information Office (MH&MR)	xxi
Public Lands, Bureau of	139
Public Safety, Department of	681
Public Services Division (Motor Vehicles)	741
Public Service, Bureau of (AFRR)	61
Public Utilities Commission	705
Public Utility Financing Bank	709
Pull Events Commission	62
Purchased and Support Services (DHS)	433
Purchases Committee, Work Center	809
Purchases, Bureau of	22
Quality Assurance (DEP)	264
Quality Assurance, Division of (AFRR)	62
Quality Assurance, Office of (DEP)	278
Quality Control Review and Planning	409
Racing Commission, State Harness	42
Radio Operations	771
Radioactive Waste Authority, Maine Low-Level	710
Radioactive Waste, Advisory Commission on	713
Radiologic Technology Board of Examiners	669
Radiological Defense	173
Radiological Emergency Preparedness Committee	712
Radiological Health Program	400
Rail Transportation Division	782
Rail Transportation Policy, Advisory Comm. for Development of	xxii
Railroad Personnel, Board of Licensure of	646
Real Estate Appraisers, Board of	670
Real Estate Commission	671
Realty, Division of Engineering and	122
Records Management Services, Division of	742
Recreation, Bureau of Parks and	135
Refugee Health Assessment Project	388

INDEX

Regional Agriculture Committee	xxii
Regulation and Enforcement Division (Motor Vehicles)	735
Regulation, Division of	64
Rehabilitation, Bureau of	430
Residential Care Program	419
Residential Health, Occupational and	400
Residential Treatment Centers Advisory Group	715
Residential Treatment Committee, Childrens	108
Residuals Utilization, Sludge and	744
Resource Development, Division of (AFRR)	66
Resource Management, Bureau of	454
Respiratory Care Practitioners, Board of	674
Retardation, Bureau of Mental	583
Retirement, State of Maine Board of Trustees	716
Revisor of Statutes, Office of	512
Right-of-Way	778
Risk Management Division	24
Routine Well Child Care	415
Rural Electrification Cooperative Agency	591
Rural Resources, Department of Agriculture, Food and	33
Saco River Corridor Commission	719
Safety and Health, Boad of Occupational	504
Safety Division (Labor)	494
Safety in the Maine Workplace, Commission on	721
Safety, Bureau of Highway (Public Safety)	696
Safety, Department of Public	681
Sardine Council, Maine	722
Sardine Program (Inspection and Grading)	62
Scholarship Fund, Children of Farmers	68
School Building Authority, Maine	724
School Facilities, Division of	253
School for the Deaf, Governor Baxter	234
School Health Services	415
School Lunch	253
School Management, Bureau of	253
School Operations, Division of	253
School Psychological Services, Joint Committee	527
School Subsidies	236
School Volunteer Programs	236
Science and Technology Commission, Maine	309
Scientific Advisory Panel	432
Scoliosis and Kyphosis	415
Seafood Marketing, Marine Resources	537
Sealer of Weights and Measures, (Office of)	70
Search and Rescue	457
Secretary of State, Department of the	726
Securities Division	615
Seed Capital Tax Credit Program, Maine	337
Seed Potato Board	54
Seed Potato Certification	54
Seed Program (Agricultural)	64
Senate	510
Sex Equity and Single Parent and Homemaker Program	218
Sexually Transmitted Disease Control Program	388
Shellfish	548
Shellfish Industry Services Division	537
Shrimp Resource Monitoring/Research	548
Single Audit Act	95
Single Parent Program	218
Sludge and Residuals Utilization Research Foundation	744

INDEX

Small Business Loan Guarantees (Veterans)	181
Small Business Loan Insurance Program	337
Snowmobile Program	138
Social Services Report, Maine	435
Social Worker Licensure, State Board of	675
Soil and Water Conservation Commission, State	71
Solid Waste Control, Bureau of Hazardous Materials &	275
Solid Waste Management, Bureau of	xxi
Southern Maine Technical College	756
Special Education, Division of	236
Special Needs (Children)	111
Speech Pathology and Audiology, Board of Examiners on	676
Spills, Oil and Hazardous Materials	275
Standardization Committee	27
State Capital Commission	518
State Court Library Committee	472
State Emergency Response Commission	181
State Employee Health Commission	9
State Government Internship Program Advisory Committee	461
State Historian, Office of	236
State Laws, Commission on Uniform	521
State Library	526
State Museum	592
State Museum Commission, Maine	595
State Planning Office	298
State Training and Development	13
Statewide Strategy and Analysis	189
Statistics, Office of Vital	435
Statutes, Revisor of (Office of)	512
Sterilization Procedures Review Committee	747
Student Educational Enhancement Deposit Plan	xxii
St. Croix International Waterway Commission	746
Substance Abuse Counselors, State Board of	677
Substance Abuse, Office of	311
Superior Court	476
Supplemental Security Income Recipients, Optional Grants to	409
Support Enforcement, Division of	409
Supreme Judicial Court	476
Surveyors, State Board of Registration for Land	641
Tax Review, Property	680
Taxation, Bureau of	332
Teacher Training	218
Technical College System, Board of Trustees	749
Technology Transfer and Special Research Projects Program	57
Telecommunications	16
Telecommunications Devices for Deaf (TDD)	383
Telephone Subsidy and Installation Program	409
Therapeutic Pharmaceutical Monitoring Panel	xxi
Title-Section (Motor Vehicles)	736
Tourism Commission, Maine	210
Tourism, Office of	208
Toxic Reduction Advisory Board	xxiii
Trade and Industrial Programs	218
Trademark Program, Maine Quality	46
Traffic Engineering	772
Trailer Registrations	732
Trails System Advisory Committee, Maine	125
Training of Firefighters, Advisory Committee for the	350
Training Programs, Bureau of Employment and	492
Tramway Safety, Board of Elevator and	486

INDEX

Transportation Capital Improvement Planning Commission	782
Transportation Services, Bureau of	780
Transportation, Department of	761
Transportation, Driver Education and Safety (Department of Education)	253
Travel Information Advisory Council	784
Treasurer, Office of	784
Treatment Centers Advisory Group, Residential	715
Trust Fund, Board of the Maine Childrens	109
Tuberculosis Control Program	388
Turnpike Authority, Maine	790
UCC—Uniform Commercial Code	739
Underground Oil Storage Facility Program	337
Underground Oil Storage Tank Installers, Board of	279
Unemployment Compensation Program	487
Unemployment Insurance Commission, Maine	505
University of Maine System, Board of Trustees	791
Unorganized Territory (Audit)	100
Utility Financing Bank, Maine Public	709
Vehicle Rental Agency	142
Vending Stand Program, Blind	396
Veterans Dependents Educational Benefits	181
Veterans Education, Division of Military and	253
Veterans Homes, Board of Trustees of	799
Veterans Memorial Cemetery, Maine	181
Veterans Services, Bureau of	181
Veterans Services, Department of Defense and	169
Veterans' Small Business Loan Board	349
Veterinary Medicine, State Board of	678
Veterinary Services, Division of	57
Vietnam and Atomic Veterans, Commission on	187
Visitor Information (Tourism)	208
Vital Statistics, Office of	435
Vocational Education in Postsecondary Schools	749
Vocational Education, Adult and Secondary	218
Vocational Education, Maine Council on	313
Vocational Rehabilitation Program (Eye Care)	396
Volunteerism, Office of	313
Warden Service, Bureau of	457
Washington County Technical College	758
Waste Management Advisory Council	314
Waste Utilization	66
Wastewater and Plumbing Control Program	400
Water and Soil Management Board, Aroostook	38
Water Lab (Human Services)	388
Water Pollution Control Commission, New England Interstate	804
Water Program, Drinking	398
Water Resources Council, Maine Land and	295
Water Treatment Plant Operators, Advisory Board for Licensure	534
Weights and Measures, (Office of) Sealer of	70
Whitewater Advisory Committee	805
Whitewater Safety Committee	806
WIC Supplemental Food Program	415
Wildlife Management	454
Wildlife Research	454
Wildlife, Department of Inland Fisheries and	440
Women, Maine Commission for	807
Work Center Purchases Committee	809
Work Program	326
Work Supplementation Program	409
Workers Compensation Commission	810

INDEX

Worm Research	548
Youth Center, Board of Visitors	803
Youth Center, Maine	162