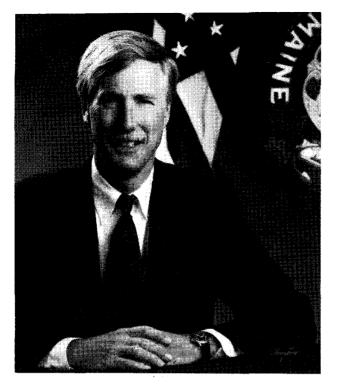


MAINE STATE GOVERNMENT ANNUAL REPORT 1994-1995



A Compilation of Annual Reports of State Departments and Agencies

> Published at Augusta, Maine 1995



Angus S. King, Jr. Governor of Maine

Compiled and edited by the Department of Administrative and Financial Services, Bureau of the Budget

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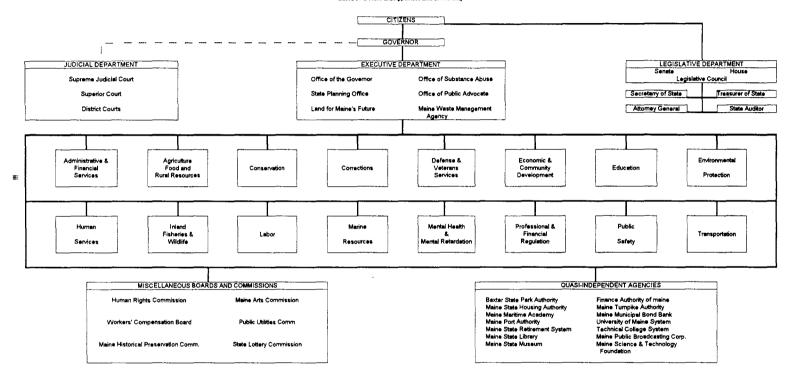
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

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



FORWARD

The Maine State Government Annual Report is compiled 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 biennial 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.

The 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.

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: 04 t abor

00 General Government
01 Economic Development
02 Education and Culture
03 Human Services

05 Natural Resources 06 Public Protection

- 07 Transportation

Umbrella. In order to make the list of 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 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, Good 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 Education

06 Department of Environmental Protection

07 Executive Department

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 and Financial Services

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* part of the umbrellas listed above - were assigned to *one of five 2-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 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 number* PLUS a letter.

Unit Citation. Reported here is the legal citation which created the organizational unit. When one located 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 State employees. The Average Count - All Positions as reported by the 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 did 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. 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 the 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 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 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 Acchives*.

PROGRAM: Although the identification, administration and organization of State agencies are significant to the purposes of this report, and account of their specific activities and accomplishments during the past fiscal year is fundamental.

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 the Budget's computer-based *MFASIS* system supplemented by data not included in the State's accounting system or nor 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 reflect 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 a 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 *MFAS/S* system deals with "rounded" whole-dollars, some small dollar differences will exist between this report and the Financial Report issued by the State Comptroller.

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 the 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

Department Of Administrative And Financial Services	1
Bureau Of Accounts And Control	2
Bureau Of Alcoholic Beverages And Lottery Operations	3
Bureau Of The Budget	5
Capitol Planning Commission	6
Central Motor Pool	7
State Claims Commission	8
Division Of Data Processing	9
State Employee Health Commission	11
Employee Suggestion System Board	12
Bureau Of Employee Relations	13
Division Of Financial And Personnel Services	14
Bureau Of General Services	15
Bureau Of Human Resources	16
Bureau Of Information Services	18
State Lottery Commission	20
Division Of Risk Management	21
Bureau Of Taxation	22
Department Of Agriculture, Food And Rural Resources	25
Administrative Services Division (Agriculture)	28
Maine Agricultural Bargaining Board	29
Aroostook Water And Soil Management Board	30
Maine Dairy And Nutrition Council	31
Maine Dairy Promotions Board	32
State Harness Racing Commission	33
(Office Of) State Horticulturist	35
Maine Potato Board	36
Division Of Market Development	37
Bureau Of Agricultural Marketing	38
Maine Milk Commission	39
Board Of Pesticides Control	41
Division Of Plant Industry	42
Maine Potato Quality Control Board	44
Seed Potato Board	44
Maine Potato Marketing Committee	46
Potato Marketing Improvement Committee	47
Division Of Veterinary Services	47
Division Of Production Development	48
Bureau Of Agricultural Production	49
Bureau Of Public Services	50
Pull Events Commission	51
Division Of Quality Assurance (Afrr)	52
Division Of Regulation	53
Division Of Resource Development	55
Bureau Of Agricultural And Rural Resources	56
(Office Of) Sealer Of Weights And Measures	57
State Soil And Water Conservation Commission	58
Department Of The Attorney General	60
District Attorneys	62
Office Of Chief Medical Examiner For The State	63
Victims' Compensation Board	64

Department Of Audit	65
Departmental Bureau (Audit)	68
Municipal Bureau (Audit)	69
Unorganized Territory (Áudit)	69
Department Of Conservation	71
Administrative Services Division (Conservation)	74
Coastal Island Registry	75
Division Of Forest Fire Control	75
Division Of Forest Management And Utilization	77
Bureau Of Forestry (Aka Maine Forest Service)	78
Maine Geological Survey	80
Insect And Disease Management	82
Maine Land Use Regulation Commission	84
Bureau Of Parks And Recreation	86
Division Of Planning And Program Services	88
Division Of Policy, Planning And Information	89
Bureau Of Public Lands	90
Department Of Corrections	93
Office Of Advocacy (Corrections)	95
Charleston Correctional Facility	96
Maine Correctional Center	98
Downeast Correctional Facility	99
Northern Maine Regional Juvenile Detention Facility	100
Bureau Of Juvenile Corrections	101
Juvenile Justice Advisory Group	101
State Parole Board	103
State Prison	106
Division Of Probation And Parole	107
Maine Youth Center	110
Department Of Defense And Veterans' Services	112
Administrative Services Division (Defense & Vet Svcs)	115
Maine Emergency Management Agency	116
Military Bureau	118
Division Of Veterans' Services	121
Department Of Economic And Community Development	125
Office Of Business Development	128
Office Of Community Development	129
Economic Conversion Division	131
Energy Conservation Division	132
Maine State Film Commission	133
International Commerce Division	134
Maine Small Business Commission	135
Office Of Tourism	136
Maine Tourism Commission	137
Department Of Education	139
Administrative Services Unit	140
Division Of Adult Education	141
Division Of Applied Technology	143
Division For The Blind And Visually Impaired	145

Division Of Certification And Placement	147
Office Of The Commissioner	149
Division Of Deafness	150
Advisory Council For The Division Of Deafness	152
Division Of Finance	152
Governor Baxter School For The Deaf	153
Division Of Higher Education	155
(Office Of) State Historian	156
Division Of Instruction	157
Division Of Management Information	158
Office Of Rehabilitation Services	159
Division Of School Business Services	161
Division Of Special Services	162
Support Services Unit	164
Education Unorganized Territory	166
Department Of Environmental Protection	168
Bureau Of Administration	172
Bureau Of Air Quality Control	173
Board Of Environmental Protection	174
Bureau Of Hazardous Materials And Solid Waste Control	175
Bureau Of Land And Water Quality Control	177
Office Of Pollution Prevention	179
Board Of Underground Storage Tank Installers	180
Executive Department	182
(Office Of) Governor	182
Task Force On Defense Realignment And The Economy	183
Governor'S Board On Executive Clemency	184
Governor'S Select Committee On Judicial Appointments	185
Land For Maine'S Future Board	185
Maine Land And Water Resources Council	186
Governor'S Municipal Advisory Council	187
State Planning Office	188
(Office Of) Public Advocate	190
Office Of Substance Abuse	195
Maine Council On Vocational Education	196
Department Of Human Services	198
Certificate Of Need Advisory Committee	202
Bureau Of Child And Family Services	202
Division Of Dental Health	204
Division Of Disability Determination Services	206
Division Of Disease Control (Human Services)	206
Bureau Of Elder And Adult Services	207
Bureau Of Family Independence	209
Bureau Of Health	211
Division Of Health Engineering (Human Services)	213
Office Of Health Planning And Development (Human Services)	215
Division Of Health Promotion And Education(Human Svcs)	216
Office Of Management And Budget (Human Services)	210
Division Of Maternal And Child Health (Human Services)	218
emision of material And Online freque (fruthan Octobes)	210

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Bureau Of Medical Services (Human Services)	220
Office Of Programs (Human Services)	221
Maine Public Drinking Water Commission	221
Office Of Public Affairs And Communications (Human Svcs)	223
Public Health Laboratory (Human Services)	224
Division Of Public Health Nursing	225
Division Of Regional Administration (Human Services)	227
Office Of Vital Statistics	227
Department Of Inland Fisheries And Wildlife	230
Bureau Of Administrative Services (If&W)	232
Advisory Council (Inland Fisheries & Wildlife)	235
Junior Maine Guides And Trip Leaders Curriculum Advisory Board	235
Advisory Board For The Licensing Of Guides	236
Division Of Planning (If&W)	237
Division Of Public Information And Education (If&W)	238
Bureau Of Resource Management (If&W)	241
Bureau Of Warden Service (If&W)	244
Judicial Department	246
Administrative Office Of The Courts	249
Administrative Court	250
Board Of Bar Examiners	250
State Court Library Committee	253
District Court For The State Of Maine	253
Committee On Judicial Responsibility And Disability	254
Board Of Overseers Of The Bar	255
Superior Court	256
Supreme Judicial Court	256
Department Of Labor	258
Office Of The Commissioner	261
State Advisory Council (Labor)	261
Division Of Administrative Hearings	262
State Apprenticeship And Training Council	263
State Board Of Arbitration And Conciliation	265
Board Of Boiler Rules	268
Division Of Economic Analysis And Research	268
Board Of Elevator And Tramway Safety	271
Bureau Of Employment Security	272
Bureau Of Employment And Training Programs	273
Human Resource Development Council	274
Job Service Division	275
Bureau Of Labor Standards	276
Maine Labor Relations Board	280
Panel Of Mediators	282
Maine Occupational Information Coordinating Committee	283
Board Of Occupational Safety And Health	285
Twelve County Service Delivery Area	286
Maine Unemployment Insurance Commission	287
Unemployment Compensation Division	288
Law And Legislative Reference Library	291
	201

Legislature	293
Senate	297
House Of Representatives	298
Legislative Council	299
(Office Of) Executive Director Of The Legislative Council	300
Office Of Fiscal And Program Review	301
Office Of Policy And Legal Analysis	301
Office Of The Revisor Of Statutes	302
Maine-Canadian Legislative Advisory Commission	303
State House And Capitol Park Commission	303
Commission On Interstate Cooperation	304
Commission On Uniform State Laws	305
Department Of Marine Resources	306
Bureau Of Administration (Marine Res)	309
Advisory Council (To Marine Resources)	312
Bureau Of Marine Development	312
Bureau Of Marine Patrol	314
Bureau Of Marine Sciences	315
Maine Maritime Academy	319
Department Of Mental Health And Mental Retardation	321
Office Of Advocacy (Mh&Mr)	324
Aroostook Residential Center	325
Augusta Mental Health Institute	326
Bangor Mental Health Institute	328
Bath Childrens' Home	330
Bureau Of Children With Special Needs (Mh & Mr)	332
Office Of Community Support Systems	334
Developmental Disabilities Office (Mh&Mr)	335
Elizabeth Levinson Center	336
Division Of Mental Health	337
Division Of Mental Retardation	339
Pineland Center	340
Department Of Professional And Financial Regulation	342
Board Of Accountancy	344
Acupuncture Licensing Board	345
Division Of Administrative Services (Bus Reg)	346
Adjuster License Advisory Board	348
Arborist Examining Board	349
Maine State Board For Licensure Of Architects,	350
Landscape Architects And Interior Designers	
Maine Athletic Commission	351
Board Of Barbering And Cosmetology	352
Bureau Of Banking	354
Board Of Chiropractic Licensure	356
Board Of Commercial Driver Education	357
Bureau Of Consumer Credit Protection	358
Board Of Counseling Professionals Licensure	360
Board Of Dental Examiners	361
Electricians' Examining Board	362

State Board Of Registration For Professional Engineers	364
State Board Of Licensure For Professional Foresters	366
State Board Of Funeral Service	367
General Lines Agent Examination Advisory Board	368
State Board Of Certification For Geologists And Soil Scientists	369
Board Of Hearing Aid Dealers And Fitters	370
Bureau Of Insurance	371
Board Of Licensure For Professional Land Surveyors	373
Board Of Licensing Of Auctioneers	374
Division Of Licensing And Enforcement	375
Board Of Licensing Of Dietetic Practice	377
Life Agent Examination Advisory Board	378
Manufactured Housing Board	379
Board Of Licensure In Medicine	380
Medical Specialty Advisory Committee On Anesthesiology	383
Medical Specialty Advisory Committee On Emergency Medicine	384
Medical Specialty Advisory Committee On Obstetrics And Gynecology	384
State Board Of Nursing	385
Nursing Home Administrators Licensing Board	388
Board Of Occupational Therapy Practice	389
Oil And Solid Fuel Board	390
State Board Of Optometry	391
Board Of Osteopathic Licensure	392
Board Of Commissioners Of The Profession Of Pharmacy	394
Board Of Examiners In Physical Therapy	395
Maine State Pilotage Commission	396
Plumbers' Examining Board	397
Board Of Licensure Of Podiatrists	399
State Board Of Examiners Of Psychologists	400
Radiologic Technology Board Of Examiners	400
Real Estate Commission	402
Board Of Real Estate Appraisers	402
Board Of Respiratory Care Practitioners	405
Medical Specialty Advisory Committee On Radiology	406
Securities Division	406
State Board Of Social Worker Licensure	400
Board Of Examiners On Speech Pathology And Audiology	408
State Board Of Substance Abuse Counselors	410
State Board Of Veterinary Medicine	411
epartment Of Public Safety	413
Bureau Of Capitol Security	415
Missing Children Information Clearinghouse	416
Missing Children mornation Creaninghouse Maine Criminal Justice Academy	416
Board Of Trustees Of The Maine Criminal Justice Academy	418
Maine Drug Enforcement Agency	418
Emergency Medical Services Board	419
E-9-1-1 Council	419
Emergency Services Communication Bureau	421
Office Of The State Fire Marshal	421

Bureau Of Highway Safety	423
Maine Highway Safety Commission	424
State Bureau Of Identification	425
Bureau Of Liquor Enforcement	425
Bureau Of State Police	426
Public Utilities Commission	428
Department Of The Secretary Of State	431
Administrative Services Division (Motor Vehicles)	432
Maine State Archives	433
Division Of Archives Services	435
Division Of Corporations And Elections	436
Commercial Vehicles And Reciprocity Division	437
Bureau Of Corporations, Elections And Commissions	438
Driver Licensing And Control Division	440
Enforcement And Regulation Division	441
Division Of Information Services	442
Medical Advisory Board (Re: Licensing Of Drivers)	443
Division Of Motor Vehicles	443
Public Services Division	445
Division Of Records Management Services	446
Division Of Rules, Commissions And Notaries	447
Department Of Transportation	449
Bureau Of Finance And Administration (Transportation)	452
Maine Aeronautical Advisory Board	453
Office Of Environmental Services	454
Maine State Ferry Advisory Board	455
Office Of Human Resources	455
Office Of Internal Audit	456
Office Of Legal Services	457
Bureau Of Maintenance And Operations	458
Bureau Of Planning	459
Office Of Policy Analysis	460
Maine Port Authority	461
Bureau Of Project Development	462
Bureau Of Transportation Services	464
(Office Of) Treasurer Of State	466
Board Of Trustees Of The University Of Maine System	469
Independent Agencies - Regulatory	473
Animal Welfare Board	473
Children'S Residential Treatment Committee	474
State Board Of Education	474
Maine State Commission For Higher Education Facilities Act Of 1963	476
Advisory Council On Energy Efficiency Building Performance Standards	476
Maine Health Care Finance Commission	477
Professional Advisory Committee (To Mhcfc)	479
	479
Payor Advisory Committee (To Mhcfc)	479
Hospital Advisory Committee (To Mhcfc)	479
Work Center Purchases Committee	480 480
Independent Agencies - Advisory	400

Maine Hiv Advisory Committee	480
Archives Advisory Board	481
Maine Advisory Committee On Children With Special Needs	482
Council Of Advisors On Consumer Credit	482
Continuing Education Advisory Committee	483
Maine Criminal Justice Commission	484
Criminal Law Advisory Commission	484
Advisory Council On Deferred Compensation Plans	445
Maine Developmental Disabilities Council	445
Maine Commission On Domestic Abuse	487
Educational Leave Advisory Board	487
Advisory Committee For The Training Of Firefighters	488
Maine Area Health Education Centers Advisory Committee	489
Maine Historical Records Advisory Board	490
Displaced Homemakers Advisory Council	491
Interagency Task Force On Homelessness & Housing Opportunities	492
Information Services Policy Board	493
Lobster Advisory Council	493
Maine Marketing Advisory Board	494
Oil Spill Advisory Committee	495
Petroleum Advisory Committee	496
Pineland Center Board Of Visitors	496
Policy Review Board	497
Pollution Prevention Advisory Committee	498
Radiological Emergency Preparedness Committee	498
Advisory Commission On Radioactive Waste	499
Region li Crisis Intervention Advisory Board	500
Residential Treatment Centers Advisory Group	500
Commission On Safety And Health In The Maine Workplace	501
Substance Abuse Services Commission	502
Advisory Board For The Licensing Of Taxidermists	503
Telecommunications Relay Services Advisory Council	503
Travel Information Advisory Council	504
Board Of Visitors - Maine Correctional Center	505
Board Of Visitors - Maine State Prison	505
Board Of Visitors - Maine Youth Center	506
Waste Management Advisory Council	506
Whitewater Safety Committee	507
Independent Agencies - Other	508
Maine Arts Commission	508
Atlantic Sea Run Salmon Commission	509
Baxter State Park Authority	511
Commission On Biotechnology And Genetic Engineering	515
Blueberry Advisory Committee	516
Maine Blueberry Commission	517
State Civil Service Appeals Board	519
Maine State Cultural Affairs Council	519
Economic Development And Business Assistance Coordinating Council	520
Maine Economic Growth Council	521

Maine Educational Loan Authority	521
Board Of Emergency Municipal Finance	522
State Emergency Response Commission	523
Governor'S Committee On Employment Of People With Disabilities	523
Adaptive Equipment Loan Program Fund Board	524
Commission On Governmental Ethics And Election Practices	525
Facility Siting Board	527
Maine Education Assistance Board	527
Finance Authority Of Maine	528
Advisory Committee On Medical Education	530
Maine Health And Higher Educational Facilities Authority	530
Maine High-Risk Insurance Organization	531
Maine Historic Preservation Commission	532
Maine Human Rights Commission	533
Maine Indian Tribal-State Commission	534
Judicial Council	535
Maine State Library	536
Maine Library Commission	538
Lobster Promotion Council	538
Maine Waste Management Agency	539
Marine Research Board	540
Maine Advisory Committee On Mental Retardation	541
Maine Municipal Bond Bank	542
Maine State Museum	543
Maine State Museum Commission	545
State Board Of Property Tax Review	545
Maine Public Utility Financing Bank	546
(Brd Of Trustees Of The) Me State Retirement System	547
Saco River Corridor Commission	548
Maine Sardine Council	550
Maine Science And Technology Foundation	552
Wells National Estuarine Research Reserve Management Authority	554
Maine World Trade Association	557
Independent Agencies - Interstate Compact	558
Atlantic States Marine Fisheries Commission	558
Education Commission Of The States	559
Northeastern Interstate Forest Fire Protection Commission	560
Maine-New Hampshire Interstate Bridge Authority	561
New England Board Of Higher Education	562
St. Croix International Waterway Commission	563
New England Interstate Water Pollution Control Commission	564
Independent Agencies - Not Part Of State Government	565
Maine Advocacy Services	565
Board Of The Maine Children'S Trust Incorporated	566
Civil Air Patrol	567
Maine Development Foundation	568
Health Station	570
Maine Historical Society	570
Maine Hospice Council	572
	0,2

Maine State Housing Authority	573
Maine Insurance Guaranty Association	575
Maine Court Facilities Authority	575
Pine Tree Legal Assistance	576
Maine Public Broadcasting Corporation	579
Greater Portland Public Development Commission	581
Energy Testing Laboratory Of Maine	581
Board Of Trustees Of The Maine Technical College System	582
Central Maine Technical College	583
Eastern Maine Technical College	585
Kennebec Valley Technical College	586
Northern Maine Technical College	588
Southern Maine Technical College	589
Washington County Technical College	590
York County Technical College	592
Maine Turnpike Authority	593
Board Of Trustees Of The Maine Veterans' Homes	593
Workers' Compensation Board	595

UNITS THAT DID NOT SUBMIT AN INDIVIDUAL REPORT

Unit	Name		Citation
532	Facility Siting Board	38 MRSA	Sec. 2152
564	Fund Insurance Review Board	38 MRSA	Sec. 568-B
064	Office of Geographic Information Systems	12 MRSA	Sec. 1752

JANET E. WALDRON, COMMISSIONER

STATE EMPLOYEE HEALTH COMMISSION EMPLOYEE SUGGESTION SYSTEM BOARD BUREAU OF EMPLOYEE RELATIONS

Central Office: STATE OFFICE BLDG, AUGUSTA, ME, 04333 Mail Address: 78 STATE HOUSE STATION, AUGUSTA, ME, 04333-0078 1992 Telephone: (207) 624-7800 Established: Reference: Policy Area: 00; Umbrella: 18 Unit: 106; Citation: T0005 M.R.S.A., Sect. 000021002 Average Count--All Positions: 1110.5 Legislative Count: 782.5 DIVISION OF FINANCIAL AND PERSONNEL SERVICES Units: BUREAU OF ACCOUNTS AND CONTROL BUREAU OF GENERAL SERVICES BUREAU OF HUMAN RESOURCES BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY **OPERATIONS** BUREAU OF INFORMATION SERVICES BUREAU OF THE BUDGET STATE LOTTERY COMMISSION DIVISION OF RISK MANAGEMENT CAPITOL PLANNING COMMISSION BURFAU OF TAXATION CENTRAL MOTOR POOL STATE CLAIMS COMMISSION DIVISION OF DATA PROCESSING

PURPOSE:

The Department of Administrative and Financial Services is responsible for providing central administrative and financial services to the departments and agencies of State government.

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. PL 1991 Chapter 780 merged the Department of Administration and the Department of Finance.

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. FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	27,942,094	15,039,598	1,220,824	479,982	29,239	11,172,451
HEALTH BENEFITS	3,945,659	2,004,471	312,686	79,198	5,096	1,544,208
RETIREMENTS	4,776,587	2,583,620	226,002	73,516	4,836	1,888,613
OTHER FRINGE BENEFITS	300,278	152,203	11,447	7,351	492	128,785
OTHER CONTRACT SERVICES STATE	14,414,096	2,114,507	1,298,355	41,375	10,840	10,949,019
COMPUTER SERVICES STATE	6,310,268	4,423,861	144,712	39,710		1,701,985
OTHER CONTRACT SERVICES	21,712,451	4,787,378	295,646	626,657	2,230	16,000,540
RENTS	12,033,460	1,792,909	679,950	92,931		9,467,670
COMMODITIES	1,915,726	929,050	34,065	62,166		890,445
GRANTS, SUBSIDIES, PENSIONS	20,697,027	14,388,322	5,686,721	31,879	16	590,089
PURCHASE OF LAND	1,478,755	1,060,000	418,755			
EQUIPMENT	344,762	342,303	2,459			
INTEREST-DEBT RETIREMENT	1,325,364	372,524	19	1,749		951,072
TRANSFER TO OTHER FUNDS	130,475,116	22,500	42,445	35,724	936	130,373,511
COST OF GOODS SOLD	9,573,653					9,573,653
TOTAL EXPENDITURES	257,245,296	50,013,246	10,374,086	1,572,238	53,685	195,232,041
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	196,728	196,728				
HEALTH BENEFITS	13,232	13,232				
RETIREMENTS	30,787	30,787				
OTHER FRINGE BENEFITS	2,613	2.613				
OTHER I KINGE BENETTIS	99,311	66,410		32,901		
COMPUTER SERVICES STATE	15,270	7,414		7,856		
OTHER CONTRACT SERVICES	51,179	42,031		9,148		
RENTS	21,326	14,836		6,490		
COMMODITIES	33,329	30,625		2,704		
GRANTS, SUBSIDIES, PENSIONS	3,378	3,378		2,704		
EQUIPMENT	8,192	8,192				
INTEREST-DEBT RETIREMENT	28	0,192		28		
TRANSFER TO OTHER FUNDS	28			28		
TOTAL EXPENDITURES	502,373	416,246		86,127		
I VIAL EALENDITURES	504,575	410,240		00,127		

BUREAU OF ACCOUNTS AND CONTROL

CAROL F. WHITNEY, STATE CONTROLLER

Central Office:STATE OFFICE BLDG, AUGUSTA, ME 04333Mail Address:14 STATE HOUSE STATION, AUGUSTA, ME 04333-0014FAX: (207) 626-8422Established:1931Telephone: (207) 626-8420Reference:Policy Area: 00 ; Umbrella:18 Unit: 119 ; Citation: T0005M.R.S.A., Sect. 000021006Average Count--All Positions:40.00Legislative Count: 40.00

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 Administrative and Financial Services. The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Administrative and Financial Services 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 bills 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 Comprehensive Annual State Financial Report is prepared each year and is subject to audit by the State Auditor.

The Bureau oversees the State's automated Accounting System. 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 1995: 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		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	944,396	944,396				
HEALTH BENEFITS	127,297	127,297				
RETIREMENTS	151,628	151,628				
OTHER FRINGE BENEFITS	7,802	7,802				
OTHER CONTRACT SERVICES STATE	154,715	154,715				
COMPUTER SERVICES STATE	1,749,255	1,749,255				
OTHER CONTRACT SERVICES	124,589	124,589				
RENTS	183,463	183,463				
COMMODITIES	24,583	24,583				
GRANTS, SUBSIDIES, PENSIONS	2,953	2,953				
EQUIPMENT	14,770	14,770				
TOTAL EXPENDITURES	3,485,451	3,485,451				

BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS

EBEN B. MARSH, DIRECTOR

Central Office:10 - 12 WATER STREET, HALLOWELL, ME 04357Mail Address:8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008FAX:Established:1992Telephone:Reference:Policy Area:00;Umbrella:Wint:553;Citation:T0005Average Count--All Positions:170.00Legislative Count:

PURPOSE:

The Bureau of Alcoholic Beverages and Lottery Operations was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines, malt beverages, instant pick 3, pick 4, Megabucks and 5 Card Cash lottery tickets. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor and Lottery 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 and the sale of lottery products through licensed lottery agents.

ORGANIZATION:

The State's regulation of liquor originated in 1862 with the establishment of a Commission 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 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.

A State Lottery was approved by public referendum in November 1973 for the purpose of generating additional revenues for deposit to the State's General Fund. The agency is administered by the State Lottery Commission and the State Lottery Director.

 $\rm PL$ 1991 chapter 780 merged the Bureau of Alcoholic Beverages and the Bureau of Lottery.

PROGRAM:

The Bureau continues to run as in past years with goals being reached and revenues generated to the general fund.

LICENSES:

PL 1991 Chapter 780 Liquor Licensing in the Department of Public Safety, Bureau of Liquor Enforcement. (This included Liquor auditing and taxation.) Licenses (Lottery): Lottery Sales Agency Licensing

PUBLICATIONS:

Annual Report - Free
 Winner's Newsletter - Free
 Information Wit, MP State Lottery, Press

3. Information Kit: ME State Lottery - Free

FINANCES, FISCAL YEAR 1995: 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 AND LOTTERY OPERATIONS	TOTAL FOR All FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,974,943					3,974,943
HEALTH BENEFITS	562,622					562,622
RETIREMENTS	635,130					635,130
OTHER FRINGE BENEFITS	33,769					33,769
OTHER CONTRACT SERVICES STATE	10,192,229					10,192,229
COMPUTER SERVICES STATE	420,596					420,596
OTHER CONTRACT SERVICES	9,811,125					9,811,125
RENTS	910,788					910,788
COMMODITIES	229,652					229,652
GRANTS, SUBSIDIES, PENSIONS	139,083					139,083
INTEREST-DEBT RETIREMENT	17,236					17,236
TRANSFER TO OTHER FUNDS	117,460,639					117,460,639
TOTAL EXPENDITURES	144,387,812					144,387,812

BUREAU OF THE BUDGET

JOHN R. NICHOLAS, STATE BUDGET OFFICER

Central Office:STATE OFFICE BLDG, AUGUSTA, ME 04333Mail Address:58 STATE HOUSE STATION, AUGUSTA, ME 04333-0058FAX: (207) 624-7826Established:1931Telephone: (207) 624-7810Reference:Policy Area: 00 ; Umbrella:18 Unit: 117 ; Citation: T0005M.R.S.A., Sect. 000021006Average Count--All Positions:13.00Legislative Count: 13.00

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 and agencies become available for expenditure; to examine and recommend for approval any changes in these work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of the 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 Administrative and Financial Services, for carrying out State budget laws.

ORGANIZATION:

The Bureau of the Budget is an organizational unit of the Department of Administrative & Financial Services under the direction of the State Budget Officer who is appointed by the Commissioner of Administrative & Financial Services.

PROGRAM:

Activities of the Bureau primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all entities of State Government and corporations and associations desiring to receive State funds under provision of law, submit to the Bureau their expenditure and appropriation requirements for each fiscal year of the upcoming biennium. The Bureau prepares the State Budget Document which is composed of the following parts: (1) the budget message by the Governor or Governor-elect which outlines financial policy; and (2) detailed estimates of expenditures and revenues, including

statements of the State's bond indebtedness.

After legislative appropriation, the Bureau reviews and considers requested allotments by quarter with respect to the work program of each entity of State government. Work programs 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. During 1995 the project to automate the work program was completed. This effort enables each department and agency to gain electronic access to the Budget Management System in order to improve the efficiency by which work programs are processed, analyzed, and implemented.

Other projects of the Bureau include: (1) the State Cost Allocation Program, which is the process through which certain approved costs of State central services are allocated to the State operating agencies. This allocation occurs through the medium of an Indirect Cost Proposal prepared by State Departments and submitted through the Bureau to the appropriate federal agencies. The Bureau establishes for each unit of government an indirect cost rate designed to recover the non-general fund share of central service costs which benefit each agency. The Bureau also produced the Maine State Government Annual Report, prepares long range budget forecasts for financial performance reports with analyses and prepares General Fund and Highway Fund revenue forecasts through consensus forecasting pursuant to Executive Order 4 FY 92/93.

PUBLICATIONS:

"State Budget Document" "Budget in Brief" "Maine State Government Annual Report", available from the Division of Purchases, Central Printing Division, 9 State House Station, Augusta ME 04333-0009

FINANCES, FISCAL YEAR 1995: 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 & WAGES	465,378	465,378				
HEALTH BENEFITS	49,381	49,381				
RETIREMENTS	94,517	94,517				
OTHER FRINGE BENEFITS	5,221	5,221				
OTHER CONTRACT SERVICES STATE	10,188	10,188				
COMPUTER SERVICES STATE	3,826	3,826				
OTHER CONTRACT SERVICES	35,206	35,206				
RENTS	1,645	1,645				
COMMODITIES	10,845	10,845				
GRANTS, SUBSIDIES, PENSIONS	179	179				
EQUIPMENT	5,976	5,976				
TOTAL EXPENDITURES	682,362	682,362				

CAPITOL PLANNING COMMISSION

WARREN SWETZ, DIRECTOR

Central Office:STATE OFFICE BLDG, AUGUSTA, ME 04333Mail Address:77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077FAX: (207) 287-4008Established:1967Telephone: (207) 287-4000Reference:Policy Area: 00 ; Umbrella:18 Unit: 134 ; Citation: T0005M.R.S.A., Sect. 000000298

PURPOSE:

The Capital 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 and 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 General Services serves as a secretariat of the commission in exercising its administration, it may employ such assistance as it deems necessary. The Bureau of General Services also provides staff support. The Commission must meet at least once every four months.

PROGRAM:

The Capitol Planning Commission again met only once in the last year. The reason for the inactivity was a continuation of a moratorium placed on governmental expansion.

LICENSES:

Sign Permits for: Businesses Any building within Capitol Complex

PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

CENTRAL MOTOR POOL

WARREN SWETZ, DIRECTOR

Central Office: COLUMBIA STREET, AUGUSTA, ME 04333

Mail Address: 106 STATE HOUSE STATION, AUGUSTA, ME 04333-0106 FAX: (207) 287-6521 Established: 1991 Telephone: (207) 287-7113 Reference: Policy Area: 00 ; Umbrella: 18 Unit: 555 ; Citation: T0005 M.R.S.A., Sect. 000001811 Average Count--All Positions: 13.00

PURPOSE:

The Central Motor Pool, operating under the name Central Fleet Management, was established to centrally procure, maintain, distribute and dispose of passenger and light truck vehicles for most agencies of state government.

PROGRAM:

The lease line provides 1,100 passenger and light truck vehicles to using agencies across state government. Maintenance and repair is accomplished through a central service garage and contracted services. Fuel, parts, vehicles and light maintenance is collectively bid to reduce costs and provide wide spread availability of services.

A user group was developed in FY 1994 which offers feedback and recommendations to the management team. Improvements in specifications, availability of service and customer satisfaction have resulted.

Rental line provides daily vehicle needs to all of state government. Agencies can request various regular and special purpose vehicles on a daily, weekly or monthly basis, allowing the optimum use of all state vehicles throughout the year. FINANCES, FISCAL YEAR 1995: 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

CENTRAL MOTOR POOL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	250,557					250,557
HEALTH BENEFITS	46,178					46,178
RETIREMENTS	46,888					46,888
OTHER FRINGE BENEFITS	5,277					5,277
OTHER CONTRACT SERVICES STATE	19,710					19,710
COMPUTER SERVICES STATE	54,142					54,142
OTHER CONTRACT SERVICES	1,546,053					1,546,053
RENTS	3,109					3,109
COMMODITIES	11,096					11,096
GRANTS, SUBSIDIES, PENSIONS	163					163
INTEREST-DEBT RETIREMENT	206,657					206,657
TRANSFER TO OTHER FUNDS	60,109					60,109
TOTAL EXPENDITURES	2,249,939					2,249,939

STATE CLAIMS COMMISSION

RONALD ROY, CHIEF COUNSEL

 Central Office:
 STATE OFFICE BLDG, AUGUSTA, ME 04333

 Mail Address:
 49 STATE HOUSE STATION, AUGUSTA, ME 04333-0049
 FAX: (207) 287-4032

 Established:
 1961
 Telephone: (207) 287-4031

 Reference:
 Policy Area:00; Umbrella:
 18 Unit:
 185; Citation:
 T0023
 M.R.S.A., Sect.
 000000152

 Average Count--All Positions:
 2.00
 Legislative Count:
 2.00

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 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 certain claims against the State or any of it agents

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 158 cases for hearings during FY 94. There were 25 land damage cases which were settled prior to hearings. The Commission heard 18 cases and 56 cases were continued. There were also 59 cases that were disposed of by default judgments and 77 additional land damage cases were received but settled and, therefore, hearings were not required.

FINANCES, FISCAL YEAR 1995: 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 CLAIMS COMMISSION	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	59,879			59,879		
HEALTH BENEFITS	3,301			3,301		
RETIREMENTS	3,784			3,784		
OTHER FRINGE BENEFITS	1,290			1,290		
OTHER CONTRACT SERVICES STATE	5,664			5,664		
COMPUTER SERVICES STATE	4,576			4,576		
OTHER CONTRACT SERVICES	17,459			17,459		
RENTS	565			565		
COMMODITIES	1,776			1,776		
GRANTS, SUBSIDIES, PENSIONS	17,269			17,269		
TRANSFER TO OTHER FUNDS	3,479			3,479		
TOTAL EXPENDITURES	119,042			119,042		

DIVISION OF DATA PROCESSING

RICHARD F. HINKLEY, DIRECTOR

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333 Mail Address: 61 STATE HOUSE STATION, AUGUSTA, ME 04333-0061 FAX: (207) 287-4563 Established: 1986 Telephone: (207) 287-3631 Reference: Policy Area:00; Umbrella: 18 Unit: 129; Citation: P1991 M.R.S.A., Sect. 000622BB-2 Average Count-All Positions: 159.00

PURPOSE:

The Division of Data Processing (DDP) was established to provide major data processing services in State Government, including computer operations, programming and applications systems development, technical support and networking services, and geographic information systems. These services are not only provided on DDP's own computers but also on departmental computers and local area networks as requested by its customer agencies.

The Division, as authorized by the Director of the Bureau of Information Services (BIS), strives to ensure consistency in programming services, stability in data processing functions, reliability in the operation and maintenance of systems throughout State Government, and the responsiveness and flexibility to react to changing customer needs and situations. DDP also contributes to the development and deployment of information systems architectural principles and standards to maximize effective connection between various departmental computers and to improve the ability to exchange electronic information.

ORGANIZATION:

The Division of Data Processing (DDP) was created by legislation merging the Department of Finance and the Department of Administration July 1, 1992. As the Office of Information Services was transformed into the Bureau of Information Services in the process, the Division similarly was transformed from its prior existence as the Bureau of Data Processing which in turn, was created from Central Computer Services on July 1, 1986. The responsibilities and duties of the Division of Data Processing remain essentially unchanged. As well as on

July 1, 1993, the Office of Geographic Information Systems (GIS) was moved via legislation from the Department of Conservation to DDP. During the first year, DDP and GIS have successfully integrated with each other and are exploring new GIS opportunities for State Government.

DDP is guided by a Customer Service philosophy that it continues to strengthen by permeating it into the routine and daily actions of its staff. The Division also communicates weekly with its customers to keep them informed of scheduled technical changes, thereby better ensuring successful coordination.

Improvements were made in our software and hardware to enhance system capacity and performance delivery, and to provide the resources and functions needed by our customer agencies. This includes helping many of our customers migrate to the State's Wide Area Network (WAN) which typically provides vastly increased functionality and performance for essentially similar or less cost. We also expanded our technical and administrative support for agencies using local area networks (LAN's), including backup services. DDP also provided and coordinated a World Wide Web home page presence on the Internet as well as a central mail hub to interconnect the departments' disparate e-mail systems.

While providing these improvements, DDP was pleased to be able to continue decreasing its overall rates in FY94, making the customer agencies cost of doing business with DDP more cost effective than ever. Keeping unit costs down was again partly achieved by continuing our aggressive pursuits of acquiring hardware from the used market (particularly for used IBM equipment) and by cost savings achieved by staff. It is DDP's plan to continue to exploit used market prices and to find ways of reducing unit costs whenever possible.

PROGRAM:

Computer Operations has moved Network Control to Network Computer Services, consolidating similar functions. Service improvements include putting our high speed printers on-line; designing forms via an electronic tool at no charge to our customers; replacing magnetic round tapes with cartridges which can take advantage of automatic loaders; studying lights-out system management and monitoring tools; offering pressure-sealed forms; and services for servers located in-house are being expanded. We are also working with our customers to offer alternatives to long-term storage and data access. Systems Software & Planning helped the Bureau of Taxation improve the performance of their growing, automated Taxation System(MATS). To address capacity and performance needs, we installed additional processor memory and several faster, more reliable RAID disk devices. We have also improved important software products such as CICS< TCP/IP, DB2 and VM-ESA. We eliminated a number of underutilized products.

Network Computer Services (NCS) provides services including: local and wide area network design; research and development in emerging information systems technology; consultation services for network operating systems and office automation needs; analysis of work flow for system acquisition, evaluation, negotiation, and contract services for agencies regarding information systems. Systems and Programming provides a full range of system development services, supporting new technologies such as client-server development, relational databases, data warehousing, decision support, Internet, and electronic commerce. Rapid application development and system engineering techniques are applied to shorten the development time frame and minimize maintenance support costs. We partner with many agencies to develop and support many systems including: Budget, Accounting, Human Resources, Child Support Enforcement, Alcoholic Beverages, Nursing, Treasury, Corrections, Purchases, Secretary of State, etc.

Office of Geographic Information Systems (OGIS) maintains public one-stop shopping for state geographic data, provides application development services, operates a GIS computer center, develops GIS standards and guidelines, manages the State's GIS database to maximize data sharing and compatibility, and ensures data integrity through quality assurance/quality control programs. Maine state government is accelerating these activities by implementing a statewide geographic information system coordinated by the Office of GIS. The overall goal is to improve the quality of and access to GIS services and data needed by Maine institutions. Customer Assistance is responsible for disaster recovery planning and preparation, security, risk assessment and monitoring, a help desk function that has incorporated a problem resolution process to improve customer productivity, supplies and inventory, problem response oversight, change control tracking, customer equipment leasing, and electronic mail management.

PUBLICATIONS:

1992 - 1995 Directions Document Disaster Recovery Planning Guide Customer Reference Guide 1995 Views - GIS Newsletter GIS Digital Data Catalog GIS Strategic Plan, February 1990 Data Standards for Maine GIS 1995-97 Geographic Information Systems Work Plan

FINANCES, FISCAL YEAR 1995: 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 DATA PROCESSING	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	4,135,941		1,987			4,133,954
HEALTH BENEFITS	522,084					522,084
RETIREMENTS	720,565		329			720,236
OTHER FRINGE BENEFITS	56,912		29			56,883
OTHER CONTRACT SERVICES STATE	473,379					473,379
COMPUTER SERVICES STATE	704,276					704,276
OTHER CONTRACT SERVICES	2,549,157		210			2,548,947
RENTS	1,662,704		5,429			1,657,275
COMMODITIES	495,314					495,314
GRANTS, SUBSIDIES, PENSIONS	50,165					50,165
INTEREST-DEBT RETIREMENT	160					160
TRANSFER TO OTHER FUNDS	235,837		162			235,675
TOTAL EXPENDITURES	11,606,494		8,146			11,598,348

STATE EMPLOYEE HEALTH COMMISSION

JO GILL, DIRECTOR

Central Office: 220 CAPITOL STREET, AUGUSTA, ME 04333 Mail Address: 114 STATE HOUSE STATION, AUGUSTA, ME 04333-0114 FAX: (207) 287-6796 Established: 1988 Telephone: (207) 287-6780 Reference: Policy Area: 00 ; Umbrella: 18 Unit: 350 ; Citation: T0005 M.R.S.A., Sect. 000000285A Average Count-All Positions: 10.00

PURPOSE:

The State Employee Health Commission was established to serve as trustee of the State Employees' Health Insurance Program, including health and dental insurances, and to advise the Executive Director and the Director of the Bureau of Human Resources 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 sixteen(16) 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; one member appointed by the Maine Association of Retirees; four management members appointed by the Commissioner of Administrative and Financial Services; one management member appointed by the court Administrators; and the Executive Director of Health Insurance, ex officio.

PROGRAM:

The Commission renewed its contract with Blue Cross and Blue Shield of Maine for the policy year ending June 30, 1994. The contract provided that a managed care health plan, Maine State Select, be continued. Additionally, Green Spring of Maine provides managed care services for substance abuse and mental health treatment; Medco provides a prescription drug benefit. Additionally, the Commission also renewed the dental insurance contract with Northeast Delta Dental.

PUBLICATIONS:

Northeast Delta Dental: Dental Plan Description - Free Maine State Select - Free Directory of Maine State Select Physicians - Free Professional Directory of Participating Dentists - Free

FINANCES, FISCAL YEAR 1995: 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 FUNÐ	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	243,434		243,434			
HEALTH BENEFITS	183,420		183,420			
RETIREMENTS	44,200		44,200			
OTHER FRINGE BENEFITS	1,734		1,734			
OTHER CONTRACT SERVICES STATE	372,176		372,176			
COMPUTER SERVICES STATE	33,617		33,617			
OTHER CONTRACT SERVICES	70,117		70,117			
RENTS	46,376		46,376			
COMMODITIES	5,696		5,696			
GRANTS, SUBSIDIES, PENSIONS	1,885		1,885			
TOTAL EXPENDITURES	1,002,655		1,002,655			

EMPLOYEE SUGGESTION SYSTEM BOARD

JANET E. WALDRON, COMMISSIONER

Central Office:STATE OFFICE BLDG, AUGUSTA, ME 04333Mail Address:78 STATE HOUSE STATION, AUGUSTA, ME 04333-0078FAX: (207) 624-7804Established:1992Telephone: (207) 624-7800Reference: Policy Area: 00 ; Umbrella:18 Unit: 408 ; Citation: T0005M.R.S.A., Sect. 000000642

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.

In 1987, the enacting statute was amended and board membership was defined as the Commissioner of Finance, the Commissioner of Administration and one other Commissioner of a State department to be appointed by the Governor (Commissioner of Transportation). Day-to-day administration services were provided by administrative staff of the Commissioner of Administration. In 1991, the Departments of Finance and Administration were merged to form the Department of Administrative and Financial Services. In June 1992, the statute was amended a second time to define board membership as the Commissioner of Administrative and Financial Services and two other commissioners appointed by the Governor. In addition the responsibility for the day-to-day administration of the Suggestion Program was shifted from the former Department of Administration to the Bureau of Human Resources.

PROGRAM:

During FY 94-95, the Employee Suggestion System received and processed 107 suggestions as follows: 66 suggestions were not adopted or ineligible for cash award; 29 suggestions were pending with ad hoc evaluation committees: 1 suggestion was pending with the Suggestion Award Board; 1 suggestion was forwarded to the Maine Quality Management Council; 2 suggestions were implemented and recognized by Certificates; 5 suggestions were implemented and recognized by cash awards (\$519, \$320, \$50, \$50, and \$40); 2 suggestions were implemented with a cash

award to be determined; 1 suggestion is pending study by a departmental Process Action Team. During FY 94-95, a sunset amendment to 5 MRSA, Sec. 642 increased the cash award for employee suggestions to 10% of the first year's savings or \$10,000, whichever is less.

PUBLICATIONS:

Guideline for the Maine State Employee Suggestion System - Free

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF EMPLOYEE RELATIONS

KENNETH A. WALO, DIRECTOR

 Central Office:
 STATE OFFICE BLDG, AUGUSTA, ME 04333

 Mail Address:
 79 STATE HOUSE STATION, AUGUSTA, ME 04333-0079
 FAX: (207) 287-4452

 Established:
 1986
 Telephone: (207) 287-4447

 Reference:
 Policy Area: 00 ; Umbrella:
 18 Unit: 446 ; Citation: T0026
 M.R.S.A., Sect. 000000979A

 Average Count--All Positions:
 9.00
 Legislative Count: 9.00

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.

ORGANIZATION:

Chapter 785, Public Laws of 1985, established the Bureau of Employee Relations within the Department of Administration. PL 191 Chapter 780 established the Bureau of Employee Relations within the newly merged Department of Administrative and Financial Services.

PROGRAM:

In FY95, the Bureau began negotiations for successor collective bargaining agreements for seven bargaining units for contracts expiring June 30, 1995. The Bureau also continued to administer collective bargaining agreements, and was actively involved in cases before the Maine Labor Relations Soard, Arbitrations and the Courts.

The Bureau was also actively pursuing unit clarification petitions involving hundreds of positions before the Maine Labor Relations Board.

The Bureau continued its aggressive actions in the resolution of grievances including the continuation of the mediation process before arbitration. The Bureau was also responsible for management representation on ongoing labor-management committees dealing with employee health and health insurance, safety and other bargaining related activities. Finally, the Bureau continued to be involved in intensive negotiations of achieving legislatively deappropriated savings for state employees health insurance.

FINANCES, FISCAL YEAR 1995: 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 EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	339,242	339,242				
HEALTH BENEFITS	25,175	25,175				
RETIREMENTS	66,890	66,890				
OTHER FRINGE BENEFITS	2,409	2,409				
OTHER CONTRACT SERVICES STATE	39,790	39,790				
COMPUTER SERVICES STATE	8,195	8,195				
OTHER CONTRACT SERVICES	22,346	22,346				
RENTS	3,275	3,275				
COMMODITIES	4,081	4,081				
GRANTS, SUBSIDIES, PENSIONS	2,251	2,251				
INTEREST-DEBT RETIREMENT	7	7				
TOTAL EXPENDITURES	513,661	513,661				

DIVISION OF FINANCIAL AND PERSONNEL SERVICES

EDWARD A. KARASS, DIRECTOR

Central Office:STATE OFFICE BUILDING, AUGUSTA, ME 04333Mail Address:74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074FAX: (207) 287-4032Established:1992Telephone: (207) 287-6632Reference:Policy Area:00 ; Umbrella:18 Unit: 551 ; Citation: T0005M.R.S.A., Sect. 000000284Average Count--All Positions:33.00Legislative Count: 11.00

PURPOSE:

The Division of Financial and Personnel Services was established to provide consolidated administrative, financial and personnel management services for the Department of Administrative and Financial Services. The Division is authorized to provide administrative and financial management support and services to all bureaus of the Department of Administrative and Financial Services.

ORGANIZATION:

The Division of Financial and Personnel Services was established by statute on June 30, 1992 through the merger of the Department of Finance and the Department of Administration.

PROGRAM:

The technical assistance and support provided bureaus within the Department of Administrative and Financial Services include accounting, auditing and budgetary functions, and departmental personnel functions.

PUBLICATIONS:

Affirmative Action - (Free) Department Employee Information Booklet - (Free)

FINANCES, FISCAL YEAR 1995: 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 FINANCIAL AND PERSONNEL SERVICES	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	930,208	339,891	590,317			
HEALTH BENEFITS	124,172	38,452	85,720			
RETIREMENTS	171,846	68,173	103,673			
OTHER FRINGE BENEFITS	8,748	2,474	6,274			
OTHER CONTRACT SERVICES STATE	7,085	5,566	1,519			
COMPUTER SERVICES STATE	14,679	7,354	7,325			
OTHER CONTRACT SERVICES	234,359	201,789	32,570			
RENTS	2,474	1,179	1,295			
COMMODITIES	36,308	22,165	14,143			
GRANTS, SUBSIDIES, PENSIONS	1,213	740	473			
EQUIPMENT	2,459		2,459			
INTEREST-DEBT RETIREMENT	2	2				
TRANSFER TO OTHER FUNDS	22,600	22,500	100			
TOTAL EXPENDITURES	1,556,153	710,285	845,868			

BUREAU OF GENERAL SERVICES

WARREN SWETZ, DIRECTOR

Central Office:STATE OFFICE BUILDING, AUGUSTA, ME 04333Mail Address:77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077FAX:Established:1991Telephone:Reference:Policy Area:00;Umbrella:18 Unit:554;Citation:TotosAverage Count--All Positions:233.00Legislative Count:

PURPOSE:

General Services was established to provide one centralized bureau to manage and oversee the state's procurement process, insurance advise and services for all state agencies, and to provide planning, development and monitoring of the construction of all public improvements. It is authorized to plan and develop long-range public improvement programs and to make recommendations to the governor and the legislature regarding such programs. It advises on and approves engineering and architectural services, proposals, plans, specifications and contracts for public improvements to state facilities and public school construction. It maintains records of construction costs and progress of public improvements, supervises, controls and maintains land and buildings in the St. Capitol Complex. It manages and records the leasing of all grounds, buildings, facilities and office space required by all departments and agencies of state government, and records and manages asbestos in those state-owned bldgs.

ORGANIZATION:

The Bureau of General Services was established in 1991 as part of the merger of the Departments of Administration and Finance, formerly consisting of the Bureaus of Public Improvements and Purchases. It consists of five major divisions titled Professional Services Division, Property Management (including Operations and Maintenance and Custodial Services), and Purchases (including Procurement, State Purchases Review Committee, Central Services, Central Fleet Management), Risk Management, and Space Management. The organization also participates on the Capitol Planning Commission.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

PROGRAM:

The Professional Services staff oversees renovations, maintenance and repairs of roughly 2,000 state buildings and state funded school projects. Property Management has responsibility for operations and maintenance, including housekeeping services, of over 52 buildings in the various Capitol Complexes and the Hallowell Annex. Purchases became a "division" under the Bureau of General Services in 1992. Within the division are the divisions of Postal Services, Warehousing, Printing/Convenience Copiers, Photography, State Surplus services and Central Fleet Management (Central Motor Pool). The division is the designated state agency to receive and distribute federal surplus property. Risk Management Division provides insurance advice and services to the state government and administer all state insurance and self-funded plans and programs. Space Management obtains office space through the use of state facilities, or by leasing suitable office space from the private sector.

FINANCES, FISCAL YEAR 1995: 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 GENERAL SERVICES	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	5,064,606	3,083,176	21,166	420,103		1,540,161
HEALTH BENEFITS	823,707	488,464	3,156	75,897		256,190
RETIREMENTS	845,318	513,391	3,501	69,732		258,694
OTHER FRINGE BENEFITS	47,389	26,189	128	6,061		15,011
OTHER CONTRACT SERVICES STATE	1,739,733	897,434	749,213	2,810		90,276
COMPUTER SERVICES STATE	283,789	19,925	39,174	27,278		197,412
OTHER CONTRACT SERVICES	3,487,511	2,097,145	159,385	600,050		630,931
RENTS	8,737,036	1,286,246	624,124	85,876		6,740,790
COMMODITIES	700,919	517,196	3,483	57,686		122,554
GRANTS, SUBSIDIES, PENSIONS	259,542	187,913	23	14,610		56,996
PURCHASE OF LAND	1,478,755	1,060,000	418,755			
EQUIPMENT	18,911	18,911				
INTEREST-DEBT RETIREMENT	374,933	372,454	19	1,721		739
TRANSFER TO OTHER FUNDS	12,167,705		33,733	5,245		12,128,727
TOTAL EXPENDITURES	36,029,854	10,568,444	2,055,860	1,367,069		22,038,481

BUREAU OF HUMAN RESOURCES

NANCY J. KENNISTON, DIRECTOR

Central Office:STATE OFFICE BLDG, AUGUSTA, ME 04333Mail Address:4 STATE HOUSE STATION, AUGUSTA, ME 04333-0004FAX:Established:1987Telephone:Reference:Policy Area:00;Umbrella:18 Unit:389;Citation:T0005Average Count--All Positions:37.00Legislative Count:

PURPOSE:

The Bureau of Human Resources is responsible for centralized administration of The State's Civil Services System. The mission of the Bureau is to adopt, amend and enforce Civil Service Law and Rules 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 is a service agency to Executive Branch departments, and the Bureau's enacting legislation mandates a civil service system that is responsive to the needs of agencies and employees.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

The goals for administration of the State's Civil Service System continue to be:

.To provide agencies and department of Maine State Government with timely and effective human resource services and benefits administration. .To ensure 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 Equal

Employment Opportunity Programs.

.To establish that "quality professional development" is an accepted and supported policy of all State government.

ORGANIZATION:

In 1937, the State of Maine enacted legislation to parallel Federal Civil Service Law. A three-member State Personnel Board and a Bureau of Personnel within the then Department of Finance were established to administer this new law. The Bureau was headed by a Director of Personnel who was appointed by the Governor and the Board to serve at the pleasure of the Board. In 1941, the bureau was made an independent State agency referred to as the Office of Personnel. In 1953, the State Personnel Board was enlarged by adding a member selected by the Maine State Employees' Association and a member selected from department heads. In 1975, these two special memberships were deleted and the State Personnel Board returned to an all-public body.

In 1976, the State Civil Service System experienced its first major change. The Office of Personnel was made a Cabinet-level department, headed by a Commissioner appointed to serve at the pleasure of the Governor. The Commissioner was given the 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 Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

In 1986, the legislature significantly altered the mission and purpose of the Department of Personnel and provided a year of transition for the Department to become the Bureau of Human Resources within the newly established Department of Administration. The State Personnel Board was discontinued and replaced by the State Civil Service Appeals Board, and an advisory Policy Review Board comprised of the leadership of the larger State departments was established. The Office of Employee Relations was established as a separate Bureau, and the former training division of the Office of Employee Relations was placed under the Bureau of Human Resources. In 1991, the Departments of Finance and Administration were reorganized to the Department of Administrative and Financial Services and the Bureau was placed in this new department.

PROGRAM:

During FY 94-95, the Merit Systems and Operations (MSO) Division made effective use of the State's automated system for human resource management, payroll and position control (MFASIS) to administer the several cost savings programs and actions that were in place during the fiscal year and to generate reports needed by the Administration and State agencies to make important budget and program decisions. The MSO Division continued to help improve the day to day operations of MFASIS HR systems through increased use of the MFASIS electronic bulletin board, and played a key role in implementing the MFASIS Data Warehouse. The MSO Division provided special assistance and information to employees who were laid off from State agencies in connection with downsizing and initiated a joint venture of State and private agencies to offer enhanced transitional support and out placement services to these employees.

The State Employees' Health Insurance Program provided centralized administration of the State's health, dental utilization review, prescription drug programs, and Internal Revenue Section 125 programs. Related responsibilities included the coordination of payroll deductions, health and dental eligibility determinations and benefits communications. The Workers' Compensation Division provided direction and technical assistance in the administration of workers' compensation claims. During FY 94-95, New Claims totaled 1,264; payments on New Claims totaled \$1,121,244.00; and Total Payments on All Claims totaled \$11,228,363.00. The Employee Assistance Program utilized the services of Affiliated Health Care Systems to guide and assist participating

employees, employee family members and retirees with family, financial, substance abuse, and other personal problems.

The State Training and Development Division provided training and management consulting services to approximately 5,044 employees (135 training days) and 30 State agencies. Training programs were offered in: Total Quality Management skills; New Employee Orientation; and other subjects relevant to management and the professional career development of State employees. Consultation services and training included TQM/management training of 2,590 managers/employees, the facilitation of 136 TQM-related meetings and Team Leader Training for approximately 1,200 managers to prepare them to lead their work teams in the TQM process. The Equal Employment Opportunity Program provided direction, support and technical assistance to State agencies in the interpretation and applications and related training. In addition, special placement programs were administered for persons with severe disabilities.

PUBLICATIONS:

The following publications are available through the Bureau of Human Resources and as noted: .State of Maine Civil Service Rules (Central Warehouse #F-139A) .State of Maine Civil Service Law (Central Warehouse #F-139C) .Salary Schedules (Central Warehouse #F-139) .Alphabetical Listing of Classes and Ranges (Central Warehouse #F-139B) .Affirmative Action Plan (Central Warehouse #F-135) .EEO Guide for Employers in Maine (Central Warehouse #F-135) .New Employee Orientation (Central Warehouse #F-141) .State Training Catalogue and Training Workbooks (Performance Management, Discipline and Selection Interviewing) .Listings of Classes Open to Recruitment (Promotional, Direct-Hire and Open Competitive)

FINANCES, FISCAL YEAR 1995: 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	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	1,014,845	994,379	20,466			
HEALTH BENEFITS	99,202	97,464	1,738			
RETIREMENTS	202,373	198,057	4,316			
OTHER FRINGE BENEFITS	7,558	7,209	349			
OTHER CONTRACT SERVICES STATE	18,115	10,429	7,686			
COMPUTER SERVICES STATE	36,861	32,765	4,096			
OTHER CONTRACT SERVICES	108,872	91,831	17,041			
RENTS	11,360	9,426	1,934			
COMMODITIES	37,686	33,113	4,573			
GRANTS, SUBSIDIES, PENSIONS	488	488				
EQUIPMENT	5,412	5,412				
TRANSFER TO OTHER FUNDS	1,199		1,199			
TOTAL EXPENDITURES	1,543,971	1,480,573	63,398			

BUREAU OF INFORMATION SERVICES

ARTHUR W. HENRY, JR., ACTING DIRECTOR

 Central Office:
 STATE OFFICE BLDG, AUGUSTA, ME 04333

 Mail Address:
 145 STATE HOUSE STATION, AUGUSTA, ME 04333-0145
 FAX:
 (207) 287-4563

 Established:
 1992
 Telephone:
 (207) 624-7840

 Reference:
 Policy Area: 00 ; Umbrella:
 18 Unit:
 127 ; Citation:
 Toolog

 Average Count-All Positions:
 44.50
 Legislative Count:
 33.50

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 essential that when confidentiality of computer data and information is necessary or desirable, the confidentiality of this information can be assured. Therefore, the Bureau 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 115th Legislature during the 115th Second Regular Session established the Bureau of Information Services (BIS) (formerly Office of Information Services (OIS) established July 1, 1986) as a functional unit of the Department of Administrative and Financial Services (formerly Department of Administration, Department of Finance) effective July 1, 1992. When BIS was originally established in 1986 the 112th Legislature, Second Regular Session created an Information Services Policy Board to assist the Director, BIS (formerly Deputy Commissioner of OIS) in meeting the purpose and mission of the Bureau.

Also created as of July 1, 1992 within the Bureau of Information Services was the Division of Data Processing (formerly the Bureau of Data Processing), consisting of a Systems & Programming unit, Computer Operations unit, Customer Assistance unit, Systems Software & Planning unit, and a Customer Support Services unit; the Division of Telecommunications consisting of a Customer Service/Training unit; and the Division of Information Resource Management which consists of a Planning & Management unit, Training & Development unit, and a Standards & Policies unit.

PROGRAM:

Information Resource Management: The IRM Division works with and supports state agencies in the development and implementation of technology systems. The Division is also actively involved in the statewide 9-1-1 Enhanced project by providing the Office of GIS with resources to manage GIS addressing support for municipalities. The Division also has active participation and increasing demand for technology training programs and training initiative for implementing a wide area network and local area network for state agencies. Training is also provided for the MFASIS Information Warehouse and the Maine Automated Tax System.

Telecommunications: NYNEX and Division efforts have resulted in the further automation of NYNEX invoice processing. Some 900 NYNEX invoices were effectively summarized into 10 documents, which dramatically streamlines clerical processing. Internal processing procedures have been reviewed in TQM groups consisting of Division staff and customers. Several involve customer satisfaction, and a higher quality of service. The Division is also participating in departmental TQM efforts. The primary resultant trends of department TQM efforts have been the more intelligent use of reception staff, and voice mail, Automated Call Distribution and Voice Response and Recognition technology to, where possible, fully automated many types of public calls. Major PBX (AT&T and Northern Telecom (Nortel)) system installation has slowed, however key system installation (the State uses Norstars) continues at a brisk pace. We have added two additional people replacing contractors in our Capitol and Bangor campuses.

New intralata toll contracts were negotiated with NYNEX lowering toll rates once again. A similar toll agreement was reached with NYNEX (we expect the Independent companies to follow shortly) to provide schools and libraries with substantial savings. Deployment is moving ahead swiftly on the wide area network, which now reaches over 10 state locations. Working with the Courts and Cumberland County, the Division has installed a compressed view arraignment system, a pilot for Maine courts. A contract was issued with David M. Giffith Associates to rates and a cost methodology that better allocates costs to the variety of services offered; will integrate with out utility management reporting/billing process; and which pursues retroactive billing. The Division

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

also in conjunction with the Dept. Of Education has received Executive approval to receive bids from private companies who will build a SONET based ATM network which connects, our larger State locations, High Schools, and libraries above.

PUBLICATIONS :

Telecommunications Facilities & Wiring Specifications

FINANCES, FISCAL YEAR 1995: 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 INFORMATION SERVICES	TOTAL		CDECLU			
	FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES	10000	10.02	101100	10112	101120	10
SALARIES & WAGES	1,103,022					1,103,022
HEALTH BENEFITS	136,552					136,552
RETIREMENTS	196,198					196,198
OTHER FRINGE BENEFITS	15,315					15,315
OTHER CONTRACT SERVICES STATE	45,533					45,533
COMPUTER SERVICES STATE	198,369					198,369
OTHER CONTRACT SERVICES	183,184					183,184
RENTS	152,957					152,957
COMMODITIES	20,945					20,945
GRANTS, SUBSIDIES, PENSIONS	639					639
INTEREST-DEBT RETIREMENT	726,279					726,279
TRANSFER TO OTHER FUNDS	24,139					24,139
COST OF GOODS SOLD	9,573,653					9,573,653
TOTAL EXPENDITURES	12,376,785					12,376,785

STATE LOTTERY COMMISSION

EBEN B. MARSH, DIRECTOR

Central Office:10 - 12 WATER STREET, HALLOWELL, ME 04357Mail Address:8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008FAX:Established:1993Telephone:Reference:Policy Area: 00 ; Umbrella:18 Unit:364; Citation:T0008M.R.S.A., Sect.00000 373

PURPOSE:

The Commission was established to provide satisfactory public service for the controlled distribution and sale of liquor and lottery products so that it may effectively generate additional revenues for the support of the State government.

The Commission has the following powers and duties: control and supervision of the purchase, importation, transportation and sale of alcohol; authority to buy and have in their possession wine and spirits for sale to the public; promulgate and amend rules; make recommendations and set policies; assign to the Director of the Bureau of Alcoholic Beverages and Lottery Operations, under its supervision, all powers and duties relating to all phases of the operation and to transact other business that may be properly brought before it.

ORGANIZATION:

The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale on 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 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. As of

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature. In 1987, the Leg. raised the membership to 5.

In November 1973, a public referendum approved a State Lottery to generate additional revenues for deposit to the State's General Fund. The first State Lottery Commission was appointed in January 1974. 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 lotteries; to approve or reject reports of the Director of State lotteries, and to transact other business that may be properly brought before it.

In July 1993, the Maine State Liquor and Lottery Commission were merged into a single, combined Commission of five (5) members.

PROGRAM:

(See Bureau of Alcoholic Beverages and Lottery Operations Annual Report).

LICENSES:

(See Bureau of Alcoholic Beverages and Lottery Operations Annual Report).

PUBLICATIONS:

(See Bureau of Alcoholic Beverages and Lottery Operations Annual Report).

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF RISK MANAGEMENT

WARREN SWETZ, DIRECTOR

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333 Mail Address: 85 STATE HOUSE STATION, AUGUSTA, ME 04333-0085 FAX: (207) 287-4008 Established: 1991 Telephone: (207) 287-4000 Reference: Policy Area: 00 ; Umbrella: 18 Unit: 133 ; Citation: P1991 M.R.S.A., Sect. 000622BB-2 Average Count--All Positions: 5.00

PURPOSE:

The objective of the Risk Management Division is 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 coverage; recommends to the Commissioner of Administrative and Financial Services 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 coverage for unusual or unique situations and conditions, as deemed necessary. **FINANCES, FISCAL YEAR 1995:** 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 RISK MANAGEMENT	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	169,814					169,814
HEALTH BENEFITS	20,582					20,582
RETIREMENTS	31,467					31,467
OTHER FRINGE BENEFITS	2,530					2,530
OTHER CONTRACT SERVICES STATE	127,892					127,892
COMPUTER SERVICES STATE	127,190					127,190
OTHER CONTRACT SERVICES	1,280,300					1,280,300
RENTS	2,751					2,751
COMMODITIES	10,884					10,884
GRANTS, SUBSIDIES, PENSIONS	343,043					343,043
INTEREST-DEBT RETIREMENT	1					1
TRANSFER TO OTHER FUNDS	464,222					464,222
TOTAL EXPENDITURES	2,580,676					2,580,676

BUREAU OF TAXATION

BRIAN MAHANY, STATE TAX ASSESSOR

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333 Mail Address: 24 STATE HOUSE STATION, AUGUSTA, ME 04333-0024 FAX: (207) 287-4028 Established: 1931 Telephone: (207) 287-2076 Reference: Policy Area:00; Umbrella: 18 Unit: 125; Citation: T0005 M.R.S.A., Sect. 000021006 Average Count-All Positions: 329,00 Legislative Count: 313.50

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 & Use Taxes, Individual & Corporate Income Taxes, Motor Fuel Taxes, Estate Taxes,Business Taxes, Cigarette & Tobacco Taxes, Special Industry Taxes, and Property Taxes in the Unorganized Territory.

In addition, the Bureau administers the Household Property Tax & Rent Refund Program, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Management Fund Tax, administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low Cost Drug Program.

ORGANIZATION:

The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance, under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of the Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance & Estate Taxes in 1947, Sales & Use Taxes in 1951 and Individual & Corporate Income Taxes in 1969.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Administration of the Elderly Householders Tax & 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 Administrative & Financial Services appoints the State Tax Assessor, subject to the 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 now organized into 3 program areas.

PROGRAM:

TAX ADMINISTRATION: Income and Estate Tax Division-Administers income and estate tax law, Maine Residents Property Tax Program and the Elderly Low Cost Drug Program; and Sales/Use and Excise Tax Division-Administers sales/use and excise tax law and various tax refund programs; and Property Tax Division oversees municipal tax administration, determines the Municipal State Valuation, administers property and excise taxation in the Unorganized Territories and the Tree Growth Tax Law and the Veteran's Exemption statute; and Legal Research Division-Provides the Assessor with legal research into questions of tax law; supports the Attorney General's legal representation by serving as a communication link; and reviews and comments on the determinations prepared by the Appellate Division.

SUPPORT SERVICES: Support Services Division-Provides tax return processing and deposits tax revenue; prepares budgets for the Bureau; monitors Bureau expenditures; provides Bureau-wide business services; analyzes tax legislation; and Computer Services and Data Entry Division-Designs, maintains and operates automated systems within the Bureau; provides oversight of Bureau electronic data processing hardware; provides Bureau-wide data entry services; and Research Division-Provides research support to the Bureau; develops economic models for tax policy analysis; and monitors monthly tax revenues.

COMPLIANCE: Audit Division-Audits various individuals and individuals to determine their tax liability; assists taxpayers in the understanding necessary to comply with Maine tax law; and Enforcement Division-Serves as the Bureau's collection agency for delinquent taxes; pursues tax returns which are not filed in a timely fashion; and Appellate Division-Drafts recommended decisions of the Assessor in matters relating to reconsideration and abatement requests and conducts required taxpayer conferences.

LICENSES:

Sales Tax Sellers Certificate Tobacco Tax: Cigarette License (annual)-distributors, wholesale dealers, nonresident distributors, Tobacco Products Distributors License Gasoline Tax: Distributors, Exporters & Importers Certificates 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

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 tax-annual) Bureau Revenue Report (annual) Pamphlets of various tax statutes State of Maine Assessment Manual (pub. 1978)-\$7.00 Laws relating to Property Taxes (pub. 1994)-\$10.00 **FINANCES, FISCAL YEAR 1995:** 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	8,705,647	8,676,408			29,239	
HEALTH BENEFITS	1,170,102	1,165,006			5,096	
RETIREMENTS	1,465,013	1,460,177			4,836	
OTHER FRINGE BENEFITS	98,778	98,286			492	
OTHER CONTRACT SERVICES STATE	940,815	929,975			10,840	
COMPUTER SERVICES STATE	2,595,127	2,595,127				
OTHER CONTRACT SERVICES	2,174,671	2,172,441			2,230	
RENTS	292,839	292,839				
COMMODITIES	286,442	286,442				
GRANTS, SUBSIDIES, PENSIONS	19,828,814	14,190,420	5,638,378		16	
EQUIPMENT	289,042	289,042				
INTEREST-DEBT RETIREMENT	61	61				
TRANSFER TO OTHER FUNDS	936				936	
TOTAL EXPENDITURES	37,848,287	32,156,224	5,638,378		53,685	

EDWARD J. MCLAUGHLIN, COMM AGRICULTURE

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME, 04333-0028 Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME, 04333-0028 FAX: (207) 287-4028 *Telephone:* (207) 287-3871 *M.R.S.A., Sect.* 000000001 Established: 1952 Reference: Policy Area: 01; Umbrella: 01; Unit: 001; Citation: T0007 Average Count--All Positions: 251.5 Legislative Count: 84.5 Units: POTATO MARKETING IMPROVEMENT COMMITTEE ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE) DIVISION OF VETERINARY SERVICES MAINE AGRICULTURAL BARGAINING BOARD DIVISION OF PRODUCTION DEVELOPMENT AROOSTOOK WATER AND SOIL MANAGEMENT BOARD BUREAU OF AGRICULTURAL PRODUCTION MAINE DAIRY AND NUTRITION COUNCIL BUREAU OF PUBLIC SERVICES MAINE DAIRY PROMOTIONS BOARD PULL EVENTS COMMISSION STATE HARNESS RACING COMMISSION DIVISION OF QUALITY ASSURANCE (AFRR) (OFFICE OF) STATE HORTICULTURIST DIVISION OF REGULATION MAINE POTATO BOARD DIVISION OF RESOURCE DEVELOPMENT BUREAU OF AGRICULTURAL AND RURAL RESOURCES DIVISION OF MARKET DEVELOPMENT BUREAU OF AGRICULTURAL MARKETING (OFFICE OF) SEALER OF WEIGHTS AND MEASURES MAINE MILK COMMISSION STATE SOIL AND WATER CONSERVATION COMMISSION BOARD OF PESTICIDES CONTROL DIVISION OF PLANT INDUSTRY MAINE POTATO QUALITY CONTROL BOARD

PURPOSE:

SEED POTATO BOARD

MAINE POTATO MARKETING COMMITTEE

The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture through: the conservation and improvements 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 to 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.

The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have the authority 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, 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 laws; 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 the State Cattle Commission 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 the 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 organization chart.

PROGRAM:

Specific activities of the department during FY 95 are discussed in the individual reports of the various units within the department.

LICENSES:

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

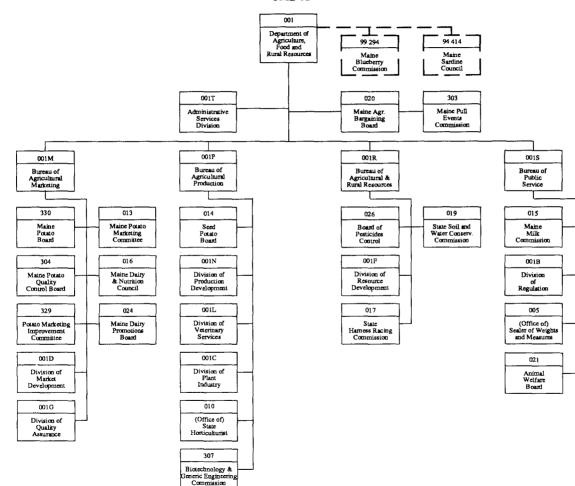
PUBLICATIONS:

Maine Agricultural Statistics (annual) single copies free Farming In Maine, free "Maine Agricultural Report" (published weekly from April to September and bi-weekly from October to March)--\$15 annual subscription.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	5,795,901	2,631,771	2,117,436	35,020	597,588	414,086
HEALTH BENEFITS	750,077	345,160	262,052		85,185	57,680
RETIREMENTS	954,864	449,293	341,993		97,462	66,116
OTHER FRINGE BENEFITS	66,863	28,204	24,257		9,311	5,091
OTHER CONTRACT SERVICES STATE	1,005,648	296,992	517,974		151,133	39,549
COMPUTER SERVICES STATE	441,237	330,568	90,482		20,187	
OTHER CONTRACT SERVICES	1,782,170	395,371	1,262,764		51,354	72,681
RENTS	437,230	203,667	171,063	8,045	16,574	37,881
COMMODITIES	376,933	62,782	149,706		14,343	150,102
GRANTS, SUBSIDIES, PENSIONS	9,230,464	1,628,232	7,489,145		33,048	80,039
EQUIPMENT	73,042	43,804	17,844		11,394	
INTEREST-DEBT RETIREMENT	592	152	263			177
TRANSFER TO OTHER FUNDS	377,109	235,083	136,172	85	2,078	3,691
TOTAL EXPENDITURES	21,292,130	6,651,079	12,581,151	43,150	1,089,657	927,093

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



ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATEHOUSE STATION, AUGUSTA, ME 04333-0028FAX:Established:1919Telephone:Reference:Policy Area:01;Umbrella:Otype Count--All Positions:21.50Legislative Count:

PURPOSE:

The Administrative Services Division provides centralized administrative support to the Deparment of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, personnel administration, position control and payroll. 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 inlcudes a Human Resources Unit directed by a Human Resources Manager and a Finance Unit directed by a Chief Accountant.

PROGRAM:

FINANCE. The Finance Unit assists the Commissioner's Office, Bureau/Division Directors, and program managers, in financial planning and in the preparation and management of annual and bienniel 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 revenues and expenditures, processes bills and contracts for payment, maintains and controls leases and contracts, prepares purchase orders, maintains vehicle records and capital equipment inventory control records.

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

FOOD ASSISTANCE PROGRAM. The Food Assistance Program distributes federal donated commodities from the USDA Temporary Food Assistance Program (TEFAP), the Hunger Prevention Program (SKFB) and Maine-grown produce to food pantries, soup kitchens and temporary shelters across Maine.

FINANCES, FISCAL YEAR 1995: 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 (AGRICULTURE)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	679,626	566,446	10,757		62,733	39,690
HEALTH BENEFITS	77,662	64,009	2,017		5,880	5,756
RETIREMENTS	122,133	103,567	1,739		10,295	6,532
OTHER FRINGE BENEFITS	6,720	5,139	39		860	682
OTHER CONTRACT SERVICES STATE	140,324	3,390			99,678	37,256
COMPUTER SERVICES STATE	8,289	8,289				
OTHER CONTRACT SERVICES	104,847	96,285	602		. 437	7,523
RENTS	85,810	81,060			281	4,469
COMMODITIES	28,567	27,108				1,459
GRANTS, SUBSIDIES, PENSIONS	346,744	15,519	278,614		27,611	25,000
EQUIPMENT	23,740	23,740				
INTEREST-DEBT RETIREMENT	121	118				3
TRANSFER TO OTHER FUNDS	69,061		68,474		373	214
TOTAL EXPENDITURES	1,693,644	994,670	362,242		208,148	128,584

MAINE AGRICULTURAL BARGAINING BOARD

JAMES LEIBY, CHAIRMAN

Central Office:AMHI-DEERING BUILDING, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1973Telephone: (207) 287-3871Reference:Policy Area: 01; Umbrella:01 Unit: 020; Citation: T0013M.R.S.A., Sect. 000001956

PURPOSE:

The Maine Agricultural Marketing and Bargaining Act authorizes producers of agricultural products to form organizations for the purposes 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 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. In 1988, the last remaining poultry handler closed its facilities in Maine leaving only the one organization representing the producers of potatoes and peas.

Amendments in 1987, 1989 and 1991 established binding final-offer arbitration as the final step in the dispute resolution process, established criteria for the arbitrator's decision, made procedural clarifications to the contract bargaining, mediation and arbitration provisions, and removed specific standards applicable only to associations of blueberry producers.

During 1991 and 1992, the Board entertained a handler's Petition to Decertify the association representing potato and pea producers on the grounds that it no longer represented the requisite percentage of producers and volumes of commodities. A few days before full hearings on the merits began, the handler withdrew its petition because the association had been able to bolster membership.

LICENSES:

Certification of qualified associations.

PUBLICATIONS:

Rules of Procedure for the MABB.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

AROOSTOOK WATER AND SOIL MANAGEMENT BOARD

RAY HARRIS, CHAIRMAN

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028 Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 FAX: (207) 287-7548 Established: 1987 Telephone: (207) 287-7618 Reference: Policy Area: 01; Umbrella: 01; Unit: 328; Citation: T0007 M.R.S.A., Sect. 000000332

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 Board 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:

A Research Program was started in 1992 to evaluate the effects of irrigation on potato yield and quality, utilize the best conservation practices for building soil structure, and demonstrate these practices to participating farmers. In addition, a demonstration program was established to show farmers how to set up irrigation and use best management practices. The Board is also responsible to review and expand existing knowledge of water needs, water supply, and a review of regulatory concerns. The Board has entered into a cooperative agreement with the U.S. Geological Service to monitor streams as potential water supplies, and with the Central Aroostook Soil and Water Conservation District to survey grower's needs for irrigation.

The Board was given responsibility in 1993 to address nuisance complaints regarding noise levels of irrigation pumps, as well as review state and federal environmental regulations regarding pond developments. The Board started an analysis of Noise Issues related to pumps and contracted with an acoustics engineering firm to evaluate potential human impacts of noise. In addition the Board began work with DEP to evaluate water resource use and pond development in Aroostook County. The Board was instrumental in receiving third year funding of \$252,000 from the Army Corps of Engineers for fiscal year 1994.

PUBLICATIONS:

Aroostook Water and Soil Management Annual Report, 1992-93 Aroostook Water and Soil Management Progress Report, 1993 Irrigation Pump Noise Diagnostic Measurements-Aroostook County, 1993 FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE DAIRY AND NUTRITION COUNCIL

Central Office: CONY RD (SHOP), AUGUSTA, ME 04333-0097 Mail Address: 97 STATE HOUSE STATION, AUGUSTA, ME 04333-0097 Established: 1975 Reference: Policy Area: 01; Umbrella: 01; Unit: 016; Citation: T0036 M.R.S.A., Sect. 000004523 Average Count-All Positions: 3.50

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 and consumers 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.

ORGANIZATION:

The Maine Dairy and Nutrition Council was originally established in 1949 under the name Maine Milk Advisory Committee, and funded at the rate of 1 cent per hundredweight (cwt) of milk shared by Maine milk dealers and producers shipping in 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, and in 1969 cwt fees for nutrition education were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969 and renamed the Maine Dairy and Nutrition Council in 1975.

The 111th Legislature enacted a law that leaves dealer contributions at 1 1/2 cents per cwt, but added assessments from the milk shipped to Boston to the revenues starting on 1 June 1984. On 1 June 1985, 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 Nutrition Education Consultants supervised by the Executive Director. Overall supervision is provided by the Director of the Bureau of Production and Marketing.

PROGRAM:

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

An integral part of the total program is a sequential nutrition education program called NUTRITION...IT'S ELEMENTARY, developed by National Dairy Council. The early childhood nutrition education curriculum called FOOD...EARLY CHOICES is used extensively by Headstart, daycare centers and daycare providers. NUTRITION...IT'S ELEMENTARY, the elementary nutrition curriculum, was developed to teach students healthy snack habits. Both early childhood and elementary educators attend workshops in implementing these curriculums. Other educational programs include: FOOD POWER for coaches, Milk from Cow to You and Eat the Five Food Group Way!.

The Maine Dairy and Nutrition Council provides consumer nutrition education programs and public service messages to the media through a series of timely and current nutrition topics. Additionally, the Maine Dairy and Nutrition Council provides nutritional and educational materials, exhibits at conferences, and offers a free video library service. Materials and programs used by the Maine Dairy and Nutritional Council have been developed by National Dairy Council in Rosemont, IL and have been reviewed and/or endorsed by such organizations as the American Dental Association, American Academy of Pediatrics, National Education Association and the American Federation of Teachers. As an affiliated unit of National Dairy Council, the Maine Dairy and Nutrition Council has at its disposal current nutrition resources and research information. It uses this information to contribute to the optimal health and wellbeing of the citizens of Maine.

PUBLICATIONS:

 $\ensuremath{\mathsf{Catalog}}$ and $\ensuremath{\mathsf{Order}}$ blank listing all available materials with a brief description of each

FINANCES, FISCAL YEAR 1995: 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 FUNÐ	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	98,704		98,704			
HEALTH BENEFITS	12,236		12,236			
RETIREMENTS	16,060		16,060			
OTHER FRINGE BENEFITS	870		870			
OTHER CONTRACT SERVICES STATE	1,200		1,200			
OTHER CONTRACT SERVICES	18,805		18,805			
RENTS	5,541		5,541			
COMMODITIES	42,029		42,029			
GRANTS, SUBSIDIES, PENSIONS	2,500		2,500			
TRANSFER TO OTHER FUNDS	2,583		2,583			
TOTAL EXPENDITURES	200,528		200,528			

MAINE DAIRY PROMOTIONS BOARD

Central Office: CONY RD (SHOP), AUGUSTA, ME 04333-0097 Mail Address: 97 STATE HOUSE STATION, AUGUSTA, ME 04333-0097 FAX: (207) 287-7161 Established: 1953 Telephone: (207) 287-3621 Reference: Policy Area: 01; Umbrella: 0; Unit: 024; Citation: T0036 M.R.S.A., Sect. 000004503 Average Count--All Positions: 2.00

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, education, 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 dairymen 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. Under the reorganization act passed by the 105th Legislature, the Maine Dairy

Promotion Board became incorporated within the Department of Agriculture. Legislation enacted by the 115th Legislature allows the Board to appoint an executive director who is the board's chief administrative officer and serves at the pleasure of the board.

Dairy farmer assessment for promotion is established at ten cents per hundredweight (cwt) of which 2 cents per cwt is turned over to the Maine Dairy and Nutrition Council. This amount comes out of the 15 cent per hundredweight assessment established by Federal law.

PROGRAM:

The Maine Dairy Promotion Board implements a promotion and advertising program on behalf of the dairy farmers in Maine. MDPM is an affiliated member of the United Dairy Industry Association (UDIA), a federation of state/regional dairy product promotion groups and affiliated Dairy Council units throughout the United States.

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 medium 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 Trade Shows.

Although the Maine Dairy Promotion Board carries out its own programs of media advertising, it contracts with Milk Promotional 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.

FINANCES, FISCAL YEAR 1995: 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 PROMOTIONS BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	49,034		49,034			
HEALTH BENEFITS	5,238		5,238			
RETIREMENTS	7,886		7,886			
OTHER FRINGE BENEFITS	214		214			
OTHER CONTRACT SERVICES STATE	390		390			
OTHER CONTRACT SERVICES	229,129		229,129			
RENTS	1,868		1,868			
COMMODITIES	1,819		1,819			
GRANTS, SUBSIDIES, PENSIONS	198,436		198,436			
EQUIPMENT	580		580			
TRANSFER TO OTHER FUNDS	1,462		1,462			
TOTAL EXPENDITURES	496,056		496,056			

STATE HARNESS RACING COMMISSION

Central Office: AMHE--DEERING BUILDING, AUGUSTA, ME 04333-0028 Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 Established: 1935 Reference: Policy Area: 01; Umbrella: 01; Unit: 017; Citation: T0008 Average Count--All Positions: 9.00 Legislative Count: 6.00

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.

The Commission grants tracks a license to operate day or night harness racing; licenses or registers participants in harness horse racing, pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed \$100; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed \$1,000 and to adopt a schedule of suspensions which may include lifetime suspensions from participating in the sport; and to encourage and promote the breeding of a strain of Maine standardbred 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 for 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. One member must be a member of the general public with no industry affiliation. One member must be affiliated with an agricultural society that conducts an annual agricultural fair. The other three members must be persons with a knowledge of harness racing. The members must be appointed to provide a broad geographic representation. With the exception of the Chair, members of the Commission serve three year terms. A vacany is filled by appointment for the remainder of the unexpired term. Members whose terms expire serve until their successor is qualified and appointed. The Governor shall appoint one of the five commission members as Chair. As of July 1, 1992, this position is a full-time, unclassified, major policy influencing position. The Chair serves at the pleasure of the Governor. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

Pursuant to the provisions of Ch. 579 of the Public Laws of Maine 1991, the Commission's authority was expanded to include jurisdiction over off-track betting facilities. Furthermore, Chapter 579 provided that the Commission has the authority to contract for judges of harness racing meets and expanded the Commission's role concerning the employment of Commission staff members. The same law requires that the Commission's budget be submitted unchanged to the Committee having jurisdiction over Agriculture.

PROGRAM:

Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standardbred 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.

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

LICENSES:

License: Standard Bred Horse Owners Drivers/Trainers Standard Bred Horses Various Pari-Mutuel Racing Officials Pari-Mutuel Racing Association---Fairs and Extended Meets Grooms of Standard Bred Horses

PUBLICATIONS:

Rules and Regulations of the Maine State Harness Racing Commission, \$8.00

FINANCES, FISCAL YEAR 1995: 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 FUNÐ	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	283,378	244,823	38,555			
HEALTH BENEFITS	32,472	26,850	5,622			
RETIREMENTS	47,848	41,503	6,345			
OTHER FRINGE BENEFITS	3,020	2,887	133			
OTHER CONTRACT SERVICES STATE	465,751	239,210	226,541			
COMPUTER SERVICES STATE	61,054	61,054				
OTHER CONTRACT SERVICES	86,347	66,518	19,829			
RENTS	17,808	16,948	860			
COMMODITIES	17,419	8,966	8,453			
GRANTS, SUBSIDIES, PENSIONS	1,181,031	195	1,180,836			
INTEREST-DEBT RETIREMENT	24	24				
TRANSFER TO OTHER FUNDS	3,272		3,272			
TOTAL EXPENDITURES	2,199,424	708,978	1,490,446			

(OFFICE OF) STATE HORTICULTURIST

E. ANN GIBBS, STATE HORTICULTURIST

Central Office:AMHI DEERING BUILDING, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1910Telephone: (207) 287-3891Reference:Policy Area: 01 ; Umbrella:01; Unit: 010 ; Citation: T0007M.R.S.A., Sect. 000002201

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 State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry and is responsible to the Director of that Division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

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

PROGRAM:

Nursery, greenhouse and plant dealer inspections, licensing of all plant sales outlets and providing assistance to industry and the general public on horticultural issues are major responsibilities of the office. Under the 1980 reorganization of the Department the horticulture staff was authorized to carry out development and extension activities.

1510 inspections were made at nurseries, greenhouses and plant dealers in 1994. More than 100 different diseases and insect pests were identified including a new pest to Maine, the Viburnum Leaf Beetle. In 1994, 303 lots of plant material were inspected and certified using phytosanitary certificates to assist growers in marketing products to other states in the U.S. and foreign

countries. The majority of these certificates were issued for potatoes exported to Canada.

Additionally, Division personnel are often called upon to work on educational programs, judge at fairs, attend executive meetings of commodity associations and answer many calls from the general public about plant culture. A new program was established in 1994 to certify cultivated ginseng for export.

LICENSES:

License: Nursery Ginseng Certificate: Phytosanitary Permit: Maine Permit Certificate (interstate)

PUBLICATIONS:

List of Licensed Producers and Dealers of Nursery Stock--annual (free) The Maine Leaf--four coppies per year (free)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE POTATO BOARD

DAVID LAVWAY, EXEC DIR

Central Office: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769 Mail Address: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769 Established: 1986 Reference: Policy Area:01; Umbrella: 0; Unit: 330; Citation: T0036 Average Count-All Positions: 6.00

WATS: (800) 553-5516

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, vice-president, treasurer and secretary from its members, and appoints an Executive Director to administer programs and policies established by the Board.

PROGRAM:

Potato tax revenue for the twelve-month period ending June 30, 1995 was \$718,652.20. Maine growers harvested 80,000 acres, producing 22 million hundredweight of potatoes. The planted acreage was composed of 65% round whites, 24% Russet-type potatoes, and 11% Shepody (long whites). Approximately 28,500 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 1994-95 were used as follows: 24% for Administration (Board), 37% Advertising/Marketing, 30% Research, 9% Other. The Board was represented with exhibits at trade shows.

The Maine Potato Board financed research through the Maine Agricultural Experiment Station, the Cooperative Extension, 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 including educational, also benefited from the Maine Potato Board research grants.

PUBLICATIONS:

Maine Potato Recipe booklets (printed--free) Maine Potato News (free) FINANCES, FISCAL YEAR 1995: 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 FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	161,589		161,589			
HEALTH BENEFITS	22,010		22,010			
RETIREMENTS	32,612		32,612			
OTHER FRINGE BENEFITS	2,359		2,359			
OTHER CONTRACT SERVICES STATE	90,284		90,284			
COMPUTER SERVICES STATE	350		350			
OTHER CONTRACT SERVICES	371,680		371,680			
RENTS	20,072		20,072			
COMMODITIES	3,540		3,540			
GRANTS, SUBSIDIES, PENSIONS	244,566		244,566			
INTEREST-DEBT RETIREMENT	26		26			
TRANSFER TO OTHER FUNDS	54,058		54,058			
TOTAL EXPENDITURES	1,003,146		1,003,146			

DIVISION OF MARKET DEVELOPMENT

JUDITH POWELL, DIRECTOR

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1981Telephone: (207) 287-3491Reference: Policy Area: 01 : Umbrella:01: Unit: 001D; Citation: T0007M.R.S.A., Sect. 000000003

PURPOSE:

The purpose of the Division of Market Development is to develop new and expanded markets for Maine agricultural products and resources. The Division is responsible for implementing those policies of the Bureau of Agricultural Production and Marketing which concern market development--collecting and disseminating market information to enhance the competitive position of Maine growers, and coordinating promotional activities to further Maine agricultural interests statewide, regionally, nationally, and internationally.

ORGANIZATION:

The Division Director supervises professional staff comprised of one Marketing Specialist and one secretary.

PROGRAM:

The Division of Market Development provides marketing support to Maine farmers, food processors and agricultural associations. The Division maintains data on producers and product availability, and using information, publishes, promotes and distributes brochures, source lists, and directories to wholesale and retail buyers. The Division increases public awareness and interest in the availability of Maine products by providing information to the media of seasonal agricultural activities such as farmers markets, Maine Christmas trees, and apple picking. The Division also develops and coordinates special events and activities such as Maine Maple Sunday and the Maine Agriculture Photo Contest.

The Division helps promote the sale of Maine products in Maine, in other states and internationally, by coordinating participation of Maine food businesses at local, national and international trade shows, such as the New York Fancy Food and Confection Show, the Food Marketing Institute in Chicago and the Maine Restaurant and Lodging Expo. By organizing Maine beef producers to sell quality preconditioned calves and stockers on the national market, the Division helps Maine farmers to get value-added return on their product, and by bringing federal market development funds into the state (EUSAFEC and FSMIP), the Division helps Maine companies take advantage of opportunities to increase

profitability. The Division has taken a lead role in coordinating marketing activities of Maine's natural resource groups, through the cross-agency/cross-commodity state-wide marketing group.

Finally, the Division provides staff support and technical assistance to agriculture and food marketing associations, including apples, beef, maple, food processors, farmers markets and Christmas tree growers.

LICENSES:

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 and the "Maine Quality Trademark", in conjunction with the Division of Quality Assurance.

PUBLICATIONS:

Producer to Consumer Guides* Maine Specialty Food Wholesale Buyers' Guide

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

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF AGRICULTURAL MARKETING

PETER N. MOSHER, DIRECTOR

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1980Telephone: (207) 287-3117Reference:Policy Area: 01; Umbrella:01; Unit: 001M; Citation: T0007M.R.S.A., Sect.000000003Average Count--All Positions:85.50Legislative Count: 13.00

PURPOSE:

The Bureau of Agricultural Marketing was created to coordinate, expand and improve the domestic and foreign marketing of Maine agricultural products.

ORGANIZATION:

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

PROGRAM:

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

FINANCES, FISCAL YEAR 1995: 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 MARKETING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,425,195	462,481	569,853		392,861	
HEALTH BENEFITS	189,623	63,070	64,941		61,612	
RETIREMENTS	232,198	75,808	92,948		63,442	
OTHER FRINGE BENEFITS	16,022	3,418	7,111		5,493	
OTHER CONTRACT SERVICES STATE	95,041	43,953	51,088			
COMPUTER SERVICES STATE	240,774	240,699	75			
OTHER CONTRACT SERVICES	173,879	71,063	98,575		4,241	
RENTS	69,983	36,243	33,562		178	
COMMODITIES	6,754	3,760	2,797		197	
GRANTS, SUBSIDIES, PENSIONS	71,604	22,582	43,601		5,421	
EQUIPMENT	1,385	1,385				
INTEREST DUBT RETIREMENT	140		140			
TRANSFER TO OTHER FUNDS	2,994		1,903		1,091	
TOTAL EXPENDITURES	2,525,592	1,024,462	966,594		534,536	

MAINE MILK COMMISSION

Central Office: AMHI--DEERING BUILDING, AUGUSTA, ME 04333-0028 Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 FAX: (207) 287-7548 Established: 1935 Telephone: (207) 287-3741 Reference: Policy Area: 01 ; Umbrella: 01 Unit: 015 ; Citation: T0007 M.R.S.A., Sect. 000002952 Average Count--All Positions: 4.50

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 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 the hundredweight fee assessment on industry members and received no State tax monies. It was incorporated into the Department of Agriculture as an agency in the State Government reorganization legislation of 1973.

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. Studies completed in 1994, determined costs of Maine raw milk production and dealer processing and distribution costs. An ongoing study will determine cost of milk handling in major retail stores.

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 also administers the Maine Milk Pool collecting and distributing between \$200,000 to \$500,000 to 600 dairy farmers monthly. The Milk Handling Tax also is administered by the Commission on a monthly basis, is presently distributing approximately \$250,000 per month.

LICENSES:

License:

Maine Milk Dealers and Subdealers

PUBLICATIONS:

Laws Relating to the Maine Milk Commission (free) Rules and Order 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)

FINANCES, FISCAL YEAR 1995: 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 & WAGES	119,216		119,216			
HEALTH BENEFITS	11,269		11,269			
RETIREMENTS	16,716		16,716			
OTHER FRINGE BENEFITS	2,861		2,861			
OTHER CONTRACT SERVICES STATE	7,482		7,482			
COMPUTER SERVICES STATE	28,789		28,789			
OTHER CONTRACT SERVICES	270,351		270,351			
RENTS	3,551		3,551			
COMMODITIES	1,495		1,495			
GRANTS, SUBSIDIES, PENSIONS	7,001,561	1,500,000	5,501,561			
TRANSFER TO OTHER FUNDS	471		471			
TOTAL EXPENDITURES	7,463,762	1,500,000	5,963,762			

BOARD OF PESTICIDES CONTROL

ROBERT BATTEESE, DIR PESTCIDES CONTROL

Central Office: AMHI--DEERING BUILDING, AUGUSTA, ME 04333-0028 Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 FAX: (207) 287-7548 Established: 1965 Reference: Policy Area: 01; Umbrella: 01; Unit: 026; Citation: T0022 M.R.S.A., Sect. 000001471B Average Count--All Positions: 25.50

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 peticide 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; to 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 Commission 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 an agronomist or entomologist at the University of Maine. The remaining two public members must have a demonstrated interest in environmental protection and represent different geographic areas of the state.

The Board annually elects a chairman from its membership and employs personnel as necessary. Current professional staff include a Director, Chief of Compliance, Certification and Licensing Specialist, Toxicologist, Pesticides Registrar, Public Information Officer, Pesticides Planner, and one full-time and four seasonal Pesticide Inspectors. Overall supervision of the staff is provided by the Director.

PROGRAM:

The Board operates four major programs that include product registration, certification and licensing, monitoring and enforcement and public education. The Board maintains a label and material safety data sheet for each pesticide product, and health and environmental study data is reviewed on as needed basis. In 1994, the Board registered 6,380 products which represents a 5.7% increase over 1993. 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, the Legislature raised the product registration fee in 1993 to support three Horticulture positions in the Division of Plant Industry.

All licensing fees are also deposited in the dedicated account to help support the certification and licensing program to assure proper handling of pesticides and prevent human or environmental harm. In 1994, there were 2,055 private applicators licensed for a three year period; and 1,174 commercial applicators, 75 restricted and 650 general use pesticide dealers licensed on an annual basis. The Board monitors the sale and application of pesticides and investigates complaints of misuse. This includes inspection of personal protection and application equipment, storage and mixing areas, actual applications and records. Violations of the Board's statutes and regulations are subject to enforcement action, which could include suspension or revocation of license and imposition of fines.

The Board's other major program is public education because the members feel it is the most efficient and effective means to minimize both problems and concerns with pesticide use in the state. Information is disseminated through a quarterly newsletter, press releases, brochures, appearances at trade shows and speaking engagements to students and civic organizations.

LICENSES:

License: Commercial Pesticide Applicators Restricuted 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 Pesticides Control Regulations, Free Maine Pesticide Control Act of 1975, Free Maine Board of Pesticides Control Communicator, free quarterly newsletter Before You Use Pesticides, Free Booklet Licensing Requirements for Pesticide Applicators, Free Brochure Pesticide Use and personal Protective Equipment, Free Brochure

FINANCES, FISCAL YEAR 1995: 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 PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	569,838		450,071		119,767	
HEALTH BENEFITS	65,082		50,721		14,361	
RETIREMENTS	91,307		71,149		20,158	
OTHER FRINGE BENEFITS	7,167		4,597		2,570	
OTHER CONTRACT SERVICES STATE	40,006		6,020		33,986	
COMPUTER SERVICES STATE	24,038		13,082		10,956	
OTHER CONTRACT SERVICES	123,189		90,035		33,154	
RENTS	24,143		18,292		5,851	
COMMODITIES	10,419		4,388		6,031	
GRANTS, SUBSIDIES, PENSIONS	32,159		32,147		12	
EQUIPMENT	9,454		4,138		5,316	
TRANSFER TO OTHER FUNDS	1,676		1,243		433	
TOTAL EXPENDITURES	998,478		745,883		252,595	

DIVISION OF PLANT INDUSTRY

TERRY L. BOURGOIN, DIRECTOR

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1919Telephone: (207) 287-3891Reference: Policy Area: 01 ; Umbrella:0; Unit: 001C; Citation: T0007M.R.S.A., Sect.000000003

PURPOSE:

The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or production 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 for the state's commercial seed potato producers; to inspect nurseries and greenhouses; and to license beekeepers and inspect their buves.

The Division enforces regulations dealing with the 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 their product.

The winter potato disease testing program, conducted on a farm owned by the State of Maine in Homestead, Florida, was transferred from the Maine Seed Potato Board in FY 92. This program assesses the disease content of samples of Maine seed potatoes to ensure they meet tolerances established by State rule.

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 other, the emphasis of the Division shifted to work with commercial seed potato growers, nursery operators, florists, beekeepers, and small fruit and vegetable growers.

Prior to the establishment of the Divison of Plant Industry, 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 within 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) of small fruits and vegetables. The State Apiarist was transferred to the direct supervision of the Division Director, rather than the State Horticulturist, in 1988.

The Division's current professional staff is comprised of a state apiarist, a state horticulturist and two assistants, an entomologist III, nine seed potato specialists (one specialist also serves as a grain inspector), a supervisor to the specialists, a certified seed lab director and the manager of the Porter Nuclear Seed Production Facility. Immediate supervision is provided by the Division Director, with overall supervision by the Director of the Bureau of Agricultural Production and Marketing.

PROGRAM:

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 29,200 acres of potatoes in 1994, roughly the same as 1993. Of this total 28,476 acres were certified by 292 seed growers. The certification staff also inspected and certified over 800 acres of grain. Oats comprised the majority of this acreage, with a lesser acreage of barley inspected and certified. The survey for the necrotic strain of Potato Virus Y (PVY-N) in Maine potato fields was successfully incorporated in the regular disease testing routine of the certification program. No PVY-N was found in 1994.

The State Apiarist licensed 429 beekeepers who registered 5,344 colonies in the state. Approximately 2,942 colonies were inspected for regulated diseases and mites. Additionally nearly 37,000 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites. Over 1,200 colonies were inspected for Varroa mite, a serious honeybee pest first discovered in the U.S. in 1987. Nearly all migratory operations were positive for Varroa mite. The Division's IPM Specialist continued work with vegetable and small fruit growers to optimize their use of agrichemicals. Insect surveys were conducted on field and forage crops, including surveys for the presence of pests in cranberry bogs. Some time was also spent responding to nuisance complaints resulting from insect infestations.

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.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE POTATO QUALITY CONTROL BOARD

STEVEN BUCK, CHAIRMAN

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1981Telephone: (207) 287-3871Reference:Policy Area: 01; Umbrella:01: Unit: 304; Citation: T0007M.R.S.A., Sect. 000001033

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 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 U.S. No. 1. The Board also adopts 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 14 cents/cwt for shipping point inspections, but participants in the Maine Bag Program were charged only 8 cents/cwt.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

SEED POTATO BOARD

TERRY L. BOURGOIN, SECRETARY

Central Office: AMEH--DEERING BUILDING, AUGUSTA, ME 04333-0028 Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 FAX: (207) 287-3871 Established: 1945 Reference: Policy Area: 01; Umbrella: 01; Unit: 014; Citation: T0007 M.R.S.A., Sect. 000002151 Average Count--All Positions: 19.00

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 of 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 acreage of seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from the sale of seed potatoes are credited to the operating account of the Board.

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 served 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 expended to eight, one of whom must be primarily a tablestock producer and one primarily a processing producer. Additionally, one member must reside outside of Aroostook County. 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:

The quality of the Board's seed potato crop in FY 95 was of similar good quality as the FY 94 crop. Due to good yields and disease results, the Board had an adequate volume of disease-free seed for sale to Maine potato farmers. Consequently, the Board was able to undertake some much needed capital improvements as well as reduce the price of seed to Maine producers.

Nearly 2,400 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 71 percent of the samples had a total virus disease content of less than 0.5 percent and 99 percent had a total virus disease content of less than 5.0 percent. These figures represent a slight increase in the overall disease level of seed produced by Maine seed potato growers compared to FY 94.

The Board continued to implement changes in its policies as a result of the study released by the Maine Agricultural Experiment Station on June 1, 1991. The Board continued to pre-contract all its production at least one year in advance, and fine-tune its method of allocating seed to Maine growers. These changes are designed to streamline the operation of the Board and to assist in improving its financial situation. As a result of these changes, the Board has been able to reduce its seed prices to Maine producers each of the last two years. The Porter Farm Program Manager, hired in March of 1993, has brought stability to the Board's programs and has provided leadership for the Board's staff.

PUBLICATIONS:

Results of Florida Test of Maine Seed Potatoes--annual (free) The Maine Seed Potato Board (free) **FINANCES, FISCAL YEAR 1995:** 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 & WAGES	374,396					374,396
HEALTH BENEFITS	51,924					51,924
RETIREMENTS	59,584					59,584
OTHER FRINGE BENEFITS	4,409					4,409
OTHER CONTRACT SERVICES STATE	2,293					2,293
OTHER CONTRACT SERVICES	65,158					65,158
RENTS	33,412					33,412
COMMODITIES	148,643					148,643
GRANTS, SUBSIDIES, PENSIONS	55,039					55,039
INTEREST-DEBT RETIREMENT	174					174
TRANSFER TO OTHER FUNDS	166,560	163,083				3,477
TOTAL EXPENDITURES	961,592	163,083				798,509

MAINE POTATO MARKETING COMMITTEE

STEVEN BUCK, CHAIRMAN

Central Office:AMHI--DEERING BUILDING, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1953Telephone: (207) 287-3871Reference:Policy Area: 01 ; Umbrella:01; Unit: 013 ; Citation: T0007M.R.S.A., Sect. 000000995

PURPOSE:

The Maine Potato Marketing Committee's purpose is to correlate 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 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 the 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 the 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

POTATO MARKETING IMPROVEMENT COMMITTEE

EDWARD J. MCLAUGHLIN, COMMISSIONER

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1981Telephone: (207) 287-3871Reference:Policy Area: 01 ; Umbrella:01; Unit: 329 ; Citation: T0007M.R.S.A., Sect.

PURPOSE:

The Potato Marketing 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 10 members appointed by the Commissioner, of whom one member represents the University of Maine; one member representing the Farmers Home Administration; one member representing the Farm Credit System; one member represents the Department of Economic and Community Development; and one member represents the public. Each executive council established pursuant to Title 36, Section 4603, Subsection 3, shall appoint one person to serve as a member of the committee.

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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF VETERINARY SERVICES

DAVID F. DINEEN, DIRECTOR

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX:Established:1919Telephone:Reference:Policy Area: 01Umbrella:01:Unit:001L;Citation:TotalTotalOptimizedConstruction:TotalConstruction:Con

PURPOSE:

The goal of the Division of Veterinary Services is to prevent the introduction and spread of contagious diseases among poultry and livestock, promote public health and food safety as it relates to zoonotic disease and to maintain fair practices in the buying and selling of poultry and livestock, to protect the welfare of commercial farm animals, race horses and animals used in pulling events.

ORGANIZATION:

Professional staff is comprised of one chemist, three Lab Technicians and two Veterinarian Supervisors and the Division Director. Clerical/administrative support is comprised of two clerk typists. N.P.I.P Pullorum-Typhoid Testers and Salmonella enteritidis sample collectors have been recruited, trained and certified by the Division to assist with programs and to promote animal husbandry practices.

PROGRAM:

Disease control through regulation and education is the Division's objective. The Division provides the technical assistance and enforces laws to

control livestock and poultry diseases. The enforcement of permit regulations, the prompt diagnosis of disease, surveillance testing programs, a reportable disease list, the supervision of accredited veterinarians, licensed livestock and poultry dealers and auction sales are key activities. Specific diseases as Rabies, Bovine Leucosis, Bluetongue, Anaplasmosis, Salmonella enteritidis, Pseudorabies and Trichinosis are targeted and laboratory diagnostic tests and management strategies are recommended. Egg type breeding flocks of Maine poultry remain free of Avian Influenza, Pullorum/Typhoid, M. gallisepticum and are U.S. S. enteritidis monitored. The health of pet animals and birds entering the State for resale is regulated. The Division assists dairymen in upgrading production techniques and the quality of milk.

The Division tests and analyzes dairy products, test milk producers' water samples and certifies commercial and industry milk laboratories involved in the Interstate Milk Shippers Program. The State-Federal Diagnostic Laboratory serves the public by conducting blood tests in order for animals to move interstate and internationally. The Division is dedicated to providing the professional and technical assistance required to assist producers in meeting this demand. Division veterinarians enforce animal cruelty laws by investigating complaints that involve commercial farmers, harness racing horses and animals used in pulling events; train and certify animal control officers.

LICENSES:

Licenses: Swine Garbage Feeders Livestock and Poultry Dealers Permits: Importation Certificate: Veterinary Inspection

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF PRODUCTION DEVELOPMENT

JOHN HARKER, DIRECTOR

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1985Telephone: (207) 287-7618Reference:Policy Area:01 ; Umbrella:0; Unit: 001N; Citation: T0007M.R.S.A., Sect.

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, P.L. 1985, as part of a reorganization of the Bureau of Agricultural Production.

The Division has a Director and Agricultural Development Agent 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 agent is responsible for the livestock development programs. Both are responsible for issue assessment and planning.

PROGRAM:

Technology Transfer and Special Research Projects Program. The program grants monies to test and demonstrate new and appropriate production, storage and processing technology. The Division continued to direct a major effort to develop a cranberry technology transfer educational program and republishing of

the Cranberry Agriculture in Maine Report. 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. A new program in video sales was started in 1993.

Commodity Planning Assistance. The Division provides professional expertise to any commodity group or industry organization in organizational, strategic planning and policy assessment. Division staff assisted with the beef, sheep, apple, cranberry and vegetable grower organizations to develop survey and needs assessment documents. Staff also helped AGCOM, a multi-commodity industry task force to coordinate industry public relations, advocacy and establish goals and objectives. Division staff reviews legislation and other issues that have an impact on production agriculture and acquires data and information in development of policy. The Division reviewed issues in pesticide regulation, Apple Harvest H-2A regulations, Animal Damage Control, Cranberry Wetlands Regulations, Worker Protection Standards, Irrigation, and finance bond issue.

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 long-term profitability and sustainability of agricultural businesses and food processors.

The Division continued a major effort to reintroduce the cranberry industry into Maine. A state action plan was completed and a new Grower's Guide was published. The Department secured Federal funds for technical assistance (\$50,000) and low interest loans (\$2 million). Division staff assisted in development of an Advisory Committee of growers. Division staff assisted in a flax demonstration trial, assisted in the production of a Grower's Guide/Economic Analysis, and assisted a grower to obtain a grant to test flax production systems.

PUBLICATIONS:

The Vegetable and Small Fruit Industy in Maine: Growing for the 1990's Cranberry Agriculture in Maine: Growers Guide, October 1993 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

Maine Agriculture, Issues and Findings: Impact of Wildlife on Agriculture Crops and Livestock

Maine Agriculture Food For Thought Brouchure

Teaching Children About Maine Agriculture Today. A Resource Directory

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF AGRICULTURAL PRODUCTION

PETER N. MOSHER, DIRECTOR

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1980Telephone: (207) 287-3117Reference:Policy Area: 01 ; Umbrella:01; Unit: 001P ; Citation: T0007M.R.S.A., Sect.000000003Average Count--All Positions:40.00Legislative Count: 18.00

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 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 and apiculture programs and control and elimination of plant diseases. The Division of Production Development is responsible for the Technology Transfer and Special Projects Program, as well as plant 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 1995: 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 PRODUCTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,067,025	523,989	520,809		22,227	
HEALTH BENEFITS	140,082	62,819	73,931		3,332	
RETIREMENTS	170,083	86,128	80,388		3,567	
OTHER FRINGE BENEFITS	10,623	6,009	4,226		388	
OTHER CONTRACT SERVICES STATE	27,546	4,309	7,137		16,100	
COMPUTER SERVICES STATE	67,137	15,097	42,893		9,147	
OTHER CONTRACT SERVICES	154,431	72,270	77,145		5,016	
RENTS	87,432	25,647	55,937		5,848	
COMMODITIES	98,437	16,214	74,964		7,259	
GRANTS, SUBSIDIES, PENSIONS	7,046	7,021	25			
EQUIPMENT	19,683	3,999	9,606		6,078	
INTEREST-DEBT RETIREMENT	10	3	7			
TRANSFER TO OTHER FUNDS	74,087	72,000	1,937		150	
TOTAL EXPENDITURES	1,923,622	895,505	949,005		79,112	

BUREAU OF PUBLIC SERVICES

CARL FLORA, DIRECTOR

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX:Established:1980Telephone:Reference:Policy Area:01;Umbrella:01;Unit:001S;Citation:TotalTotalControlAverage Count--All Positions:33.00Legislative Count:

PURPOSE:

The Bureau of Public Sevice was established as part of the Agricultural Development Act of 1980 to consolidate regulatory and consumer protection responsibilities. It administers numerous 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 animal welfare laws relating to animal shelters, pet shops, boarding and breeding kennels and dog licensing.

ORGANIZATION:

The Bureau includes the Divison of Regulations, the Maine Agricultural Bargaining Board, the (Office of) Sealer of Weights and Measures, the Maine Milk Commission and the Animal Welfare Board, 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 1995: 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEÐERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	908,711	774,843	98,848	35,020		
HEALTH BENEFITS	133,845	119,778	14,067			
RETIREMENTS	148,712	132,562	16,150			
OTHER FRINGE BENEFITS	12,391	10,544	1,847			
OTHER CONTRACT SERVICES STATE	131,455	2,254	127,832		1,369	
COMPUTER SERVICES STATE	6,264	887	5,293		84	
OTHER CONTRACT SERVICES	170,743	75,654	86,583		8,506	
RENTS	85,554	41,713	31,380	8,045	4,416	
COMMODITIES	17,534	6,457	10,221		856	
GRANTS, SUBSIDIES, PENSIONS	10,978	4,115	6,859		4	
EQUIPMENT	18,200	14,680	3,520			
INTEREST-DEBT RETIREMENT	97	7	90			
TRANSFER TO OTHER FUNDS	885		769	85	31	
TOTAL EXPENDITURES	1,645,369	1,183,494	403,459	43,150	15,266	

PULL EVENTS COMMISSION

CARL FLORA, DIRECTOR

 Central Office:
 AMHI - DEERING BLDG, AUGUSTA, ME
 04333-0028

 Mail Address:
 28 STATE HOUSE STATION, AUGUSTA, ME
 04333-0028
 FAX:
 (207) 287-7548

 Established:
 1988
 Telephone:
 (207) 287-3219

 Reference:
 Policy Area:01 ; Umbrella:
 0; Unit:
 303 ; Citation:
 To007
 M.R.S.A., Sect.
 000000075

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 action 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 Baord, Maine Association of Agricultural Fairs, Maine Federation of Humane Societies, Maine Animal Coalition and the Commissioner of Agriculture.

The 116th Legislature expanded the Commission to include two members of the Maine Draft Horse and Ox Association and one member of the Pine Tree Ox Association.

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.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

LICENSES:

Pull Superintendent License Pull Event License

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF QUALITY ASSURANCE (AFRR)

DAVID GAGNON, DIRECTOR

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1917Telephone: (207) 287-2161Reference: Policy Area: 01 ; Umbrella:0); Unit: 001G: Citation: T0007M.R.S.A., Sect. 00000003

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. Promotional activities to further Maine agricultural interests statewide, regionally and nationally are also the responsibility of the Division.

ORGANIZATION:

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

PROGRAM:

Federal/State Inspection: The Division operates two voluntary fee for service programs under Cooperative Agreements with U.S.D.A. The fruit and vegetable program is responsible for certifying the quality, condition and grade of apples, blueberries, broccoli, peas and potatoes. The Poultry and Shell Egg Program is responsible for certifying the quality and condition of shell eggs. Inspectors in this program are also responsible for ensuring that all poultry and egg processing plants maintain minimum levels of sanitation.

Quality Assurance: The Division provides marketing assistance through enforcement of the Branding Law Program. This mandatory produce inspection program, is the only inspection program within this Division with a consumer protection focus. Employees inspect a random sample of all agricultural products produced and sold in Maine to ensure that they meet established minimum standards and are properly labeled, packaged and graded. These inspections are made at point of origin, point of distribution, retail stores and on route through a "truck stop" program where semi-trailer trucks carrying raw agricultural products destined for markets are stopped and inspected for quality and Branding Law compliance. When violations are found, products are placed under seizure and held for repackaging or are sent back to the packer to be reinspected and repackaged under Federal/State inspection.

Promotion/Marketing/Education: The Division develops programs to publicize, advertise and promote Maine's products and resources. Maine's quality products are promoted by the use of the Quality Trademark, participation in tradeshows, Eastern States Exhibition, Agricultural Day at the legislature and other commodity promotions. The Division also protects and promotes the general welfare of produce industries by enforcing fair and equitable practices in the handling, sale and purchasing of produce.

LICENSES:

Users of Blue, White & Red Trademark Providers (of trademark supplies) Potato Dealers Dry Bean Dealers Users of State of Maine Quality Trademark Registration: Controlled Atmosphere Apple Storage

PUBLICATIONS:

(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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF REGULATION

CLAYTON F. DAVIS, DIRECTOR

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX:Established:1919Telephone:Reference:Policy Area:01Umbrella:01:Unit:001B; Citation:Toolo7M.R.S.A., Sect.000000003

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 establishements, food salvage operations, dairy farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and hazardous sbustances and to perform the duties of the State Sealer of Weights and Measures. It is also responsible for the Animal Welfare Unit.

The Division is further 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 Divison responds to consumer complaints on food items, analyzes all suspicious products, and investigates the tampering of food 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 mutagenic, teratogenic and 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 Agriclture was named to serve as the State Sealer.

The Division of Regulation is comprised of professional staff as follows: Supervisor of Consumer Foods with nine inspectors; Supervisor of Weights and Measures, one Metrologist and eight inspectors; Supervisor of Dairy Inspection and three inspectors; and a Animal Welfare Agent.

PROGRAM:

The Food Program administers and enforces inspection and licensing of retail food stores, home and commercial food processors, food warehouses and salvage operations, ice manufactures, mobile food vendors, bottle redemption centers, beverage/apple cider/maple syrup processing plants and bakeries. Inspectors are responsible for assisting food businesses to assure proper compliance including enforcing the bottle law. Inspectors work to establish safe handling practices for game animal and bird raisers. The Division works in

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

cooperation with the Federal Food and Drug Administration (having one inspector FDA certified) on product recall inspections to benefit industry and the consumer. It responds to consumer complaints regarding food establishments and products and investigates product damage incurred in fires, flood and power outages.

The Feed program regulates all animal feeds (livestock, poultry, dogs, and specialty pets). The Seed program is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. The Fertilizer program involves the regulatory control of the sale and distribution of plant food products. The Plant and Soil Amendment Program regulates the sale of plant and soil products through registration. All of these products are inspected, sampled and analyzed to assure proper guarantees are maintained and to determine any adulteration and misbranding of products being distributed in this state.

The Dairy Inspection Program is responsible for the Interstate Milk Shippers program and the Pasteurized Milk Ordinance (PMO). Dairy farms, milk processing plants, frozen dessert manufacturing plants, and fermented dairy product facilities are inspected at frequencies specified in the PMO. Pasteurization equipment is tested and sealed, milk products sampled, farm bulk tanks calibrated, and farm calls made to offer assistance on construction of buildings, installation of equipment and the operation of water supplies. Bulk milk handlers and their equipment are inspected to insure proper producer samples and weights. Licenses are issued to all milk and frozen dessert manufacturers. Milk samples are collected at farms to assure fat levels. Two inspectors are FDA Certified Milk Sanitation Rating Officers and Milk Sample Surveillance Officers.

LICENSES:

License: Reg: Seed Fe Weighmasters Fe Weighing Device Dealers & Repairmen Li Wood Scaler Fi Milk Dealers Cert Babcock Testers Cert Babcock Testers Cert Babcock Testers Perr Wholesale Frozen Dairy Products Bi Redemption Centers Da Sardine Packers Pet Animal Establishments Dog

Registration: Fertilizer Products Feed Products Lime Products Plant & Soil Amendment Products Certificate: Certificate of Competency -Milk Handler Permit: Blueberry Processors and Packers Dairy Farm

PUBLICATIONS:

Laws: Feed (free) Seed (free) Hazardous Substances Labeling (free) Milk and Frozen Dairy Products (free) Commercial Fertilizer and Lime (free) Beverage Containers (free) Plant and Soil Amendments Act (free) Mimeographed rules and regulaions pertaining to many of the above laws (free) Consumer Information Bulletins (free) Seed Report (annual) (free) Recognizing Can Defects (free) Annual Year End Report (free)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF RESOURCE DEVELOPMENT

MILTON SEEKINS, P & RES. ASSOC II

Central Office:AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX:Established:1980Telephone:Reference:Policy Area: 01; Umbrella:01; Unit: 001F; Citation: T0007M.R.S.A., Sect.000000003

PURPOSE:

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

The Division's goals were to facilitate effective utlization of natural resources such as fertilizers and soil conditioners; to encourage efforts to support small scale agriculture; to assist farmers interested in farmland protection; to provide scholarship assistance to children of Maine farmers and woodsmen; and to respond to the natural resource issues and needs of agriculture by cooperating with other organizations.

ORGANIZATION:

Since 1991, when the unit was downsized due to budget cuts, the staff has consisted of one Research Associate II and a part-time position through the Senior Community Service Program. In addition, the staff works closely with the Director of Surplus Property and Food and one part-time clerical person associated with the Food Distribution Program.

PROGRAM:

Waste Utilization. The staff is a member of the Maine Compost Team, an interagency group that develops composting demonstration projects with Maine industries and towns, provides technical assistance to farmers and educates the public about composting as a waste management tool. The staff has also worked on the Maine Manure Management Guidelines and the draft Animal Carcass Disposal Rules. The unit continues to distribute and promote "Standards for Compost Products" as mandated by P.L. 1989, Ch. 585, section 1812-C. The staff has prepared and presented many talks on composting and waste utilization at conferences in and out-side the state.

Food Program. The Division worked with the Community Action Programs and many community agencies to operate and improve two food programs. The two programs are The Emergency Food Assistance Program (TEFAP) and the Hunger Prevention Program. The Division also obtained over 100 tons of commodities donated by farmers and other private sources.

Farmland Protection and Other Programs. The division continued to provide information and assistance to farmers and others with questions about the Farm and Open Space Tax Law, the Farmland Adjacency Act, purchase of development rights and the Right to Farm Act. Continued interest in the Maine Farm Intern and Training Program requires the staff to respond to inquiries from students and schools looking for farm experience opportunities. The division also participates on the USDA Conservation Easement Review Team that evaluates agricultural properties for easements in exchange for reductions in FmHA loan balances. The staff serves on the Water Resources Research Advisory Committee that directs funding priorities for water research in the state. The SCSP funded staff position is responsible for coordinating the activities of the Maine Rural Rehabilitation Scholarship Fund for the children of Maine farmers interested in postsecondary education.

PUBLICATIONS:

Report of the Energy Use in Agriculture Task Force Saving Energy in Maine, or Who is Doing What on the Farm Maine Small Farm Statistics Usable Waste products for the Farm - \$8.50 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 Report on the Spear Farm Compost Demonstration Blueberry Compost Project Technical Report Standards for Compost Products Apple Compost Project Technical Report

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

comprehensive fiscal data relative to this unit

BUREAU OF AGRICULTURAL AND RURAL RESOURCES MILTON SEEKINS, P & RES ASSOC. II

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028 Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 FAX: (207) 287-7548 Established: 1980 Telephone: (207) 287-3511 Reference: Policy Area:01; Umbrella: 01; Unit: 001R; Citation: T0007 M.R.S.A., Sect. 000000003 Average Count-All Positions: 1.00 Legislative Count: 1.00

PURPOSE:

Since three of the divisions in this bureau 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 management of the resource base in order to assure sustained agricultural productivity and also has the responsibility for developing programs responsive to the changing needs of agriculture.

ORGANIZATION:

The Bureau of Agricultural and Rural Resources includes the Soil and Water Conservation Commission, the Board of Pesticides Control, the Harness Racing Commission and the Division of Resource Development. It also contains the Maine Rural Rehabilitation Scholarship Program and the Food Assistance Program. The specific functions and programs of each are described separately in the report of the appropriate unit. The Bureau Director position has been vacant since 1990, when the unit was downsized due to budget cuts. For budget purposes, the unit is combined with the Division of Resource Development.

PROGRAM:

Bureau level responsibilities include the Agricultural Viability Program, farmland protection activities, the Farmland Adjacency Act, growth management issues, groundwater protection and Farm and Open Space Tax Program. With the elimination of the staff for this unit, these responsibilities have been transferred to other units.

PUBLICATIONS:

Dairy Profile, 1986 Potato Profile, 1986 Beef Profile, 1986 Commodity Screen: Spinach 1987 Commodity Screen: Carrots, 1987 Commodity Screen: Lettuce, 1987 Ag-Viability Notes, March 1987 Ag-Viability Notes, July 1987 Ag-Viability Notes, May 1988 Ag-Viability Notes, March 1989 Report of the Original Four Ag-Viability Regions, Fall 1987 Handout for Landowners about the Farm and Open Space Tax Law (All of the above are free). FINANCES, FISCAL YEAR 1995: 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 & WAGES	18,090	18,090				
HEALTH BENEFITS	2,878	2,878				
RETIREMENTS	2,960	2,960				
OTHER FRINGE BENEFITS	63	63				
OTHER CONTRACT SERVICES	2,396	2,366	30			
COMMODITIES	169	169				
TOTAL EXPENDITURES	26,556	26,526	30			

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

STANLEY K. MILLAY, DPTY ST SEALER

Central Office:DEERING BUILDING, AUGUSTA, ME 04333-0028Mail Address:28 STATEHOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1839Telephone: (207) 287-3841Reference:Policy Area: 01 ; Umbrella:0; Unit: 005 ; Citation: T0010M.R.S.A., Sect.

PURPOSE:

The Weights and Measures Unit maintains a level playing field, where weighing and measuring forms the basis for payment in commercial transactions within the State of Maine, by testing and evaluating weighing and measuring devices, by investigating cases of fraud, and by providing training, supervision, and calibration services to municipalities which have local Weights and Measures Sealers. The unit provides traceability of the State's Standards to the National Standards and see that this traceability is transferred to business and industry within the State of Maine.

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 of 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 small capacity scales, gas pump meters, linear measuring devices, and spot check of packages put up prior to sale for correct labeling and correct net weights 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, licensing of scale mechanics and weighmasters, and qasoline testing.

The State standards of weights and measures maintain traceability through the National Institute of Standards and Technology at its own Metrology Lab located in Augusta. This laboratory, considered one of the best on the East coast, is utilized by some other New England states on a fee basis. LICENSES: Weighmasters Weighing Device Dealers and Repairmen Wood Scaler Registration of Motor Fuel Dispensers

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE SOIL AND WATER CONSERVATION COMMISSION

DAVID P. ROCQUE, STATE SOIL SCIENTIST

Central Office:AMHI DEERING, AUGUSTA, ME 04333-0028Mail Address:28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028FAX: (207) 287-7548Established:1941Telephone: (207) 287-2666Reference:Policy Area: 01; Umbrella:01; Unit: 019; Citation: T0012M.R.S.A., Sect. 000000051Average Count--All Positions:1.00Legislative Count: 1.00

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 are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct asssistance, technical and financial assistance, and coordination with other State and Federal agencies; flood prevention, conservation, development, utilzation and diposal 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 state wide; 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 Area are Area I - Central Aroostook SWCD in Presque Isle, Southern Aroostook SWCD in Houlton, and St. John Valley SWCD in Fort Kent; Area II - Washington County SWCD in Machias, Hancock County SWCD in Ellsworth, Oxford County SWCD in South Paris; Area III - Penobscot County SWCD in Bangor, Piscataquis County SWCD in Dover-Foxcroft, and Somerset County SWCD in Skowhegan; Area IV - Kennebec County SWCD in Augusta, Knox-Lincoln SWCD in Rockland and Waldo County SWCD in Belfast; Area V - Androscoggin Valley SWCD in Lewiston and Franklin County SWCD in Westbrook.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 10,635 private landowners that are cooperators with Maine's 16 Soil and Water Conservation Districts. During FY93, 1,373 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 43,916 acres of land, making the total State acreage covered by conservation plans to 1.8 million 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 Soil Scientist provides training for state regulatory staff and district personnel and has developed an exam for the National Envirothon, soil portion. The Commission provides basic grant monies to the 16 soil and water conservation districts and provides oversight to their programs. The Commission acts as a liaison between the districts and other federal and state agencies.

PUBLICATIONS:

Soil Suitability Guide for Land Use Planning in Maine* ME Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on Land* ME Guidelines for Septic Tank Sludge Disposal on the Land* Native and Introduced Wildlife Shrubs of Maine* Environmental Quality Handbook-Revised 1986* Maine Association of Conservation Districts-affiliate membership brochure Alternatives to Topsoil Mining The ME Soil & Water Conservation Challenge Grant Program-1984 the 1st Year* Personnel Management Guidebook for District Supervisors Stabilization of Disturbed Soil Areas by Permanent Seeding of Grasses* Who, What, Where-A guide to your Soil & Water Conservation Agencies All above publications are freee

*Available for on-location use only by appointment

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR		SPECIAL			
CONSERVATION COMMISSION	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	41,099	41,099				
HEALTH BENEFITS	5,756	5,756				
RETIREMENTS	6,765	6,765				
OTHER FRINGE BENEFITS	144	144				
OTHER CONTRACT SERVICES STATE	3,876	3,876				
COMPUTER SERVICES STATE	4,542	4,542				
OTHER CONTRACT SERVICES	11,215	11,215				
RENTS	2,056	2,056				
COMMODITIES	108	108				
GRANTS, SUBSIDIES, PENSIONS	78,800	78,800				
TOTAL EXPENDITURES	154,361	154,361				

DEPARTMENT OF THE ATTORNEY GENERAL ANDREW KETTERER, ATTORNEY GENERAL

 Central Office:
 6 STATEHOUSE STATION, AUGUSTA, ME, 04333-0006
 TDD:
 (207) 626-8865

 Mail Address:
 6 STATE HOUSE STATION, AUGUSTA, ME, 04333-0006
 FAX:
 (207) 287-7548

 Established:
 1920
 1920
 Telephone:
 (207) 626-8800

 Reference:
 Policy Area: 00; Umbrella:
 26 Unit:
 239; Citation: T0005
 M.R.S.A., Sect.
 000000191

 Average Count--All Positions:
 182.5
 Legislative Count:
 98.5

 Units:
 192.5
 192.5
 Legislative Count:
 98.5

DISTRICT ATTORNEYS OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE VICTIMS' COMPENSATION BOARD

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. The Department is authorized to (a) appear in all civil actions and proceedings in which the State is a party; (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 pursuant to statute; (e) enforce proper application of funds given or appropriated to public trusts and charities within the State; (f) consult with and advise the District Attorneys; 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. 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 the ex-officio member of many State agencies, including Baxter State Park Authority, the Judicial Council, the Criminal Law Advisory Commission, and the Advisory Committees to the Supreme Judicial Court on Civil and Criminal Rules of Court.

ORGANIZATION:

The Department of the Attorney General is organized by 5 M.R.S.A. Sect. 191 with the Attorney General as its Chief Executive. The Department consists of nine operating divisions. The Criminal Division exercises the Department's criminal law responsibilities. The civil Divisions oversee aspects of the Department's civil and investigatory responsibilities and are General Government; Children & Families; Natural Resources; Health & Institutional Services; Investigations; Litigation; Public Protection; and Regulatory Agency/Opinions. The operating Divisions report to the Chief Deputy Attorney General and the Attorney General.

Supporting the professional legal staff of the Department are paralegal assistants, investigators, secretaries, clerks, and administrative staff.

PROGRAM:

The Children & Families Services Division represents the Department of Human Services (DHS) exclusively and prosecutes child abuse cases and enforces child support laws. The Division defends tort and civil rights actions brought against DHS and its employees, and a significant amount of time is spent in both the State and Federal courts. The Criminal Division is principally concerned with prosecution of offenses defined in the Maine Criminal Code, has exclusive responsibility for the prosecution of all homicide cases in the State, and handles appeals to the Supreme Judicial Court. In addition, the Division represents the State in petitions for post-conviction relief filed by convicted criminal defendants. The Division also assigns attorneys to work with the Maine Drug Enforcement Agency (MDEA).

The General Government Division represents the Departments of Administrative & Financial, Labor, Education, Treasury, Property Tax Review, and, in certain matters, the Secretary of State. This Division has primary responsibility for tax litigation, unfair labor practices, and liquor and lottery regulation. The Health & Institutional Services Division represents the Departments of Mental Health/Mental Retardation, Human Services and Corrections.

The Division is principally concerned with the enforcement of health-related laws, adult protective laws, welfare law, the licensure of nursing homes, boarding homes, hospital expansions, both adult and child day care, defending inmate lawsuits, and represents DHS' interests in federal benefit programs such as Medicaid and AFDC. The Natural Resources Division advises and represents all of the environmental and natural resource agencies of State government.

The Investigations Division is responsible for carrying out the statutory requirements of 5 M.R.S.A. Sect. 200-C pertaining to fraud against the State and provides direct investigative services for other divisions of the Department. The Litigation Division 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 Public Protection Division handles enforcement actions in consumer fraud, Medicaid fraud, antitrust enforcement and civil rights enforcement and operates a Consumer Complaint Mediation Program. The Regulatory Agency/Opinions Division represents the Department of Professional & Financial Regulation and numerous professional formal opinions of the Attorney General.

DEPARTMENT OF THE ATTORNEY GENERAL	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	7,703,189	4,122,637	1,122,551	1,030.505	1,427,496	
HEALTH BENEFITS	812,803	508,113	131,201		173,489	
RETIREMENTS	1,512,535	1,001,985	230,174		280,376	
OTHER FRINGE BENEFITS	80,950	50,944	12,306		17,700	
OTHER CONTRACT SERVICES STATE	91,862	81,382	6,910		3,570	
COMPUTER SERVICES STATE	143,003	71,228	4,506		67,269	
OTHER CONTRACT SERVICES	648,626	352,214	233,785		62,627	
RENTS	174,229	74,704	10,990		88,535	
COMMODITIES	121,701	61,363	11,507		48,831	
GRANTS, SUBSIDIES, PENSIONS	8,534	6,057	365		2,112	
EQUIPMENT	33,277	24,073	4,762		4,442	
INTEREST-DEBT RETIREMENT	5	5				
TRANSFER TO OTHER FUNDS	145,342		50,792	28,270	66,280	
TOTAL EXPENDITURES	11,476,056	6,354,705	1,819,849	1,058,775	2,242,727	

DEPARTMENT OF THE ATTORNEY GENERAL	TOTAL FOR		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	7,354,573	3,810,147	1,086,425	1,030,505	1,427,496	
HEALTH BENEFITS	784,748	486,477	124,782		173,489	
RETIREMENTS	1,454,652	950,299	223,977		280,376	
OTHER FRINGE BENEFITS	77,218	47,403	12,115		17,700	
OTHER CONTRACT SERVICES STATE	13,135	2,655	6,910		3,570	
COMPUTER SERVICES STATE	102,576	30,801	4,506		67,269	
OTHER CONTRACT SERVICES	375,595	275,322	37,646		62,627	
RENTS	173,071	73,744	10,792		88,535	
COMMODITIES	101,591	41,284	11,476		48,831	
GRANTS, SUBSIDIES, PENSIONS	8,244	5,776	356		2,112	
EQUIPMENT	25,549	19,139	1,968		4,442	
INTEREST-DEBT RETIREMENT	5	5				
TRANSFER TO OTHER FUNDS	140,436		45,886	28,270	66,280	
TOTAL EXPENDITURES	10,611,393	5,743,052	1,566,839	1,058,775	2,242,727	

DISTRICT ATTORNEYS

ANDREW KETTERER, ATTORNEY GENERAL

Central Office: 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006 Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1974 Reference: Policy Area: 00; Umbrella: 26 Unit: 239D; Citation: T0005 M.R.S.A., Sect. 000000199

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 I-York-Michael Cantara, District Attorney; District II-Cumberland-Stephanie Anderson, District Attorney; District III-Oxford,Franklin,Androscoggin-Norman Croteau,District Attorney District IV -Kennebec,Somerset-David W. Crook, District Attorney; District V-Penobscot,Piscataquis-R. Christopher Almy, District Attorney; District VI-Sagadahoc,Knox,Lincoln,Waldo-Geoffrey Rushlau,District Attorney District VII-Hancock, Washington-Michael E. Povich, District Attorney; District VIII-Aroostook-Neale T. Adams, District Attorney.

PROGRAM:

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/her or under his/her direction. The District Attorney is the legal advisor to the County Commissioners.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE HENRY RYAN MD, CHIEF MEDICAL EXAMINER

Central Office: 34A HOSPITAL STREET, AUGUSTA, ME 04330 Mail Address: 37 STATE HOUSE STATION, AUGUSTA, ME 04333-0037 Established: 1967 Reference: Policy Area: 00 ; Umbrella: 26 Unit: 242 ; Citation: T0022 Average Count-All Positions: 9.00 Legislative Count: 9.00

PURPOSE:

The Office of the Chief Medical Examiner is headed by the Chief Medical Examiner, who is appointed by the Governor for a term of seven years. Through its staff, it is empowered to combine the functions of the coroner's physician and coroner in that it is responsible for determining the cause of death by medical examination and laboratory testing and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Medical examiner cases include death due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The Medical Examiners that serve the office are appointed by the Chief Medical Examiner, take a constitutional oath of office, serve for a statutory fee or a per case basis and are responsible for determining the cause, manner, circumstances, place, date and time of death, and the identity of the deceased and for procuring evidence from the person of the deceased for the investigative purposes of other agencies and/or legal proceedings. This is accomplished through the process of inquiry, investigation, physical examination, autopsy and other laboratory studies as needed to the end of certifying such deaths. The Medical Examiner reports are filed centrally and are intended for legal and vital records purposes.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	312,490	312,490				
HEALTH BENEFITS	21,636	21,636				
RETIREMENTS	51,686	51,686				
OTHER FRINGE BENEFITS	3,541	3,541				
OTHER CONTRACT SERVICES STATE	78,727	78,727				
COMPUTER SERVICES STATE	40,427	40,427				
OTHER CONTRACT SERVICES	76,892	76,892				
RENTS	960	960				
COMMODITIES	20,079	20,079				
GRANTS, SUBSIDIES, PENSIONS	281	281				
EQUIPMENT	4,934	4,934				
TOTAL EXPENDITURES	611,653	611,653				

VICTIMS' COMPENSATION BOARD

MATHEW DYER, ESQ., CHAIR

Central Office: 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006 Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1992 Reference: Policy Area:00 ; Umbrella: 26 Unit: 550 ; Citation: T0005 M.R.S.A., Sect. 000003360A Average Count-All Positions: 1.50

PURPOSE:

To assist innocent victims of crime with medical/medically related expenses.

ORGANIZATION:

The Victims' Compensation Board is composed of three members appointed by the Attorney General. One must be a physican licensed to practice in Maine; one must be an attorney licensed to practice in Maine, and one must be experienced in working with victims of crime.

PROGRAM:

The Board reviews claims and determines awards. In FY95 the Board handled 178 cases totalling approximately \$208,000.

PUBLICATIONS:

An informational pamphlet - free

VICTIMS' COMPENSATION BOARD	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	36,126		36,126			
HEALTH BENEFITS	6,419		6,419			
RETIREMENTS	6,197		6,197			
OTHER FRINGE BENEFITS	191		191			
OTHER CONTRACT SERVICES	196,139		196,139			
RENTS	198		198			
COMMODITIES	31		31			
GRANTS, SUBSIDIES, PENSIONS	9		9			
EQUIPMENT	2,794		2,794			
TRANSFER TO OTHER FUNDS	4,906		4,906			
TOTAL EXPENDITURES	253,010		253,010			

DEPARTMENT OF AUDIT

DEPARTMENT OF AUDIT

RODNEY L. SCRIBNER, CPA, STATE AUDITOR

Central Office: 187/189 STATE STREET, AUGUSTA, ME, 04330 Mail Address: 66 STATE HOUSE STATION, AUGUSTA, ME, 04333-0066 Established: 1907 Telephone: (207) 287-2201 Reference: Policy Area: 00 ; Umbrella: 27 Unit: 244 ; Citation: T0005 M.R.S.A., Sect. 000000241 Average Count--All Positions: 46.0 Legislative Count: 26.0 Units: DEPARTMENTAL BUREAU (AUDIT)

DEPARIMENTAL BUREAU (AUDIT) MUNICIPAL BUREAU (AUDIT) UNORGANIZED TERRITORY (AUDIT)

PURPOSE:

The Department of Audit was established to provide a postaudit of all accounts and other financial records of the State government or any department or agency thereof, including the Judiciary and Executive Department of the Governor and to report annually on this audit and at such other times as the Legislature may require. The Department is authorized to install accounting systems and to perform postaudits, on a fee for services basis, for counties, municipalities, and school units; 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 report to the Governor and Legislature evidences of improper transactions or any other improper practice of financial administration; and to review and study departmental budgets and capital programs for better and efficient management of State government.

The State Auditor is authorized to provide assistance 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:

Authorized personnel in the Department of Audit total 44, including the State Auditor, Deputy State Auditor, three directors, fourteen Auditor IIIs, eleven Auditor IIs, eight Auditor Is, a Fiscal Administrator of the Unorganized Territory, a Business Manager, an Administrative Secretary, a Departmental Computer Supervisor and two Secretaries.

PROGRAM:

The programs of the Department are implemented through its Bureaus and Divisions.

PUBLICATIONS:

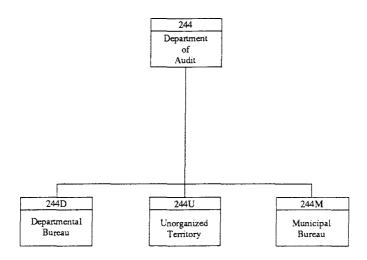
State Auditor's Annual Report

DEPARTMENT OF AUDIT

DEPARTMENT OF AUDIT	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,082,516	820,748	261,768			
HEALTH BENEFITS	119,615	86,772	32,843			
RETIREMENTS	188,054	142,863	45,191			
OTHER FRINGE BENEFITS	10,928	8,332	2,596			
OTHER CONTRACT SERVICES STATE	28,471	6,920	21,551			
COMPUTER SERVICES STATE	2,156	1,827	329			
OTHER CONTRACT SERVICES	76,252	36,902	39,350			
RENTS	17,946	17,762	184			
COMMODITIES	19,684	14,529	5,155			
GRANTS, SUBSIDIES, PENSIONS	1,792	1,769	23			
TOTAL EXPENDITURES	1,547,414	1,138,424	408,990			
DEPARTMENT OF AUDIT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES		10.12	101120		101120	
OTHER CONTRACT SERVICES STATE	3.638	3.638				
OTHER CONTRACT SERVICES	234	234				
RENTS	23	23				
COMMODITIES	336	336				
TOTAL EXPENDITURES	4,231	4,231				

AUDIT

ORGANIZATIONAL CHART DEPARTMENT OF AUDIT UMB 27



DEPARTMENT OF AUDIT

DEPARTMENTAL BUREAU (AUDIT)

RICHARD H. FOOTE, CPA, DEPUTY STATE AUDITOR

Central Office: 187/189 STATE STREET, AUGUSTA, ME 04330 Mail Address: 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 Established: 1907 Telephone: (207) 287-2201 Reference: Policy Area: 00; Umbrella: 27 Unit: 244D; Citation: T0005 M.R.S.A., Sect. 000000243 Average Count--All Positions: 26.00 Legislative Count: 26.00

PURPOSE:

The purpose of the Departmental Bureau is to perform postaudits of accounts and other financial records of state government or any department or agency thereof, including the Judiciary and Executive Department of the Governor and to report on these audits. The Departmental Bureau also serves the Governor, Legislature and its committees by studying systems of internal control and department budgets for the purpose of identifying cost savings or additional revenues to the General Fund, and performing other audits upon request. This bureau performs other auditing services, depending on the critical nature of the requests and availibility of resources, for other organizational units of state government.

ORGANIZATION:

Authorized personnel in the bureau total 24, including the State Auditor, Deputy State Auditor, two Directors, eight Auditor IIIs, eight Auditor IIs, three Auditor Is, and a Business Manager.

PROGRAM:

The primary goal of the Departmental Bureau is to conduct the Single Audit of the State of Maine in accordance with statutory requirements of Title 5, M.R.S.A., Chapter 11 and federal law implemented by U.S. Office of Management and Budget (OMB) Circular A-128, "Audits of State and Local Governments." This audit addresses financial and compliance audit issues of the agencies and departments of state government.

PUBLICATIONS:

State Auditor's Annual Report

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	820,748	820,748				
HEALTH BENEFITS	86,772	86,772				
RETIREMENTS	142,863	142,863				
OTHER FRINGE BENEFITS	8,332	8,332				
OTHER CONTRACT SERVICES STATE	3,282	3,282				
COMPUTER SERVICES STATE	1,827	1,827				
OTHER CONTRACT SERVICES	37,525	36,668	857			
RENTS	17,739	17,739				
COMMODITIES	14,193	14,193				
GRANTS, SUBSIDIES, PENSIONS	1,769	1,769				
TOTAL EXPENDITURES	1,135,050	1,134,193	857			

MUNICIPAL BUREAU (AUDIT)

Central Office: 187/189 STATE STREET, AUGUSTA, ME 04330 Mail Address: 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 Established: 1907 Telephone: (207) 287-2201 Reference: Policy Area:00 ; Umbrella: 27 Unit: 244M; Citation: T0005 M.R.S.A., Sect. 000000243 Average Count-All Positions: 18.00

PURPOSE:

The purpose of the Municipal Bureau is to conduct audits of counties, cities, towns, school administrative units, and other quasi-municipal corporations upon request.

The Municipal Bureau also performs "petition audits" for minicipalities in accordance with Title 30-A, M.R.S.A., Section 5823. A petition audit is performed when the voters of a municipality or quasi-minicipal corporation are dissatisfied with the postaudit made by a public accountant. Upon filing a valid petition, with the required number of signatures, the State Auditor orders a new postaudit to be made by the Department of Audit. The municipality or quasi-minicipal corporation pays for the expense of the postaudit.

ORGANIZATION:

Authorized personnel in the bureau total 18, including one Director, six Auditor IIIs, three Auditor IIs, five Auditor Is and three clerical staff.

PROGRAM:

The statutes provide that each county, municipality and quasi-municipal corporation shall have an annual postaudit 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 audited 46 governmental organizations including counties, towns, school administrative units, and quasi-minicipal corporations during the 1994-1995 fiscal year.

FINANCES, FISCAL YEAR 1995: 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	201,962		201,962			
HEALTH BENEFITS	23,114		23,114			
RETIREMENTS	34,429		34,429			
OTHER FRINGE BENEFITS	1,557		1,557			
OTHER CONTRACT SERVICES STATE	5,526		5,526			
COMPUTER SERVICES STATE	158		158			
OTHER CONTRACT SERVICES	32,954		32,954			
RENTS	184		184			
COMMODITIES	2,840		2,840			
GRANTS, SUBSIDIES, PENSIONS	23		23			
TOTAL EXPENDITURES	302,747		302,747			

UNORGANIZED TERRITORY (AUDIT)

DOREEN SHEIVE, FISCAL ADMINISTRATOR

Central Office: 187/189 STATE STREET, AUGUSTA, ME 04330 Mail Address: 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 Established: 1985 Reference: Policy Area:00; Umbrella: 27 Unit: 244U; Citation: T0005 M.R.S.A., Sect. 000000246 Average Count-All Positions: 2.00

DEPARTMENT OF AUDIT

PURPOSE:

The Unorganized Territory Division within the Department of Audit provides information and assistance to the Legislature, the unorganized territory taxpayers, and state and county offices which request funds for providing services in the unorganized territory.

PROGRAM:

The Fiscal Adiministrator of the Unorganized Territory's primary responsibilities include the review, analysis, and investigation of the budgets and expenditures of all counties and state agencies requesting funds from the unorganized territory. This is so that an annual report can be submitted to the joint standing committee of the Legislature having jurisdiction over taxation and to each Legislator and office of the County Commissioners having unorganized territory. In addition, the Fiscal Administrator prepares and submits legislation to the Legislature providing for the requests made by counties and state agencies for services provided in the unorganized territory, and attends public hearings on county budgets and legislative hearings relative to the unorganized territories.

The Fiscal Administrator also publishes and distributes and annual financial report to Legislators, County Commissioners and interested tarpayers.

PUBLICATIONS:

Annual Financial Report on the Unorganized Territory

UNORGANIZED TERRITORY (AUDIT)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	59,806		59,806			
HEALTH BENEFITS	9,729		9,729			
RETIREMENTS	10,762		10,762			
OTHER FRINGE BENEFITS	1,039		1,039			
OTHER CONTRACT SERVICES STATE	16,025		16,025			
COMPUTER SERVICES STATE	171		171			
OTHER CONTRACT SERVICES	5,539		5,539			
COMMODITIES	2,315		2,315			
TOTAL EXPENDITURES	105,386		105,386			

DEPARTMENT OF CONSERVATION RONALD B. LOVAGLIO, COMMISSIONER

Central Office: AMHI HARLOW BLDG, AUGUSTA, ME, Mail Address: STATEHOUSE STA# 22, AUGUSTA, ME, 04333 Established: 1973 Telephone: (207) 287-2211 Reference: Policy Area: 05; Umbrella: 04 Unit: 056; Citation: T0012 M.R.S.A., Sect. 000005011 Legislative Count: 276.5 Average Count-All Positions: 514.0 Units: ADMINISTRATIVE SERVICES DIVISION (CONSERVATION) BUREAU OF PARKS AND RECREATION DIVISION OF PLANNING AND PROGRAM SERVICES COASTAL ISLAND REGISTRY DIVISION OF FOREST FIRE CONTROL DIVISION OF POLICY. PLANNING AND INFORMATION DIVISION OF FOREST MANAGEMENT AND UTILIZATION BUREAU OF PUBLIC LANDS BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)

PURPOSE:

MAINE GEOLOGICAL SURVEY INSECT AND DISEASE MANAGEMENT MAINE LAND USE REGULATION COMMISSION

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 recreation, forest production, mining and other public and private uses; 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 and to strengthen conservation and wise use of natural resources.

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 two major divisions, the Division of Planning and Program Services and the Division of Administrative Services. The Division of Planning and Program Services is responsible for the Information and Education function, the growth management review process, program review and evaluation, policy development, Northern Forest Lands program, long-range departmental planning, and affirmative action.

The Division of Administrative Services provides support services to the Department which includes personnel, payroll, budget, accounting, bookkeeping, telecommunications, information systems support and management, and the management of the Department's real property.

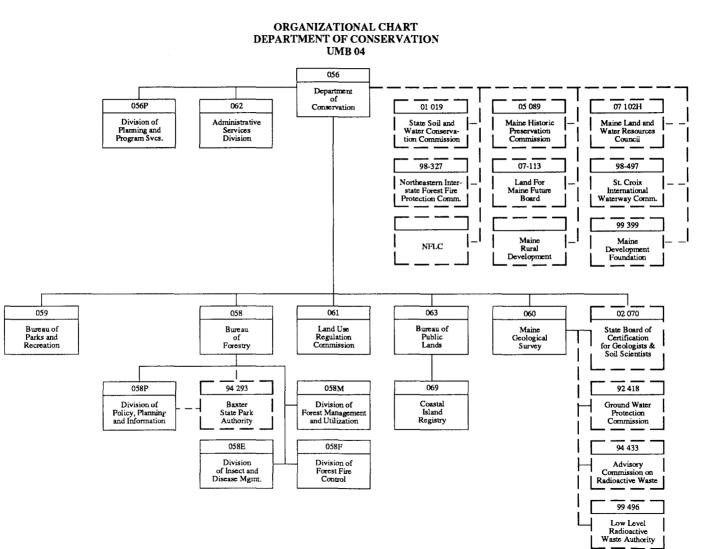
PROGRAM:

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.

DEPARTMENT OF CONSERVATION	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	12,797,124	10,263,095	2,153,821		380,208	
HEALTH BENEFITS	1,545,141	1,199,920	301,370		43,851	
RETIREMENTS	2,261,698	1,842,318	359,179		60,201	
OTHER FRINGE BENEFITS	160,729	131,277	24,398		5,054	
OTHER CONTRACT SERVICES STATE	750,373	300,414	221,477		197,088	31,394
COMPUTER SERVICES STATE	280,474	71,390	46,356		162,069	659
OTHER CONTRACT SERVICES	1,586,634	1,106,571	337,508		140,979	1,576
RENTS	1,551,080	1,198,827	305,313		46,940	
COMMODITIES	1,031,606	750,139	249,629		31,838	
GRANTS, SUBSIDIES, PENSIONS	2,085,964	358,380	1,296,370		429,677	1,537
PURCHASE OF LAND	272,835	1,995	202,972			67,868
EQUIPMENT	793,017	443,869	165,006		5,344	178,798
INTEREST-DEBT RETIREMENT	1,869	1,661	207		1	
TRANSFER TO OTHER FUNDS	95,435		79,700		15,735	
TOTAL EXPENDITURES	25,213,979	17,669,856	5,743,306		1,518,985	281,832
DEPARTMENT OF CONSERVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
DEPARTMENT OF CONSERVATION	FOR ALL		REVENUE			
	FOR ALL FUNDS 33,260		REVENUE FUNDS 33,260			
EXPENDITURES	FOR ALL FUNDS 33,260 5,741		REVENUE FUNDS 33,260 5,741			
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS	FOR ALL FUNDS 33,260 5,741 5,502		REVENUE FUNDS 33,260 5,741 5,502			
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS	FOR ALL FUNDS 33,260 5,741 5,502 207	FUND	REVENUE FUNDS 33,260 5,741			FUNDS
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE	FOR ALL FUNDS 33,260 5,741 5,502 207 35,314		REVENUE FUNDS 33,260 5,741 5,502			FUNDS 31,394
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE	FOR ALL FUNDS 33,260 5,741 5,502 207 35,314 659	FUND 3,920	REVENUE FUNDS 33,260 5,741 5,502 207			FUNDS 31,394 659
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES	FOR ALL FUNDS 33,260 5,741 5,502 207 35,314 659 8,781	FUND 3,920 5,846	REVENUE FUNDS 33,260 5,741 5,502 207 1,371			FUNDS 31,394
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS	FOR ALL FUNDS 33,260 5,741 5,502 207 35,314 659 8,781 125,472	FUND 3,920 5,846 123,097	REVENUE FUNDS 33,260 5,741 5,502 207 1,371 2,375			FUNDS 31,394 659
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE OMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS COMMODITIES	FOR ALL FUNDS 33,260 5,741 5,502 207 35,314 659 8,781 125,472 3,333	FUND 3,920 5,846	REVENUE FUNDS 33,260 5,741 5,502 207 1,371			FUNDS 31,394 659 1,564
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS COMMODITIES PURCHASE OF LAND	FOR ALL FUNDS 33,260 5,741 5,502 207 35,314 659 8,781 125,472 3,333 67,868	FUND 3,920 5,846 123,097	REVENUE FUNDS 33,260 5,741 5,502 207 1,371 2,375			FUNDS 31,394 659 1,564 67,868
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS COMMODITIES PURCHASE OF LAND EQUIPMENT	FOR ALL FUNDS 33,260 5,741 5,502 207 35,314 659 8,781 125,472 3,333 67,868 178,798	FUND 3,920 5,846 123,097 2,763	REVENUE FUNDS 33,260 5,741 5,502 207 1,371 2,375			FUNDS 31,394 659 1,564
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS COMMODITIES PURCHASE OF LAND EQUIPMENT INTEREST-DEBT RETIREMENT	FOR ALL FUNDS 33,260 5,741 5,502 207 35,314 659 8,781 125,472 3,333 67,868 178,798 63	FUND 3,920 5,846 123,097	REVENUE FUNDS 33,260 5,741 5,502 207 1,371 2,375 570			FUNDS 31,394 659 1,564 67,868
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS COMMODITIES PURCHASE OF LAND EQUIPMENT	FOR ALL FUNDS 33,260 5,741 5,502 207 35,314 659 8,781 125,472 3,333 67,868 178,798	FUND 3,920 5,846 123,097 2,763	REVENUE FUNDS 33,260 5,741 5,502 207 1,371 2,375			FUNDS 31,394 659 1,564 67,868



73

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION) WILLARD HARRIS, DIRECTOR

TDD: (207) 287-2213

Central Office: AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022 Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 FAX: (207) 287-2211 Established: 1973 Telephone: (207) 287-2211 Reference: Policy Area: 05; Umbrella: 04 Unit: 062; Citation: T0012 M.R.S.A., Sect. 000005012 Average Count--All Positions: 26.50 Legislative Count: 16.50

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 departmentwide office information system.

ORGANIZATION:

The Administrative Services Division is composed of four functional units: Personnel and Labor Relations; Information Systems; Business Management, and Engineering and Realty.

PROGRAM:

Under the overall supervision of the Director, this Division is responsible for financial management including budgeting, bookkeeping, auditing; business management including purchasing, contracting, leasing, property and inventory recordkeeping; personnel and labor relations including organization and staff development, position classification, payroll, workers' compensation administration, safety and training; information systems management including systems development and programming, systems upgrade and maintenance, telecommunications, and coordination with central State systems; and facilities and real property management to include coordinating the development and improvement of the statewide network of facilities.

The Division continued to pursue the upgrade of the Department's computer system and the conversion of that system to a pc-based local area network (LAN) system. This has allowed the Department to take advantage of advances in computing technology which will provide more reliable and timely data, as well as being able to attach to the state's wide area network (WAN) to take advantage of electronically centralized functions.

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	784,922	579,515	160,640		44,767	
HEALTH BENEFITS	92,178	63,627	21,997		6,554	
RETIREMENTS	127,397	93,319	26,673		7,405	
OTHER FRINGE BENEFITS	10,273	7,374	2,109		790	
OTHER CONTRACT SERVICES STATE	159,970	6,315	48,528		105,127	
COMPUTER SERVICES STATE	142,118	9,883	1,575		130,660	
OTHER CONTRACT SERVICES	72,662	49,369	17,671		5,622	
RENTS	13,720	4,301	8,286		1,133	
COMMODITIES	15,697	7,848	7,635		214	
GRANTS, SUBSIDIES, PENSIONS	10,193	3,869	6,324			
EQUIPMENT	1,600	1,600				
TRANSFER TO OTHER FUNDS	2,252		1,067		1,185	
TOTAL EXPENDITURES	1,432,982	827,020	302,505		303,457	

DEPARTMENT OF CONSERVATION

COASTAL ISLAND REGISTRY STEPHEN OLIVERI, RESOURCE ADMINISTRATOR

TDD: (207) 287-2213

Central Office:AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022Mail Address:22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022FAX:Established:1973Telephone:Reference:Policy Area: 05 ; Umbrella:04 Unit:06: Citation:T0033M.R.S.A., Sect.000001203

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. 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF FOREST FIRE CONTROL

THOMAS PARENT, STATE SUPERVISOR

TDD: (207) 287-2213

 Central Office:
 AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022

 Mail Address:
 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022
 FAX:
 (207) 287-8422

 Established:
 1973
 Telephone:
 (207) 287-8492

 Reference:
 Policy Area:05 ; Umbrella:
 04 Unit:
 058F ; Citation:
 Total

 Average Count-All Positions:
 147.00
 Legislative Count:
 111.50

PURPOSE:

The primary objective of this Division is to provide forest fire and forest resource protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing five major tasks (1) prevention - 25% to 30% of time and funds are expended in this effort, (2) detection - presently utilizing 12 contracted detection aircraft, (3) presuppression - training of municipal and Division employees and maintenance and development of specialized equipment, (4) suppression - extinguishing fires that do occur and (5) law enforcement.

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 has been known as the land Offices 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. The Division operates by staffing a state office, 3 regions which are broken down into 10 districts, an air operations unit, a radio communications unit, a fire support section, and a training coordinator.

PROGRAM:

The primary goal of the Division is to keep the annual acreage burned to less than .02% (3,500 acres) of the total acreage of the State and hold annual fire occurrence to 59 fires per million acres protected (1,000 fires). During 1994 there were 608 forest fires burning 2,087 acres. 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 and replanning. Most of this work is done by Division personnel. Many hours of training, both in-service and with volunteer and municipal groups, were conducted throughout the State. In addition, special training programs were developed for hotshot crews, scouts, prison and industry personnel in forest fire suppression techniques. Specially trained and equipped fire overhead teams were trained and maintained.

All Forest rangers are trained in Conservation Law Enforcement, a Code of Conduct is in place, entry level requirements for rangers have been upgraded to reflect the present ranger job to require a 2 year degree in Natural Sciences; Physical Fitness requirements meet national standards and the Incident Command System is used as the system of operation on large fires. A Standard Forest Ranger Academy is conducted for new hires.

LICENSES:

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 1995: 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 & WAGES	3,662,702	3,595,171			67,531	
HEALTH BENEFITS	507,539	503,602			3,937	
RETIREMENTS	788,960	778,679			10,281	
OTHER FRINGE BENEFITS	57,145	56,265			880	
OTHER CONTRACT SERVICES STATE	202,499	196,111	6,323		65	
COMPUTER SERVICES STATE	- 21	- 21				
OTHER CONTRACT SERVICES	668,423	614,889	672		52,862	
RENTS	873,401	854,831	1,694		16,876	
COMMODITIES	485,950	469,892	1,317		14,741	
GRANTS, SUBSIDIES, PENSIONS	283,593	268,252	- 15,739		31,080	
PURCHASE OF LAND	148,864	1,995	146,869			
EQUIPMENT	296,795	281,090	15,705			
INTEREST-DEBT RETIREMENT	967	966			1	
TRANSFER TO OTHER FUNDS	2,403		136		2,267	
TOTAL EXPENDITURES	7,979,220	7,621,722	156,977		200,521	

DIVISION OF FOREST MANAGEMENT AND UTILIZATION GEORGE BOURASSA, DIRECTOR

TDD: (207) 287-2213

Central Office:AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022Mail Address:22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022FAX:Established:1947Telephone:Reference:Policy Area:05;Umbrella:04 Unit:058M: Citation:T0012M.R.S.A., Sect.000005012Legislative Count:23,50

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 two components field foresters working with landowners and central specialist working in the areas of wood utilization and marketing, urban forestry, financial cost share assistance and forest protection. The division director reports to the State Forester.

PROGRAM:

During FY 1995, foresters provided technical and educational assistance to 7,542 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, school, and state and federal agencies. The following accomplishments were obtained on Maine's privately

DEPARTMENT OF CONSERVATION

owned woodlands: 16,786 acres timber stand improvement, 652 acres reforestation, 819 forest management plans involving 56,038 acres.

Technical assistance was provided by staff foresters to forest landowners being cost-shared through the federal Agricultural Conservation Program and Forestry Incentives Programs and the Stewardship Improvement Program for timber stand improvement work, reforestation plans, soil and water resource protection, and wildlife habitat management. The division also provided technical assistance to many Maine sawmills, provided marketing advice to Maine landowners, loggers and mills, assisted the State Development Office and entrepreneurs with industrial development and wood exports, and assisted in the compilation of the annual timber cut report, stumpage and mill delivered price reports, primary processors list, logger list, and issued special marketing bulletins.

Division field foresters are working with other Bureau personnel to continue enforcement and educational activities under the Forest Practices Act. Management Division administration of the federally funded Urban Forestry Program resulted in grants to 22 municipalities, schools and associations amounting to \$98,767.

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 Management of a Forest Tree Plantation - Free Tree Pruning Information - Free Sample Harvesting Contract - Free

FINANCES, FISCAL YEAR 1935: 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 & WAGES	520,681	464,909			55,772	
HEALTH BENEFITS	71.202	61,757			9,445	
RETIREMENTS	86,658	77,434			9,224	
OTHER FRINGE BENEFITS	6,503	5,756			747	
OTHER CONTRACT SERVICES STATE	31,547	8			31,539	
COMPUTER SERVICES STATE	356	356				
OTHER CONTRACT SERVICES	68,391	50,205			18,174	12
RENTS	46,283	45,836			447	
COMMODITIES	21,723	18,748			2,975	
GRANTS, SUBSIDIES, PENSIONS	239,224	3,542			234,145	1,537
EQUIPMENT	1,832				1,832	
INTEREST-DEBT RETIREMENT	6	6				
TRANSFER TO OTHER FUNDS	1,740				1,740	
TOTAL EXPENDITURES	1,096,146	728,557			366,040	1,549

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)

CHARLES GADZIK, DIRECTOR

TDD: (207) 287-2213

Central Office: AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022 Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 FAX: (207) 287-8422 Established: 1891 Telephone: (207) 287-2791 Reference: Policy Area: 05; Umbrella: 04 Unit: 058; Citation: T0012 M.R.S.A., Sect. 000008001 Average Count--All Positions: 4.00 Legislative Count: 2.00

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 responsibilities of the Bureau are: to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to woodland owners; to produce, aid in accompishment of 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; and to promote productivity and current use as the basis for forest land taxation.

Responsibilities also include: 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 the 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 manages Maine State forestry related issues with the USDA Forest Service including all grants and other forestry related federal agency programs; directs the Maine Forest Service participation in the Northeastern Forest Alliance; is responsible for budget preparation and management; manages legislative proposals; and is responsible for overall administration of federally funded forestry cost share and Small Business Administration urban forestry grants programs. FINANCES, FISCAL YEAR 1995: 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 FORESTRY (AKA MAINE FOREST SERVICE)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	132,888	81,942			50,946	
HEALTH BENEFITS	15,597	8,639			6,958	
RETIREMENTS	23,265	14,838			8,427	
OTHER FRINGE BENEFITS	2,302	1,545			757	
OTHER CONTRACT SERVICES STATE	7,075	7,075				
COMPUTER SERVICES STATE	2	2				
OTHER CONTRACT SERVICES	20,886	18,096			2,790	
RENTS	1,523	1,452			71	
COMMODITIES	5,479	5,479				
GRANTS, SUBSIDIES, PENSIONS	1,016	1,016				
TRANSFER TO OTHER FUNDS	949				949	
TOTAL EXPENDITURES	210,982	140,084			70,898	

MAINE GEOLOGICAL SURVEY

ROBERT G MARVINNEY, DIRECTOR

TDD: (207) 287-2213

Central Office:AMHI RAY BLDG, AUGUSTA, ME 04333-0022Mail Address:22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022FAX:Established:1973Telephone:Reference:Policy Area: 05;Umbrella:04 Unit:060;Citation:To12M.R.S.A., Sect.000000541Legislative Count:17.00

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 and to cooperate with other State and Federal agencies.

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 five divisions are: Bedrock and Surficial Geology; Hydrogeology; Earth Resources Information, Marine Geology; and Administration, Mineral and Technical Services. The Bedrock and Surficial Geology Division provides basic geologic mapping and interpretation of surficial materials, and bedrock mapping and interpretation of rock types and structures. The basic geologic mapping is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences and geologic hazards in the state. The Earth Resources Information 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 geographic information system, a computer graphics section, a photographic darkroom, and a diazo reproduction center.

The Hydrogeology Division inventories ground and surface water conditions, emphasizing ground water supply and prevention of ground water pollution. Water well records are obtained from drillers throughout the state for compilation of the bedrock aquifer mapping program. Maps depicting ground water flow, yield and depth have been prepared for sand and gravel aquifers in the inhabited portions of the State. The Marine Geology Division conducts research on Coast of Maine and provides technical services to other state agencies involved in the coastal zone. Research and mapping for beach nourishment sources, dredge spoils disposal sites and 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 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. 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:

Mineral Activity on State Land:

- 1. Exploration Permit
- 2. Claim Recording Certificate
- 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 more information please request the following: Publications List - a complete listing of Survey publications (free) Index Map Series (free) Bedrock Geologic Map of Maine, scale 1:500,000 - price \$5.00 Surficial Geologic Map of Maine, scale 1:500,000 - price \$4.50 Mineralogy of Maine - price \$40.00 FINANCES, FISCAL YEAR 1995: 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 & WAGES	594,029	594,029				
HEALTH BENEFITS	55,621	55,636	- 15			
RETIREMENTS	89,658	89,658				
OTHER FRINGE BENEFITS	4,057	4,057				
OTHER CONTRACT SERVICES STATE	52,819	2,485	12,532		37,802	
COMPUTER SERVICES STATE	34,011	2,233	725		31,053	
OTHER CONTRACT SERVICES	52,568	22,470	9,627		20,471	
RENTS	41,428	22,237	5,498		13,693	
COMMODITIES	145,214	124,338	16,982		3,894	
INTEREST-DEBT RETIREMENT	9	9				
TRANSFER TO OTHER FUNDS	6,696		1,289		5,407	
TOTAL EXPENDITURES	1,076,110	917,152	46,638		112,320	

INSECT AND DISEASE MANAGEMENT

DAVID STRUBLE, STATE ENTOMOLOGIST

TDD: (207) 287-2213

Central Office:AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022Mail Address:22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022FAX:Established:1921Telephone:Reference:Policy Area: 05;Umbrella:Otomore:04 Unit:058E;Citation:To12M.R.S.A., Sect.Mental Conternal Policy Area:16.00

PURPOSE:

The Division of Insect and Disease Management was established to protect the forest, shade and ornamental tree resources of the state from significant insect and disease damage and to provide pest management and damage prevention for homeowners, municipalities, and forest landowners and managers, thereby preserving the overall health of Maine's forest resources.

In accomplishing its mandate, the Division of Insect and Disease Management: gathers, analyzes, and reports pest levels and trends and forest response; evaluates actual and potential impacts of such pests; and develops integrated pest management techniques. Additional responsibilities include providing technical assistance, implementing control actions when justified, and administering state and federal laws pertaining to insect and disease quarantine.

The state entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental, or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the state entomologist is required to first notify the landowner of his plans.

ORGANIZATION:

The Division of Insect and Disease Management (IDM) 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 the Director of the Division of IDM. 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 including their identification and control. The State Entomologist is also required to assist other departments working in this field.

DEPARTMENT OF CONSERVATION

To protect and enhance the health and sustainability of Maine's forest resources across the extent and diversity of the resource, ranging from 17.5 million acres of commercial timberland to individual shade trees scattered across 498 municipalities, requires that the IDM Division utilize its limited resources such that all operations be integrated and interactive. Although given units and positions have primary responsibility for certain functions, all staff are intersupporting.

Internal Division capability is augmented through collaboration with other agencies within the state, with neighboring jurisdictions and with the federal government to optimize efficiencies by sharing resources, analyses and information. At the local level, the Division is maintaining and expanding cooperative efforts and technology transfer through a network of client/cooperators to augment internal capacity and to address local problems.

PROGRAM:

Insect and Disease Laboratory - This unit is primarily responsible to: provide information, technical advice and assistance to individuals, municipalities, and other state and federal agencies on identification, significance and control of forest and shade tree insects and diseases; provide, if requested, similar information for non-forest insects on non-agricultural crops; develop and champion use of best management practices for pest management and forest resource damage prevention. Staff serve on Maine's State Lyme Disease Working Group. This unit also administers the insect and disease reference collection and library which serves IDM and other cooperating agencies.

Cooperative Projects and Quarantine - This unit is primarily responsible to: provide technical advice and assistance, including design, oversight, administration and funding infrastructure (when justified) for large and small scale pest management and remediation projects; serve as lead agency and liaison for cooperative federal, state, municipal, neighborhood and private pest control efforts; and conduct applied research, designing pest control strategies and proactive managerial prescriptions. This unit is also responsible for enforcing State and Federal quarantine laws: oversee and enforce state quarantines directly relating to the forest resource (Hemlock Woolly Adelgid, Gypsy Moth, European Larch Canker, White Pine Blister Rust) in order to protect the resource base and minimize constraint of commerce; assist in enforcement of relevant federal quarantine laws.

Field Operations - This unit is primarily responsible to maintain the Maine Forest Service's statewide forest health monitoring surveillance system: conduct localized and statewide surveys to detect and monitor current and potential insect, disease and other environmental stresses of the forest and shade tree resource; provide predictive evaluations and both preventative and remedial prescriptions for known major stressors to landowners so as to allow managers to make timely and informed site specific pest management decisions. This unit also provides field staff support to conduct specific projects initiated in the other units.

LICENSES:

Gypsy Moth Quarantine Permits - issued to meet Canadian requirements for transportng logs from Maine to Canada. Gypsy Moth Compliance Agreements - issued to allow movement of regulated wood products to utilizing sites outside the generally infested area in Maine. European Larch Canker Permits and/or Compliance Agreements - issued to allow the movement in Maine of larch from infested locations to utilizing sites outside the generally infested area. Hemlock Wooly Adelgid Quarantine Compliance Agreements - issued to allow import of hemlock from outside Maine while forestalling introduction of Hemlock Woolly Adelgid.

PUBLICATIONS:

Field Book of Destructive Insects Planting and Care of Shade Trees Insect and Disease Information and Control Sheets - various Pest Alerts - various new or expanding pest species Forest and Shade Tree Insect and Disease Conditions for Maine - Annual Summary reports for 1986-1994. The Forest Insect Survey of Maine - Order Hymenoptera, Order Diptera, Order Coleoptera Forest Health Monitoring Evaluation: Brown Ash (Fraximus nigra) in Maine, A Survey of Occurence and Health The Impact of the Current Hemlock Looper (Lambdina fiscellaria) Outbreak in Selected Severely Damaged Stands of Eastern Hemlock

FINANCES, FISCAL YEAR 1995: 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

INSECT AND DISEASE MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	557,995	452,875			105,120	
HEALTH BENEFITS	65,128	56,236			8,892	
RETIREMENTS	93,594	78,004			15,590	
OTHER FRINGE BENEFITS	5,789	4,391			1,398	
OTHER CONTRACT SERVICES STATE	29,842	10,882	1,398		17,562	
COMPUTER SERVICES STATE	907	551			356	
OTHER CONTRACT SERVICES	54,536	23,688			30,848	
RENTS	44,207	29,896			14,311	
COMMODITIES	21,400	11,568			9,832	
EQUIPMENT	3,512				3,512	
INTEREST-DEBT RETIREMENT	59	59				
TRANSFER TO OTHER FUNDS	2,784		19		2,765	
TOTAL EXPENDITURES	879,753	668,150	1,417		210,186	

MAINE LAND USE REGULATION COMMISSION JOHN WILLIAMS, DIRECTOR

TDD: (207) 287-2213

Central Office:AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022Mail Address:22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022FAX:Established:1969Telephone:Reference:Policy Area: 05;Umbrella:04 Unit:061;Citation:Tol12M.R.S.A., Sect.000000683Legislative Count:-30.00

PURPOSE:

The Maine Land Use Regulation Commission was established in 1969 to serve as the planning and zoning board, with broad regional responsibilities, for areas of Maine lacking local governments empowered to exercise land use authority. It is responsible for promoting the health, safety and general welfare of the people of the State by planning for the appropriate use of the resources within its jurisdiction and guiding land use activities. Jurisdiction includes over 10 million acres in those parts of the State which occur in townships, towns and plantations having no local land use standards - primary responsibilities are to prepare a comprehensive land use plan for these areas; determine the boundaries of areas within the unorganized areas that fall into the various land use districts (zoning); prepare land use standards for each district and review applications for development.

ORGANIZATION:

The Maine Land Use Regulation Commission is governed by a 7-member independent decision-making body, with members appointed by the Governor subject to review by the Joint Standing Committee on Agriculture, Conservation and Forestry and approval by the Legislature. They serve 4 year staggered terms. The Commission has a staff of approximately 30, including an Executive Director.

At regular meetings held at least monthly at various locations in or near it's jurisdiction, the Commission makes decisions on permit applications, enforcement actions, zoning boundaries and land use standards.

PROGRAM:

In FY 1994, while the Commission conducted a normal business agenda and handled a number of permit applications as well as compliance and enforcement

DEPARTMENT OF CONSERVATION

actions, it continued efforts to: (1) improve on the efficiency of the Commission's permitting process; (2) apply an effective compliance policy assuring equitable remediation and deterrence of land use violations; (3) increase its public outreach/educational efforts; and (4) engage in a participative planning and resource management process with owners of large tracts of land for long-term concept plans and drafted an update of its Comprehensive Land Use Plan.

LICENSES:

Permits: (Plantations and Unorganized Townships): Building Development Subdivision Road Construction Bridge Construction Zoning Petitions Forestry Operations Utility Lines Hydropower Projects Advisory Rulings Water Quality Certifications

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 A Guide to Creative Site Planning in the Unorganized Areas of Maine - 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

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	893,221	893,221				
HEALTH BENEFITS	122,743	122,743				
RETIREMENTS	146,581	146,581				
OTHER FRINGE BENEFITS	11,638	11,638				
OTHER CONTRACT SERVICES STATE	47,617	47,617				
COMPUTER SERVICES STATE	51,861	51,861				
OTHER CONTRACT SERVICES	125,619	125,606	13			
RENTS	52,654	51,507	1,147			
COMMODITIES	40,784	40,204	580			
GRANTS, SUBSIDIES, PENSIONS	2,700	2,700				
EQUIPMENT	21,381	21,381				
TRANSFER TO OTHER FUNDS	51		51			
TOTAL EXPENDITURES	1,516,850	1,515,059	1,791			

BUREAU OF PARKS AND RECREATION HERBERT HARTMAN, DIRECTOR

TDD: (207) 287-2213

Central Office:AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022Mail Address:22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022FAX:Established:19351935Reference:Policy Area: 05 ; Umbrella:04 Unit:059:Citation:T0012M.R.S.A., Sect.Average Count-All Positions:190.00Legislative Count: 49.00

PURPOSE:

The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate, and maintain lands and facilities for public enjoyment, education, and recreation.

The primary responsibilities of the Bureau are to: acquire, develop, and manage state parks and historic sites; study and report to the Governor concerning the needs for such facilities; provide information and trails for snowmobiles and all-terrain vehicles; preserve, protect, develop, and manage the Allagash Wilderness Waterway; manage the Penobscot River Corridor; provide and manage public facilities for boats; mark selected waters of the state for hazards to navigation or remove same; and administer the federal Land and Water Conservation program and the National Recreational Trails Fund Act.

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 the Maine State Park and Recreation Commission in 1963 to meet federal requirement 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 the state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation.

The Bureau of Parks and Recreation consists of five organizational units, supervised by the Bureau's director. Those units are: the Planning and Research Division; the Operations and Maintenance Division; the Grants and Community Recreation Division; the Boating Facilities Division; and the Off-Road Vehicle Division.

PROGRAM:

Director's office: oversaw the activities of the agency's divisions, formulated bureau policy, participated in TQM, coordinated budget preparation, negotiated land transactions, drafted legislation, and appeared at public hearings. The director also participated in the Land for Maine's Future and Forest Legacy programs. The director continues to serve on the St. Croix International Waterway Commission and the Wells Reserve Management Authority. Planning and Research Division: The division mointored beach level profiles at Sebago Lake State Park and the commercial harvest at Mount Blue State Park and participated in a review of the FERC license for Sebago Lake. The division also completed a bicycling/walking/ running survey of Maine residents and continued to conduct a survey of land and water based trails in Maine. The division initiated a natural and ecological areas inventory on bureau lands.

Operations and Maintenance Division: provided recreational and educational opportunities for 1.9 million state park and historic site visitors, (general fund income was \$1,767,473 and revenue sharing provided \$299,859 in payments to towns containing bureau lands); managed 34 developed and staffed state parks, 22 historic sites, the Allagash Wilderness Waterway, the Penobscot River Corridor, 21 undeveloped properties, 52 public boat ramp facilities, 15 conservation easement areas, and monitored 70 state-owned locally operated parks and boat access sites; managed or developed access at several land for Maine's future properties. Initiatives included leasing Montpelier State Historic Site, a friends group for the Allagash, design of new facilities at Sebago Lake State Park, customer service surveys, education program development and increased efficiencies within limited resources.

DEPARTMENT OF CONSERVATION

Grants and Community Recreation Division: administered \$329,000 in federal funding for 14 LAWCON projects and 12 National Recreational Trails Fund projects; provided technical assistance to the Maine Trails coalition and the MRPA. Boating Facilities Division: provided new or improved boat access at 9 sites and capital expenditures provided new or improved access at 4 state-owned sites through grants. The navigational aids program marked 19 waterbodies for hazards to navigation. Off-Road Vehicle Division: worked closely with 280 snowmobile clubs and the Maine Snowmobile Association; approved 318 club and municipal grants totaling \$959,837 for 10,000 miles of trails and managed four major trail systems. The ATV program worked with ATV clubs and awarded a total of 10 club and municipal grants; continued to acquire and develop abandoned railroad rights-of-way for multi-purpose trail use.

LICENSES:

Allagash Wilderness Waterway Timber Harvesting Permits

PUBLICATIONS :

Outdoors in Maine (free) The Allagash Wilderness Waterway (free) Maine PUblic Facilities for Boats Program (free) Maine Uniform State Waterway Marking System and Rules & Regulations (free) 1993 Maine State Comprehensive Outdoor Recreation Plan (free) Statewide Snowmobile Trail Map and ATV Trail Map (free) All-Terrain Vehicle Trail Marking Techniques (free) Brochures on Club & Municipal Grant Information (free) Outdoor Recreation Activity Participation and Trends (free) Brochures on specific parks and historic sites and the reservation system Land and Water Conservation Fund Application Booklet (free) Maine Trails Funding Program Application Booklet (free) Recreation and Open Space Planning Workbook (free)

BUREAU OF PARKS AND RECREATION	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY		MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	4,248,358	3,389,143	830,881		28,334	
HEALTH BENEFITS	422,030	301,295	117,255		3,480	
RETIREMENTS	671,075	527,158	139,231		4,686	
OTHER FRINGE BENEFITS	44,756	37,274	7,384		98	
OTHER CONTRACT SERVICES STATE	120,519	13,986	101,540		4,993	
COMPUTER SERVICES STATE	11,314	4,912	6,402			
OTHER CONTRACT SERVICES	337,080	150,307	178.585		8,188	
RENTS	179,105	47,832	130,864		409	
COMMODITIES	175,947	37,175	138,590		182	
GRANTS, SUBSIDIES, PENSIONS	1,512,237	79,001	1,268,784		164,452	
PURCHASE OF LAND	129		129			
EQUIPMENT	197,011	134,998	62,013			
INTEREST-DEBT RETIREMENT	730	558	172			
TRANSFER TO OTHER FUNDS	30,054		29,165		889	
TOTAL EXPENDITURES	7,950,345	4,723,639	3,010,995		215,711	

DEPARTMENT OF CONSERVATION

DIVISION OF PLANNING AND PROGRAM SERVICES SHIPPEN BRIGHT, DEPUTY COMMISSIONER

TDD: (207) 287-2213

Central Office:AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022Mail Address:22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022FAX:Established:1977Telephone:Reference:Policy Area: 05 ; Umbrella:04 Unit:05000005012

PURPOSE:

The Division of Planning and Program Services is responsible for the department's information and education function, program review and evaluation, legislation, policy development, long-range departmental planning, the growth management review process, Affirmative Action, and Total Quality Management.

ORGANIZATION:

The Director of the Division is Deputy Commissioner of the Department.

PROGRAM:

The Division has four sections: Public Information & Education, Legislation, Planning, and Affirmative Action, providing staff support to the Commissioner with responsibility for programs and policies of the Department as a whole. The Public Information Section provides information and eduction services to the Land Use Regulation Commission; the Maine Geological Survey; the bureaus of Parks & Recration, Forestry, and Public Lands; and the commissioner's office; including preparation and dissemination of public information and education releases; information about forest fire and flood hazard conditions; state park public use advisories and announcements of public conservation program participation opportunities. The section cooperates with the Maine Publicity Bureau and the Office of Tourism providing statewide fall foliage condition reports using information gathered by the Maine Forest Service. The Legislative Section is responsible for coordinating the Department's

The Legislative Section is responsible for coordinating the Department's legislative program with the Legislature and the Governor's Office; assisting in the development and preparation and presentation of legislation to interested groups and the Legislature, coordinates communication from the Legislature to the Department and Bureaus, evaluates legislation which is presented by outside interests and advises the Governor's Office on the merits of legislation presented for 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.

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 coordinates the Total Quality Management (TQM) efforts of the department and is responsible for coordinating the department'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.

PUBLICATIONS:

"Treat-Me-Right" - a guide for recreation use of private lands

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF POLICY, PLANNING AND INFORMATION THOMAS DOAK, DIRECTOR

(207) 287-2213 Central Office: AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022 Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 FAX: (207) 287-8422 1989 Established: Telephone: (207) 287-2791 Reference: Policy Area: 05; Umbrella: 04 Unit: 058P; Citation: T0012 M.R.S.A., Sect. 000008101 Average Count--All Positions: 8.00 Legislative Count: 7.00

TDD:

PURPOSE:

The purpose of the Division of Policy, Planning and Information is to provide information and educational services for forest management; implement the Forest Practices Act (P.L. 89 c. 555) and associated rules; gather and evaluate information regarding forest activities and long term forest resource trends; gather, analyze and publish tax information as required by statute.

ORGANIZATION:

The Division of Policy, Planning and Information maintains 1-800 telephone service, the forest notification tracking system, policy and planning formulation services for the Bureau, primary forest information acquisition and analysis services, office automation and information management services, and technical Forest Practices Act enforcement consultation services.

PROGRAM:

The Division of Policy, Planning and Information (PPI) acquires, analyzes and publishes forest resource, wood and wood product, and taxation information. The Division maintains the NOTAR information system of all forest harvest notifications in the state, the roster of Tree Growth Tax Law properties in municipalities, as well as other required forest information. PPI maintains a 1-800 information number for instate callers needing information about forest resources, forest practices, forest management activities as well as related forest regulations.

PPI recently completed an evaluation of the effects the statewide Forest Practices Act has had on the quality of forest management in Maine. Currently underway is an effort, through computer modeling, to project future wood supply.

PPI coordinates all forestry information and education programs for the Bureau. Activities include educational projects for Arbor Week, and the environmental education program "Project Learning Tree (PLT)". PLT is a forestry education program designed for teachers and other educators working with primary and secondary students to help develop skills, knowledge, and attitudes necessary to make wise decisions regarding conservation practices and resource use.

PUBLICATIONS:

Report on Stumpage Price Statistics by County (annual) Silvicultural Practices Report (annual) Total Value of Stumpage Harvested by County (annual) Erosion & Sedimentation Control Handbook for Maine Timber Harvesting Operations - Best Management Practices, 1991 Forest Regeneration and Clear-cutting Standards-MFS Rules Chapter 20 Maine Forest Practices Act (text of P.L. 89 c. 555) The Use and Potential Impacts of Forestry Herbicides in Maine Assessment of Maine's Wood Supply An Evaluation of the Effects of the Forest Practices Act

FINANCES, FISCAL YEAR 1995: 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 POLICY, PLANNING AND INFORMATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	212,223	184,485			27,738	
HEALTH BENEFITS	27,993	23,408			4,585	
RETIREMENTS	36,636	32,048			4,588	
OTHER FRINGE BENEFITS	3,272	2,888			384	
OTHER CONTRACT SERVICES STATE	11,037	11,037				
COMPUTER SERVICES STATE	1,613	1,613				
OTHER CONTRACT SERVICES	46,180	44,156			2,024	
RENTS	17,444	17,444				
COMMODITIES	31,505	31,505				
EQUIPMENT	4,800	4,800				
TRANSFER TO OTHER FUNDS	533				533	
TOTAL EXPENDITURES	393,236	353,384			39,852	

BUREAU OF PUBLIC LANDS

THOMAS MORRISON, DIRECTOR

TDD: (207) 287-2213Central Office: AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022FAX: (207) 287-3061Established: 1973Reference: Policy Area: 05; Umbrella: 04 Unit: 063; Citation: T0012M.R.S.A., Sect. 000000551Average Count-All Positions: 39.50

PURPOSE:

The Bureau of Public Lands, a dedicated revenue agency, is responsible for the management and administration of Maine's 480,000 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 106the Legislature.

ORGANIZATION:

The Bureau of Public Lands is divided into four administrative divisions: Business Management, Planning, Operations, and Silviculture. 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, recreation, 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, Farmington, Presque Isle and Old Town.

PROGRAM:

The Bureau administers the Public Reserved and other public lands under the principles of multiple use-sustained yield management, meaning all resource values are considered in the development of management plans and production of goods and services is undertaken in a manner ensuring the long term productivity of the landbase. Primary elements of the program include: commercial forestry, wildlife management, recreation opportunties, maintenance of soil and water quality, preservation of aesthetic values and protection of species and habitat. The program acknowledges that some portions of the landbase are more suited for a particular type of management than others; a remote area of forest may be

DEPARTMENT OF CONSERVATION

managed for commercial forestry (the dominant use) with consideration for wildlife; and a shoreland zone along a river, designated for wildlife management, will be incorporated into the recreational program.

The people of the State of Maine have a proprietary interest in the several thousand miles of submerged lands which underlie 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 updated in 1992.

The purpose of the Coastal Island Registry is to examine and clarify titles to Maine's Coastal Islands - identify islands which are in public ownership and remove any question which may exist with respect to public interest in purportedly private islands. The Registry has examined the titles of 1,500 privately claimed islands, identifying defects in an estimated 100 and incorporating into public administration 1,300 islands for which no private claim or title has been advanced. Of these 1,300 islands, about 300 have been leased or transferred to other State agencies, 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. Recreation on some of the islands is managed cooperatively with the Maine Island Trail Association.

LICENSES:

Permits: Timber Stumpage Gravel Bear Baiting Leases: Submerged Lands Right of Way Agricultural Public Land (includes a variety of possible uses)

PUBLICATIONS:

General Recreation and Management brochures Management Plans for the Major Reserved Land Units Submerged Lands Brochure Wildlife Guidelines Your Islands on the Coast Brochure Recreational Brochures on Dodge Point, Bigelow Preserve, Duck Lake, and Scraggly Lake

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL	GENERAL		HIGHWAY		MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	1,129,040		1,129,040			
HEALTH BENEFITS	156,392		156,392			
RETIREMENTS	187,773		187,773			
OTHER FRINGE BENEFITS	14,698		14,698			
OTHER CONTRACT SERVICES STATE	51,156		51,156			
COMPUTER SERVICES STATE	37,654		37,654			
OTHER CONTRACT SERVICES	129,569		129,569			
RENTS	155,449		155,449			
COMMODITIES	83,955		83,955			
GRANTS, SUBSIDIES, PENSIONS	37,001		37,001			
PURCHASE OF LAND	55,974		55,974			
EQUIPMENT	87,288		87,288			
INTEREST-DEBT RETIREMENT	35		35			
TRANSFER TO OTHER FUNDS	44,425		44,425			
TOTAL EXPENDITURES	2,170,409		2,170,409			

JOSEPH D. LEHMAN, COMMISSIONER

 Central Office:
 STATE OFFICE BLDG, AUGUSTA, ME,

 Mail Address:
 111 STATE HOUSE STATION, AUGUSTA, ME, 04333
 FAX:
 (207) 287-3061

 Established:
 1981
 Telephone:
 (207) 287-4360

 Reference:
 Policy Area: 03 ; Umbrella:
 03 Unit:
 201 ; Citation:
 T0034A M.R.S.A., Sect.
 000001202

 Average Count--All Positions:
 1381.5
 Legislative Count:
 1344.0

 Units:
 OFFICE OF ADVOCACY (CORRECTIONS)
 STATE PAROLE BOARD

OFFICE OF ADVOCACT (CORRELITONS) CHARLESTON CORRECTIONAL FACILITY MAINE CORRECTIONAL CENTER DOWNEAST CORRECTIONAL FACILITY NORTHERN MAINE REGIONAL JUVENILE DETENTION FACILITY BUREAU OF JUVENILE CORRECTIONS JUVENILE JUSTICE ADVISORY GROUP STATE PAROLE BOARD STATE PRISON DIVISION OF PROBATION AND PAROLE MAINE YOUTH CENTER

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, the Maine Correctional Institution-Warren, 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. 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.

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 the 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.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

TOTAL

DEPARTMENT OF CORRECTIONS

	FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	35,869,116	35,156,626	13,599		542,532	156,359
HEALTH BENEFITS	5,379,158	5,282,120	2,408		69,680	24,950
RETIREMENTS	6,831,822	6,712,357	2,225		89,755	27,485
OTHER FRINGE BENEFITS	437,256	427,961	242		8,026	1,027
OTHER CONTRACT SERVICES STATE	4,561,594	4,224,461	17,225		241,799	78,109
COMPUTER SERVICES STATE	132,850	95,365	46		37,199	240
OTHER CONTRACT SERVICES	3,645,443	3,556,176	13,360		39,181	36,726
RENTS	1,296,591	1,216,894	45,847		1,555	32,295
COMMODITIES	4,003,795	3,758,336	141,221		72,350	31,888
GRANTS, SUBSIDIES, PENSIONS	4,002,190	3,776,497	2,331		223,271	91
PURCHASE OF LAND	3,616,109	403				3,615,706
EQUIPMENT	190,652	108,734	36,400		45,518	
INTEREST-DEBT RETIREMENT	5,384	4,394	21			969
TRANSFER TO OTHER FUNDS	16,083		2,040		11,153	2,890
TOTAL EXPENDITURES	69,988,043	64,320,324	276,965		1,382,019	4,008,735

DEPARTMENT OF CORRECTIONS	TOTAL FOR		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,038,540	978,409	11,918		48,213	
HEALTH BENEFITS	110,752	102,382	2,102		6,268	
RETIREMENTS	183,561	173,616	1,971		7,974	
OTHER FRINGE BENEFITS	10,275	9,509	215		551	
OTHER CONTRACT SERVICES STATE	185,376	51,741	15,450		118,185	
COMPUTER SERVICES STATE	20,527	20,527				
OTHER CONTRACT SERVICES	155,345	132,084			23,261	
RENTS	18,512	18,452			60	
COMMODITIES	653,130	651,043			2,087	
GRANTS, SUBSIDIES, PENSIONS	3,050,696	2,861,144	2,331		187,221	
PURCHASE OF LAND	3,616,109	403				3,615,706
EQUIPMENT	34,020	20,626			13,394	
INTEREST-DEBT RETIREMENT	52	52				
TRANSFER TO OTHER FUNDS	5,607		745		4,862	
TOTAL EXPENDITURES	9,082,502	5,019,988	34,732		412,076	3,615,706

OFFICE OF ADVOCACY (CORRECTIONS)

EARL C. MERCER, CHIEF ADVOCATE

Central Office: STATE OFFICE BLDG, AUGUSTA, ME Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1984 Reference: Policy Area: 03 ; Umbrella: 03 Unit: 473 ; Citation: T0034A.M.R.S.A., Sect. 000001203 Average Count-All Positions: 3.00 Legislative Count: 3.00

PURPOSE:

The Office of Advocacy is established within the Department of Corrections to investigate the claims and grievances of clients, to investigate, in conjunction with the Department of Human Services, as appropriate, allegations of adult and child abuse or neglect in correctional facilities and detention facilities and to advocate for compliance by the Department of any correctional facility, and detention facility, or any contract agency with all laws, administrative rules and institutional and other policies relating to the rights and dignity of clients.

ORGANIZATION:

There is a full-time Chief Advocate located at the Department of Corrections-Central Office who reports directly to the Commissioner of Corrections. At the present time there are three additional authorized Advocate positions, one full-time and two half-time. These may be assigned, as needed, to any facility or agency within the Department, including the State Prison, the Maine Correctional Center, the Maine Youth Center, Charleston Correctional Facility, Downeast Correctional Facility, the Pre-Release Centers, or the Division of Probation and Parole.

PROGRAM:

The Office of Advocacy receives requests and complaints from prisoners and clients located in any institution or facility operated by the Department of Corrections or under contract with the Department of Corrections. The Office is also frequently contacted by family members, attorneys, legislators or persons from the other public or private agencies with advocacy concerns. Complaints are investigated and reports and recommendations are provided directly to the Commissioner of Corrections, other administrators and staff within the Department and to the Legislature's Criminal Justice Committee. The Chief Advocate also attends policy meetings with the Commissioner's staff and serves as advisor to the Commissioner and to Correctional Administrators on human rights issues and policies and procedures as they affect prisoner's rights and welfare.

The Office of Advocacy also provides for civil legal services to correctional clients through a contract agreement with Pine Tree Legal Assistance, Inc. This contract also provides for postconviction review and access to Maine courts for Maine prisoners who have been transferred by the Department to federal institutions and correctional institutions in other states. FINANCES, FISCAL YEAR 1995: 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 ADVOCACY (CORRECTIONS)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	92,962	92,962				
HEALTH BENEFITS	8,280	8,280				
RETIREMENTS	15,376	15,376				
OTHER FRINGE BENEFITS	1,128	1,128				
OTHER CONTRACT SERVICES	918	918				
RENTS	82	82				
TOTAL EXPENDITURES	118,746	118,746				

CHARLESTON CORRECTIONAL FACILITY

JEFFREY MERRILL, DIR CHARLESTON CTR

Central Office:RR #1BOX 1400, CHARLESTON, ME04422Mail Address:RR #1BOX 1400, CHARLESTON, ME04422FAX:(207) 941-3055Established:19801980Telephone:(207) 285-3307Reference:Policy Area:03; Umbrella:03Unit:211; Citation:T0034A M.R.S.A., Sect.000003601Average Count--All Positions:110.00Legislative Count:108.00

PURPOSE:

The purpose of the Charleston Correctional Facility is to confine and rehabilitate prisoners classified as minimum security. The facility has the additional purpose to provide educational/vocational opportunities and provide public restitution programs as part of a progressive corrections system.

The purpose of the Bangor Pre-Release Center is to confine and rehabilitate prisoners classified as community security. The program is designed to provide prisoners the opportunity to work for pay while incarcerated thus enabling the incarcerated prisoner with the opportunity to provide financial assistance to his family, pay victim restitution, and aid in establishing community connections prior to release.

ORGANIZATION:

The Charleston Correctional Facility is located on the site of the former Charleston Air Force Station in Charleston, Maine. The site was secured through a 30-year lease from the federal government. The facility opened under the administrative control of the Maine Correctional Center in 1980. In 1985, the facility was removed from that administrative structure and assumed primary responsibility for its own development and operation.

Prisoners confined at the facility are received from other more secure institutions, such as the Maine Correctional Center in Windham, the State Prison in Thomaston, and the Downeast Correctional Facility in Bucks Harbor, Maine.

Bangor Pre-Release Center was established by the Maine State Prison in 1974. Due to the close proximity and availability of support services, it was administratively transferred to the control of the Charleston Correctional Facility in 1988. Prisoners are transferred to the facility from minimum facilities such as Charleston Correctional Facility, the Bolduc Correctional Facility in Warren, and the Downeast Correctional Facility.

PROGRAM:

The Charleston Correctional Facility houses prisoners classified as minimum security. A comprehensive classification process reviews the prisoners' needs for rehabilitative services such as educational, vocational, psychological, and substance abuse. Educational services are provided through a learning center/library located on facility grounds. Instruction is offered in GED preparation and testing, Adult Basic Education, and basic computer skills. The

staff also coordinates parenting classes, life skills, and employment skills training. Vocational programs are provided in three areas: Building Maintenance Trades, Small Sawmill Operation, and Forestry Woodharvesting. The Woodharvesting and Sawmill programs work in conjunction with each other and through a cooperative agreement with the Department of Inland Fisheries and Wildlife to provide land management services for the Bud Leavitt Wildlife Management Area.

In 1994-95, the Woodharvesting program produced over 1359 cord of fuelwood which is used in the facility's boiler plant to provide heat and hot water for the entire physical plant. This has saved the facility over \$75,000 annually in fuel cost by eliminating the need for 110,000 gallons of fuel oil. In addition, over 33,000 board feet of lumber was produced which is used by the facility, other facilities within the Department of Corrections, and other state agencies.

The facility has an active public restitution program. A total of 6746 prisoner hours were expended on projects during the 1994-95 season. Projects were completed for local municipalities, state agencies and non-profit organizations. Through an agreement with the Department of Conservation, over 60 prisoners were trained and utilized fighting forest fires.

The Bangor Pre-Release Center program is the last of several progressive steps in the correctional system. While the primary priority of the program is to provide public safety by confining, containing, and controlling all prisoners within the institution, the Center's secondary focus is to provide them with the educational, public restitution, and work release opportunities. Prisoners are afforded the opportunity to be released into the community to participate in gainful employment. Once employed, they are responsible to contribute to their living expenses, provide family support, victim restitution and a required savings account for their release. Those unable to find employment are assigned to restitution projects. Prisoner labor is used to supplement maintenance/laundry and kitchen services at Bangor Mental Health Institute. A total of 15,214 prisoner-hours were devoted to these tasks.

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,666,055	2,632,643	1,681		31,731	
HEALTH BENEFITS	475,755	469,452	306		5,997	
RETIREMENTS	526,604	521,078	254		5,272	
OTHER FRINGE BENEFITS	35,071	34,493	27		551	
OTHER CONTRACT SERVICES STATE	324,743	293,095			31,648	
COMPUTER SERVICES STATE	14,969	14,969				
OTHER CONTRACT SERVICES	184,070	182,934	333		803	
RENTS	119,034	110,954	8,080			
COMMODITIES	313,142	306,272	2,165		4,705	
GRANTS, SUBSIDIES, PENSIONS	41,469	41,469				
EQUIPMENT	18,702	14,601	4,101			
INTEREST-DEBT RETIREMENT	166	162	4			
TRANSFER TO OTHER FUNDS	728		100		628	
TOTAL EXPENDITURES	4,720,508	4,622,122	17,051		81,335	

MAINE CORRECTIONAL CENTER

JAMES R. CLEMONS, SUPERINTENDENT

Central Office: 17 MALLISON FALLS ROAD, WINDHAM, ME Mail Address: 17 MALLISON FALLS ROAD, WINDHAM, ME 04062 Established: 1919 Telephone: (207) 892-6716 Reference: Policy Area: 03 ; Umbrella: 03 Unit: 205 ; Citation: T0034A M.R.S.A., Sect. 000003401 Average Count--All Positions: 337.00 Legislative Count: 326.00

PURPOSE:

The Maine Correctional Center was established for the confinement and rehabilitation of persons over the age of 18 years who have been sentenced to the Department of Corrections. In addition, the Correctional Center is the State prison for adult female offenders committed to the Department of Corrections. The Center accepts transfers from the Maine State Prison and other state correctional facilities 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 confined in accordance with the sentence of the court. Provisions for the safekeeping, training or employment of prisoners are made for the purpose of teaching 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 in Windham was established in 1919 as the State Reformatory for Men, administered by trustees. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939 under the Department of Institutional Services which, in 1959, became the Department of Mental Health and Corrections. The Reformatory was renamed the Men's Correctional Center in 1967. In 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. The Department of Corrections was established in 1981. Maine Correctional Center is now designed as a medium security institution with a maximum security capability for short duration confinement. The Correctional Center also has responsibility for the Central Maine Pre-Release Center in Hallowell.

PROGRAM:

By statute and program desire, the housing facilities for the men and women are separate. Through the Classification Committee, individual prisoner needs are identified and programs are developed to meet these needs. The Center has medical, dental and nursing services, as well as, on a limited basis, psychological and psychiatric services. Religious services are offered by a community clergy. Special programs are offered by various volunteer religious groups within the community providing further enrichment to this program. Chemically dependent residents have access to the self-help fellowships of Alcoholics Anonymous (A.A.) and AlAnon, which are generously supported by outside community members. The Social Services Program, consisting of six licensed staff, assists residents with adjustment to the institution, provides rehabilitation counseling and coordinates the utilization of institutional and community resources.

The Education Program has a teacher-principal and two federally funded academic teachers. Academic instruction includes remedial reading and arithmetic, High School Equivalency (GED) and High School Completion. The academic courses are taught on a semi-tutorial basis in an atmosphere conducive to the learning process while striving to develop an appreciation of the value of education. The vocational area is staffed with four instructors, all of whom are state funded. These instructors offer courses in the following fields: Graphic Arts, Meat Cutting, Fleet Maintenance and Business and Office Procedures. The Recreation Department provides a gymnasium, outdoor playing field and leisure time activities including a canteen room. Recreation programs stress proper conduct and sportsmanship. The Furlough program allows the Center, for specific reasons, to approve prisoners to be allowed in the community for limited periods of time.

A prisoner moves through housing areas as determined by a multi-level classification process. The correctional officer staff and classification committee are responsible for determining the prisoner's needs and assigning the prisoner to the area within the institution where these needs can be met most effectively. Successful adjustment provides the prisoner an opportunity to advance to a housing area with more privileges and responsibility. Once it is determined that the individual prisoner has no known problem areas which could be of danger to society and can accept the responsibility of being in the community, the prisoner, upon approval, may be placed in community employment on Work Release for the final months of his/her sentence. This experience broadens his/her capability for making social adjustments so once he/she returns to the community he/she will be better able to be socially accepted back into society.

FINANCES, FISCAL YEAR 1995: 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	7,763,015	7,567,075			195,940	
HEALTH BENEFITS	1,231,292	1,204,996			26,296	
RETIREMENTS	1,543,428	1,510,997			32,431	
OTHER FRINGE BENEFITS	103,242	100,601			2,641	
OTHER CONTRACT SERVICES STATE	2,194,994	2,117,138	1,579		76,277	
COMPUTER SERVICES STATE	20,819	20,773	46			
OTHER CONTRACT SERVICES	477,106	463,239	10,903		2,964	
RENTS	235,785	220,955	14,110		720	
COMMODITIES	1,052,001	913,750	133,398		4,853	
GRANTS, SUBSIDIES, PENSIONS	180,171	180,171				
EQUIPMENT	33,724	15,922	9,812		7,990	
INTEREST-DEBT RETIREMENT	361	344	17			
TRANSFER TO OTHER FUNDS	3,135		999		2,136	
TOTAL EXPENDITURES	14,839,073	14,315,961	170,864		352,248	

DOWNEAST CORRECTIONAL FACILITY

C. MARK CATON, DIRECTOR

Central Office: HCR 70 BOX 428, BUCKS HARBOR, ME 04618 Mail Address: HCR 70 BOX 428, BUCKS HARBOR, ME 04618 Established: 1984 Reference: Policy Area: 03 ; Umbrella: 03 Unit: 220 ; Citation: T0034A M.R.S.A., Sect. 000003901 Average Count-All Positions: 67.00 Legislative Count: 67.00

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 a medium/minimum security institution and the prisoner count is at 107.

PROGRAM:

Programs at the Downeast Correctional Facility consist of Educational (Academic and Vocational), Treatment (Medical, Caseworker and Psychological) and Classification. The educational program, geared for high school equivalency (GED), also focuses on business courses emphasizing everyday life skills. The vocational programs are staffed with instructors in the following career fields: Electrical, Welding and Building Trades.

Medical: A nurse is assigned to screen minor medical problems for necessary treatment and/or referral to the contracted medical service. Emergency care and treatment is provided by the local hospital. Dental care is provided as the need arises with prisoners transported to the dentist. Psychological services are provided under a contract for crisis intervention and substance abuse treatment. A Caseworker assists prisoners and their families in making recommendations for treatment programs within the community and in therapeutic and rehabilitative settings.

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 programs. The Committee is responsible for the safety and well being of each prisoner assigned to the Downeast Correctional Facility. The Committee 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 1995: 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

DOWNEAST CORRECTIONAL FACILITY

FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
1,788,440	1,788,440				
302,902	302,902				
352,014	352,014				
21,452	21,452				
98,526	87,132			11,394	
3,989	3,989				
141,387	141,163	45		179	
59,483	56,075	3,408			
230,022	227,360	1,929		733	
445	445				
12,349	9,880	700		1,769	
6	6				
3,011,015	2,990,858	6,082		14,075	
	FOR ALL FUNDS 1,788,440 302,902 352,014 21,452 98,526 3,989 141,387 59,483 230,022 445 12,349 6	FOR ALL FUNDS GENERAL FUND 1,788,440 1,788,440 302,902 302,902 352,014 352,014 21,452 21,452 98,526 87,132 3,989 3,989 141,387 141,163 59,483 56,075 230,022 227,360 445 445 12,349 9,880 6 6	FOR ALL FUNDS SPECIAL GENERAL FUNDS SPECIAL REVENUE FUNDS 1,788,440 1,788,440 302,902 302,902 352,014 352,014 21,452 21,452 98,526 87,132 3,589 3,989 141,387 141,163 230,022 227,360 230,022 227,360 12,349 9,880 12,349 9,880 700 6	FOR ALL FUNDs SPECIAL GENERAL FUNDs SPECIAL REVENUE FUNDs HIGHWAY FUNDs 1,788,440 1,788,440 FUNDs FUNDs 1,788,440 1,788,440 50,002 FUNDs 302,902 302,902 302,902 FUNDs 352,014 352,014 352,014 FUNDs 21,452 21,452 FUNDs FUNDs 98,526 87,132 FUNDs FUNDs 3,989 3,989 FUNDs FUNDs 141,387 141,163 45 FUNDs 230,022 227,360 1,929 FUNDs 445 445 FUNDs FUNDs 12,349 9,880 700 FUNDs 6 6 FUNDs FUNDs FUNDs	FOR ALL FUNDS SPECIAL GENERAL FUNDS HIGHWAY FUNDS FEDERAL FUNDS 1,788,440 1,788,440 FUNDS FUNDS FUNDS 1,788,440 1,788,440 302,902 302,902 502,902 352,014 352,014 352,014 11,394 21,452 21,452 11,394 3,989 3,989 111,394 3,989 3,989 179 59,483 56,075 3,408 230,022 227,360 1,929 141,387 141,163 45 230,022 227,360 1,929 445 445 12,349 9,880 700 12,349 9,880 700

NORTHERN MAINE REGIONAL JUVENILE DETENTION FACILITY

JEFFREY D. MERRILL, DIR CHARLESTON CORR FAC

 Central Office:
 RR#1 BOX 1400, CHARLESTON, ME 04422

 Mail Address:
 RR#1 BOX 1400, CHARLESTON, ME 04422
 FAX: (207) 941-3055

 Established:
 1991
 Telephone: (207) 285-3307

 Reference:
 Policy Area: 03 ; Umbrella:
 03 Unit:
 225 ; Citation:
 T0034A M.R.S.A., Sect.
 000004101

PURPOSE:

The purposes of the Northern Maine Regional Juvenile Detention Facility are: 1. Detention. To detain juveniles prior to juvenile court appearances when a court orders that juvenile be securely detained; 2. Diagnostic evaluation. To administer court-ordered diagnostic evaluations pursuant to Title 15, section 3309-A and court-ordered examinations pursuant to Title 15, section 3318; and 3. Confinement. To confine juveniles ordered detained pursuant to Title 15, section 3314, subsection 1, paragraph H.

ORGANIZATION:

This facility is still in the planning stages and is currently under construction in Charleston, Maine.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF JUVENILE CORRECTIONS

MARY ANN SAAR, ASSOCIATE COMMISSIONER

Central Office: STATE OFFICE BLDG, AUGUSTA, ME Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1989 Reference: Policy Area: 03 ; Umbrella: 03 Unit: 217 ; Citation: T0034A M.R.S.A., Sect. 000006003 Average Count-All Positions: 2.00 Legislative Count: 2.00

PURPOSE:

- The purpose of the Bureau of Juvenile Corrections is as follows: A. Strengthen the capacity of families, natural helping networks, self-help groups, and other community resources to support and provide services to juveniles.
- B. 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.

ORGANIZATION:

The Bureau is under the direction of the Associate Commissioner of the Department, who reports directly to the Commissioner.

PROGRAM:

During FY 1995, the Bureau continued its work to implement the plan contained in "Towards the Year 2000". The Bureau will concentrate on continuing to implement this plan, as resources permit. Programs and activities related to juveniles continue to be coordinated by the Bureau.

PUBLICATIONS:

"Towards the Year 2000"-available upon request for the cost of printing.

FINANCES, FISCAL YEAR 1995: 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			
ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
64,286	64,286				
6,535	6,535				
12,459	12,459				
84	84				
840	840				
68	68				
84,272	84,272				
	FOR ALL FUNDS 64,286 6,535 12,459 84 840 68	FOR ALL GENERAL FUNDS FUND 64,286 64,286 6,535 6,535 12,459 12,459 84 84 840 840 68 68	FOR SPECIAL ALL GENERAL REVENUE FUNDS FUND FUNDS 64,286 64,286 6,535 6,535 6,535 12,459 84 84 840 840 840 68	FOR SPECIAL ALL GENERAL REVENUE HIGHWAY FUNDS FUND FUNDS FUND 64,286 64,286 6,535 12,459 12,459 12,459 12,459 84 840 840 68 68	FOR SPECIAL ALL GENERAL REVENUE HIGHWAY FEDERAL FUNDS FUND FUNDS FUND FUNDS 64,286 64,286 6,535 6,535 12,459 12,459 84 84 840 840 68 68

JUVENILE JUSTICE ADVISORY GROUP

MICHAEL E. SAUCIER, CHAIRMAN

Central Office: STATE OFFICE BLDG, AUGUSTA, ME Mail Address: 111 STATEHOUSE STA# 111, AUGUSTA, ME 04333 Established: 1979 Telephone: (207) 287-4360 Reference: Policy Area: 03 ; Umbrella: 03 Unit: 201J ; Citation: GFY82 M.R.S.A., Sect. 000000016

PURPOSE:

The Juvenile Justice Advisory Group (JJAG) was created in response to the federal Juvenile Justice and Delinquency Prevention Act of 1974 as amended by

PL102-586 (the Act). The Act creates a voluntary partnership between states and the federal government for the purpose of improving the administration of juvenile justice. In return for an annual formula grant, based on the state's juvenile population, each state undertakes to meet several congressionally defined standards for the management of juvenile offenders. These relate to the handling of status offenders, the separation of juvenile from adult prisoners, the detention of juveniles in places other than adult jails, and the protection of minority youth from discrimination in the juvenile justice system. Maine has participated in the Act since its inception. The JJAG operates as the supervisory board for all planning, administrative, and funding functions under the Act.

ORGANIZATION:

The JJAG was first established as a committee of the Maine Criminal Justice Planning and Assistance Agency. It was formalized by Executive Order 4FY80 on October 5, 1979, and authorized by statute in 1984. Since July 1, 1982, the Department of Corrections (DOC) has acted as the JJAG's administrative and fiscal agent.

As provided by the Act, the JJAG consists of not less than 15 and not more than 33 representatives of various constituencies concerned with juvenile justice and related area, including: units of local government; public agencies responsible for law enforcement, juvenile justice, corrections, probation, and the juvenile courts, and those responsible for delinquency prevention or treatment, including welfare, social services, mental health, education, and youth services; private organizations concerned with delinquency prevention or treatment, neglected or dependent children, and the quality of juvenile justice, education, and social services for children, public and private agencies that utilize volunteers to work with delinquents or potential delinquents; businesses and business groups employing youth; and persons with special experience and competency in addressing the problem of school violence, vandalism, and learning disablilities.

Neither a majority of members, nor the chairman, may be full-time employees of a governmental entity. 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 currently be under the jurisdiction of the juvenile justice system.

PROGRAM:

The federal allocation for Maine's Juvenile Justice and Delinquency Prevention Program for FY95 was \$600,000, of which approximately \$20,000 was available for administrative support and \$30,000 for the activities of the JJAG itself. The amount available for administration is determined by the level of state match. The remaining \$550,000 was allocated to subgrants for improvement of the state juvenile justice system. The JJAG and its committees also advocate for legislative and policy reform, monitor state compliance with federal requirements, and provide technical assistance to jurisdictions needing support for compliance or program development efforts.

The JJAG's principle funding focus since 1985 has been on diverting nonviolent juvenile offenders from detention prior to adjudication. The principle method of diversion has been enhanced supervision in the offender's own community, coupled with mobilization of a broad range of community resources to respond to each offender's specific requirements for support and correction. During FY95, the JJAG sponsored development of a model of community supervision that would be appropriate for youth at any stage of the juvenile justice system, including conditional release before adjudication, informal adjustment, probation, and aftercare following release from the Maine Youth Center. This model will be the basis of a pilot project conducted by the DOC during FY95 and FY96.

The JJAG's secondary focus during FY95 was on prevention of delinquency. The JJAG collaborated with the Office of Substance Abuse (OSA) to combine several streams of federal funding into a single state prevention initiative. This innovative initiative is intended to make the state use of federal grant funds more efficient and also to model the type of collaborative effort state funders often call upon local grantees to undertake.

PUBLICATIONS:

Copies of the following publications may be optained, free of charge, from the JJAG:

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan, 1994-1996, and annual updates.

Juvenile Corrections in Maine: An Action Plan for the 1990s (Report of the Juvenile Corrections Planning Commission).

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE PAROLE BOARD

MARK BOGER, ACT SEC PAROLE BD

Central Office: STATE OFFICE BLDG, AUGUSTA, ME Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1931 Telephone: (207) 287-4360 Reference: Policy Area: 03 ; Umbrella: 03 Unit: 208 ; Citation: T0034A M.R.S.A., Sect. 000005201

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 and establishes procedures.

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. As of September 1990, the Board is no longer responsible for hearing juvenile entrustment revocation hearings. 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.

PUBLICATIONS:

Parole Board Rules and Policy -- Free

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	990	990				
OTHER CONTRACT SERVICES	1,424	1,424				
COMMODITIES	130	130				
TOTAL EXPENDITURES	2,544	2,544				

Maine State Parole Board Action Annual Report Fiscal Year - 1994-1995

Adult

Paroled:	D
Paroled & Discharged:	0
Paroled & Discharged (to New Sentence)	0
Denied:	9
Continued (Pending):	0
Continued (Resolved):	3
TOTAL Parole Eligible	
Early Discharge Requests:	7
Others:	
TOTAL Cases Heard:	

During the fiscal year 1994-1995, the Parole Board met a total of 4 times, and considered 22 cases; 1 parole violator was heard.

STATE PRISON

MARTIN A. MAGNUSSON, WARDEN

Central Office:US RT #1, THOMASTON, ME 04861Mail Address:BOX A, THOMASTON, ME 04861FAX: (207) 354-6901Established:1823Telephone: (207) 354-2535Reference:Policy Area: 03 ; Umbrella:03 Unit: 206 ; Citation: T0034A M.R.S.A., Sect.000003201Average Count--All Positions:444.50Legislative Count: 434.50

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.

Inmates classified as maximum or high maximum custody may be transferred to the Maine Correctional Institution. In addition, the prison may establish vocational training programs and transfer inmates to the Bolduc Correctional Facility in South Warren to participate in work or educational release programs outside the institution.

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. 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. 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.

Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. 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. The former barracks at South Warren now serves as the Bolduc Correctional Facility.

On October 18, 1992 the first inmates were transferred to the Maine Correctional Institution, located in Warren. This unit was built to house Maine's "high risk" inmates. Organizationally, MCI is a unit of the Maine State Prison and employs 83 staff personnel. The Maine State Prison and the Bolduc Correctional Facility provide many support services for this unit.

PROGRAM:

The addition of the Maine Correctional Institution in Warren as Maine's first unit to specifically house high risk inmates, is an asset valuable to Corrections and the people of Maine. The ability to separate high risk inmates reduces the stress for staff and inmates throughout the adult correctional facilities, and this new facility serves as a deterrent for those inmates that may be inclined to jeopardize security at other facilities.

Renovations at the Bolduc Correctional Facility were completed in September 1992 with the addition of a new housing unit. The old "barracks" was renovated and consists of new educational, visitation, food service, and administrative office space. Vocational programs include auto body, auto mechanics, building trades, electrical, plumbing and culinary arts. Industrial activities are in farming, wood harvesting, land management and plate shop.

The Maine State Prison is in the process of renovating the control room, visitation room, and the administrative offices. The protective custody population has stabilized at this facility, due largely in part to the addition of the maximum security facility (MCI) that had enabled the prison to re-assign high risk inmates and at the same time provide a more relaxed environment for inmates previously confined in protective custody units. Industrial programs provide a valuable rehabilitative resource at the prison and assists in maintaining a safe and secure environment for staff and prisoners. Evaluation of all programs is a continuous process to determine need for change and effectiveness. FINANCES, FISCAL YEAR 1995: 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 PRISON	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	11,871,468	11,689,450			25,659	156,359
HEALTH BENEFITS	1,867,761	1,839,888			2,923	24,950
RETIREMENTS	2,299,984	2,268,281			4,218	27,485
OTHER FRINGE BENEFITS	153,720	152,269			424	1,027
OTHER CONTRACT SERVICES STATE	1,370,077	1,287,572	196		4,200	78,109
COMPUTER SERVICES STATE	20,503	20,263				240
OTHER CONTRACT SERVICES	1,975,648	1,936,843	2,079			36,726
RENTS	333,566	281,022	20,249			32,295
COMMODITIES	1,224,586	1,187,644	2,739		2,315	31,888
GRANTS, SUBSIDIES, PENSIONS	368,975	368.884				91
EQUIPMENT	21,787		21,787			
INTEREST-DEBT RETIREMENT	4,578	3,609				969
TRANSFER TO OTHER FUNDS	3,373		188		295	2,890
TOTAL EXPENDITURES	21,516,026	21,035,725	47,238		40,034	393,029

DIVISION OF PROBATION AND PAROLE

MARK BOGER, ACTING DIRECTOR

Central Office: STATE OFFICE BLDG, AUGUSTA, ME Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1967 Telephone: (207) 287-4381 Reference: Policy Area: 03 ; Umbrella: 03 Unit: 237 ; Citation: T0034A M.R.S.A., Sect. 000005401 Average Count-All Positions: 134.00 Legislative Count: 134.00

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, to enable them to become more productive and constructive members of society. 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 handling 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 for diversion on an informal basis without involving the juvenile court system.

The Director of the Division appoints, subject to personnel law, district probation and parole officers/juvenile caseworkers and provides for their instuction 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.

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, however, due to budgetary constraints the ISP program was suspended in May, 1993. In addition, Division personnel conduct investigations for the State Parole Board and the various correctional institutions; counsels, 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.

PUBLICATIONS:

Division of Probation and Parole--Policies and Procedures Manual--on location.

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	4,025,357	4,025,357				
HEALTH BENEFITS	554,642	554,642				
RETIREMENTS	659,438	659,438				
OTHER FRINGE BENEFITS	41,304	41,304				
OTHER CONTRACT SERVICES STATE	49,822	49,822				
COMPUTER SERVICES STATE	37,918	719			37,199	
OTHER CONTRACT SERVICES	326,903	323,515			3,388	
RENTS	386,036	385,478			558	
COMMODITIES	55,994	49,178			6,816	
GRANTS, SUBSIDIES, PENSIONS	150,950	114,900			36,050	
EQUIPMENT	24,840	2,475			22,365	
INTEREST-DEBT RETIREMENT	' 53	53				
TRANSFER TO OTHER FUNDS	387				387	
TOTAL EXPENDITURES	6,313,644	6,206,881			106,763	

DIVISION OF PROBATION & PAROLE

Clients Under Supervision June 30, 1995

Adults 9,000 approximate 2,400 approximate

Juveniles

Intensive Supervision 0

*This figure includes probationers and parolees being supervised under interstate compacts.

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT

Central Office: 675 WESTBROOK ST, SO PORTLAND, ME Mail Address: 675 WESTBROOK ST, SO PORTLAND, ME 04106 Established: 1853 Reference: Policy Area:03 ; Umbrella: 03 Unit: 204 ; Citation: T0034A M.R.S.A., Sect. 000003801 Average Count-All Positions: 251.00 Legislative Count: 240.50

PURPOSE:

The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency, and that the Maine Youth Center also, by law, is required to detain juveniles pending their court appearances.

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. In this area, the Center provides care, custody and security for its residents, hold for court evaluations/diagnostic services, education, physical education and recreation through the A.R. Gould School, volunteer services, social services, worship services, as well as medical services to its juvenile offender population.

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	6,558,003	6,317,014			240,989	
HEALTH BENEFITS	821,239	793,043			28,196	
RETIREMENTS	1,238,958	1,199,098			39,860	
OTHER FRINGE BENEFITS	70,980	67,121			3,859	
OTHER CONTRACT SERVICES STATE	338,056	337,961			95	
COMPUTER SERVICES STATE	14,125	14,125				
OTHER CONTRACT SERVICES	381,802	373,216			8,586	
RENTS	144,093	143,876			217	
COMMODITIES	474,722	422,891	990		50,841	
GRANTS, SUBSIDIES, PENSIONS	209,484	209,484				
EQUIPMENT	45,230	45,230				
INTEREST-DEBT RETIREMENT	168	168				
TRANSFER TO OTHER FUNDS	2,853		8		2,845	
TOTAL EXPENDITURES	10,299,713	9,923,227	998		375,488	

DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

BRIG GEN EARL L. ADAMS, ADJ GEN

Central Office: CAMP KEYES, AUGUSTA, ME, Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1973 Telephone: (207) 626-4205 Reference: Policy Area: 06; Umbrella: 15 Unit: 210; Citation: T0037B M.R.S.A., Sect. 000000001 Average Count--All Positions: Legislative Count: 85.5 184.0 Units ADMINISTRATIVE SERVICES DIVISION (DEFENSE & VET SVCS) MAINE EMERGENCY MANAGEMENT AGENCY MILITARY RUREAU DIVISION OF VETERANS' SERVICES

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.

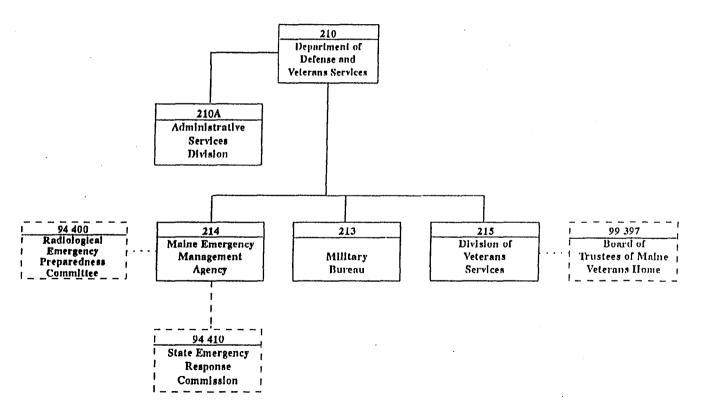
Over the next couple of years, the Department was redesignated Department of Defense and Veterans Services. During the 113th Legislature the requirement was eliminated that the Director of the Military Bureau be the Adjutant General and the Bureau of Civil Emergency Preparedness was renamed the Maine Emergency Management Agency (MEMA). At the direction of the 115th Legislature, the Bureau of Veterans Services was changed to the Division of Veterans Services and the position of Bureau Director deleted. By action of the 116th Legislature, the position of Director of Operations was added and the position of Veterans Supervisor deleted to align Veterans Services responsibilities in the agency.

PROGRAM:

The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

DEPARTMENT OF DEFENSE AND VETERANS' SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	4,221,474	1,744,668	54,504		2,422,302	
HEALTH BENEFITS	591,517	264,245	7,519		319,753	
RETIREMENTS	705,063	292,103	8,728		404,232	
OTHER FRINGE BENEFITS	58,611	16,906	445		41,260	
OTHER CONTRACT SERVICES STATE	340,946	8,101	112.335		220,510	
COMPUTER SERVICES STATE	887	33			854	
OTHER CONTRACT SERVICES	1,126,485	667,698	40.268		418,519	
RENTS	799,887	34,515	7,772		757,600	
COMMODITIES	388,989	254,104	7,638		127,247	
GRANTS, SUBSIDIES, PENSIONS	5,513,623	630,595	188,403		4,694,625	
EQUIPMENT	55,311	4,184			51,127	
INTEREST-DEBT RETIREMENT	18,988	11,639	49		7,300	
TRANSFER TO OTHER FUNDS	127,754		19,372		108,382	
TOTAL EXPENDITURES	13,949,535	3,928,791	447,033		9,573,711	
DEPARTMENT OF DEFENSE AND VETERANS' SERVICES	TOTAL FOR		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	1,587	1,587				
EOUIPMENT	4,184	4,184				
TOTAL EXPENDITURES	5,771	5,771				

ORGANIZATIONAL CHART DEPARTMENT OF DEFENSE AND VETERANS' SERVICES UMB 15



ADMINISTRATIVE SERVICES DIVISION (DEFENSE & VET SVCS)

RAYMOND N DUTIL, DIR ADMIN SVCS

Central Office: CAMP KEYES, AUGUSTA, ME Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1973 Reference: Policy Area: 06 ; Umbrella: 15 Unit: 210A; Citation: T0037B M.R.S.A., Sect. 000000003 Average Count--All Positions: 5.50 Legislative Count: 5.50

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, as a result of reorganization, consolidation of State Agencies. Part of this action included the Bureaus of Veterans Services and Civil Defense.

PROGRAM:

In carrying out its staff function of assisting the Commissioner, Bureau and Division Directors/Program Managers in the various daily operations of the Agency, this Unit has continued its routine tasks of: developing biennial budget requests, annual work programs, and preparing financial and budget orders; initiating purchase requisitions/orders when appropriate; processing invoice and contract payments; participating in workers' compensation activities; billing for federal service contracts, and other funds due the State; maintaining revenue/expenditure ledgers, accounts receivable, and real property/capital equipment inventory control records; processing personnel actime 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 a centrally coordinated information base to Program Managers to assist them in their daily operational decisionmaking process thereby enhancing management effectiveness through a much higher degree of control by those delegated that responsibility.

PUBLICATIONS:

Departmental Affirmative Action Plan.

ADMINISTRATIVE SERVICES DIVISION (DEFENSE & VET SVCS)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	173,769	173,769				
HEALTH BENEFITS	15,768	15,768				
RETIREMENTS	31,356	31,356				
OTHER FRINGE BENEFITS	1,913	1,913				
TOTAL EXPENDITURES	222,806	222,806				

MAINE EMERGENCY MANAGEMENT AGENCY

JOHN W. LIBBY, DIR MEMA

 Central Office:
 CAMP KEYES, AUGUSTA, ME

 Mail Address:
 104 STATE HOUSE STATION, AUGUSTA, ME 04333

 Established:
 1949

 Reference:
 Policy Area: 06; Umbrella:

 15
 Unit:
 214; Citation:

 Toolog
 Legislative Count:

 11:00

PURPOSE:

The Maine Emeergency Management Agency (MEMA) is primarily responsible for the coordination of protection of the citizens from all emergencies, both natural and man-made. With the exception of responsibilities assigned to the military, this Agency coordinates the mitigation, preparedness, response and recovery from disasters or catastrophes, such as forest fire, flood, earthquake, nuclear power accident, enemy attack, or hurricane. It also provides guidance and assistance to county and local governments in their efforts to provide protection to citizens and property.

The Agency uses planning, training, exercising and public education to accomplish this mission. A five step planning process developed by the National Governor's Conference has been adopted: 1) hazards are identified; 2) mitigation actions are considered; 3) capabilities are identified; 4) procedures are developed to meet the threat; and 5) resources are identified to aid in recovery. The agency's commitment is to develop a comprehensive emergency management plan containing guidelines flexible enough to address the unforeseen, as well as the identified hazards. Emergency plans and all other related activities are coordinated to the maximum extent possible with other departments of the State, Federal agencies, county and local governments, as well as

ORGANIZATION:

MEMA 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. 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 State 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. MEMA carries out the planning and preparedness activities for the Commission.

MEMA is internally organized into three divisions: Administration, Planning, and Operations. 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 county and local organizations throughout the state which are comprised of both paid and volunteer personnel.

PROGRAM:

In one form or another, the Federal Government has been granting money to the states for civil emergency preparedness (management) for more than 25 years.

DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

The Comprehensive Cooperative Agreement (CCA) has been the instrument of FEMA/State Agreement since 1989. Amounts have been stable and have actually increased over the last two years. The Emergency Management Assistance (EMA) program has seen a 14% increase in 1995 over 1993 levels. For Federal Fiscal Year 1996 (beginning 1 October 1995) the CCA will be replaced by a Performance Partnership Agreement (PPA). This agreement will be a 5-year agreement, but will be revisited after the first year to make any necessary adjustments. Performance Partnerships are joint efforts between Federal, State and/or local governments which streamline the Federal grant process by providing more flexibility in exchange for more accountability. Performance partnerships measure results by agreed-upon methods and provide incentives for success.

Every 5 years, The Governor or his/her representive agrees to and signs the PPA. This is the "blanket agreement" between FEMA and the State, under which other implementing documents are executed. Annually, specific outcomes in line with the general goals and objectives will be negotiated and a Cooperative Agreement (CA) executed. The CA will specify the level of financial assistance FEMA will grant the State. The amount is based on negotiated outcomes, and starting in 1997, risk levels in the state, and past performance. In the case of a declared disaster, a Federal/State agreement (FSA) must be signed. This would be a streamlined version of the FSA now in use. Although it is not explicitly stated in the current draft, the assumption is the Governor would sign this document, as it specifically commits State funds.

The Federal Emergency Management Agency (FEMA) provides the majority of the Agency's funding. The FEMA allocation of federal matching funds for fiscal year '95 for personnel and administrative services was \$684,157. It covers the federal fiscal year of October 1, 1994 through September 30, 1995. The funds are distributed by the State based on Annual Submission Requests from 28 towns, 16 counties and the State itself. This represents 50% of the funding. The remainder is provided by county and local funding. The following programs are funded 100% by FEMA:

Other Assistance \$228,000; Emergency Management Training \$75,000; Disaster Preparedness Improvement \$27,852. All the above programs are administered by a Comprehensive Cooperative Agreement between FEMA and the State of Maine Emergency Management Agency.

LICENSES:

State of Maine Radioactive Materials License Instructor Certification 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:

(Over 700 various types, all available at no cost)
When You Return to a Storm Damaged Home
When the Rivers Rise: Flood Awareness for Maine Public Officials
Questions and Answers on the National Flood Insurance Program
Winter Storms
Handbook for Radiological Transportation
10 Independent Study Courses
Community Right-to-Know Handbook
10 Hazardous Materials "Workshops in Emergency Management"
State of Maine Local Officials Disaster Response Checklist
Your Family Disaster Supplies Kit, and Disaster Plan (separate)
Emergency Preparedness Checklist
Food & Water in an Emergency
Are you Ready?

FINANCES, FISCAL YEAR 1995: 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 & WAGES	511,017	105,451	54,504		351,062	
HEALTH BENEFITS	67,158	11,918	7,519		47,721	
RETIREMENTS	84,013	17,293	8,728		57,992	
OTHER FRINGE BENEFITS	6,457	1,041	445		4,971	
OTHER CONTRACT SERVICES STATE	18,582	524	7,370		10,688	
COMPUTER SERVICES STATE	887	33			854	
OTHER CONTRACT SERVICES	113,491	17,776	39,260		56,455	
RENTS	28,049	4,202	4,672		19,175	
COMMODITIES	35,962	1,370	7,638		26,954	
GRANTS, SUBSIDIES, PENSIONS	5,203,536	355,333	188,403		4,659,800	
EQUIPMENT	47,492				47,492	
INTEREST-DEBT RETIREMENT	5				5	
TRANSFER TO OTHER FUNDS	102,170		18,699		83,471	
TOTAL EXPENDITURES	6,218,819	514,941	337,238		5,366,640	

MILITARY BUREAU

VACANT, DIR

Central Office: CAMP KEYES, AUGUSTA, ME Mail Address: 33 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1972 Telephone: (207) 622-9331 Reference: Policy Area: 06; Umbrella: 15 Unit: 213; Citation: T0037B M.R.S.A., Sect. 000000002 Average Count-All Positions: 118.00 Legislative Count: 46.00

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 authorized federal 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 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 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).

DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

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 included insert depicts the current organization structure of the Maine National Guard.

PROGRAM:

The Maine National Guard consists of two components, the Army National Guard and the Air National Guard, both responsible to the Adjutant General. The Maine National Guard, as a professional military institution, performs a dual role; one in support of our State and the other in support of our Nation. In support of our State, the Maine National Guard provides the people of Maine with a highly skilled and disciplined military force. These soldiers and airmen, when called upon by the Governor, can assist other State agencies during times of floods, hurricanes, forest fires, and snow emergencies. In it's other role, the Maine National Guard can be called to Active Duty, by the President of the United States, in support of our national security.

Statewide, the Maine Army National Guard's strength is more than 2,300 soldiers. These soldiers are trained in a wide range of skills, from carpentry, plumbing and electrical to maintenance, first aid and heavy equipment operations. This past year, several units underwent an Operational Readiness Evaluation. This evaluation was conducted by the Active Army and focused on the units' ability to deploy and perform its wartime mission. One of the units evaluated, the 314th Medical Company, received passing marks in all areas of their collective training. This unit's accomplishment is very rare and is the first such success known to have occurred in the First Army Region. This Region includes all Guard and Reserve units East of the Mississippi River.

The Maine Air National Guard provides a force of more than 1,300 men and women who are combat ready to serve in Federal missions of Air Refueling, Combat Communications and Engineering Installations. The 101st Air Refueling Wing provides world-wide air refueling support to all major commands of the United States Air Force, United States Navy, United States Marines, Air Force Reserve, and the Air National Guard. The 243rd Engineering Installation Squadron and the 265th Combat Communications Squadron train for mobility. The 243rd EIS is rated by the Air Force Command, Control, Communications, and Computer Agency and the 265th CCS is rated by the Air Combat Command. Their high state of readiness enables them to deploy to support the Department of Defense worldwide.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,966,461	913,674			2,052,787	
HEALTH BENEFITS	419,918	151,042			268,876	
RETIREMENTS	495,663	152,475			343,188	
OTHER FRINGE BENEFITS	42,985	7,017			35,968	
OTHER CONTRACT SERVICES STATE	317,323	6,475	104,965		205,883	
OTHER CONTRACT SERVICES	945,330	598,262	1,008		346,060	
RENTS	744,591	11,471			733,120	
COMMODITIES	327,382	236,524			90,858	
GRANTS, SUBSIDIES, PENSIONS	275,990	241,205			34,785	
INTEREST-DEBT RETIREMENT	18,970	11,634	49		7,287	
TRANSFER TO OTHER FUNDS	24,576		623		23,953	
TOTAL EXPENDITURES	6,579,189	2,329,779	106,645		4,142,765	

Maine Army National Guard	
Headquarters and Headquarters Detachment - State Area Command	Augusta
Troop Command	Bangor
Company B, 172d Infantry (Mountain)	Brewer
Company C, 192d Aviation	Bangor
112th Medical Company (Air Ambulance)	Bangor
181st Air Traffic Control Detachment	Bangor
195th Army Band	Bangor
1st Battalion, 152d Field Artillery	
Headquarters and Headquarters Battery	Caribou
Battery A	Presque Isle
Battery B	Houlton
Battery C	Fort Kent
Service Battery	Fort Fairfield
286th Supply and Service Battalion	Gardiner
152d Heavy Equipment Maintenance Company	Augusta
314th Medical Company	Bath
1136th Transportation Company	Bangor
240th Engineer Group	Waterville
133d Engineer Battalion	
Headquarters and Service Company	South Portland
Company A	Belfast
Company B	Saco
Company C	Lewiston
Maine Air National Guard	
State Headquarters	Augusta
101st Air Refueling Wing	· · · · · · · · · · · · · · · · · · ·
101st Mission Support Flight	Bangor
101st Communications Flight	Bangor
101st Security Police Squadron	Bangor
101st Civil Engineer Squadron	Bangor
101st Services Flight	Bangor
101st Maintenance Squadron	Bangor
101st Logistics Squadron	Bangor
101st Medical Squadron	Bangor
132nd Air Refueling Squadron	Bangor
243rd Engineering Installation Squadron	South Portland
265th Combat Communications Squadron	South Portian

DIVISION OF VETERANS' SERVICES

FRANCIS C. SOARES, III, OPS/DIR VET SVCS

Central Office: STATE OFFICE BLDG, AUGUSTA, ME Mail Address: 117 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1947 Reference: Policy Area: 06 : Umbrella: 15 Unit: 215 : Citation: T0037B M.R.S.A., Sect. 000000501 Average Count-All Positions: 24.50 Legislative Count: 23.00

PURPOSE:

Maine Veterans' Services provides support services to Maine veterans and their dependents seeking assistance through State and/or Federal programs. These programs include, but are not limited to, housing, medical and hospital care, educational aid and compensation, vocational rehabilitation, burials and nursing homes. The seven regional offices located throughout the State provide support to veterans statewide in addition to two USDVA claims offices at Togus and Portland. The Maine regional offices also provide support to bedridden veterans. The State Claims Office, located at Togus, administers the claims support and the appeals advocate program. The Central Office, located at Camp Keyes in Augusta, administers the Financial Aid program for the needy, awards educational benefits to dependents of totally disabled veterans, maintains records of military service, and provides for the burial and perpetual care of eligible veterans at the Maine Veterans Cemetery.

Additionally, the Director serves on the Board of Directors for the Maine Veterans Homes, serving as one of the advocates for Maine veterans.

ORGANIZATION:

Maine 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. In the spring of 1970, the Maine Veterans' Memorial Cemetery became operational. Under reorganization legislation of 1972, the agency 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.

The Maine Veterans' Small Business Loan Authority Board was established in 1973. In 1983, it was redesignated under the Finance Authority of Maine as the Maine Veterans' Small Business Loan Program.

Maine Veterans' Services acts as a resource agency to Vietnam and Atomic Veterans. This office develops and presents policies concerning veterans and their exposure to radiation and toxic chemicals. All regional offices 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:

Listed below are the major programs administered by the Maine Veterans' Services:

CLAIMS SERVICE. The seven regional offices represented 26,464 clients during the past Fiscal Year. These offices also received 835 requests to represent Maine veterans to the USDVA. The Claims Office at Togus, acting as the veterans advocate, filed 1,178 claims on behalf of veterans or their dependents. Also during the past Fiscal Year, Maine Veteran Services has received or made 106,514 contacts with their clients. Actions taken by Maine Veterans' Services have resulted in new awards of \$6,252,415 by USDVA. USDVA has referred 4,800 veterans to Maine Veterans' Services. The Division also maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 434,773 such records are now on file in the Division.

VETERANS' DEPENDENTS EDUCATIONAL BENEFITS. Dependents of totally and permanently disabled veterans may be eligible for free tuition at a state supported institution or \$300 grant at a private institution. During the past year, 429 dependents received payment under this program. These dependents attended 359 State supported schools, 29 private colleges and 41 out-of-state schools.

DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

MAINE VETERANS' MEMORIAL CEMETERY. During the year, 565 burials were made, of which 386 persons were veterans, 174 were spouses, and 5 were dependent children. 9,287 persons have been buried in the cemetery since its inception. Three hundred and seventeen reservations for burial were made by surviving veterans, spouses, and dependent children and at the end of the year there were 4,343 reservations for future burials on file.

LICENSES:

Certificate of Eligibility for Maine Veterans' Small Business Loan Program. The Division issues a Certificate of Eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veterans' Small Business Loan Program, administered by the Finance Authority of Maine.

PUBLICATIONS:

Maine Veterans' Memorial Cemetery (Brochure). 1994 Maine Veterans Census. (both free)

DIVISION OF VETERANS' SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	570,227	551,774			18,453	
HEALTH BENEFITS	88,673	85,517			3,156	
RETIREMENTS	94,031	90,979			3,052	
OTHER FRINGE BENEFITS	7,256	6,935			321	
OTHER CONTRACT SERVICES STATE	5,041	1,102			3,939	
OTHER CONTRACT SERVICES	66,077	50,073			16,004	
RENTS	27,247	18,842	3,100		5,305	
COMMODITIES	25,645	16,210			9,435	
GRANTS, SUBSIDIES, PENSIONS	34,097	34,057			40	
EQUIPMENT	3,635				3,635	
INTEREST-DEBT RETIREMENT	13	5			8	
TRANSFER TO OTHER FUNDS	1,008		50		958	
TOTAL EXPENDITURES	922,950	855,494	3,150		64,306	

DEFENSE AND VETERANS' SERVICES

FISCAL REPORT OF BURIALS JULY 1, 1994 - JUNE 30, 1995 Maine Veterans Memorial Cemetery (MVMC)

Total Burials During FY 94-95 = 565 Spouses Vets Children 386 174 5 Total Reservations During FY = 317 Vets Spouses Children 78 234 5 Total Buried as of 6/30/95 = 9,287Vets Spouses Children 7154 2020 113 Total Unfilled Reservations as of 6/30/95 = 4343

Vets Spouses Children 907 3375 61

MVMC Eligibilities Certified Duirng FY = 534 (In-State) Certificates = 419 (Out-of-State) Certificates = 115

FISCAL REPORT OF EDUCATIONAL BENEFITS JULY 1, 1994 - JUNE 30, 1995 Veterans Dependents Educational Benefits

State Supported Colleges	Private In-State	Private Out-of-State	Total
			
New Applications 83	New Applications 7	New Applications 14	104
Applications Granted 75	Applications Granted 6	Applications Granted 12	93
Applications Denied 8	Applications Denied 1	Applications Denied 2	11
Students Enrolled 359	Students Enrolled 29	Students Enrolled 41	429

INCOME AWARDED FOR CLAIMS FOR FISCAL YEAR

Fiscal Year	Contacts	V.A. Claims Filed	Amount of V.A. Awards
1991-92	81,755	743	\$3,391,989
1992-93	77,891	778	\$6,530,107
1993-94	96,397	974	\$5,433,487
1994-95	106,514	1,178	\$6,252,415

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DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT THOMAS D. MCBRIERTY, COMMISSIONER

Central Office: 33 STONE STREET, AUGUSTA, ME, 04333 59 STATE HOUSE STATION, AUGUSTA, ME, 04333 Mail Address: 1987 Established: Telephone: (207) 287-2656 Reference: Policy Area: 01 ; Umbrella: 19 Unit; 100 ; Citation: T0005 M.R.S.A., Sect. 000013053 Average Count--All Positions: Legislative Count: 49.0 82.0 Units:

OFFICE OF BUSINESS DEVELOPMENT OFFICE OF COMMUNITY DEVELOPMENT ECONOMIC CONVERSION DIVISION ENERGY CONSERVATION DIVISION MAINE STATE FILM COMMISSION INTERNATIONAL COMMERCE DIVISION

MAINE SMALL BUSINESS COMMISSION OFFICE OF TOURISM

MAINE TOURISM COMMISSION

PURPOSE:

The Department of Economic & Community Development has three major policy functions: business attraction and assistance, tourism development and management, and community development and planning. The Commissioner designs and implements a program 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.

The Office of the Commissioner is responsible for financial management, including budgeting, accounting and bookkeeping; business management, including purchasing, contracting and information automation; personnel and labor relations; payroll; administration and support functions to advisory councils and commissions. The Department provides administrative and other support to the Maine Economic Growth Council, the Economic Development and Business Assistance Coordinating 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.

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 & Community Development. In FY'95, several programs formerly within the Office of Community Development were transferred to the State Planning Office and the Department of Conservation: the Natural Areas program, the Growth Management Grant program, the Coastal Zone Management Local Grants program, and the Code Enforcement Officer Training and Certification program.

The Department of Economic & Community Development has several subsidiary offices and divisions. The department includes the Office of the Commissioner, the Office of Business Development, the Office of Tourism, and the Office of Community Development.

PROGRAM:

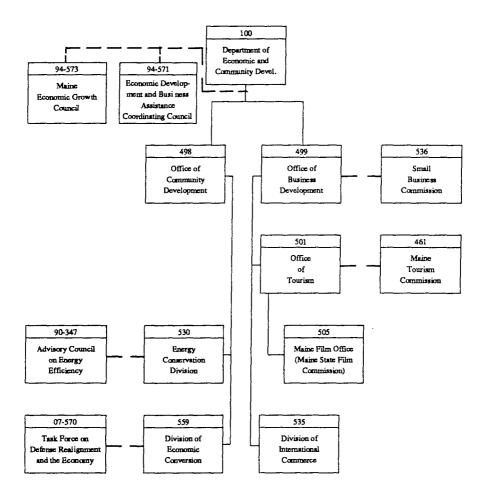
For more program information, see portions of this report dealing with specific divisions within the Department of Economic & Community Development.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,415,354	1,495,160	141,559		778,635	
HEALTH BENEFITS	266,839	156,638	15,835		94,366	
RETIREMENTS	363,849	217,028	23,414		123,407	
OTHER FRINGE BENEFITS	35,169	22,942	2,038		10,189	
OTHER CONTRACT SERVICES STATE	3,967,468	2,586,025	1,078,999		302,444	
COMPUTER SERVICES STATE	42,985	42,635			350	
OTHER CONTRACT SERVICES	654,391	546,242	19,928		88,221	
RENTS	307,645	281,057	4,753		21,835	
COMMODITIES	207,178	190,999	3,941		12,238	
GRANTS, SUBSIDIES, PENSIONS	17,426,764	1,573,972	239,200		15,613,592	
EQUIPMENT	44,715	32,423	6,792		5,500	
INTEREST-DEBT RETIREMENT	36	36				
TRANSFER TO OTHER FUNDS	62,673		13,065		49,608	
TOTAL EXPENDITURES	25,795,066	7,145,157	1,549,524		17,100,385	
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
	FOR ALL		REVENUE			
COMMUNITY DEVELOPMENT	FOR ALL		REVENUE			
COMMUNITY DEVELOPMENT EXPENDITURES	FOR ALL FUNDS	FUND	REVENUE		FUNDS	
COMMUNITY DEVELOPMENT EXPENDITURES SALARIES & WAGES	FOR ALL FUNDS 438,888	FUND 399,767	REVENUE		FUNDS 39,121	
COMMUNITY DEVELOPMENT EXPENDITURES SALARIES & WAGES HEALTH BENEFITS	FOR ALL FUNDS 438,888 42,285	FUND 399,767 40,418	REVENUE		FUNDS 39,121 1,867	
COMMUNITY DEVELOPMENT EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS	FOR ALL FUNDS 438,888 42,285 55,196	FUND 399,767 40,418 54,210	REVENUE		FUNDS 39,121 1,867 986	
COMMUNITY DEVELOPMENT EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS	FOR ALL FUNDS 438,888 42,285 55,196 5,692	FUND 399,767 40,418 54,210 5,021	REVENUE FUNDS		FUNDS 39,121 1,867 986 671	
COMMUNITY DEVELOPMENT EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE	FOR ALL FUNDS 438,888 42,285 55,196 5,692 531,882	FUND 399,767 40,418 54,210 5,021 365,286	REVENUE FUNDS		FUNDS 39,121 1,867 986 671	
COMMUNITY DEVELOPMENT EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE	FOR ALL FUNDS 438,888 42,285 55,196 5,692 531,882 11,464	FUND 399,767 40,418 54,210 5,021 365,286 11,464	REVENUE FUNDS 5,354		FUNDS 39,121 1,867 986 671 161,242	
COMMUNITY DEVELOPMENT EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES	FOR ALL FUNDS 438,888 42,285 55,196 5,692 531,882 11,464 86,171	FUND 399,767 40,418 54,210 5,021 365,286 11,464 75,342	REVENUE FUNDS 5,354 277		FUNDS 39,121 1,867 986 671 161,242	
COMMUNITY DEVELOPMENT EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS	FOR ALL FUNDS 438,888 42,285 55,196 5,692 531,882 11,464 86,171 150,032	FUND 399,767 40,418 54,210 5,021 365,286 11,464 75,342 146,615	REVENUE FUNDS 5,354 277 3,417		FUNDS 39,121 1,867 986 671 161,242 10,552	
COMMUNITY DEVELOPMENT EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS COMMODITIES	FOR ALL FUNDS 438,888 42,285 55,196 5,692 531,882 11,464 86,171 150,032 109,199	FUND 399.767 40.418 54.210 5.021 365.286 11.464 75.342 146.615 106.345	REVENUE FUNDS 5,354 277 3,417		FUNDS 39,121 1,867 986 671 161,242 10,552 1,725	
COMMUNITY DEVELOPMENT EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS COMMODITIES GRANTS, SUBSIDIES, PENSIONS	FOR ALL FUNDS 438,888 42,285 55,196 5,692 531,882 11,464 86,171 150,032 109,199 263,457	FUND 399,767 40,418 54,210 5,021 365,286 11,464 75,342 146,615 106,345 261,976	REVENUE FUNDS 5,354 277 3,417		FUNDS 39,121 1,867 986 671 161,242 10,552 1,725	

ECONOMIC AND COMMUNITY DEVELOPMENT

ORGANIZATIONAL CHART DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT UMB 19



OFFICE OF BUSINESS DEVELOPMENT

ALAN P BRIGHAM. DIRECTOR

Central Office: 33 STONE STREET, AUGUSTA, ME 04330 Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX: (207) 287-5701 Established: 1987 Telephone: (207) 287-2656 Reference: Policy Area: 01; Umbrella: 19 Unit: 499; Citation: T0005 M.R.S.A., Sect. 000013061 Average Count--All Positions: 11.00 Legislative Count: 9.00

PURPOSE:

The Office of Business Development exists to encourage the initiation, expansion and location of businesses in Maine to increase quality employment opportunities for Maine citizens. The Office encourages business by removing barriers to growth, by facilitating exploration of opportunities and providing assistance necessary to enhance business consistent with the State's economic development strategy.

ORGANIZATION:

The Director of Business Development directs the activities of the Office of Business Development, which includes two major functional areas: Business Assistance and Business Development. The Division of International Commerce and the Maine Small Business Commission also function within the Office.

PROGRAM:

BUSINESS ASSISTANCE: Major Business Assistance programs include: -The Business Answers program responds to over 1,000 calls per month regarding doing business in Maine. In FY'95, a One-Stop Permitting service was added to the program. -The Small Business Commission funds and oversees the Small Business Development

Center program. (see detailed report under Small Business Commission.)

-The Maine Products Marketing Program promotes Maine consumer goods sectors through positioning activities in national markets. FY'95 expansions included promotion of Maine technology, increased exposure for Maine forest products, and use of electronic commerce as a tool for Maine products. -The Maine Supplier Access System links Maine producers and suppliers with

businesses both in and out of Maine. The Government Marketing Assistance program assists Maine firms with procurement of federal, state and local contracts for goods and services. Both programs are provided through the Market Development Center in Bangor.

BUSINESS DEVELOPMENT: The Office also facilitates business and job growth through business attraction, expansion and retention activity. Staff provide technical assistance such as information on labor, wages, taxes, transportation, utilities and environmental regulations. Assistance is provided for site location; financial assistance through federal, state and local financial programs; training assistance through federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities and reliable producers of Maine products. (see International Commerce for more information on foreign trade.)

The Maine Education and Training Export Partnership program (METEP) resides within the Office and links a consortium of public and private educational and business organizations which provide education, training, business development and technical assistance to developing countries.

PUBLICATIONS:

- 1) Maine: A Statistical Summary (free)
- 2) Guide to Doing Business in Maine/Business Start-up Kit (\$4.00)
- 3) Maine Made: America's best Buying Guide to Maine Products (free)
- 4) Directory of Maine Producers (free)

FINANCES, FISCAL YEAR 1995: 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 & WAGES	440,408	379,983			60,425	
HEALTH BENEFITS	42,398	34,517			7,881	
RETIREMENTS	64,497	54,503			9,994	
OTHER FRINGE BENEFITS	8,169	7,572			597	
OTHER CONTRACT SERVICES STATE	236,575	236,575				
COMPUTER SERVICES STATE	27,537	27,537				
OTHER CONTRACT SERVICES	163,335	152,308			11,027	
RENTS	34,730	28,881			5,849	
COMMODITIES	12,666	9,686			2,980	
GRANTS, SUBSIDIES, PENSIONS	398,419	398,419				
EQUIPMENT	12,611	12,611				
TRANSFER TO OTHER FUNDS	6,009				6,009	
TOTAL EXPENDITURES	1,447,354	1,342,592			104,762	

OFFICE OF COMMUNITY DEVELOPMENT

CAROLYN MANSON, DIRECTOR

Central Office: 33 STONE STREET, AUGUSTA, ME 04330 Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1987 Reference: Policy Area: 01; Umbrella: 19 Unit: 498; Citation: T0005 Average Count--All Positions: 45.00 Central Office: 33 STONE STREET, AUGUSTA, ME 04330 Telephone: (207) 287-8484 M.R.S.A., Sect. 000013072 Legislative Count: 18.00

PURPOSE:

The Office of Community Development assists municipalities in planning for and achieving economic growth and development while, at the same time, preserving and protecting their resources and assets. To achieve this purpose, the Department, through the Office, strives to remove barriers to balanced economic growth, and provides planning, technical and financial resources to municipalities to enhance economic development.

ORGANIZATION:

The Director of the Office of Community Development oversees all activities of the Office, which include: the Community Development Block Grant Program; the Division of Energy Conservation; and the Division of Community Planning.

The Office assumed responsibility for the Small Cities Community Development Block Grant Program (CDBG) in October 1987 when it was transferred from the State Planning Office. From 1982 through 1990 CDBG funds were distributed through three programs: Community Revitalization, Development Fund, and Planning Grants. In 1990 programs in Urgent Need, Emerging Opportunity Fund (later named Regional Assistance Fund), and Housing Planning grant were added. Beginning in 1993, the Community Revitalization program was divided into the Hosuing Assistance, Public Facilities Infrastructure, Economic Development Infrastructure, Micro-Loan and Public Service programs, while Housing Planning Grants were eliminated. In 1994 Defense Conversion and Main Street Revitalization programs were added. In FY'95 Main Street revitalization was eliminated.

In FY'95, the Community Planning Division, which included the Comprehensive Growth Management program, the Coastal Zone Management Local Grants program, National Floodplain Insurance program and the Code Enforcement Officer Training and Certification program was transferred to the State Planing Office. Also in FY'95, the Natural Areas Program was transferred to the Department of Conservation.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

PROGRAM:

The Office includes the following programs:

-Comunity Development Block Grant program (CDBG) serves as a catalyst for local governments to implement programs which benefit low and moderate income people; are part of a long-range community strategy; provide conditions and incentives for further public/private investment; improve deteriorated residential/business districts; and foster partnerships among communities. In FY'95 total program funding was \$17,248,530.

-Energy Conservation Division. (See detailed report under Energy Conservation Division).

-Community Planning program distributes grants to municipalities to fund the development and implementation of comprehensive plans. Plans and zoning ordinances are reviewed for consistency with the Planning and Land Use Regulation Act.

-Coastal program administers a variety of federally funded contracts and provides grants to assist coastal communities and regional councils to improve compliance with Coastal laws.

-Code Enforcement Officer Training and Certification program develops and delivers training for municipal code enforcement officers (CEO's) and administers certification and recertification exams for CEO's.

-The Floodplain Management program coordinates the National Flood Insurance program in Maine. The NFIP provides flood insurance protection for communities in Maine's Special Flood Hazard Areas. The office provides techncial assistance to regional and local officials on the administration and enforcement of local floodplain ordinances.

-The Natural Areas program coordinates and inventories ecologically significant natural features to track their location in Maine. Information collected is used for development, land use, & conservation planning by public & private sectors, for environmental and scientific review.

PUBLICATIONS:

1) Code Enforcement Officer Handbook (free)

- 2) Comprehensive Planning and Shoreland Zoning (free)
- 3) Coastal Management Techniques (free)
- 4) Maine Wetlands and Their Boundaries (\$5.00)
- 5) CDBG Application Handbook (free)
- 6) Maine Floodplain Management Handbook (free)
- 7) Maine Shore Access (free)

A complete listing of publications is available.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	1,153,493	332,845	141,559		679,089	
HEALTH BENEFITS	137,211	36,758	15,835		84,618	
RETIREMENTS	195,448	59,607	23,414		112,427	
OTHER FRINGE BENEFITS	15,609	4,650	2,038		8,921	
OTHER CONTRACT SERVICES STATE	168,158	57,973	12,057		98,128	
COMPUTER SERVICES STATE	3,864	3,514			350	
OTHER CONTRACT SERVICES	237,081	175,437	3,474		58,170	
RENTS	95,703	78,415	1,336		15,952	
COMMODITIES	28,535	19,321	2,012		7,202	
GRANTS, SUBSIDIES, PENSIONS	16,408,708	709,239	107,358		15,592,111	
EQUIPMENT	12,292		6,792		5,500	
INTEREST-DEBT RETIREMENT	36	36				
TRANSFER TO OTHER FUNDS	35,537		5,660		29,877	
TOTAL EXPENDITURES	18,491,675	1,477,795	321,535		16,692,345	

ECONOMIC CONVERSION DIVISION

TERRI L JONES, DIRECTOR

Central Office: 33 STONE STREET, AUGUSTA, ME 04333 Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1993 Reference: Policy Area:01; Umbrella: 19 Unit: 559; Citation: T0005 M.R.S.A., Sect. 000013062A Average Count--All Positions: 1.00

PURPOSE:

The Economic Conversion Division was established to assist businesses, communities and workers mitigate the impacts of defense industry downsizing. A primary responsibility of the division is to serve as a clearinghouse and repository for data and information on conversion efforts in Maine, as well as to coordinate all interagency state economic conversion and diversification resources, activities and programs. In addition, the division monitors federal sources of conversion funds and assists communities in obtaining federal funds for conversion purposes.

The Division provides staff support to the Task Force on Defense Realignment and the Economy, and is charged with implementation of Task Force recommendations.

ORGANIZATION:

The Division is composed of one professional staff person who works under the direction of the Director of the Office of Community Development.

PROGRAM:

The Division provides capacity-building services designed to replace the economic activity and jobs lost by defense downsizing. During FY'95, the Division worked with over 50 communities to implement economic diversification strategies. In addition, the Division maintains federal budget monitoring, clearinghouse activities and coordination of overall delivery of defense adjustment services. Other activities include an export study for Maine's defense-impacted metals and electronics industries and a Manufacturers' Roundtable for industrial renewal.

FINANCES, FISCAL YEAR 1995: 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

ECONOMIC CONVERSION DIVISION	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	30,586	30,586				
HEALTH BENEFITS	3,156	3,156				
RETIREMENTS	5,059	5,059				
OTHER FRINGE BENEFITS	549	549				
OTHER CONTRACT SERVICES STATE	92,326	49,252			43,074	
COMPUTER SERVICES STATE	74	74				
OTHER CONTRACT SERVICES	16,599	8,127			8,472	
RENTS	3,444	3,410			34	
COMMODITIES	1,624	1,293			331	
GRANTS, SUBSIDIES, PENSIONS	76,248	56,248			20,000	
TRANSFER TO OTHER FUNDS	217				217	
TOTAL EXPENDITURES	229,882	157,754			72,128	

ENERGY CONSERVATION DIVISION

CAROLYN MANSON, DIRECTOR

Central Office:33 STONE STREET, AUGUSTA, ME 04333Mail Address:59 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1990Telephone:(207) 287-8484Reference:Policy Area: 01 : Umbrella:19 Unit:530 :Citation:T0005M.R.S.A., Sect.00013084

PURPOSE:

The Energy Conservation Division administers programs that provide Maine citizens with educational, technical and financial assistance on energy conservation matters.

ORGANIZATION:

On January 1, 1990, the energy and conservation programs of the Office of Energy Resources were transferred to the Department of Economic & Community Development. In July 1990, the Legislature created the Energy Conservation Division in the Office of Community Development. The staff of the Division is directed by the Director of the Office of Community Development.

PROGRAM:

The Division provides energy conservation information and education for Maine homeowners and businesses. In addition to state mandated programs, the ECD administers programs under the Federal Energy Conservation and Policy Act.

Programs administered by the Office include:

-The Institutional Conservation program (ICP) awards grants to schools and hospitals for energy conservation projects. Through FY'95 \$9 million in federal funds and \$1.86 million in oil overcharge funds have been granted to schools and hospitals.

-Maine Energy Education program (MEEP) is an innovative public/private partnership working to promote energy education in Maine schools. During FY'95 state participation included funding for staff and program development.

-The Residential Conservation Service program (RCS) continues the federal program which expired in 1989. RCS certifies energy auditors, solar energy installers and weatherization installers in Maine.

-Mandatory Energy Efficiency Building Standards. The ECD administers and enforces energy efficiency building standards for residential, commercial and institutional buildings as required by Maine law.

-Energy Efficiency Standards for Subsidized Multi-Family Housing. Maine law prohibits electric heat as the primary heat source in multi-family buildings funded in whole or part with public funds. The ECD is authorized to enforce and administer the law, and to issue waivers for homes built to super insulated standards.

-The Student Energy Management Training program (SEMT) provides in-school training for high school students to learn about school energy use and conservation.

-The Small Business and Industrial Audit Assistance program (SBP) provides energy audits and technical assistance for small businesses (less than 20 employees). The program identifies energy savings improvements, recommends energy management assistance programs and identifies financial assistance services. In conjunction with SBP, audit and technical assistance services are offered to industries across the state. The program is linked to the Manufacturing Assessment and Process Improvement program for defense dependent manufactures.

-The Innovative Transportation Development program (ITDP) provides support for innovative transportation initiatives in public transport with alternative fuels, and sponsorship of alternative demonstration and awareness programs, with a focus on sponsorship of the Tour de Sol race in 1995.

-The Office also administers federal funds targeted to assist defense dependent businesses and workers to diversify their markets and skills.

LICENSES:

Energy Auditor Certification.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

PUBLICATIONS:

1) Maine Wood Burning Guide (free)

2) Fact Sheets (on various energy subjects) (free)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE STATE FILM COMMISSION

D LEA GIRARDIN, DIRECTOR

Central Office:33 STONE STREET, AUGUSTA, ME 04333Mail Address:59 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1987Reference:Policy Area:01; Umbrella:19Unit:505; Citation:T0005M.R.S.A., Sect.000013069

PURPOSE:

The Maine Film Office was created by law to serve as the official liaison between the film and video production communities and the State of Maine. The Office's broad directive is to introduce the film making and broadcast industry to the variety of locations available in Maine, and to assure the support of technically skilled people and cooperation from state and local authorities and communities at large.

ORGANIZATION:

The Maine Film Office is comprised of two professional staff and is part of the Office of Tourism. An eleven member commission appointed by the Governor serves in an advisory capacity for the Film Office.

PROGRAM:

The Maine Film Office's two major objectives are: 1) to attract film and video production to Maine, and 2) 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 responds daily to a wide variety of production related requests, supplying in-depth location information and assisting with crew, equipment and accommodation contacts. The Office publishes 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 is an information tool for production companies.

In FY'95, the Film Office responded to over 1,500 inquiries and requests. In addition to sending the production guide, the Office supplied detailed information, materials and services to approximately 300 production companies. The Film Office secured Maine as a shooting site for productions, consisting of feature films, television shows and specials, commercials, still ads and miscellaneous projects with total expenditures of more than \$7 million in the state.

The Maine Film Commission is an eleven member board appointed by the Governor which supports the Maine Film Office through advisory, fund raising and legislative liaison activities. In fiscal year 1995, the Film Commission met six times and sponsored a network gathering for Maine professionals in the production industry.

PUBLICATIONS:

Production Manual, Maine State Film Commission (free)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INTERNATIONAL COMMERCE DIVISION

E KEITH KIRKHAM, DIRECTOR

Central Office: 33 STONE STREET, AUGUSTA, ME 04333 Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1987 Reference: Policy Area: 01 ; Umbrella: 19 Unit: 535 ; Citation: T0005 Average Count-All Positions: 2.00 Central Office: 33 STONE STREET, AUGUSTA, ME 04333 Telephone: (207) 287-2656 M.R.S.A., Sect. 000013070A Legislative Count: 2.00

PURPOSE:

The International Commerce division was established to ensure that international commerce development is grounded in thorough, accurate and timely economic information coupled with careful analysis in order to make the maximum use of the limited resources available for international commerce development activities.

ORGANIZATION:

The Division is comprised of two professional staff who work under the direction of the Director of Business Development.

PROGRAM:

The three major components of the Division of International Commerce are: investment attraction, trade promotion, and research and analysis. Major activities during FY'95 included:

Trade Promotion: The Division conducted several trade projects under cooperative agreements with the Korea-US Economic Council (KUSEC), Aomori Prefecture, Japan, and Jilin Province, China. Additionally, the Division organized a trade mission to Japan.

Research and Analysis: The Division's research includes analysis of significant trade issues and data, and the maintenance of Maine export statistics by industry and destination. The Division serves as a resource on all international issues to the Adminstration, Legislature, public, and business community.

PUBLICATIONS:

The Maine Canada Connection (1989) (free) The Canada-US Free Trade Agreement and Potential Effects on Major Sectors of the Maine Economy. (1990) (free) Maine U.S.A.: We're the Future for Business in America (1989) (free)

FINANCES, FISCAL YEAR 1995: 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

INTERNATIONAL COMMERCE DIVISION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	49,593	49,593				
HEALTH BENEFITS	8,072	8,072				
RETIREMENTS	8,203	8,203				
OTHER FRINGE BENEFITS	806	806				
OTHER CONTRACT SERVICES STATE	49,999	49,999				
OTHER CONTRACT SERVICES	37,858	37,858				
RENTS	6,301	6,301				
COMMODITIES	14,602	14,602				
GRANTS, SUBSIDIES, PENSIONS	26,504	26.504				
TOTAL EXPENDITURES	201,938	201,938				

MAINE SMALL BUSINESS COMMISSION

THOMAS D. MCBRIERTY, COMMISSIONER

Central Office: 33 STONE STREET, AUGUSTA, ME 04330 Mail Address: 59 STATE HOUSE STATION, MAINE, ME 04333 Established: 1990 Reference: Policy Area:01; Umbrella: 19 Unit: 536; Citation: T0005 Average Count-All Positions: 1.00 Legislative Count: 1.00

PURPOSE:

The Small Business Commission negotiates and oversees the annual contract with the US Small Business Adminstration's identified adminstrative unit, as well as the funds which are allocated to the regional subcenters to provide small business assistance. Additionally, the Commission is responsible for the review and evaluation of State small business assistance programs, and for advising the Governor, Legislature and the Commissioner of the Department of Economic & Community Development with respect to these programs.

ORGANIZATION:

The Commission consists of the State Auditor, the Commissioner of the Department of Economic & Community Development and the CEO of the Finance Authority of Maine.

PROGRAM:

The most significant and comprehensive program of business counseling and support available in the State of Maine is delivered through the Maine Small Business Development Centers (MSBDC) network headquartered at the University of Southern Maine. The MSBDC program receives the majority of its funding and oversight through the Maine Small Business Commission with the balance provided by the US SBA, the USM School of Business, and local sponsoring organizations.

Operating through a state-wide network of 7 subcenters and 15 satellite offices, MSBDC services include workshops, seminars and conferences covering topics pertinent to small business, one-to-one counseling, technical assistance, and business research through the MSBDC's Business Information Services. The MSBDC's Northern New England Products Trade Show features giftware and specialty food products manufactured in Maine, New Hampshire and Vermont. This nationally recognized, three-day trade show is held annually in Portland. In FY'95, the NNPTS had 305 Maine, New Hampshire and Vermont exhibitors, and attracted over 2,600 buyers from across the country.

The total MSBDC program budget for FY'95 was \$1,321,680, of which \$586,000 was provided by the State. During FY'95, the Maine Small Business Development Centers provided business counseling to 1,730 one-time clients and 1,078 continuous clients. Of the continuous clients, 642 received six or more hours of counseling assistance. In addition to its business counseling sevices, the MSBDC program conducted 89 workshops and seminars covering a wide range of business topics, with more than 2740 attendees. For more information, call the MSBDC's State Adminstrative Office, at (207) 780-4420.

FINANCES, FISCAL YEAR 1995: 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 SMALL BUSINESS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES STATE	637,768	637,768				
OTHER CONTRACT SERVICES	1,024	1,024				
TOTAL EXPENDITURES	638,792	638,792				

OFFICE OF TOURISM

DANN LEWIS, DIR OFFICE OF TOURISM

Central Office:33 STONE STREET, AUGUSTA, ME 04330Mail Address:59 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1987Telephone:Reference:Policy Area: 01Umbrella:Yerage Count-All Positions:8.00MR.S.A., Sect.

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 its mission, 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 state-wide tourism agencies.

ORGANIZATION:

The Office is supervised by the Director of Tourism, who oversees the activities of four professionals and one support staff, and the two staff of the Maine Film Office. 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, 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: There were several important marketing objectives in FY'95: to cultivate new visitors from the Mid-Atlantic states; to expand paid advertising through cooperative opportunities with the private sector; to create an awareness of the variety of opportunities and activities that Maine has to offer; to encourage travel writers from national newspapers and magazines to write feature stories about Maine; and to continue working with travel agents and tour operators to "package" Maine as a destination. VISITOR INFORMATION: The Office's Visitor Information program provides visitors

VISITOR INFORMATION: The Office'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 state-owned visitor information centers at Houlton, Calais, Yarmouth, Kittery and Hampden.

RESEARCH: To provide the statistics and data necessary for planners, developers, marketers and managers of tourism-related projects through Maine, the Office conducts research in various areas. GROUP TRAVEL: During FY'95, the Office attended the following marketplaces:

GROUP TRAVEL: During FY'95, the Office attended the following marketplaces: American Bus Association and National Tour Association, and hosted the NTAS annual retreat in Bar Harbor. Ongoing service to tour operators assisting with the development of itineraries, slides and information about tourist attractions.

MAINE TOURISM PARTNERSHIPS PROGRAM: In FY'95, the Maine Tourism partnership program awarded \$ 168,000 in grants to 18 local and regional organizations for marketing and promotion. This program is designed to assist local and regional groups in promoting their areas and events by attending trade shows, producing borchures and videos, and completing marketing studies.

PUBLICATIONS:

1) Tourism Annual Report (free)

- 2) Tourism Fact Sheet (free)
- 3) Quarterly Tourism Indicators (free)
- 4) Quarterly Tourims Newsletter (free)

5) Group Tour Manual (free)

- 6) Experience a Maine Vacation (free)
- 7) International Brochure (free)

FINANCES, FISCAL YEAR 1995: 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 & WAGES	302,386	302,386				
HEALTH BENEFITS	33,717	33,717				
RETIREMENTS	35,446	35,446				
OTHER FRINGE BENEFITS	4,344	4,344				
OTHER CONTRACT SERVICES STATE	2,250,760	1,189,172	1,061,588			
COMPUTER SERVICES STATE	46	46				
OTHER CONTRACT SERVICES	112,323	96,146	16,177			
RENTS	17,435	17,435				
COMMODITIES	40,552	39,752	800			
GRANTS, SUBSIDIES, PENSIONS	253,428	121,586	131,842			
TRANSFER TO OTHER FUNDS	6,763		6,763			
TOTAL EXPENDITURES	3,057,200	1,840,030	1,217,170			

MAINE TOURISM COMMISSION

DANN LEWIS, DIR OFF OF TOURISM

Central Office:33 STONE STREET, AUGUSTA, ME 04333Mail Address:59 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1983Reference:Policy Area:01 ; Umbrella:19 Unit:461 ; Citation:TotopM.R.S.A., Sect.000013067

PURPOSE:

The purpose of the Maine Tourism Commission is to advise the Director of the Office of Tourism on matters relating to the marketing and management of the tourism industry. The 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:

Commission members are appointed by the Governor for staggered four year terms. The Commission consists of nine representatives of various segments of the tourism industry and the eight regions of Maine. Additional ex-officio members represent the Department of Transportation, the Department of Economic & 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 & Community Development and the Governor in the last year. In addition to its ongoing responsibility to monitor opportunities and problems relating to tourism, in FY'95 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. The successful "Tourism Day" for Maine Legislators was repeated with a dinner sponsored for the Legislature in conjunction with the Maine Innkeepers

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Association, the Maine Campground Owners Association, and the Ski Maine Association.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

WAYNE L. MOWATT, ED.D., COMMISSIONER OF EDUCATION

TDD: (207) 287-2550

Central Office: EDUCATION BLDG, AUGUSTA, ME, 04333-0023 Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023 FAX: (207) 287-5701 Established: 1931 Telephone: (207) 287-5114 Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071 ; Citation: T0020A M.R.S.A., Sect. 000000201 Average Count--All Positions: 552.5 Legislative Count. 197.0 (OFFICE OF) STATE HISTORIAN **Units**: ADMINISTRATIVE SERVICES UNIT DIVISION OF INSTRUCTION DIVISION OF ADULT EDUCATION DIVISION OF MANAGEMENT INFORMATION DIVISION OF APPLIED TECHNOLOGY OFFICE OF REHABILITATION SERVICES DIVISION OF SCHOOL BUSINESS SERVICES DIVISION FOR THE BLIND AND VISUALLY IMPAIRED DIVISION OF CERTIFICATION AND PLACEMENT DIVISION OF SPECIAL SERVICES SUPPORT SERVICES UNIT OFFICE OF THE COMMISSIONER DIVISION OF DEAFNESS EDUCATION UNORGANIZED TERRITORY ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS DIVISION OF FINANCE GOVERNOR BAXTER SCHOOL FOR THE DEAF

PURPOSE:

DIVISION OF HIGHER EDUCATION

The overall emphasis of this agency is to ensure that high quality educational services are available to all Maine people through comprehensive educational planning and leadership that relate 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 people; 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 inservice education and staff development for teachers in cooperation with local school officials.

The Department compiles and distributes copies of school laws to municipal school officers; acts upon applications for additions to and dissolution of school administrative districts; prescribes the studies to be taught in the schools; furnishes record books to school officers of each administrative unit for recording all matters relating to monies appropriated; controls and manages all public schools established and maintained by gifts or bequests; performs all duties imposed by any charter granted by the Legislature to educational institutions in the state; reports annually to the Governor the facts obtained from school returns, with recommendations to promote the improvement of public schools.

The office oversees the inspection of schools, the issuance of high school equivalency diplomas; the production or contracts for educational television programs; the approval of schools with out-of-state enrollment; contracts for applied technology education programs; and the certification of 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. The State Board of Education was reestablished in 1949 with greatly expanded powers over public education activities of the state, including authority to appoint the Commissioner of Education. The Board's powers were diminished in state government reorganization of 1971 and the authority to appoint the commissioner was transferred to the Governor with the advice and consent of the council. As of April 1983 the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

The first regular session of the 116th Legislature transferred the Bureau of Rehabilitation from the Department of Human Services to the Department of Education. This organizational unit will consist of two divisions - Division for Blind and Visually Impaired and Division of General Vocational Rehabilitation.

PROGRAM:

The program of the Department is implemented through its component units.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

TOTAL

DEPARTMENT OF EDUCATION

	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	15,031,836	8,355,801	313,130		6,362,905	
HEALTH BENEFITS	1,849,649	1,019,253	34,091		796,305	
RETIREMENTS	2,553,062	1,451,962	51,792		1,049,308	
OTHER FRINGE BENEFITS	171,122	97,457	2,966		70,699	
OTHER CONTRACT SERVICES STATE	3,116,682	2,157,062	93,782		860,488	5,350
COMPUTER SERVICES STATE	325,288	277,225			48,063	
OTHER CONTRACT SERVICES	7,452,489	6,245,065	25,017		1,182,407	
RENTS	922,711	411,177	5,989		505,545	
COMMODITIES	611,791	374,325	31,465		205,577	424
GRANTS, SUBSIDIES, PENSIONS	680,826,156	593,545,819	3,316,806		83,940,201	23,330
PURCHASE OF LAND	47,531	47,531				
EQUIPMENT	368,774	275,416	7,014		86,344	
INTEREST-DEBT RETIREMENT	1,075	948	2		125	
TRANSFER TO OTHER FUNDS	69,765,569	69,475,612	5,218		284,739	
TOTAL EXPENDITURES	783,043,735	683,734,653	3,887,272		95,392,706	29,104

ADMINISTRATIVE SERVICES UNIT

RAYMOND H. POULIN, JR., DEPUTY COMMISSIONER

TDD: (207) 287-2550

Central Office:EDUCATION BLDG, AUGUSTA, ME 04333-0023Mail Address:23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023FAX:Established:1993Telephone:Reference:Policy Area:02;Umbrella:05 Unit:071A;Citation:T0020A M.R.S.A., Sect.000000202Average Count--All Positions:9.50

PURPOSE:

This unit consists of Administrative Services which support the operations of the Department of Education in the areas of personnel, affirmative action, legislative activity, and support for the State Board of Education. Each of the activities has broad responsibilities for both supporting the work of all other organizational units in the Department and representing the Department within these areas of responsibility.

ORGANIZATION:

This Unit reports directly to the Office of the Commissioner. The Unit was created through a restructuring which was approved by the Legislature in the First Regular Session of the 116th Legislature. This restructuring reduced the number of offices and divisions within the Department of Education and created organizational units which more clearly reflect the needs of the people both inside and outside of the Department who are served by these units.

PROGRAM:

Affirmative Action Unit/National Origin Desegregation. Provides information and technical assistance to local school districts in cooperation with other affirmative action programs and agencies; responsibility for Maine's Methods of Administration for Civil Rights Compliance in Vocational Education and compliance with the Americans with Disabilities Act. Office of Personnel. Provides personnel-related services to department employees, including labor relations activities. Planning for the transfer of the Office of Rehabilitation Services from the Department of Human Services to this Department. One or more employees in each of three units (Office of Rehab, EUT, Baxter School for the Deaf) provide additional personnel functions/support.

Legislative Liaison. Oversees legislative activity for department with Legislature and Governor's Office, is legislative liaison to the State Board of Education, Commissioner's liaison to University System's instructional television system, Commissioner's liaison to Secretary of State's office relative to Administrative Procedures Act. Bilingual Education, Refugee Assistance and National Origin Desegregation. The Title IV civil rights office provides workshops and technical assistance to schools, K-12 as they develop equitable programs and plan for all Maine linguistic minority and refugee children, and is a liaison with USDE for federally supported projects. The department awards subgrants to local educational agencies, monitors eligible sites that serve immigrant children, provides technical assistance to schools, and appropriate materials enabling them to serve refugee children.

FINANCES, FISCAL YEAR 1995: 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 UNIT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNÐS
EXPENDITURES						
SALARIES & WAGES	238,519	128,954			109,565	
HEALTH BENEFITS	27,720	13,097			14,623	
RETIREMENTS	44,563	26,006			18,557	
OTHER FRINGE BENEFITS	2,330	452			1,878	
OTHER CONTRACT SERVICES STATE	2,444	189			2,255	
OTHER CONTRACT SERVICES	74,377	40,914			33,463	
RENTS	2,467	186			2,281	
COMMODITIES	5,240	660			4,580	
GRANTS, SUBSIDIES, PENSIONS	8,303	81			8,222	
TRANSFER TO OTHER FUNDS	6,116				6,116	
TOTAL EXPENDITURES	412,079	210,539			201,540	

DIVISION OF ADULT EDUCATION

PAUL RANDY WALKER, DIRECTOR

Central Office: EDUCATION BLDG, AUGUSTA, ME 04333-0023 Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 FAX: (207) 287-5894 Established: 1993 Telephone: (207) 287-5854 Reference: Policy Area: 02; Umbrella: 05 Unit: 071L; Citation: T0020A M.R.S.A., Sect. 000000202 Average Count-All Positions: 7.00 Legislative Count: 5.00

PURPOSE:

The Division of Adult and Community Education administers the Federal Adult Basic Education Act in accordance with PL 100-297 as amended as well as the Even Start Family Literacy Program, Part B. of Title I of the ESEA. The Division is also responsible for the administration of MRSA title 20-A, Chapter 315, subsections 8601 - 8611 and MSRA title 20-A, Part 1, Chapter 3, sub-chapter 2, subsection 257.

Included within the administration of Federal and State adult education legislation is program development, technical assistance, staff development and program evaluation. Delivery is through local educational agencies, community based organizations and correctional institutions. Simply stated, the purpose is to provide adults throughout Maine with locally delivered continuing education opportunities to acquire the knowledge and skills necessary to function effectively in the workplace and in society.

ORGANIZATION:

The Division of Adult and Community Education is a division within the Department of Education. The Division director is responsible to the Commissioner of Education. The Department of Education operates under the direction of the State Board of Education.

The Division consultants have direct adult education program responsibilities across the scope of administrative functions. The Division also contracts with the University of Maine to assist in providing staff development opportunities to local adult education teachers. Likewise, division members work across Division lines as required by team or project activities.

PROGRAM:

Federally funded programs operated out of the Division are Adult Basic Education (ABE), a grant program to public and private non-profit agencies for adults who lack the level of literacy skills for effective citizenship and productive employment. Family Literacy, an intergenerational program providing preliteracy for children, adult education, parenting and intergenerational activities. Homeless Education, managed by the Division and operated through local adult education programs out of non-traditional locations such as halfway houses, soup kitchens, and homeless shelters. The Division also participates on an interdivisional basis in the review and approval of Perkins grant for adult education and plays a supporting role in a number of other short term interagency grant programs.

State subsidized programs are: adult high school completion programs that provide classroom and independent learning activities leading to a high school diploma or the GED, adult literacy programs that extend basic skills education for adults to local educational agencies unable to meet local needs with federal funding alone, adult vocational education programs that provide knowledge and skills for entry-level employment, job retraining and job upgrading. Adult Handicapped programs provide assistance over and above regular programming for those persons with handicaps who may benefit.

Non-subsidized programs are also operated under Maine's local adult education programs. These range from community service programs such as driver, hunter, boating and home fire safety programs, CPR and community health programs and vocational programs that often lead to part-time craftmaking income. Local programs also participate in other public and private grant programs as well as inter-agency education and training programs. Collectively, Maine's adult education programs counted in excess of 150,000 enrollments in FY 95.

LICENSES:

There are no licenses as such issued directly by the Division of Adult and Community Education. Approval is required for the operation of subsidizable adult education programs and adult high school diploma teachers and administrators must hold Maine teacher certification. The Division does award a High School Equivalency Diploma for successful completion of the GED (General Educational Development) test series.

PUBLICATIONS:

Maine Adult and Community Education Directory, 1995-96 (free) Maine Adult Education The Largest System for Adult Education in Maine: The 1995 REPORT (free) FINANCES, FISCAL YEAR 1995: 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 ADULT EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	253,864	186,274			67,590	
HEALTH BENEFITS	26,668	18,382			8,286	
RETIREMENTS	41,990	30,810			11,180	
OTHER FRINGE BENEFITS	1,829	1,560			269	
OTHER CONTRACT SERVICES STATE	125,832	111,808			14,024	
OTHER CONTRACT SERVICES	31,654	15,464			16,190	
RENTS	37,871	35,963			1,908	
COMMODITIES	6,468	5,440			1,028	
GRANTS, SUBSIDIES, PENSIONS	5,613,123	3,731,503			1,881,620	
EQUIPMENT	3,982				3,982	
TRANSFER TO OTHER FUNDS	6,574				6,574	
TOTAL EXPENDITURES	6,149,855	4,137,204			2,012,651	

DIVISION OF APPLIED TECHNOLOGY

CHRISTOPHER LYONS, DIRECTOR

Central Office:EDUCATION BLDG, AUGUSTA, ME 04333-0023Mail Address:23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023FAX:Established:1993Telephone:Reference:Policy Area: 02;Umbrella:05 Unit:071T;Citation:T0020A M.R.S.A., Sect.000000202Average Count--All Positions:18.00

PURPOSE:

The State Board of Education and the department, acting through the Division of Applied Technology, provide financial support, technical assistance, and oversight to the statewide network of regional vocational/applied technology centers. The primary mission of the Division of Applied Technology is to serve as the staff of the State Board for the administration of federal funds available to the state through the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990 (Public Law 101-392). The division also exercises certain regulatory responsibilities in relation to the applied technology regions and centers, under the provisions of 20-A MRSA Chapter 313. In addition, the division serves as the state-level coordinating agency for Maine's comprehensive, statewide school-to-work opportunities system, Career Opportunities 2000, being implemented under the provisions of the School-To-Work Opportunities Act of 1994 (P.L. 103-239).

Division responsible for: developing biennial State Plan for Applied Technology Education, for review by Maine Council on Vocational Education and approval by State Board; awarding grants to eligible recipients under Perkins Title II, Part C,, and monitoring and evaluating their use; providing technical assistance to applied technology education providers; contracting with institutions of higher education for staff training and personnel development; coordinating planning and operation of workforce education programs with employment and training programs operated under Job Training Partnership Act (Public Law 97-300) and with other human resource development programs, in cooperation with Maine Council on Vocational Education and Maine Human Resource Development Council.

The Division also assures fiscal and program compliance with applicable Federal and State laws, including services and activities for individuals who are members of special populations; administers programs for single parents, sex equity, and correctional applied technology education authorized under Perkins Title II, Part B; and administers Tech Prep program under Perkins Title III.

ORGANIZATION:

In addition to Division Director, two distinct organizational units make up division -- a State Leadership Unit and a State Administration Unit -- whose responsibilities parallel those of two separate applied technology divisions prior to consolidation in 1993. Administration unit responsibilities include: planning/research/evaluation/public relations; overseeing/providing technical assistance to programs for disadvantaged individuals and individuals with disabilities, single parents, displaced homemakers, single pregnant women, women in nontraditional programs, and correctional institutions inmates; overseeing/providing technical assistance to career guidance and placement initiatives, the Maine Tech Prep Consortium, and school-to-work transition programs; coordinating workforce education with employment training programs; and, coordinating/administering the "Methods of Administration for Civil Rights in Applied Technology Education" on-site review process.

State Leadership Unit responsibilities include: approving/ overseeing/conducting program quality assessments of, and providing technical assistance to workforce education programs offered by applied technology centers and regions; coordinating/assisting curriculum development, field testing, and dissemination efforts supported with Carl D. Perkins Act funds; overseeing/providing technical assistance to high school technology education, family and consumer science education, agricultural education, and business education programs; assisting Department/Division of Certification with certification of applied technology education instructors in Maine; overseeing the applied technology education pre-service and in-service staff development programs offered by the University of Southern Maine; providing state-level leadership and supervison to applied technology student organizations; fostering workforce education program improvement and accountability.

Office of Division Director is made up of division director, an accountant, and two support staff. The State Leadership Unit includes: unit leader; state supervisors of business education and marketing and distributive education, health occupations and family and consumer science education, and agribusiness and natural resources education; a halftime Certified Nursing Assistant testing specialist, and two support staff. The State Administration Unit incudes: unit leader; administrators for single parents and sex equity programs and consumer and homemaking education programs, a special populations compliance officer, and two support staff.

PROGRAM:

The common goal of the two units and the division as a whole is to improve occupational, technical, career development, and school-to-work opportunity programs in the State of Maine through the administration of Carl D. Perkins and School-To-Work Opportunities Act funds and the provision of technical assistance to applied technology centers and technical colleges. Implementation of Career Opportunities 2000, a comprehensive, statewide, school-to-work opportunities system, has been a major program priority since April 1, 1994, when the division submitted a successful application for a first round implementation grant under the STWOA.

Secondary-level Occupational Preparation programs are offered in Maine by a statewide network of regional applied technology centers, established two decades ago. Over 35 occupationally-specific, competency-based programs are currently available. In 1994-1995, over 6,600 juniors and seniors were enrolled in specific occupational preparation programs, cluster vocational programs, and diversified vocational special needs programs. Over 800 more were enrolled in cooperative education programs. Under Maine law, two types of area vocational schools make up the statewide applied technology regions. Occupationally specific skill training programs are traditionally grouped into seven broad programs areas: Agriculture/Agribusiness and Natural Resources Education; Business and Office Education; Health Occupations Education; and Trade and Industrial Ed.

Jobs for Maine's Graduates (JMG) school-to-work transition program, created in 1989 and established in State law in 1993. An accredited member of the nationwide program network affiliated with Jobs for America's Graduates, Inc. (JAG), JMG's basic goal is to assist at-risk students to complete high school and make a successful entry into the world of work. JMG currently offers a

school-to-work (STW) model aimed at high school seniors, an Opportunity Awareness dropout prevention program aimed at 9th-to-11th grade students, and a Project Reach early intervention program pilot test aimed at 7th and 8th graders. Thirty JMG projects were operational during 1994/95 year at 23 schools (including five applied technology centers) serving over 1,700 students in 117 communities.

PUBLICATIONS:

Maine State Plan for Applied Technology Education, Program Years 1995-1996: School/Work 2000-Planned Uses of Federal Support for Applied Tech Ed; Planning Instructions for Local Applications for Assistance Under Perkins Title II, Part C; Uniform Guidelines for Local Applications for Assistance to Eligible Recipients; Quality Control and Accountability in Applied Tech Ed; Education for Work: Applied Tech Ed Handbook, State of Maine; Outlook '95-Occupational Supply/Demand Analysis Notebook for the State of Maine. Career Opportunities 2000-State of Maine Plan for a Statewide STWO System Gender Equity in Education and the Workplace-A Competency Profile for Achieving Equity Maine's Challenge: An Action Agenda for Systemic Change, 3/26/93 Applied Technology: Today's Training, Tomorrow's Jobs APR91: Annual Performance Report on Federally-Funded Voc Ed Programs Education for Work, Number 1. Fall 1989

FINANCES, FISCAL YEAR 1995: 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 APPLIED TECHNOLOGY	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUNÐ	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	516,759	125,012			391,747	
HEALTH BENEFITS	60,435	13,731			46,704	
RETIREMENTS	85,244	20,677			64,567	
OTHER FRINGE BENEFITS	5,896	1,875			4,021	
OTHER CONTRACT SERVICES STATE	6,345	240			6,105	
OTHER CONTRACT SERVICES	104,979	29,839			75,140	
RENTS	15,143	4,012			11,131	
COMMODITIES	13,782	2,222			11,560	
GRANTS, SUBSIDIES, PENSIONS	7,295,788	884,743	25,000		6,386,045	
EQUIPMENT	12,277	2,281			9,996	
TRANSFER TO OTHER FUNDS	19,959				19,959	
TOTAL EXPENDITURES	8,136,607	1,084,632	25,000		7,026,975	

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

HAROLD LEWIS, DIRECTOR

Central Office:150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150Mail Address:150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150FAX:Established:1994Telephone:Reference:Policy Area:02;Umbrella:Officient:05 Unit:150;Citation:TotalTotalTotalAverage Count--All Positions:35.50Legislative Count:

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 provisions of certain education services to blind and visually-impaired children from birth to age 21; vocational rehabilitation services to accomplish 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 for 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 1994, legislation established a separate Vocational Rehabilitation program for blind individuals, and moved the Division from Department of Human Services to the Department of Education, as part of the new Office of Rehabilitation Services. The Division maintains direct service staff in seven offices throughout the state.

PROGRAM:

The Education Program provides specific instructional services to blind children in assisting local school units to meet their responsibilities for a Free Appropriate Public Education under the Individuals with Disabilities Education Act (IDEA). These services (low vision, braille instruction, travel training, direct teaching, special materials, personal and family counseling, and case management) are provided in part by DBVI staff and in part through contracted itinerant teachers. This program currently serves 500 children.

The Independent Living Program provides direct skill training activities assisting older blind and visually impaired people to achieve or maintain independence in their homes and communities, and to avoid costly institutionalization. Services are provided in part by DBVI staff and in part by contracted rehabilitation teachers. This program served over 700 adult clients in SFY 1995.

The Vocational Rehabilitation Program provides services to enable blind individuals to acquire or retain employment. Through vocational counseling, application of technology, and a variety of purchased and contracted services, the VR program currently serves 500 transitioning youth and adult clients. In addition, the Business Enterprise Program placed blind individuals in self-employment within the food-service industry in state and federal installations. There are 27 sites managed by this program where blind operators, trained and licensed by BEP, provide food services in snack bars and cafeterias.

LICENSES:

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Section 654)

PUBLICATIONS:

1. Comprehensive Services for Visually Impaired and Blind Individuals of All Ages (free)

- Independent Living Services for Older People with Visual Impairements (free)
 What Do You Do When You See a Blind Person
- 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 1995: 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 FOR THE BLIND AND VISUALLY IMPAIRED	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,009,984	309,197			700,787	
HEALTH BENEFITS	127,821	32,488			95,333	
RETIREMENTS	189,977	74,394			115,583	
OTHER FRINGE BENEFITS	10,563	3,920			6,643	
OTHER CONTRACT SERVICES STATE	25,733	412	3,062		22,259	
COMPUTER SERVICES STATE	46,324	44,663			1,661	
OTHER CONTRACT SERVICES	134,934	39,887	14,600		80,447	
RENTS	7,501	2,674	3,674		1,153	
COMMODITIES	28,187	20	21,463		6,704	
GRANTS, SUBSIDIES, PENSIONS	3,008,594	1,832,596	1,949		1,174,049	
EQUIPMENT	10,014		7,014		3,000	
INTEREST-DEBT RETIREMENT	4		2		2	
TRANSFER TO OTHER FUNDS	21,729		866		20,863	
TOTAL EXPENDITURES	4,621,365	2,340,251	52,630		2,228,484	

DIVISION OF CERTIFICATION AND PLACEMENT

NANCY IBARGUEN, DIRECTOR

Central Office: EDUCATION BLDG, AUGUSTA, ME 04333-0023 Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 Established: 1993 Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071C; Citation: T0020A M.R.S.A., Sect. 00000202 Average Count-All Positions: 9.00 Legislative Count: 9.00

PURPOSE:

The major responsibility of the Division of Certification and Placement 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, having received evaluation letters, 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 and action planning procedures for certification renewal where an optional regional administrator support system is not available.

The Division is directly responsible for the issuance of individual authorizations to all educational technicians. The Division serves as advisory 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 Division also serves as Maine's liaison to the Northeast Common Market Project for regional teacher, administrator, and special education credentials. 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 certification of all teachers, educational specialists, and administrators in Maine is the primary purpose of the Division of Certification and Placement. This represents the evaluation, issuance, and renewal of certificates as well as the screening for possible criminal or immoral conduct.

ORGANIZATION:

Issuance of Certificates--One Educational Specialist III, one Educational Specialist II, and a portion of the Director, along with the support from two and a half support staff are assigned the overall task of evaluation, writing, and issuance of certificates. Another Educational Specialist III, a legal consultant, is assigned the task of dealing with all of the criminal and immoral conduct incidences, and informal and formal adjudicatory hearings for certification applicants. The Director, one Educational Specialist II, and one Educational Specialist III work with all Maine colleges/universities for program and course approval. The interstate reciprocity agreement and the Northeast Regional Laboratory are tasks primarily of the Director and a portion of one Educational Specialist III.

Issuance of Authorizations--A portion of one Educational Specialist III, a portion of one Educational Specialist II, a portion of the Director, along with the support of a portion of three support staff are assigned the overall task of evaluation, writing and the issuance of educational technician authorizations. Another Educational Specialist III, a legal consultant, is assigned the task of dealing with all criminal and immoral conduct incidences and the adjudicatory hearings for authorization candidates.

Collection of Revenue--Revenue collection is carried out by one support staff person and as an add-on function for educational specialists and the director.

Monitor and Assist School Systems--Two educational specialists and the director review, analyze and assist school systems with the annual violations list. All staff carry out the function of assisting school systems with the certification status of educational personnel. The director has the task of reviewing and approving all initial teacher and administrator support system plans as well as the revisions and waivers to these plans. A portion of one support staff person is assigned the task of reviewing and approving all substitutes. Two educational specialists and one support staff person perform the tasks of evaluating and issuing authorizations for all educational technicians.

Placement Services--This task is the primary responsibility of one Educational Specialist II, a major portion of one support staff person and an add-on for the director.

PROGRAM:

Issuance of Certificates: Evaluate transcripts, analyze files for approved program and interstate reciprocity status or transcript analysis; write certificates and evaluation letters; distribute renewal applications and supplemental materials; distribute administrator monitoring forms; analyze administrator portfolio material; screen all applicants for criminal or immoral conduct; hold informal and formal hearings for possible adjudicatory hearing; work with individuals to attain initial and renewal requirements; approve exceptionality courses; work with colleges and universities for course and program approval; work with other states for interstate compact agreements; work with the Northeast Regional Laboratory, the N.E. states, N.Y. and Pa. for the issuance of regional credentials for teachers, administrators, and special educators; work with State Board and three pilots on results-based initial certification.

Issuance of Authorizations: Evaluate transcripts and other forms of professional development activities; write authorizations and evaluation letters; hold formal and informal hearings for possible adjudicatory hearings; and provide technical service to school systems and individuals. Collection of Revenue: Collect/monitor fees for initial evaluations and the renewal of inactive certificates. Monitor and Assist School Systems:

Review/analyze/disseminate/ and assist with a personnel violation list; assist with information of certification status of personnel; approve initial teacher support system plans for private schools; approve revisions and waivers to existing teacher support system plans; approve initial administrator support system plans; approve revisions to administer support system plans; issue authorizations to educational technicians; review/approve substitutes working in school systems. Placement Services: Maintain current educational vacancies in Maine; assist educators seeking positions in Maine; provide information and list of candidates to local school systems; and assist the Division of Special Services with recruitment efforts mandated by the federal government.

FINANCES, FISCAL YEAR 1995: 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 CERTIFICATION AND PLACEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	307,649	307,649				
HEALTH BENEFITS	40,659	40,659				
RETIREMENTS	50,885	50,885				
OTHER FRINGE BENEFITS	4,150	4,150				
OTHER CONTRACT SERVICES STATE	753	753				
COMPUTER SERVICES STATE	25	25				
OTHER CONTRACT SERVICES	36,769	36,769				
RENTS	3,860	3,860				
COMMODITIES	5,075	5,075				
GRANTS, SUBSIDIES, PENSIONS	325	325				
TOTAL EXPENDITURES	450,150	450,150				

OFFICE OF THE COMMISSIONER

WAYNE L. MOWATT, Ed.D., COMMISSIONER

TDD: (207) 287-2550

Central Office:EDUCATION BLDG., AUGUSTA, ME 04333-0023Mail Address:23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023FAX:Established:1993Telephone:(207) 287-5114Reference:Policy Area: 02;Umbrella:05 Unit:071D;Citation:T0020A M.R.S.A., Sect.000000202Average Count--All Positions:6.00Legislative Count: 6.00

PURPOSE:

The overall responsibility of the Commissioner is to ensure that high quality educational services are available to all Maine people through comprehensive educational planning and leadership that relate such services to other social, economic, cultural and governmental programs and activities. The Commissioner's office provides leadership and vision in supervising, guiding and planning a coordinated system of public education for all Maine people. The Commissioner actively collaborates with other organizations and agencies to develop a system of services.

The office of the Commissioner compiles and distributes copies of school laws to municipal school officers; acts upon applications for additions to and dissolution of school administrative districts; prescribes the studies to be taught in the schools; furnishes record books to school officers of each administrative unit for recording all matters relating to monies appropriated; controls and manages all public schools established and maintained by gifts or bequests; performs all duties imposed by any charter granted by the Legislature to educational institutions in the state; reports annually to the Governor the facts obtained from school returns, with recommendations to promote the improvement of public schools.

The office oversees the inspection of schools, the issuance of high school equivalency diplomas; the production or contracts for educational television programs; the approval of schools with out-of-state enrollment; contracts for applied technology education programs; and the certification of teachers and other professional personnel for service in any public school in the state or any school that accepts public funds.

ORGANIZATION:

The DOE 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 DOE was created to assume the powers and duties formerly assigned solely to the Commissioner of Education. The State Board of Education was reestablished in 1949 with greatly expanded powers over public education activities of the state, including authority to appoint the Commissioner of Education. The Board's powers were diminished in state government reorganization of 1971 and the authority to appoint the commissioner was transferred to the Governor with the advice and consent of the concil. As of April 1983 the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

The first regular session of the 116th Legislature transferred the Bureau of Rehabilitation from the Department of Human Services to the Department of Education. This organizational unit will consist of two divisions -- Division for the Blind and Visually Impaired and Division of General Vocational Rehabilitation.

FINANCES, FISCAL YEAR 1995: 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 THE COMMISSIONER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	249,362	249,362				
HEALTH BENEFITS	24,532	24,532				
RETIREMENTS	48,419	48,419				
OTHER FRINGE BENEFITS	3,150	3,150				
OTHER CONTRACT SERVICES STATE	28,272	28,272				
OTHER CONTRACT SERVICES	70,980	70,980				
RENTS	4,028	4,028				
COMMODITIES	25,065	25,065				
GRANTS, SUBSIDIES, PENSIONS	320,000	320,000				
EQUIPMENT	29,782	29,782				
INTEREST-DEBT RETIREMENT	94	94				
TOTAL EXPENDITURES	803,684	803,684				

DIVISION OF DEAFNESS

NORMAN R. PERRIN, DIRECTOR

Central Office:35 ANTHONY AVENUE, AUGUSTA, ME 04333-0150Mail Address:150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150FAX:Established:1994Telephone:Reference:Policy Area: 02;Umbrella:05 Unit:160;Citation:T0022M.R.S.A., Sect:000003071

PURPOSE:

The Division of Deafness was established to provide a program of services of 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 hard of hearing, to recommend legislation

to change or improve services; and to provide rehabilitation services to deaf and hard of hearing children from birth to age 20. Other programs include Telecommunications Devices (TTY'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) eatablishing the Division as a statutory unit of the Office of Rehabilitation Services.

The Advisory Council of the Division continued to give a strong voice for consumer 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 persons in order to assess their needs for services. Presently, there are 3,141 persons on the reigstry who are deaf. Vocational Rehabilitation: The purpose of Vocational Rehabilitation is to assist eligible deaf and hard of hearing clients toward employability and independence. The vocational rehabilitation program served 350 deaf and hard of hearing clients during this reporting period. Five rehabilitation specialists (RCD's) provide counseling and case management statewide. Telecommunications Devices for DEAF (TTY): The Division administers two programs providing Telecommunications Devices for the Deaf (TTY)/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 TTY for deaf, hard of hearing and speech impaired. This law was enacted in 1980 with appropriations in 1981. A subsequent enactment in 1983 provided funding for TTY's on a lease basis at no charge to the deaf, hard of hearing or speech impaired persons. An audiologist or physician must verity proof of disability. In addition, financial need must be shown. During the period of time 1982 thru 1993, the Division provided a total of 1,215 TTY's and decoders to individuals. Interpreting in Legal Proceedings: Enactment of laws in 1978 and 79 entitles a deaf, hard of hearing person in a legal proceeding to have an interpreter. Under Statute 5 MRSA, Section 48, the interpreter is reimbursed by the Office of Rehabilitation Services. Approximately 878 hours of interpreting were provided during this reporting year.

Information Networking: The Division maintains a toll-free number in order provide a channel for deaf and hard of hearing and their families to receive to information relating to the disability. Approximately 300 calls a month are logged in for information, advocacy, referral and other related needs. Children's Program: The Division provides rehabilitative and restoration services for children 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. Aproximately 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, 1995 (PL Chapter 501).

LICENSES:

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 certified 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

- Report of Committee on Community Center Research
 Report on Registry of Deaf
 Annual Reprot of Persons Served in the VR Program
- 5. Report on Dissemination of Telecom Equipment
- 6. Directory of Sign Language Classes in Maine

- 7. Director of Organizations Serving Maine (Deaf)
- 8. Maine-Lines for the Deaf
- 9. TTY Directors
- 10. Other miscellaneous program brochures upon request

11. Report of the Statewide Needs Assessment of the Deaf Community in Maine

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS

WILLIAM NYE, CHAIRMAN

Central Office:35 ANTHONY AVENUE, AUGUSTA, ME 04333-0150Mail Address:150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150FAX:Established:1994Telephone:Reference:Policy Area: 02; Umbrella:05 Unit:161; Citation:TO022M.R.S.A., Sect.000003074

PURPOSE:

The Advisory Council, Division of Deafness, advises the Director for the Office of Rehabilitation Services and the Director of the Division of Deafness on the development and coordination of services to people who are deaf and hard of hearing. The Council evaluates the progress toward goals and recommendations and advises the Division on implementation plans.

ORGANIZATION:

The Council has 24 members and 3 member-at-large positions. One-third of the members are deaf or hard of hearing persons. The Council meets quarterly on the second Thursday of January, April, June, and October. Meetings are held in Augusta. The chairperson is elected by the Council and serves a 2-year term.

PROGRAM:

The Council's activities this past year were focused on community service centers for the deaf, needs assessment, telecommunications devices for the deaf (TTY), legislative, Maine-Lines newsletter, hearing impaired children, substance abuse, elderly, interpreting issues, updates on the state telecommunication access plans for state department and agencies, and TV/media access.

PUBLICATIONS:

Report of Research Committee on Community Care (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--1989

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF FINANCE

STANLEY R SUMNER, DIRECTOR

Central Office:EDUCATION BLDG, AUGUSTA, ME 04333-0023Mail Address:23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023FAX:Established:1993Telephone:Reference:Policy Area:02;Umbrella:05 Unit:071F;Citation:T0020A M.R.S.A., Sect.00000020Average Count--All Positions:16.00

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, auditing, and indirect cost program preparation and application.

ORGANIZATION:

There are three sections within this Division: The 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 1995: 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 FINANCE	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	442,441	378,343			64,098	
HEALTH BENEFITS	58,534	47,119			11,415	
RETIREMENTS	75,569	64,967			10,602	
OTHER FRINGE BENEFITS	3,258	2,421			837	
OTHER CONTRACT SERVICES STATE	29,532	100	29,432			
COMPUTER SERVICES STATE	11,943	11,423			520	
OTHER CONTRACT SERVICES	27,874	25,007	2,255		612	
RENTS	5,085	4,163	922			
COMMODITIES	5,328	4,145	15		1,168	
GRANTS, SUBSIDIES, PENSIONS	59,115,904	59,115,789	115			
TRANSFER TO OTHER FUNDS	69,479,606	69,475,612	1,078		2,916	
TOTAL EXPENDITURES	129,255,074	129,129,089	33,817		92,168	

GOVERNOR BAXTER SCHOOL FOR THE DEAF

RAY S. PARKS, JR, SUPERINTENDENT

 Central Office:
 P.O BOX 799, PORTLAND, ME 04104-0799

 Mail Address:
 P.O. BOX 799, PORTLAND, ME 04104-0799
 FAX:
 (207) 781-6296

 Established:
 1876
 Telephone:
 (207) 781-6200

 Reference:
 Policy Area: 02;
 Umbrella:
 05 Unit:
 090;
 Citation:
 T0020A M.R.S.A., Sect.
 000007503

 Average Count--All Positions:
 105.00
 Legislative Count: 43.50

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. GBSD has become the core of a developing and far-reaching system to identify and meet the educational and related needs of Maine's hard of hearing citizens. The mission is to integrate these educational opportunities into a single state-wide unit in order to provide optimum services for hard of hearing infants, children, adults, their families, and the community at large. GBSD has met school approval standards developed by the Maine Department of Education. 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 GBSD 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 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 Education. 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 1953, funds donated by Governor Baxter and funds granted by the Legislature were used for the construction of a new education, residential facility for the deaf on Mackworth Island. In 1957, the Legislature honored the Governor by officially changing the name of the school to Governor Baxter School for the Deaf.

PROGRAM:

GBSD provides a wide range of services for students, families, professionals, and citizens in the state. Comprehensive programming includes four departments. The Academic Program includes Elementary, Middle and High School, local and regional athletic programs, a Project Adventure Component, Library/Media Center, American Sign Language Program and GBSD also features an extensive Sound and Technology Laboratory, Annual summer programing. 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, Audological Services, Speech/Language Therapy, Mental Health Counseling, Vocational Education Evaluation, Social Services, P.E.T. meeting and Statewide Comprehensive Evaluations Service. The Residential Program includes a recreation program, Health Center, and Independent Living Program.

Portland-Falmouth Teacher/Academy: In addition the functions mentioned, GBSD serves as a contact for the Gallaudet University Information Center on Deafness and works closely with Gallaudet University pre-College Programs in Washington, D.C. and the Gallaudet Regional Center at Northern Essex Community College in Haverhill, Massachusetts.

LICENSES:

High School Diplomas (The school is approved by the Maine State Department of Education and is accredited by the Conference of Educational Administrators Serving the Deaf.)

PUBLICATIONS:

"Watch Tower" Yearbook (\$15.00) Directory of Deaf Resources (\$5.00)

FINANCES, FISCAL YEAR 1995: 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 & WAGES	2,598,549	2,598,549				
HEALTH BENEFITS	332,192	332,192				
RETIREMENTS	456,713	456,713				
OTHER FRINGE BENEFITS	38,149	38,149				
OTHER CONTRACT SERVICES STATE	383,290	315,496	61,288		1,156	5,350
COMPUTER SERVICES STATE	1,049	1,049				
OTHER CONTRACT SERVICES	188,845	187,216	1,576		53	
RENTS	97,345	96,859	330		156	
COMMODITIES	191,592	171,410	8,046		11,712	424
GRANTS, SUBSIDIES, PENSIONS	67,649	67,649				
EQUIPMENT	9,337	9,337				
INTEREST-DEBT RETIREMENT	313	313				
TRANSFER TO OTHER FUNDS	669		560		109	
TOTAL EXPENDITURES	4,365,692	4,274,932	71,800		13,186	5,774

DIVISION OF HIGHER EDUCATION

JUDITH MALCOLM, DIRECTOR

Central Office:EDUCATION BLDG, AUGUSTA, ME 04333-0023Mail Address:23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023Established:1993Reference:Policy Area: 02; Umbrella:OS Unit:071H; Citation:Total Count-All Positions:13.00Legislative Count:3.00

PURPOSE:

To provide the leadership and service necessary to repond to the broad postsecondary academic, technical and training needs of Maine citizens. The Division of Higher Education will provide direct services and collaborate with schools, postsecondary institutions, educational constituent groups and related local, state, and national agencies to: advance higher education and lifelong learning experiences, advocate for increased and diverse quality educational opportunities, promote professional development and encourage student entry into postsecondary education.

ORGANIZATION:

The Division consists of a Director, a Program Administrator (Veterans Education), two Education Specialists, one in Higher Education and one in Veterans Education. The Division has several statutorily required functions and provides services to postsecondary educational institutions, the general public, and military veterans and their dependents.

PROGRAM:

The Division carries out procedures established to respond to requests from Maine private postsecondary institutions seeking legislative authorization to confer a new degree and approval from the State Board of Education for institution seeking to offer an additional degree. The Division also processes requests from out-of-state institutions which seek to offer academic credit courses or programs in Maine with final approval granted or denied by the State Board of Education. Application forms and copies of procedures, rules and regulations are provided through the Division. The Division administers the evaluation process through which postsecondary teacher education preparation programs conducted by public and private institutions are approved by the State Board of Education. The Division serves as a repository for all academic records of students' attendance at postsecondary schools now closed. On request, copies of transcripts are available to students upon payment of a processing fee.

Other activities carried on by the Division include coordinating of data collection from postsecondary institutions under the Integrated Postsecondary Education Data System (IPEDS) of the National Center for Education Statistics: the licensing of cosmetology and barber schools; the licensing of private business, trade, and technical schools of a proprietary nature; the licensing of postsecondary correspondence schools; and determining eligible schools in Maine for cancellation of National Direct Student Loans/Perkins Loans for teachers. The Division is also responsible for the conduct of the Veterans Education program which has the responsibility 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.

This program conducts a wide range of approval and supervisory activities with approximately 12 institutions of higher learning, schools that offer non-college degree programs and off-campus branches of these institutions. In addition, the program personnel were involved in approval and supervisory activities with approximately 6 training establishments which offer one or more on-the-job training programs.

The Division assists the Department in implementing the State Postsecondary Review Program (SPRP) as required by provisions of the Reauthorization of the Higher Education Act of 1965 as amended. The Department of Education has been designated by the Governor as the state agency responsible for the conduct of the program. FINANCES, FISCAL YEAR 1995: 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 HIGHER EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	444,155	84,328	255,825		104,002	
HEALTH BENEFITS	49,268	9,426	28,417		11,425	
RETIREMENTS	71,210	11,693	42,314		17,203	
OTHER FRINGE BENEFITS	4,051	900	1,946		1,205	
OTHER CONTRACT SERVICES STATE	3,554	3,044			510	
OTHER CONTRACT SERVICES	165,492	138,905			26,587	
RENTS	355	38			317	
COMMODITIES	1,795	852			943	
GRANTS, SUBSIDIES, PENSIONS	343,976				343,976	
EQUIPMENT	3,680				3,680	
TRANSFER TO OTHER FUNDS	5,541				5,541	
TOTAL EXPENDITURES	1,093,077	249,186	328,502		515,389	

(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office: RFD 1, BOX 833, ORRS ISLAND, ME 04066 Mail Address: RFD 1, BOX 833, ORRS ISLAND, ME 04066 Established: 1907 Reference: Policy Area: 02 ; Umbrella: 05 Unit: 087 ; Citation: T0027 M.R.S.A., Sect. 000000261

PROGRAM:

During the summer of 1994, the State Historian taught a course at USM which featured visits to historical sites in western and central Maine. He also conducted guided tours along the coast of Maine for visitors to Maine. As usual he lectured to various groups in Portland, Gorham, Brunswick, Bath, Wilton, and Harpswell. He gave several illustrated lectures on Maine's industry as well as cultural Maine and Maine biographies. He carried on an active correspondence with individuals seeking aid on research topics relating to Maine. Joshua Chamberlain was on everybody's list! In the spring of 1995, he taught an undergraduate course on Maine history at USM, thereby completing 50 consecutive years of teaching for the University system.

FINANCES, FISCAL YEAR 1995: 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) STATE HISTORIAN	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	481	481				
TOTAL EXPENDITURES	481	481				

DIVISION OF INSTRUCTION

ROBERT KAUTZ, DIRECTOR

Central Office:EDUCATION BLDG, AUGUSTA, ME 04333-0023Mail Address:23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023FAX:Established:1993Telephone:Reference:Policy Area: 02;Umbrella:05 Unit:0711;Citation:T0020A M.R.S.A., Sect.Owned:00000202Average Count--All Positions:31.00Legislative Count: 20.00

PURPOSE:

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 and also conducts the Maine Educational Assessment. Education Specialists organize local and statewide teacher and administrator training and development programs in all basic curriculum areas -- language arts, math, science, health and foreign languages.

Additionally, the Division administers the AIDS/HIV Education, Goals 2000, Eisenhower, McKinney, and the Foreign Language Assistance Federal Programs. The Division is also responsible for a number of regulatory functions. These include basic school approval, secondary accreditation, home instruction, and school transfer appeals. The Division plays a major role in the development of the Learning Results a comprehensive assessment system to support student achievement of the Learning Results.

PROGRAM:

The Maine Educational Assessment: Maine Educational Assessment tests all students in grades 4, 8, and 11 in six subjects and reports to parents, schools, and the public annually.

School Improvement Plans: A new process for developing, submitting and monitoring school improvement plans will be created to coordinate with the work of the Task Force on Learning Results, including Opportunity to Learn Standards.

Mathematics: The mathematics education specialist provides technical assistance, manages Title II, Math MEA, is a principal investigator for the NSF State Systemic Initiative and serves on various committees that promote excellence in mathematics.

Science: Development of a math and science curriculum framework, science Maine Educational Assessment and Goals 2000.

Health Education: Three specialists are funded through DHS and the Center for Disease Control. They provide national, state and local leadership in the promotion of comprehensive school health education programs including HIV prevention education.

Accreditation: Is used as a measure of quality and a focus for future planning. The existing standards for accreditation and self-assessment components will be revised based on the work of the Task Force on Learning Results, including Opportunity to Learn Standards.

Innovative Education Grants: Competitive grants, providing incentive for districts to promote systemic change. Administered by IEG Coordinator, providing technical assistance to districts.

Language Arts: The Language Arts Education Specialist works with teachers and administrators to design curriculum, review programs and upgrade the quality of instruction in assessment in reading and writing in grades K-12. Foreign Languages: The Foreign Language Education Specialist provides

Foreign Languages: The Foreign Language Education Specialist provides leadership and services designed to support Maine schools in developing and implementing foreign language curriculum, instruction, and assessment based on the most current research and practices.

Truancy, Dropout and Alternative Education/Homeless Education: Technical assistance and education specialist services to public and private schools for identifying students at risk of school failure, development of prevention strategies and alternative education programs, and education of homeless students. FINANCES, FISCAL YEAR 1995: 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 INSTRUCTION	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	953,920	577,194	57,305		319,421	
HEALTH BENEFITS	91,161	49,976	5,674		35,511	
RETIREMENTS	157,514	95,464	9,478		52,572	
OTHER FRINGE BENEFITS	11,334	5,794	1,020		4,520	
OTHER CONTRACT SERVICES STATE	1,361,915	1,067,307			294,608	
OTHER CONTRACT SERVICES	376,039	252,383	6,586		117,070	
RENTS	29,109	12,209	1,063		15,837	
COMMODITIES	40,669	13,719	1.088		25,862	
GRANTS, SUBSIDIES, PENSIONS	4,016,467	2,784,060	50		1,232,357	
EQUIPMENT	12,470				12,470	
INTEREST-DEBT RETIREMENT	7				7	
TRANSFER TO OTHER FUNDS	29,902		2,686		27,216	
TOTAL EXPENDITURES	7,080,507	4,858,106	84,950		2,137,451	

DIVISION OF MANAGEMENT INFORMATION

JAMES E. WATKINS, JR., DIRECTOR

Central Office:EDUCATION BLDG, AUGUSTA, ME 04333-0023Mail Address:23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023FAX:Established:1993Telephone:Reference:Policy Area: 02;Umbrella:05 Unit:071M;Citation:T0020A M.R.S.A., Sect.00000020Average Count--All Positions:13.00

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 1994-95 school subsidies was processed and analyses and management information were prepared and distributed for the 1995-96 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.

PUBLICATIONS:

Maine Educational Directory (\$8.00) Maine Education Staff (\$3.00) Maine Educational Facts (\$3.00) Public Full-Time Staff Average Salaries (\$3.50) April First Census, Students Educated at Pubic Expense (\$3.50) Resident Per Pupil Operating Costs (\$3.00) School Finance Act of 1985 (free) Elementary and Secondary Tuition Rates (free) State of Maine Accounting Handbook for Local School Systems (free)

FINANCES, FISCAL YEAR 1995: 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 MANAGEMENT INFORMATION	TOTAL FOR		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	435,639	435,639				
HEALTH BENEFITS	55,058	55,058				
RETIREMENTS	73,513	73,513				
OTHER FRINGE BENEFITS	3,049	3,049				
OTHER CONTRACT SERVICES STATE	11,253	11,253				
COMPUTER SERVICES STATE	52,250	52,250				
OTHER CONTRACT SERVICES	114.967	112,575			2,392	
RENTS	105.384	105,384				
COMMODITIES	- 8.654	- 8,654				
GRANTS, SUBSIDIES, PENSIONS	519,672,951	516,359,929	3,289,692			23,330
EQUIPMENT	8,961				8,961	
TRANSFER TO OTHER FUNDS	78				78	
TOTAL EXPENDITURES	520,524,449	517,199,996	3,289,692		11,431	23,330

OFFICE OF REHABILITATION SERVICES

MARGARET BREWSTER, DIR (DIV OF) REHAB SERV

Central Office: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 FAX: (207) 624-5302 Established: 1994 Telephone: (207) 624-5300 Reference: Policy Area: 02; Umbrella: 05 Unit: 152; Citation: T0020A M.R.S.A., Sect. 000018014 Average Count-All Positions: 126.50 Legislative Count: 24.00

PURPOSE:

Through the authority vested in the Commissioner of Education, the Office of Rehabilitation (ORS) consolidates the administration of various State Rehabilitation services available to individuals with disabilities.

The ORS 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 its amendments and additions.

The ORS also applies for and receives Federal assistance under the Act; cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to Vocational Rehabilitation. The ORS provides a specific program of services to individuals with visual impairments. Lastly, the ORS coordinates the services of the Governor's Committee on Employment of People With Disabilities.

ORGANIZATION:

The ORS 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 service unit also be created in the Department to administer services related to Federal vocational rehabilitation programs.

DEPARTMENT OF EDUCATION

This legislation resulted in the establishment of the Office 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. The 1994 legislation placed the Bureau (now known as the Office of Rehabilitation Services) under the Department of Education. The Division for the Blind and Visually Impaired became a separate vocational rehabilitation program and the Disability Determination Services was moved out of the Office of Rehabilitation.

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 Office are conducted through several service areas: Division of Vocational Rehabilitation (DVR). Under the auspices of the DVR Program, the Office provides a broad spectrum of programs. These include: Independent Living program; personal care attendants; telecommunication devices for the deaf; and technical assistance in barrier-free structure. These programs assist individuals with severe disabilities to remain at home or in the community. The Division supports the State Accessibility Office. Staff of this office assist organizational recipients of federal funding to comply with Section 504 of the Rehab Act of 1973 which requires that they provide employment and accessibility to qualified PWD's. The Office supports coordination of ADA in state government.

The goal of VR Services is to assist individuals who are disabled by a physical, mental or emotional impairment to prepare for and obtain suitable employment. These services include, but are not limited to: eval. of rehab., potential to determine elig., as well as the nature and scope of services to be provided; counseling and guidance; physical/mental restoration; vocational training; occupational licenses; tools/equipment; job placement and post employment assistance enabling individuals to maintain or regain employment. VR administers facility services implemented through fee-for-service agreements with private non-profit agencies which provide an array of services to assess rehabilitation potential, develop social/vocational skills, provide transitional and supported employment and prepare people with disabilities for the job market.

Division of Deafness: A subdivision of the DVR was legislatively established in 1985. The Division maintains a registry of deaf persons and interpreter service programs. Telecommunication devices (TTY) & TV Decoder programs are provided through a cost sharing and loaner program. ID cards are free of charge to assist deaf people in emergency, medical, social or legal situations when an interpreter is needed. A separate ID card is available for owners of hearing ear dogs. Division for the Blind and Visually Impaired: was established legislatively to provide prevention of blindness, location and registration of blind persons, education services to blind children ages 0-21, VR services, including placement of blind persons in employment, admin. of vending facilities in pubic buildings to be operated by a blind person licensed by the Division, and other social services. **FINANCES, FISCAL YEAR 1995:** 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 REHABILITATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,627,446	559,778			3,067,668	
HEALTH BENEFITS	461,246	76,350			384,896	
RETIREMENTS	605,054	92,575			512,479	
OTHER FRINGE BENEFITS	31,197	5,581			25,616	
OTHER CONTRACT SERVICES STATE	140,563	68,396			72,167	
COMPUTER SERVICES STATE	185,327	164,548			20,779	
OTHER CONTRACT SERVICES	422,089	47,312			374,777	
RENTS	411,628	74,702			336,926	
COMMODITIES	86,160				86,160	
GRANTS, SUBSIDIES, PENSIONS	10,791,867	4,463,216			6,328,651	
EQUIPMENT	14,782				14,782	
INTEREST-DEBT RETIREMENT	2				2	
TRANSFER TO OTHER FUNDS	93,795				93,795	
TOTAL EXPENDITURES	16,871,156	5,552,458			11,318,698	

DIVISION OF SCHOOL BUSINESS SERVICES

WALTER T. RUARK, DIRECTOR

Central Office: EDUCATION BLDG, AUGUSTA, ME 04333-0023 Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 Established: 1993 Reference: Policy Area: 02; Umbrella: 05 Unit: 071B; Citation: T0020A M.R.S.A., Sect. 000000202 Average Count-All Positions: 20.00 Legislative Count: 9.00

PURPOSE:

The Division of School Business Services administers three distinct programs: School Nutrition and Food Distribution, School Facilities, and School Transportation.

The purpose of the School Nutrition and Food Distribution Programs is to provide technical assistance, guidance, supervision, financial assistance, and federal donated commodities to public and private schools, charitable and residential child care institutions, and summer camps, through the National School Lunch and Breakfast programs, the Summer Food Program, the School Milk Program, the Nutrition Education and Training Program and the Food Distribution Program. The purposes of the School Facilities Program are: 1) to approve all major school construction projects, in cooperation with the Commissioner of Education and State Board of Education; and 2) to operate the school leasing program. The purpose of the Transportation Program is to approve the commitment of state funds for bus purchases and bus note subsidies.

PROGRAM:

During the 1994 fiscal year, the School Nutrition and Food Distribution Programs reimbursed \$20,223,508 in federal and state funds to school and other food service sponsors for serving nutritious meals to school children. Meals subsidized in whole or in part during the year include 16,883,201 school lunches; 3,362,501 school breakfast; and 976,022 half pints of milk. This program, through a private storage and transportation contract, distributed United State Department of Agriculture commodity foods valued at \$3,427,068.51. Working with an advisory council of school administrators, this program provided 75% funding for the purchase of food service equipment to improve or upgrade public school food service programs with \$90,000 of state matching funds. The Nutrition Education and Training Program targets educators and food service staff, and this year has funded interactive television courses, regional

DEPARTMENT OF EDUCATION

in-service training programs, and a state institute at UMO in August.

Maine is a minimum grant state, receiving a \$62,500 federal training grant for its program. In addition, state staff have assisted local food service personnel in program accountability, menu development and implementation, nutrient analysis, equipment selection and procurement, and facility design. State staff also participated in numerous New England and national training and educational programs.

School Facilities Program: During the 1995 fiscal year, there were 14 construction projects approved at a total estimated cost of \$66,853,789. School leases numbered 284 at a total cost of \$5,244,260.

Transportation Programs: One hundred and six (106) bus purchase approvals were issued and the expenditure of \$4.5 million in school bus purchases and bus note payments was certified for fiscal year 1995. Regional school bus safety conferences were conducted throughout the state.

PUBLICATIONS:

"Food For Thought" School Nutrition and Food Distribution Programs newsletter (published quarterly for food service staff in local school) (free - available to anyone on request).

FINANCES, FISCAL YEAR 1995: 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 SCHOOL BUSINESS SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	494,120	296,874			197,246	
HEALTH BENEFITS	61,504	31,589			29,915	
RETIREMENTS	81,624	49,103			32,521	
OTHER FRINGE BENEFITS	6,009	3,836			2,173	
OTHER CONTRACT SERVICES STATE	13,848				13,848	
COMPUTER SERVICES STATE	17,103				17,103	
OTHER CONTRACT SERVICES	70,336	42,493			27,843	
RENTS	2,560				2,560	
COMMODITIES	5,953	2,019			3,934	
GRANTS, SUBSIDIES, PENSIONS	19,933,402	1,117.061			18,816,341	
EQUIPMENT	14,835				14,835	
INTEREST-DEBT RETIREMENT	59	15			44	
TRANSFER TO OTHER FUNDS	10,687				10,687	
TOTAL EXPENDITURES	20,712,040	1,542,990			19,169,050	

DIVISION OF SPECIAL SERVICES

DAVID STOCKFORD, DIRECTOR

 Central Office:
 EDUCATION BLDG, AUGUSTA, ME 04333-0023

 Mail Address:
 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023
 FAX:
 (207) 287-5900

 Established:
 1993
 Telephone:
 (207) 287-5950

 Reference:
 Policy Area: 02;
 Umbrella:
 05 Unit:
 071E;
 Citation:
 T0020A M.R.S.A., Sect.
 000000202

 Average Count-All Positions:
 41.00
 Legislative Count: 4.00
 Legislative Count: 4.00

PURPOSE:

The Division of Special Services is responsible for ensuring implementation of state and federal program requirements designed to improve student performance, including support for public and private agencies/school administrative units (SAUs) serving exceptional students; administration of state and federal monies to support a free, appropriate public education for students with disabilities, Improving America's School Act support of comprehensive state/local reform of teaching/learning for students who are disadvantaged, and the DOE's National Education Goals 2000 for assisting SAU's to work with and refer students to services to help ensure success; provision of services for children of migrant parents who must move to seek temporary or seasonal employment through SAUs and harvest-school programs, and for children living in group homes as well as delinquent children in state institutions or adult correctional centers.

The Division oversees Child Development Services which is responsible for provisions of 20-A MRSA C.307-A to meet federal obligations under IDEA, maintaining coordinated service delivery for provision of Childfind activities for children, birth to under age 5, early intervention services for eligible children, birth to under age 3, and free, appropriate public education services for chillren, ages 3 to under age 6, having a disability, through regional sites advised by the Interdepartmental Coordinating Council for Early Intervention. Pursuant to the 112th Legislative action, the Division is responsible for program approval and approval of costs for gifted and talented education in SAUs to implement comprehensive programming for exceptionally advanced students supported by the dissemination of research, technical assistance, staff development and collaboration with professional/parent organization.

Coordination with DOE development and implementation of learning standards and assessment of student progress assures opportunities to learn through programs and services designed to meet needs of diverse learners. Support is provided to promote instruction through staff development programs coordinated with institutions of higher education, professional orgnaization and public and private organizations to assist administrators, teachers, educational technicians and supportive services personnel using technology to improve statewide access to activities which allow people to increase capacity for improving student performance.

ORGANIZATION:

The Division of Special Services is organized in natural and transitional teams which meet obligations for state special education programs/services, gifted and talented programs, state ward/state agency clients and Reading Recovery. Obligations of Improving America's Schools Act are administered by provisions of the statute which includes Title I, Part A, (basic grants), Title I, Part C, (Migrant Education Program), Title I, Part D (Neglected, Delinquent and At-Risk Programs) and Title IV (Safe and Drug-Free Schools and Communities Program). The federal Individuals with Disabilities Education Act (IDEA) responsibilities are managed by teams responsible for program review and assistance, Child Count, fiscal management, Comprehensive System of Personnel Development, and due process complaint management.

The DOE is designated as the State Education Agency responsible for carrying out the State's obligations under IDEA. The Child Development Services (CDS) system consists of regional sites organized as intermediate educational units, supported by 15 regional boards of directors, one state-level intermediate educational unit and the Interdepartmental Coordinating Council for Early Intervention advisory board. Obligations include personnel standards, comprehensive system of personnel development program monitoring, data collection, interagency agreements and public awareness. Services for children and families are improved by coordinating early intervention activities in a cost-effective, result-oriented manner.

The DOE is also designated as the lead agency for the federal initiative to improve and increase access to assistive technology services and devices. It coordinates specific requirements pertaining to staff development and pre-service preparation as well as initiatives to increase awareness and promote the capacity of public and private agencies. The statewide system for coordinating programs, policies, procedures and resources for school-to-community transition for individuals with disabilities, ages 14-20. The Committee on Transition supports ten regional councils which plan and deliver new services and approaches where needs exist. The Local Education for All in Neighborhood Schools (LEARNS), Maine's statewide initiative for inclusive schools is coordinated with the Center for Community Inclusion, Maine's University-affiliated program at the University of Maine.

PROGRAM:

Nearly 30,000 students were provided special education and related services in 1993-1994, representing 13.5% of the school-age 5 year olds to 12th grade population in Maine. Approximately 80% of these special education students are educated in programs with peers. Three percent participate in separate day programs, public and private, with 1% receiving instruction in residential

DEPARTMENT OF EDUCATION

programs. Special education enrollment increased by 358 students which represents one of the largest increases in recent years. Of the 6,723 students exiting from special education, 2,348 returned to general education programs, 845 graduated with diplomas, 65 graduated with certificates while 405 dropped out of school. Special education costs for 1994 were \$133,192,972, an 8.4% increase over 1993. This figure includes the cost of the education of state wards/state agency clients which were subsidized at 100% in 1994.

Compensatory education included support for over 200 SAU program grants, totaling more than \$29,000,000, program approval, compliance, performance and evaluation of Title I activities. Approximately 60 projects sites of the Maine Migrant Education Program are supplemented with the Broccoli and Blueberry Harvest Schools. These services are designed to supplement existing school programs in the areas of reading and math and the Division supports SAUs with interpretation of federal laws and regulations, compliance enforcement, assistance in developing, implementing and evaluating local programs, and coordination of support for administrators, teachers, paraprofessionals and parents.

Eleven thousand one hundred (11,100) gifted and talented students were served in local and regional programs provided through program approval technical assistance planning, and regional and statewide staff development coordinated with institutions of higher education and other organizations. CDS Systems served 5,400 children during 1995 with the federal Child Count report including an increase of 350 children from the previous year. Systems change initiatives are promoted through federal assistance targeted at inclusive schools, assistive technology and school-to-community transition. Team structures promote coordination with department and interdepartmental activities.

FINANCES, FISCAL YEAR 1995: 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 SPECIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,141,513	143,916			997,597	
HEALTH BENEFITS	135,869	15,225			120,644	
RETIREMENTS	181,082	23,803			157,279	
OTHER FRINGE BENEFITS	15,818	1,953			13,865	
OTHER CONTRACT SERVICES STATE	429,284	80,162			349,122	
COMPUTER SERVICES STATE	8,000				8,000	
OTHER CONTRACT SERVICES	423,702	68,499			355,203	
RENTS	114,037	2,204			111,833	
COMMODITIES	44,799	3,662			41,137	
GRANTS, SUBSIDIES, PENSIONS	49,061,198	2,836,277			46,224,921	
INTEREST-DEBT RETIREMENT	23				23	
TRANSFER TO OTHER FUNDS	68,584				68,584	
TOTAL EXPENDITURES	51,623,909	3,175,701			48,448,208	

SUPPORT SERVICES UNIT

RAYMOND H. POULIN, JR., DEPUTY COMMISSIONER

TDD: (207) 287-2550

Central Office:EDUCATION BLDG, AUGUSTA, ME 04333-0023Mail Address:23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023FAX: (207) 287-5802Established:1993Telephone: (207) 287-5112Reference:Policy Area: 02; Umbrella:05 Unit: 071S; Citation: T0020A M.R.S.A., Sect. 000000202Average Count--All Positions:14.00Legislative Count: 14.00

PURPOSE:

The primary responsibility of this office is to assist the Commissioner in carrying out the policy-making and administrative functions of the Department;

DEPARTMENT OF EDUCATION

to supervise the ESEA Chapter 2 program; to supervise and guide the public information, printing, technical processing center, and mailing services provided by the Department; to oversee teacher recognition and scholarship programs; to coordinate Department efforts to implement the National Education Goals and Maine 2000 activities; 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 provides funds to improve education at local and state level. Eighty percent of 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; 20% is reserved for state leadership projects and administrative costs. Special Services/Public Information Unit is responsible for the dissemination of information about public education in Maine statewide. Composed: public information unit, duplication center, mail services, and technical processing center. 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.

Christa McAuliffe Fellowship Program is designed to reward excellence in teaching by encouraging outstanding teachers to continue their education, develop innovative programs, consult with local educational agencies and private schools, or engage in other educational activities that will improve the knowledge and skills of teachers and the education of students.

Maine Educator Award Program is an annual award program designed to give public recognition and financial rewards to outstanding teachers, principals, and other educational professionals who make exemplary contributions to excellence in education. Blue Ribbon Schools: Primary/Secondary School Recognition Program gives public recognition to outstanding primary/secondary schools across the nation.

Goals 2000: Efforts to achieve eight national education goals.

PUBLICATIONS:

Performance Report on Maine's Public Schools-1995 (free) Report on Maine's Progress on the Naitonal Education Goals-1994 (free) MAINE 2000 Brochure (free) FINANCES, FISCAL YEAR 1995: 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

SUPPORT SERVICES UNIT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	343,730	159,736			183,994	
HEALTH BENEFITS	42,937	24,170			18,767	
RETIREMENTS	58,799	28,366			30,433	
OTHER FRINGE BENEFITS	7,741	552			7,189	
OTHER CONTRACT SERVICES STATE	85,687	1,253			84,434	
OTHER CONTRACT SERVICES	45,265	- 26,855			72,120	
RENTS	40,331	18,888			21,443	
COMMODITIES	22,641	16,810			5,831	
GRANTS, SUBSIDIES, PENSIONS	1,544,019				1,544.019	
EQUIPMENT	11,290				11.290	
INTEREST-DEBT RETIREMENT	364	317			47	
TRANSFER TO OTHER FUNDS	14,869				14,869	
TOTAL EXPENDITURES	2,217,673	223,237			1,994,436	

EDUCATION UNORGANIZED TERRITORY

FOSTER M. SHIBLES, DIRECTOR

Central Office: EDUCATION BLDG, AUGUSTA, ME 04333-0023 Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 Established: 1993 Reference: Policy Area: 02; Umbrella: 05 Unit: 071U; Citation: T0020A M.R.S.A., Sect. 000000202 Average Count-All Positions: 88.00 Legislative Count: 13.00

PURPOSE:

The Division of School Operations in the Department of Education serves as the administrative unit responsible for education and related services for students residing in the Unorganized Territories. Chapter 119, Title 20-A, Section 3201 through 3255 establishes the Commissioner's authority and responsibility for providing school privileges for "all persons" between 5 and 20 years of age "without charge to themselves or their parents". Section 3251 concludes with the following sentence: "Education shall be provided under the direction of the Commissioner and shall meet the general standards for elementary and secondary schooling and special education established pursuant to this title." (i.e. Title 20-A).

The purpose of the program then is to: 1) Provide or contract for school programs for all U.T. students, ages 5 through 20. 2) Establish or contract for such programs for students, ages 3 to 5 years old as the Commissioner may deem appropriate. 3) Expend the funds necessary to carry out Chapter 119 subject to the provisions of Title 20-A, Section 3351, sub-section 1 and sub-section 2, paragraphs A through M.

ORGANIZATION:

The Division's organization consists of a Director, Secretary, Business Manager, Special Services Coordinator and a part time account clerk. They provide support for seven state owned and operated elementary schools located in the Unorganized Territories of the state. Additionally, the Division is responsible for paying tuition, providing transportation and providing special services as required for approximately 1,100 tuition students not served by state operated schools.

PROGRAM:

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

DEPARTMENT OF EDUCATION

Elementary, Connor Consolidated, Edmunds Consolidated, Kingman Elementary, Patrick Therriault School in Sinclair, and the Rockwood Elementary School) with a total enrollment of 290. Additionally, over 1,100 students are tuitioned and transported to local school systems. The Division employes a total staff of 85, including principals, teachers, aides, cooks, janitors, and bus drivers. Thirty (30) buses are operated by the Division and private conveyors are also utilized to transport students in the most remote areas of the State.

FINANCES, FISCAL YEAR 1995: 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 UNORGANIZED TERRITORY	TOTAL FOR		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,974,186	1,814,996			159,190	
HEALTH BENEFITS	254,045	235,259			18,786	
RETIREMENTS	330,906	304,574			26,332	
OTHER FRINGE BENEFITS	22,598	20,115			2,483	
OTHER CONTRACT SERVICES STATE	468,377	468,377				
COMPUTER SERVICES STATE	3,267	3,267				
OTHER CONTRACT SERVICES	5,163,706	5,163,196			510	
RENTS	46,007	46,007				
COMMODITIES	137,691	131,880	853		4,958	
GRANTS, SUBSIDIES, PENSIONS	32,590	32,590				
PURCHASE OF LAND	47,531	47,531				
EQUIPMENT	237,364	234,016			3,348	
INTEREST-DEBT RETIREMENT	209	209				
TRANSFER TO OTHER FUNDS	7,460		28		7,432	
TOTAL EXPENDITURES	8,725,937	8,502,017	881		223,039	

EDWARD O SULLIVAN, COMMISSIONER

 Central Office:
 AMHI RAY BLDG, AUGUSTA, ME,

 Mail Address:
 17 STATE HOUSE STATION, AUGUSTA, ME, 04333

 Established:
 1972

 Telephone:
 (207) 287-7688

 Reference:
 Policy Area: 05 ; Umbrella:
 06 Unit:
 096 ; Citation:
 Tolephone:
 (207) 287-7688

 Average Count--All Positions:
 499.5
 Legislative Count:
 108.5

 Units:
 BUREAU OF ADMINISTRATION
 OFFICE OF POLLUTION PREVENTION

 BUREAU OF AIR QUALITY CONTROL
 BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

BUREAU OF ADMINISTRATION BUREAU OF AIR QUALITY CONTROL BOARD OF ENVIRONMENTAL PROTECTION BUREAU OF HAZARDOUS MATERIALS AND SOLID WASTE CONTROL BUREAU OF LAND AND WATER QUALITY CONTROL

PURPOSE:

The Department of Environmental Protection is charged by statute with protecting and improving the quality of our natural environment and the resources which constitute it, and with enhancing the public's opportunity to enjoy the environment by directing growth and development in a sustainable fashion. The Department will advocate programs and regulatory decisions that contribute to the achievement of this mission.

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 educates the public and regulated community on environmental issues and obligation.

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. On July 1, 1972, the Department was formally created. It has evolved to its current organizational structure.

The Department is organized by programs responsibility (see below). Three bureaus administer programs and laws according to environmental media: Land and Water, Air; and Solid and Hazardous Waste. One bureau performs administrative functions for the entire Department.

The Office of the Commissioner provides day to day support for the chief executives and coordinates intra-agency programs and initiatives. Legislation, special department wide initiatives, mulit media enforcement, broad education and outreach, pollution prevention, the Casco Bay Estuary Project, the Maine Environmental Priorities Project, and the Federal Facilities Program are handled through the Office of the Commissioner.

PROGRAM:

The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus. Support services in the areas of the Budget and Finance, Human Resources and Computer Services are provided to the Department by the Bureau of Administration. The Bureau of Air Quality Control administers state air pollution laws and the Federal Clean Air Act. The bureau conducts air monitoring and modelling, licenses air emissions, enforces license conditions and manages technical data.

The Bureau of Hazardous Materials and Solid Waste Control is responsible for managing 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 mitigating of adverse effects associated with uncontrolled hazardous substance sites; and establishing a program for the safe

management and disposal of low-level radioactive waste.

The Bureau of Land and Water Quality is responsible for regulating large-scale land development, activities which affect critical resources of state significance, assessing the quality of Maine's waterways, and reporting their uses and recommended classification to the Legislature.

LICENSES:

Licences: Air Emission, Oil Terminal Facility, Hazardous Waste Treatment Facility & Storage Facility, Hazardous Waste Transporter, Vessels at Anchorage, Waste Oil Storage Facility, Waste Oil Dealer & Transporter, Hazardous Waste Disposal Facility, Septage Sites, Solid Waste Facility, Waste Water & Experimental Discharge. Permits: Log Storage, Mining Rehabilitation of Land, Site Location of Development, Small Hydro, Sludge Utilization, Natural Resources Protection. Certifications: Underground Oil & Hazardous Substance Storage Tank Installer, Asbestos Abatement Contractor, Design Consultant & Worker, Asbestos Evaluation Specialist & Project Supervisor, Water Quality, National Pollutant Discharge Elimination System Permit, Waste Water Treatment Facility Operator, Servicing & Repairing Sanitary Waste Treatment Facilities, FAME, Water Pollution Control Facilities, Tax Exemption for Pollution Control Facilities.

PUBLICATIONS:

EnvironNEWS, bulletin containing reports on current environmental issues. DEP Issue Profiles, short documents on a variety of laws, programs and environmental issues, including the Lake Phosphorus Control Program, Ground-Level Ozone, the Overboard Discharge Law, Pollution Prevention, Permit by Rule, the Landfill Remediation and Closure Program, and the Mandatory Shore Land Zoning Act. DEP Fact Sheets and DEP Information Sheets, periodic publications, on timely topics of relatively narrow focus. Environmental Resources of Maine, a directory of environmental issues and organizations.

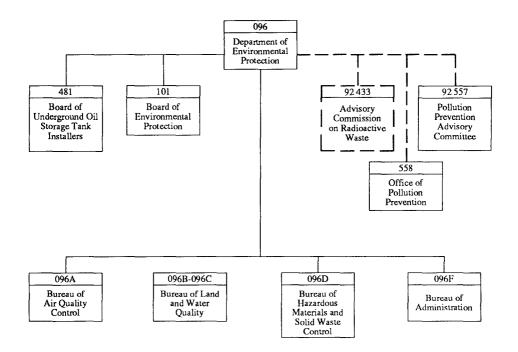
DEP Process, guidebook to permitting process.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ENVIRONMENTAL	TOTAL					
PROTECTION	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	13,301,731	2,932,495	6,249,629		4,119,607	
HEALTH BENEFITS	1,612,336	338,541	757,499		516,296	
RETIREMENTS	2,227,219	485,699	1,055,224		686,296	
OTHER FRINGE BENEFITS	154,583	26,567	73,370		54,646	
OTHER CONTRACT SERVICES STATE	10,836,020	130,224	8,447,218		598,465	1,660,113
COMPUTER SERVICES STATE	1,136,480	14,575	584,573		415,865	121,467
OTHER CONTRACT SERVICES	7,028,259	309,296	6,214,205		413,436	91,322
RENTS	1,011,159	103,943	811,313		84,721	11,182
COMMODITIES	685,192	60,550	513,504		108,797	2,341
GRANTS, SUBSIDIES, PENSIONS	27,256,339	25,947	146,393		442,959	26,641,040
PURCHASE OF LAND	44,472		44,472			
EQUIPMENT	826,148	77,449	635,761		112,938	
INTEREST-DEBT RETIREMENT	15,615	187	1,675		13,747	6
TRANSFER TO OTHER FUNDS	684,933		527,396		157,537	
TOTAL EXPENDITURES	66,820,486	4,505,473	26,062,232		7,725,310	28,527,471

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,787,403		1,787,403			
HEALTH BENEFITS	225,430		225,430			
RETIREMENTS	300,976		300,976			
OTHER FRINGE BENEFITS	21,255		21,255			
OTHER CONTRACT SERVICES STATE	101,777		101,777			
COMPUTER SERVICES STATE	38,122		38,122			
OTHER CONTRACT SERVICES	200,673		200,673			
RENTS	263,561		263,561			
COMMODITIES	84,660		84,660			
GRANTS, SUBSIDIES, PENSIONS	6,623		6,623			
PURCHASE OF LAND	4,364		4,364			
EQUIPMENT	124,621		124,621			
INTEREST-DEBT RETIREMENT	40		40			
TRANSFER TO OTHER FUNDS	71,003		71,003			
TOTAL EXPENDITURES	3,230,508		3,230,508			

ORGANIZATIONAL CHART DEPARTMENT OF ENVIRONMENTAL PROTECTION UMB 06



BUREAU OF ADMINISTRATION

GEORGE VILES, DIRECTOR

Central Office: AMHI RAY BLDG, AUGUSTA, ME Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME 04333 Established: Telephone: (207) 287-2691 Reference: Policy Area: 05 ; Umbrella: 06 Unit: 096F ; Citation: T0038 Average Count-All Positions: 47.50 Central Office: AMHI RAY BLDG, AUGUSTA, ME Telephone: (207) 287-2691 M.R.S.A., Sect. 000000341 Legislative Count: 10.00

PURPOSE:

The purpose of the Bureau of Administration is to provide support services to the Department. Areas of suuport services include: Computer Services, Budget & Finance, Human Resources, Space Management and Planning, and Administrative Support.

ORGANIZATION:

The Administration Bureau is comprised of 4 divisions: Human Resources, Budget and Finance, Computer Services, and Support Services.

PROGRAM:

The Division of Computer Services consists of 5 units: computer operations, systems development, Epa and Geographic Information Systems (GIS), systems software, and micro computer support. The computer operations unit provides: response to user request for assistance, computer hardware preventive maintenance and microcomputer software training support. The systems develop unit provides: project management control, systems analysis, design and implementation, documentation, and training support. The EPA/GIS support unit provides: coordination/long range planning for EPA bases systems, problem resolution/tracking, training for all EPA based systems, central GIS support and project coordination. The micro computer support unit provides: coordination, 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/suuport, hardware mainentance, and disaster recovery planning for all systmes resident on the department's mini computers and the State's mainframe computers. The Division of Budget and Finance provides centralized accounting, and financial managment 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. The division also assists purchasing coordinators in the department and provides management analysis as needed.

The Support Services Unit is responsible for central reception and clerical support to the Bureau of Administration and the Office of the Commissioner. These services consist of general clerical practices. The unit is also responsible for the 800 line, maintaining the access list to the Ray Building, departmental ID cards, newsclips and distribution of legislative bills. The Human Resources Unit is responsible for employee benefit administration, labor relations, and 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. FINANCES, FISCAL YEAR 1995: 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	runds	rond	FUNDS	rond	TOND5	101005
SALARIES & WAGES	1,457,547	356,497	675,966		425,084	
HEALTH BENEFITS	181,407	28,639	88,886		63,882	
RETIREMENTS	247,968	56,716	119.681		71,571	
OTHER FRINGE BENEFITS	12.377	2,949	5,913		3,515	
OTHER CONTRACT SERVICES STATE	107.808	12,332	91,498		3,978	
COMPUTER SERVICES STATE	2,411	2,055	356			
OTHER CONTRACT SERVICES	339,396	53,586	232,751		53,059	
RENTS	112,200	6,693	94,576		10,931	
COMMODITIES	82,374	21,385	53,235		7,754	
GRANTS, SUBSIDIES, PENSIONS	14,447	677	7,909		5,861	
EQUIPMENT	249,860		170,386		79,474	
INTEREST-DEBT RETIREMENT	13,728	4			13,724	
TRANSFER TO OTHER FUNDS	46,000		32,120		13,880	
TOTAL EXPENDITURES	2,867,523	541,533	1,573,277		752,713	

BUREAU OF AIR QUALITY CONTROL

JAMES BROOKS, ACTING DIRECTOR

Central Office:AMHI RAY BLDG, AUGUSTA, MEMail Address:STATEHOUSE STA# 17, AUGUSTA, ME 04333FAX:Established:1972Telephone:Reference:Policy Area: 05;Umbrella:OG Unit:096A;Citation:T0038Average Count--All Positions:50.50Legislative Count:

PURPOSE:

The Air Quality Control Bureau exists to carry out state air pollution law and the Federal Clean Air Act Amendments of 1990.

ORGANIZATION:

The Bureau of Air Quality Control is comprised of the Administration Section (which houses the Bureau Director, the Policy and Procedures Unit, and the Clerical Unit), and three Divisions. The Field Services Division monitors ambient air quality statewide, and conducts compliance inspections at licensed air emission sources. This division is subdivided into the Compliance Unit and the Monitoring Unit.

The Technical Services Division is responsible for regulatory and program development, data management, and meteorological support. This division is comprised of the Mobile Source Unit, the Air Toxics Unit, the Standards and Evaluation Unit, and the Data Management Unit.

The Licensing and Enforcement Division issues air emission licenses, and enforces the conditions of those licenses. This division is subdivided into the Licensing Unit and the Enforcement Unit.

PROGRAM:

During 1994, the Compliance Unit of the Field Services Division conducted 309 industrial compliance inspections, responded to 248 citizen complaints, performed 33 stack tests, issued 14 notices of violation, and sent 10 letters of warning. The Field Services Divisions Monitoring Unit monitored "criteria pollutants" (including benzene, chloroform, and tetrachloroethylene) at ambient air monitoring sites statewide.

The Licensing Unit of the Licensing and Enforcement Division continued to issue license renewals, amendments, and transfers, as well as operating the New Source Review Program, and the Prevention of Significant Deterioration Program. A major initiative of 1994 was developing the Title V operating permit

regulation. The Enforcement Unit had 23 enforcement actions and collected \$1.1 million in penalties.

A major initiative of the Technical Services Division during 1994 was the development and implementation of a plan to reduce human-made emissions of volatile organic compounds (VOCs) by 15%, primarily via use of reformulated gasoline in the southern part of the state and vapor recovery units on gasoline pumps in the Portland area. Other initiatives included assisting the Licensing Unit with development of an operating permit program, the refinement of the 1990 base year and 1996 projection year emissions inventories, holding several public hearings on rulemaking efforts, and outreach to small businesses on new federal standards reqarding toxic air emissions.

PUBLICATIONS:

Bureau of Air Quality Control Annual Report What You Can Do To Reduce Air Pollution Tuning Down Auto Air Pollution Packet of Information - Reformulated Gasoline Backyard Burning - Does it Really Solve Our Trash Disposal Problem? Wood Stove Emissions Issue Profile Wood Stove Features and Operation Guidelines for Cleaner Air Ozone Level Advisories Issue Profile Clearing the Air - the Ozone Transport Commission CFC Compliance Informational Resource Guide

FINANCES, FISCAL YEAR 1995: 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

BUREAU OF AIR QUALITY CONTROL

	FOR ALL	GENERAL	SPECIAL REVENUE	: HIGHWAY	/ FEDERAL FUNDS	MISC. FUNDS
	FUNDS	FUND	FUNDS	FUND		
EXPENDITURES						
SALARIES & WAGES	1,334,005	322,840	66,102		945,063	
HEALTH BENEFITS	149,222	29,723	8,998		110,501	
RETIREMENTS	220,894	53,648	10,933		156,313	
OTHER FRINGE BENEFITS	14,169	1,442	686		12,041	
OTHER CONTRACT SERVICES STATE	81,843	188	71,922		9,733	
COMPUTER SERVICES STATE	9,164	1,404			7,760	
OTHER CONTRACT SERVICES	130,137	26,666	835		102,636	
RENTS	44,053	10,425			33,628	
COMMODITIES	29,195	416	3,701		25,078	
GRANTS, SUBSIDIES, PENSIONS	117	117				
EQUIPMENT	23,835		23,835			
INTEREST-DEBT RETIREMENT	91	91				
TRANSFER TO OTHER FUNDS	36,693		3,784		32,909	
TOTAL EXPENDITURES	2,073,418	446,960	190,796		1,435,662	

BOARD OF ENVIRONMENTAL PROTECTION

OWEN R STEVENS, CHAIRMAN

Central Office:AMHI RAY BLDG, AUGUSTA, MEMail Address:17 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:19721972Reference:Policy Area: 05;Umbrella:OG Unit:101;Citation:T0038M.R.S.A., Sect.000000341CAverage Count--All Positions:2.00

PURPOSE:

The Board of Environmental Protection exists 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 1: an Administrative Secretary. Members serve for a term of 4 years. The Governor appoints one member to serve as chair.

Members receive \$55 per day for each meeting or hearing attended and reimbursement for travel expenses incurred while attending any meetings or 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 purposes of conducting any meeting or 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:

Approvals by the Department are usually given by the Commissioner except those licenses and permits that have a major policy impact or generate substantial public interest.

FINANCES, FISCAL YEAR 1995: 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 ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	30,315		30,315			
HEALTH BENEFITS	4,325		4,325			
RETIREMENTS	5,041		5,041			
OTHER FRINGE BENEFITS	407		407			
COMPUTER SERVICES STATE	40		40			
OTHER CONTRACT SERVICES	10,733		10,733			
RENTS	3,473		3,473			
COMMODITIES	54		54			
TRANSFER TO OTHER FUNDS	749		749			
TOTAL EXPENDITURES	55,137		55,137			

BUREAU OF HAZARDOUS MATERIALS AND SOLID WASTE CONTROL

ALAN M. PRYSUNKA, DIRECTOR

 Central Office:
 AMHI RAY BLDG, AUGUSTA, ME

 Mail Address:
 17 STATEHOUSE STATION, AUGUSTA, ME 04333

 Established:
 1980

 Reference:
 Policy Area: 05; Umbrella:
 06 Unit:
 096D; Citation:
 Tools

 Average Count--All Positions:
 190.50

PURPOSE:

The Bureau administers the State's oil, hazardous material and solid waste control programs, which include the following areas of responsibility: emergency

response for oil and hazardous materials spills; regulation of all underground oil storage facilities; processing third party damage claims for oil contamination problems; licensing and inspecting of hazardous waste, waste oil, biomedical waste and solid waste facilities and transporters, oil terminals and septage disposal; Licensing and regulation of spreading and utilization of residuals; administering and overseeing asbestos management/disposal; investigation and cleaning uncontrolled hazardous substances sites; enforcing all oil and hazardous materials control laws; managing the Maine Coastal and Inland Surface Oil Clean-Up Fund, the Ground Water Oil Clean-Up Fund, the Hazardous Waste Fund, Uncontrolled Sites Fund, and the Solid Waste Fund. The Uncontrolled Hazardous Waste Site, the Underground Oil Tank and Solid Waste Bond accounts.

In addition, in 1994 this Bureau provided 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 to assume the additional 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 Divisions of Site Investigation and Remediation, Response Services, Technical Services, Oil and Hazardous Waste Facilities Regulation, Solid Waste Facilities Regulation, and Management Services. In addition, the Bureau has a Policies & Procedures Support Unit.

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 Division of Site Investigation and Remediation is responsible for administering Maine's uncontrolled hazardous substance site program, which includes the coordination of state oversight activities at ten federal Superfund sites in Maine. In addition, this division is also responsible for managing the state's municipal solid waste landfill closure and remediation program. The Division of Response Services 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. The Division prepared the State of Maine Oil Spill Contingency Plan and is responsible for updating the plan annually. The Division of Management Services is comprised of the clerical, purchasing, data management, and health, safety, and training functions. Additionally, legislative and other support functions are provided.

The Division of Technical Services provides 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 and oil terminal license applications, enforcement cases, landfill closure plans and cleanup actions for technical adequacy and by conducting inspection and sampling programs. It also has developed regulatory programs for underground oil and hazardous substance storage tanks and is responsible for the remediation of major leaking underground oil storage facilites, including developement of replacement drinking water supplies. The Division of Oil & Hazardous Waste Facilities Regulation 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 and fund claims resulting from groundwater and surface water contamination by oil.

The Division of Solid Waste Facilities Regulation is responsible for: licensing and enforcement activities related to solid waste facilities, citizen complaint response, compliance inspections, and administration of the asbestos abatement program, including its certification program for all asbestos abatement workers.

LICENSES:

Oil Terminal Facility License; Hazardous Waste Facility License; Hazardous Waste License By Rule; Hazardous Waste, Bio-med Waste, and Waste Oil License; Registration of Underground Oil Storage Tanks; (Oil) Vessel at Anchorage; Waste Oil Facility License; EPA Hazardous Waste Generator Identification Number; Biomedical Waste Transfer Facility License; Biomedical Waste Treatment &

Disposal Facility License; Registration of Underground Hazardous Substance Storage Tanks; Solid Waste Disposal/Storage/Processing Facility License; Septage Spreading Site License; Land Application of Sludge and Other Residuals License; Asbestos Abatement Certification; Non-Hazardous Waste Transporter License.

PUBLICATIONS:

Handbook for Maine's Hazardous Waste Generators 1990-free Annual Hazardous Waste Activity Report for 1990- free State of Maine Hazardous Waste Capacity Assurance Plan 10/89-free Casco Bay Coastal Resources Inventory-Volume I & II \$20.00/set Underground Oil Storage Tank Installer Study Guide-\$35.00 Siting, Design and Cost of Shallow Land Burial Facilities in N. New England MORP Booklet, Maine Oil Recycling Program Directory-free Groundwater Sampling Manual for Underground Storage Tank Sites 9/89-free Manual for Aboveground Soil Vapor Extraction of Gasoline Contaminated Soil Asbestos in Maine, Asbestos and the Homeowner-free Evaluation Report: Procedural Guidelines for Establishing Standards for Remediation of Oil Contaminated Soil and Groundwater 4/93-free DEP Issue Profile-The Voluntary Clean Up Program 7/94-free

FINANCES, FISCAL YEAR 1995: 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 HAZARDOUS MATERIALS AND SOLID WASTE CONTROL	TOTAL FOR		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	5,361,099	662,461	3,490,788		1,207,850	
HEALTH BENEFITS	653,642	81,223	413,696		158,723	
RETIREMENTS	891,023	109,505	582,661		198,857	
OTHER FRINGE BENEFITS	69,288	5,968	44,057		19,263	
OTHER CONTRACT SERVICES STATE	10,064,062	188	8,172,027		231,734	1,660,113
COMPUTER SERVICES STATE	838,436	730	525,459		190,780	121,467
OTHER CONTRACT SERVICES	5,986,813	42,086	5,756,218		97,187	91,322
RENTS	497,866	15,647	449,512		21,525	11,182
COMMODITIES	392,692	3,998	368,947		17,406	2,341
GRANTS, SUBSIDIES, PENSIONS	18,356,828		131,861			18,224,967
PURCHASE OF LAND	40,108		40,108			
EQUIPMENT	326,093		316,919		9,174	
INTEREST-DEBT RETIREMENT	1,723	82	1,635			6
TRANSFER TO OTHER FUNDS	460,013		412,708		47,305	
TOTAL EXPENDITURES	43,939,686	921,888	20,706,596		2,199,804	20,111,398

BUREAU OF LAND AND WATER QUALITY CONTROL

MARTHA KIRKPATRICK, DIRECTOR

Central Office: AMHI RAY BLDG, AUGUSTA, ME 17 STATEHOUSE STATION, AUGUSTA, ME 04333 Mail Address: Established: 1994 Reference: Policy Area: 05 : Umbrella: 06 Unit: 096B; Citation: T0038 M.R.S.A., Sect. 000001301 Average Count--All Positions: 130.50

Telephone: (207) 287-3901 Legislative Count: 59.50

DIRPOSE

The Bureau of Land and Water Quality was organized in January 1994 by merging the Bureau of Land Quality Control and the Bureau of Water Quality Control. The Bureau is responsible for administering environmental laws designed to protect and improve the quality of Maine's surface and ground water, and reviewing land development projects that may have an adverse impact on the natural environment and resources of the state.

The state laws administered by the Bureau include: Site Location of Development Act; Natural Resources Protection Act; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission); Maine Waterway Development and Conservation Act.

The Bureau receives some federal 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 five divisions in this bureau: the Division of Land Resource Regulation, the Division of Water Resource Regulation, the Division of Environmental Assessment, the Division of Watershed Management, and the Division of Engineering and Technical Assistance.

PROGRAM:

The Land Resource Regulation Division reviews applications under the Site Location Law and Natural Resources Protection Act and prepares recommendations to the Board of Environmental Protection or the Commissioner. The Enforcement and Field Services staff are responsible for licensing, complaint resolution, compliance inspections, and enforcement actions. As Bureau representatives in the field, they also disseminate information about the application procedures and explain the laws and regulations administered by the Bureau. The Water Resource Regulation Division regulates the discharge of pollutants to surface or ground waters of the state as authorized under the Protection and Improvement of Waters Law. Its activities include licensing, certification, enforcement and inspection. The Division also issues licenses and water quality certifications to hydropower facilities and investigates citizen complaints.

The Division of Engineering and Technical Assistance oversees the operation of all wastewater treatment facilites in the State of Maine. The Division administers four funding programs for the planning, design and construction of wastewater treatment facilites. 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 Division of Environmental Assessment is responsible for monitoring and assessing ground and surface water quality to provide the scientific foundation for the land and water programs, as well as for developing environmental indicators to evaluate program effectiveness. Expertise in the Division includes biology/ecology, geology, engineering, hydrology, and water chemistry. Special services include biological and toxicological lab analysis, specialized computer modeling of wastewater impacts and complete ambient monitoring and investigative capabilities. The Division of Watershed Management looks at water resources holistically, and coordinates regulatory and nonregulatory approaches that are tailored to specific problems. It administers the Nonpoint Source Program under the Federal Clean Water Act, Section 319, and activities conducted in conjuncion with the Mandatory Shoreland Zoning Act.

LICENSES:

Municipal, Industrial, Overboard Dischargers, Food Processors/hatcheries Waste Discharge Licenses Certificates of U.S. EPA NPDES Permits; Certificates of Tax Exemptions Site Location of Development permits Natural Resources Protection Act permits 401 Water Quality Certificates Coastal Zone Management Consistency Determination Hydropower Permits Shoreland Zoning Municipal Ordinance Approvals IRS Certification for five year amortization and for tax exempt bonding FAME certification for loan applicants compliance with environmental laws National Pollutant Discharge Elimination System Permit Certification Personal Property Tax and Sales & Use Tax exemptions

PUBLICATIONS:

Site Location of Development; Guidelines for Municipal Shoreland Zoning Ordinance; Hydropower Development Regulations; Maine Dam Inspection Registration & Abandonment Act; Natural Resource Protection Act (1988) (Revised 1992); Natural Resource Protection Act Permit By Rule (February 1989) (Revised 1992); Wetland Protection Rules (June 1990); Coastal Sand Dune Rules (January 1988); Maine's Natural Resources, A Guide for Municipal Officials (1991); Pre-Application Handbook; Metallic Mineral Exploration, Advanced Exploration and Mining Rules (1991); Protecting Maine Lakes; Protecting Maine Lakes from Phosphorus; Controlling Lake Phosphorus from Existing Sources; Comprehensive Planning for Lake Protection; Implementaion 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; Treat it Right (Septic Systems); Environmental Management: A Guide for Town Officials

FINANCES, FISCAL YEAR 1995: 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 AND WATER QUALITY CONTROL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,297,396	1,590,697	199,055		1,507,644	
HEALTH BENEFITS	395,365	198,956	16,164		180,245	
RETIREMENTS	555,795	265,830	35,932		254,033	
OTHER FRINGE BENEFITS	36,484	16,208	1,052		19,224	
OTHER CONTRACT SERVICES STATE	377,899	117,516	9,994		250,389	
COMPUTER SERVICES STATE	248,307	10,386	20,596		217,325	
OTHER CONTRACT SERVICES	344,657	186,958	12,995		144,704	
RENTS	87,262	71,178	191		15,893	
COMMODITIES	90,756	34,751	2,907		53,098	
GRANTS, SUBSIDIES, PENSIONS	8,876,324	25,153			435.098	8,416,073
EQUIPMENT	101,739	77,449			24,290	
INTEREST-DEBT RETIREMENT	27	10			17	
TRANSFER TO OTHER FUNDS	67,706		7,032		60,674	
TOTAL EXPENDITURES	14,479,717	2,595,092	305,918		3,162,634	8,416,073

OFFICE OF POLLUTION PREVENTION

RON DYER, DIRECTOR

Central Office: AMHI, RAY BUILDING, AUGUSTA, ME Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333-0017 Established: 1991 Telephone: (207) 287-2811 Reference: Policy Area: 05; Umbrella: 06 Unit: 558; Citation: T0038 M.R.S.A., Sect. 000000342 Average Count--All Positions: 1.00

PURPOSE:

The Office of Pollution Prevention was established to review Department programs and make recommendations to the commissioner on the means of integrating pollution prevention into programs. Duties include: establishing pollution prevention priorities; coordinating department pollution prevention activities with those of other agencies; ensuring activities of the department are consistent with pollution prevention goals; providing technical assistance, training, and education to the general public, governmental entities, and the regulated community; establishing an awards program to recognize outstanding or innovative pollution prevention activities; identifying opportunities to use the state procurement system to encourage pollution prevention; developing procedures to determine the effectiveness of the pollution prevention program; assuming responsibility for the Toxic Use and Hazardous Waste Reduction Program;

and administering the Tech. and Environmental Assistance Program.

participated in multimedia "Total Ouality Management" programs.

ORGANIZATION:

The commissioner designates an employee of the department to manage the functions of the Office of Pollution Prevention.

PROGRAM:

In 1994, the Office of Pollution Prevention continued to administer the Toxic Use Reduction (TUR) Law and implemented a small business technical assistance program (SBTAP). The TUR Law has been very successful in reducing toxic use, toxic release, and hazardous waste by 14%, 22%, and 33% respectively. The SBTAP has been very successful in providing compliance and technical assistance to over 500 Maine businesses. The Office of Pollution Prevention also reviewed regulations for consistency with pollution prevention philosophies and provided legislative testimony on pollution prevention. Finally, the Office

PUBLICATIONS:

"New Directions" newsletter -free

FINANCES, FISCAL YEAR 1995: 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 POLLUTION PREVENTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	33,966				33,966	
HEALTH BENEFITS	2,945				2,945	
RETIREMENTS	5,522				5,522	
OTHER FRINGE BENEFITS	603				603	
OTHER CONTRACT SERVICES STATE	102,631				102,631	
OTHER CONTRACT SERVICES	15,850				15,850	
RENTS	2,744				2,744	
COMMODITIES	5,461				5,461	
GRANTS, SUBSIDIES, PENSIONS	2,000				2,000	
INTEREST-DEBT RETIREMENT	6				6	
TRANSFER TO OTHER FUNDS	2,769				2,769	
TOTAL EXPENDITURES	174,497				174,497	

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

GERALD LAPOINTE, SR., CHAIRMAN

Central Office: AMHI RAY BLDG, AUGUSTA, ME Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1985 Reference: Policy Area: 05 ; Umbrella: 06 Unit: 481 ; Citation: T0032 M.R.S.A., Sect. 000010003

PURPOSE:

The Board of Underground Storage Tank Installers was established to safeguard the public health, safety and welfare, by assuring 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 P.L. 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 Chapter 845, and P.L. 1991 Chapter 817.

PROGRAM:

During 1994, the Board of Underground Storage Tank Installers continued to implement its certification procedures. Two written examinations were offered in FY 95: December 7, 1994 and April 26, 1995. All examinations are 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. Four (4) applicants successfully completed the entire new certification process in FY 94 and have become certified as oil tank installers.

A total of 519 certificates for underground oil storage tank installers and 70 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 186. The Board received no applications for underground hazardous substance tank installers and thus issued no certificate under this program. One applicant passed the underground gasoline tank remover exam and is attempting to arrange for on-site examination.

The Board sponsored or approved 22 continuing education workshops for a total of 90 available credit hours for installers to meet continuing education requirements, in addition to ongoing approvals for programs considered in previous years. Several of the programs offered multiple sessions scattered throughout the state, thus increasing the options available to installers. Thirty (30) complaints against installers, apprentices, or applicants were received and investigated in FY 95. All 30 cases were resolved and closed.

LICENSES:

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 Assessments of Maine's Underground Storage Tank Installer Certification Program - 1989 (free); Annual Reports to the Commissioner of Environmental Protection (free); "The Maine Installer", a quarterly newsletter available free to certified installers and removers.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

(OFFICE OF) GOVERNOR

ANGUS S. KING, JR., GOVERNOR

GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

STATE PLANNING OFFICE

Central Office: STATE HOUSE, AUGUSTA, ME, 04333 Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME, 04333-0001 Telephone: (207) 287-3531 Established: 1920 Reference: Policy Area: 00; Umbrella: 07; Unit: 102; Citation: T0002 M.R.S.A., Sect. 000000001 Average Count--All Positions: Legislative Count: 82.5 123.0 Units: TASK FORCE ON DEFENSE REALIGNMENT AND THE ECONOMY (OFFICE OF) PUBLIC ADVOCATE GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY OFFICE OF SUBSTANCE ABUSE GOVERNOR'S SELECT COMMITTEE ON JUDICIAL MAINE COUNCIL ON VOCATIONAL EDUCATION APPOINTMENTS LAND FOR MAINE'S FUTURE BOARD MAINE LAND AND WATER RESOURCES COUNCIL

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 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 interest 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, policy development, legislative relations, national and regional Governors' associations, 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 General Services maintains the grounds, service buildings and exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

EXECUTIVE DEPARTMENT	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	3,995,507	2,593,382	493,743		908,382	
HEALTH BENEFITS	429,169	272,278	53,483		103,408	
RETIREMENTS	608,937	370,164	86,487		152,286	
OTHER FRINGE BENEFITS	47,865	32,208	4,091		11,566	
OTHER CONTRACT SERVICES STATE	1,578,910	875,590	309,746		393,574	
COMPUTER SERVICES STATE	196,086	158,470	719		36,897	
OTHER CONTRACT SERVICES	975,292	647,419	103,668		224,205	
RENTS	175,948	120,466	10,180		45,302	
COMMODITIES	197,825	154,517	8,928		34,380	
GRANTS, SUBSIDIES, PENSIONS	11,463,412	4,956,443	20,766		6,486,203	
PURCHASE OF LAND	4,189,488					4,189,488
EQUIPMENT	56,295	22,464	7,452		26,379	
INTEREST-DEBT RETIREMENT	7	4			3	
TRANSFER TO OTHER FUNDS	165,169	5,000	45,097		115,072	
TOTAL EXPENDITURES	24,079,910	10,208,405	1,144,360		8,537,657	4,189,488
(OFFICE OF) GOVERNOR	TOTAL FOR		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	936,299	931,964			4,335	
HEALTH BENEFITS	70,429	70,429			· ·	
RETIREMENTS	106,721	105,807			914	
OTHER FRINGE BENEFITS	17,619	17,556			63	

TASK FORCE ON DEFENSE REALIGNMENT AND THE ECONOMY COMMISSIONER THOMAS MCBRIERTY, CHAIR

39,247

36,104

218 339

2.903

43,056

342

5.349

1.476.408

39,247

36.104

218 339

2,903

43,056

1.470.747

342 5,000

349

5.661

Central Office:33 STONE STREET, AUGUSTA, ME 04333Mail Address:59 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1992Reference:Policy Area: 00 ; Umbrella:07 Unit:570 ; Citation:TotopM.R.S.A., Sect.000003307E

PURPOSE:

RENTS

COMMODITIES

OTHER CONTRACT SERVICES STATE

COMPUTER SERVICES STATE

OTHER CONTRACT SERVICES

GRANTS, SUBSIDIES, PENSIONS

TRANSFER TO OTHER FUNDS

TOTAL EXPENDITURES

The Task Force on Defense Realignment and the Economy was established to monitor federal reductions in defense spending and to propose strategies to address the negative impact of defense downsizing and defense realignment affecting the State. The Task Force is charged with preparation of a State-wide strategy and implementation plan to assist the State and its defense dependent industries, workers and communities to reduce defense dependency. Its responsibilities include coordination of funding, technical assistance and support to regional and industry planning committees as well as coordination of State efforts toward the adoption of federal legislation and policies that support economic conversion and diversification planning.

ORGANIZATION:

The Task Force was established in 1992 as part of the State Planning Office. In 1993, it was transferred to the Department of Economic & Community Development, and is currently attached to the Department's Division of Economic Conversion.

The membership of the Task Force consists of the Director of the State Planning Office, the Commissioners of Economic & Community Development, Labor, Professional and Financial Regulation, Defense & Veterans Services; and the President of the Maine Technical College System, all of whom serve as ex officio members. The Task Force also includes 1 Senator appointed by the President of the Senate and 2 members of the House of Representatives appointed by the Speaker of the house. There are eighteen public members representing the interests of the public, business, commerce, labor, and local, regional and federal government; nine of whom are appointed by the Speaker of the House.

Public and Legislative members serve 2 year terms and may be reappointed. The Commissioner of Economic & Community Development is the chair of the Task Force. The Division of Economic Conversion provides staff support to the Task Force.

PROGRAM:

The Task Force was created by the Legislature to monitor the impact of defense downsizing on Maine's communities, businesses and workers. During FY'95, the Task Force completed a report to the Governor and the Legislature on the status of downsizing, with strategy proposals for addressing the negative economic impacts of downsizing. The report will be accompanied by briefings for Legislative leaders.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

MICHAEL L. RAIR, ESQ., CHAIRMAN

Central Office: 58 STATEHOUSE STATION, AUGUSTA, ME 04333 Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1987 Reference: Policy Area: 00 ; Umbrella: 07 Unit: 102J ; Citation: GFY95 M.R.S.A., Sect. 00000008

PURPOSE:

As established by Executive Order 8 FY94/95 on January 27, 1995, 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 four months.

ORGANIZATION:

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 assist them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The members of the Board are appointed by the Governor to serve at his pleasure.

PROGRAM:

The Governor's Board on Executive Clemency reviews requests for pardons and commutations in order to determine a petitioner's eligibility for a hearing. After each hearing, the Board meets in executive session to discuss each petition and make recommendations to the Governor.

Information on Executive Clemency and petition forms are available from the Pardon Clerk, Office of the Secretary of State, State House Station #101, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS

GEORGE SINGAL, ESQ., CHAIR

Central Office: STATE HOUSE, AUGUSTA, ME Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1988 Telephone: (207) 774-5821 Reference: Policy Area: 00 ; Umbrella: 07 Unit: 102P; Citation: GFY88 M.R.S.A., Sect. 000000004

PURPOSE:

As established by Executive Order 9 FY94/95 on February 10, 1995, the Governor's Select Committee on Judicial Appointments is charged with the responsibility of reviewing, evaluating and providing advice on all applicants for judicial appointments. The Committee meets at the call of the Chair.

ORGANIZATION:

The Committee consists of five or more members who represent various interests in Maine's legal community. The members are appointed by the Governor and serve at his pleasure.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LAND FOR MAINE'S FUTURE BOARD

JAMES R BERNARD, COORDINATOR

Central Office: 184 STATE ST, AUGUSTA, ME Mail Address: 38 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1987 Reference: Policy Area: 00 ; Umbrella: 07 Unit: 113 ; Citation: T0005 M.R.S.A., Sect. 000006202

PURPOSE:

The Land for Maine's Future Board was established 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 grant funds for land acquisition. The Board overseeing the fund consists of eleven members(5 MRSA Chapter 353Ï6204), six of whom are private citizens and five of whom are from state agencies. 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 Conservation, the Commissioner of the Department of Inland Fisheries & Wildlife, and a Coordinator from the State Planning Office.

PROGRAM:

The Board has been meeting regularly since 1988. 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 : public participation/outreach; a review of data bases significant to acquisition; creation of a map of state public lands; and a summary of existing acquisition programs. A scoring system was devised to enable LMFB to distinguish high, medium and low priority projects. The scoring system assigns points according to the relative values of

five criteria: the naturalness of the land; the accessibility of the land; proximity to other state lands; land category-significance and need; and multiple values. Based on the needs assessment and criteria, the Board has focused on purchasing lands with water access, lands supporting vital ecological or conservation functions and values, as well as lands with recreational value.

The Land for Maine's Future Board continues to pursue its land acquisition strategy with the guidelines established by mandate in 1988. All land acquired is to be of State significance and contain:

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 communities considered rare, threatened, or endangered; or lands providing public access to recreation opportunities on lands listed above.

In FY95, the Land for Maine's Future Board was instrumental in the arrangement of five purchases: Bangor & Aroostook R.R. right of way running from Washburn to Stockholm and a second Bangor & Aroostook R.R. right of way identified from Caribou to Van Buren; forty-two acres of land in South Berwick related to Mt. Agamenticus; 7,316 acres of land known as Spring River Lake located in township T10 SD; a number of islands located within the boundary of a property along the St. Croix River and a conservation easement to the property located in Township 10, Range 3, and Township 11, Range 3, Washington County, stretching 16.15 miles and 500 feet wide along the St. Croix River; six-tenths of one acre located on Mud Lake, Forest City, Washington County; and two parcels of land, 289 acres and 13.73 acres, located in South Berwick.

PUBLICATIONS:

Land for Maine's Future Fund Strategy & Guidelines for Acquisition Proposal Guidelines and Workbook Biennial Report: February 1990 Biennial Report: January 1995

FINANCES, FISCAL YEAR 1995: 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						
PURCHASE OF LAND	4,189,488					4,189,488
TOTAL EXPENDITURES	4,189,488					4,189,488

MAINE LAND AND WATER RESOURCES COUNCIL

MARK SULLIVAN, EXEC SEC

Central Office: AMHI RAY BLDG, CONSV, AUGUSTA, ME Mail Address: 38 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1976 Telephone: (207) 287-2212 Reference: Policy Area: 00 ; Umbrella: 07 Unit: 102H; Citation: GFY81 M.R.S.A., Sect. 000000009

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 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 resources programs through 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. 12FY75/76 on March 19, 1976. This Executive Order was amended by Executive Order No. 9 FY 80/81.

The Council's 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 Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Human Services, the Commissioner of the Department of Inland Fish & Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Commissioner of the Department of Economic and Community Development, the Vice President for Research and Public Service for the University of Maine, and the Chairman of the Regional Planning Commissions Directors' Association.

PROGRAM:

The Council continued to assist in coordination and policy development regarding the State's hydropower proceedings, the State's Groundwater Protection Strategy, and in the study of flood control.

Over the last few years, the Council has been most active with hydropower relicensing. By Executive Order, the Council has established a process for coordinating state agency comments to the Federal Regulatory Commission (FERC), on its notices of preliminary permits and licenses of hydropower projects. The Council has established a standing committee to administer this procedure and to assure effective communication among the effected agencies. The FERC coordinating Committee is in charge of coordinating and developing state policy on relicensing of the state's major hydropower facilities.

Toward the end of FY95 the Maine Land and Water Resources Council showed promise of assuming a greater presence in the planning picture of the State.

PUBLICATIONS:

Publications of the Council include: A Management Strategy for Maine's Ground Water Resources Recommended Improvements in Computerized Management of Natural Resources Information Assessment of Ground Water Quality in Maine Maine Wetlands Conservation Priority Plan The Planning Process for Local Ground Water Protection Maine Ground Water Management Strategy

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

STEPHEN A BOLDUC, ADMIN OFF

Central Office: 193 STATE ST, AUGUSTA, ME Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: Telephone: (207) 287-2656 Reference: Policy Area: 00 ; Umbrella: 07 Unit: 102S ; Citation: GFY87 M.R.S.A., Sect. 000000014

PURPOSE:

The purpose of the Council is to enable members to voice effectively to the Governor the concerns of the municipalities they represent regarding a variety of matters which affect the quality of life in Maine communities and the future development of those communities. These concerns may arise from any quarter, such as, for example, legislative matters, the spending of public funds, or the responsiveness of government agencies and the policies those agencies adopt.

ORGANIZATION:

The Council shall be composed of twelve members. Of the twelve members, there shall be one each from the following six organizations: Maine Conference of Mayors, Maine Association of Assessing Officers, Maine Municipal Association,

Maine Town and City Clerks Association, Maine Town and City Management Association, and Maine Association of Regional Councils. The Regional Council member shall be a municipal official from a council's governing board.

The six other members shall be named by the Governor.

The Executive Director of the Maine Municipal Association shall participate in an advisory capacity.

PROGRAM:

The function and duties of the Council are: 1. The Council shall advise the Governor on any matters which it feels have substantial impact on the desirable future development of Maine municipalities and the quality of life of those citizens potentially so affected; and 2. The Council shall meet at the call of the chairman not less than four times a year.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE PLANNING OFFICE

EVAN D. RICHERT, DIRECTOR

Central Office:184 STATE STREET, AUGUSTA, ME 04330Mail Address:38 STATE HOUSE STATION, AUGUSTA, ME 04333-0038FAX: (207) 284-6489Established:1968Telephone: (207) 287-3261Reference:Policy Area: 00 ; Umbrella:07 Unit: 105 ; Citation: T0005M.R.S.A., Sect. 000003303Average Count-All Positions:41.50Legislative Count: 18.00

PURPOSE:

The State Planning Office is responsible for the formulation, coordination, and support of economic and natural resources 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 selective natural resources, the identification of issues and problems of long-term significance to the State, and the coordination of state policy along with its implementation on issues of interagency concern.

ORGANIZATION:

The State Planning Office was established by statute in 1968, assuming certain planning-oriented duties assigned to the former Department of Economic Development. SPO remains as a part of the Executive Department responding to the needs of the Governor in a variety of policy and program areas. In FY95, the State Planning Office consisted of three primary divisions: the Director's Office/Management Division; the Natural Resources Division; and the Economics and Energy Division. With the beginning of the calendar year, 1995, reorganization was witnessed in the State Planning Office in preparation for a more effective response to the direction and wishes of a new administration.

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 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 and administration of the Land for Maine's Future land acquisition program in 1987; comprehensive river resource management planning in 1989; energy policy and planning in 1990; and more recently the administration of the Great Ponds Task Force.

Other organizational activities assigned by Executive Order or designation by the Governor are: Land and Water Resources Council leadership, Maine-Canadian trade analysis, federal activities impact evaluation, and the Coastal Energy Impact Program administration. The State Planning Office directs several successful programs coordinating federal initiatives, such as staffing for the National Service Commission Grant to the State of Maine or participating in activities of the Gulf of Maine Council. SPO has taken an active role in the

development of automated systems in the state government, especially directed toward the interagency and interoffice communication with computers.

PROGRAM:

The mission of the State Planning Office is threefold: 1. short term issue analysis: to meet in a timely fashion the requests of the Governor, executive agencies, and the Legislature for information, economic analysis and policy recommendations on issues of immediate concern; 2. long range policy analysis: to conduct in-depth studies on issues of long range significance for the socio-economic and natural resource development of the State and to formulate policy recommendations for state decision makers; and 3. program coordination: to maintain current information on development plans and on state and federal development assistance programs, to formulate state positions on the best use of these programs and to coordinate federal, state, and local development efforts.

The State Planning Office successfully accomplishes its goals through the cooperative effort of economists, planners, and policy specialists of the Economics and Energy Division and Natural Resources Policy Division. With the new administration in FY95, SPO began reorganization to eliminate the two division structure and better enhance the team effort found in the attention given to all of SPO's projects and programs. The Economic and Energy policy Division conducts and coordinates short and long term state economic and energy policy development and analysis. The Natural Resources Policies Division performs natural resource policy analysis and coordinates natural resources policy planning within state government.

The Office also administers the Maine Coastal Program under the Federal Coastal Zone Management Program, the Land for Maine's Future Fund, and the Great Ponds Task Force. The Coastal Program, which 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, allows the State Planning Office to provide a focal point for coastal activities of the State, Regional Planning Commissions, and local governments. The Land for Maine's Future Board has invested bond monies over the last decade in the purchase of over 75 parcels of land in Maine to be set aside for future generations. In FY95, SPO assumed staffing responsibilities for the State's National Community Service Grant Program.

PUBLICATIONS:

Publications of the Maine State Planning Office include but are not limited to the following: Coastlinks: A Resource Guide to Maine's Marine-Related Organizations An Ecological Reserves System for Maine The Economic Value of Casco Bay The Estuary Profile Series Gulf of Maine Action Plan Long Range Economic Forecast The Maine Economy: Year End Review and Outlook Maine Coastal Program: The First Decade and Beyond Maine Retail Sales Quarterly State of Maine Economic Report-Quarterly FINANCES, FISCAL YEAR 1995: 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	1,179,090	577,579	103,371		498,140	
HEALTH BENEFITS	128,249	61,759	10,588		55,902	
RETIREMENTS	179,859	78,246	17,378		84,235	
OTHER FRINGE BENEFITS	11,440	3,979	1,108		6,353	
OTHER CONTRACT SERVICES STATE	213,510	44,250	2,255		167,005	
COMPUTER SERVICES STATE	21,894	1,224			20,670	
OTHER CONTRACT SERVICES	267,385	84,650	40,581		142,154	
RENTS	30,122	6,124	9,742		14,256	
COMMODITIES	30,190	9,756	4,324		16,110	
GRANTS, SUBSIDIES, PENSIONS	284,583	9,843	19,328		255,412	
EQUIPMENT	26,797		5,000		21,797	
INTEREST-DEBT RETIREMENT	3				3	
TRANSFER TO OTHER FUNDS	117,102		18,567		98,535	
TOTAL EXPENDITURES	2,490,224	877,410	232,242		1,380,572	

(OFFICE OF) PUBLIC ADVOCATE

STEPHEN G WARD, PUBLIC ADVOCATE

Central Office: STATE HOUSE, AUGUSTA, ME Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1981 Reference: Policy Area: 00; Umbrella: 07 Unit: 413; Citation: T0035AM.R.S.A., Sect. 000001701 Average Count-All Positions: 7.00

PURPOSE:

The fundamental goals and objectives of the Public Advocate 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 thirteenth year of advocacy on behalf of utility consumers before Maine's Public Utilities Commission.

ORGANIZATION:

The Public Advocate's office was established by statute in 1981 as an agency of the Executive Department in order to represent the interests of utility consumers before regulatory bodies, the courts and the Legislature. Beginning in 1984 the office also was directed by legislation to represent the interests of policyholders in proceedings at the Bureau of Insurance where workers compensation rates are set by the Superintendent of Insurance. This second role will terminate this year due to passage by the Legislature in June 1995 of a law terminating the "Fresh Start" program (LD 1578). Finally since 1988 the Public Advocate has also represented the Governor's Office in negotiations with other states and regional compacts for access to disposal facilities capable of accepting shipments of low-level radioactive waste from Maine's multiple generators of this waste.

Beginning in 1989 the office moved from a General Fund basis for its budgets and operations to a system of utility assessments, supplemented by workers compensation filing fees and low-level radioactive waste payments. In 1994/95 the office received no General Fund appropriations. In addition to the Public Advocate, Stephen Ward, the office employs six staff people including four attorneys. Mr. Ward was appointed Acting Public Advocate in 1986 by

Governor McKernan and was confirmed by the Legislature in August 1987 following a confirmation hearing. At the request of Governor King, Mr. Ward has continued as Public Advocate following King's inauguration in 1995.

PUBLICATIONS:

Annual Report to the Joint Standing Committee on Utilities and Energy of the Maine Legislature - (no charge)

Guidelines for Consumer Participation in Public Hearings Held by the Maine PUC - (no charge)

FINANCES. FISCAL YEAR 1995: 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) PUBLIC ADVOCATE	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	300,072		300,072			
HEALTH BENEFITS	32,558		32,558			
RETIREMENTS	53,994		53,994			
OTHER FRINGE BENEFITS	2,049		2,049			
OTHER CONTRACT SERVICES STATE	170,006		170,006			
COMPUTER SERVICES STATE	719		719			
OTHER CONTRACT SERVICES	53,975		53,975			
COMMODITIES	4,487		4,487			
EQUIPMENT	2,452		2,452			
TRANSFER TO OTHER FUNDS	21,935		21,935			
TOTAL EXPENDITURES	642,247		642,247			

A. TELEPHONE ISSUES AT THE MAINE PUC

1. <u>NEW ENGLAND TELEPHONE "PRICE CAP" PROCEEDING</u> - In response to legislation passed in the Second Session of the 116th Legislature, the PUC initiated in July a comprehensive investigation into the value of alternative forms of regulation for NYNEX. After a series of informal negotiation sessions, the parties were beginning to litigate these complex and innovative questions in a proceeding to conclude in February 1995, when the filing of a formal complaint at the PUC changed all expectations surrounding this case.

The formal complaint was signed by 13 NYNEX customers alleging that 1) NYNEX rates are already too high and should be reduced due to the probability that NYNEX shareholders are earning in excess of the PUC authorized rate of return (11.03%) and 2) significant amounts of fiber-optic investment and electronic capacity installed in Maine are not needed now for telephone operations and will only have a potential use in the next twenty years if NYNEX uses this excess capacity for delivering video services in direct competition with cable TV companies.

In early September, the PUC agreed that these concerns were of sufficient weight to justify opening a formal investigation. The PUC directed NYNEX to file on October 3 the information necessary to address the issue of overearning and to respond to questions from the parties on the issue of excess capacity. Jointly with the American Association of Retired Persons (AARP), we hired an expert witness to advise us on the engineering aspects of the excess capacity issue. We also hired a utility accountant to advise us as to whether current rate levels represents the "fair starting point" for any alternative rate plan, or first should be reduced, before the NYNEX price cap proposal is reviewed.

Following two weeks of hearings in February at which some 20 witnesses presented testimony and were cross-examined, we filed on March 10 our 120-page brief arguing for a 20% reduction in NYNEX's rates in Maine. This \$59 million proposed reduction in rates consists of a \$28 million reduction due to excess earnings by NET's shareholders and other accounting adjustments, and a \$31 million reduction for copper circuits in NET's system which are not being used because they were functionally replaced by fiber optic circuits.

On March 9 we also filed our 136-page brief endorsing a price cap form of regulation for NYNEX on two conditions: first, that initial rates are lowered 20% to remove excess profits and second, that the structure of the price cap follow the general recommendations of our witness Lee Selwyn for achieving a more competitive environment for telecommunications services in Maine.

On May 3 the PUC unanimously approved a \$14.4 million reduction in rates, incorporating a 3.5% reduction in the cost of intrastate toll service and a 12.5% authorized return on equity for NYNEX's common stock. Although the PUC's final orders rejected in toto our arguments about excess capacity on NYNEX's system, the PUC did approve a price cap form of regulation whose key provisions we believed are favorable to consumers. As of year-end, no party had appealed the PUC's order in these cases, although the AARP had formally requested reconsideration of key findings. On June 26, the PUC declined to reconsider any aspect of its decision.

B. ELECTRIC UTILITY CASES AT THE MAINE PUC

1. <u>CENTRAL MAINE POWER "ALTERNATIVE RATE PLAN" PROPOSALS</u> - On December 20, 1994 the PUC Commissioners voted to approve a five year experiment in the pricing of electricity that gave CMP flexibility in reducing rates where necessary to retain customers in exchange for a ceiling on rate increases. We had endorsed the negotiated settlement of this Alternative Rate Plan (or "ARP") case along with AARP, CMP, the U.S. Navy, the FUC Staff and the Commercial Customers Utility Coalition. The plan tied maximum price levels to a fraction of actual inflation in a given year (at approximately 50-90% of the GDP inflation rate) while preserving protections for service quality and for demand-side management programs. The agreement provided CMP's customers with predictability about the timing and magnitude of price increases (a 2% price increase or less annually if inflation comes in around 3% per year) while still enabling CMP to price electricity with more flexibility in situations of potential lost load or of potential new customers.

Initially the coalition of large industrial customers, the IECG, opposed this ARP settlement believing that it diminished the leverage of the group to secure, on a case-by-case basis, favorable price concessions from CMP. On October 28 we filed responses to 145 discovery questions directed to us by the IECG raising doubts or reservations about the 5-year plan. However, following a November 3 evidentiary hearing at the PUC (but before briefs were filed on November 14), the IECG came to terms with CMP on a 15% rate reduction for CMP's two largest rate classes and on additional 1% and 2% discounts for particular large customers in 1998 and 1999 respectively. These agreements required the IECG customers not to self-generate or buy power elsewhere for fully five years.

Accordingly on November 22 CMP filed at the PUC a set of tariffs and requested prompt approval of a 15% price discount for its largest customers in exchange for a commitment not to reduce the level of their electricity purchases. We supported these arrangements as a desirable way of eliminating the very real risk of industrial by-pass for CMP because: 1) provisions of the larger ARP agreement ensure that CMP's other customers will not face any cost-shifting for the costs of these electricity discounts - at least as long as CMP's earned return on equity is above 7.05%; and 2) many of CMP's industrial customers are able to leave CMP's system with little difficulty, thereby imposing on remaining customer a real risk of having to pay for the loss of 30% of CMP's sales revenue.

2. FORT FAIRFIELD CONTRACT RENEGOTIATION AND APPEAL - On July 27, 1994 we filed with the PUC our recommendations concerning CMP's buy-out of the Fairfield Energy Venture contract. We recommended that the PUC approve the buy-out of the contract, but encouraged the parties to reach agreements on the continued operation of the unit under new management.

On August 5, the PUC unanimously approved a multi-party stipulation which, with the PUC Staff and the Town of Fort Fairfield, we had negotiated with CMP for the cancellation of the power contract and the continued operation (for up to 3 years) of the 32 megawatt Fairfield unit as a CMP generator. The arrangement will result in net present value benefits for ratepayers in the \$30 to \$40 million range, after accounting for operating expenses and, moreover, retains 28 jobs and a substantial property tax payment for the Fort Fairfield area. The PUC decision was opposed by the Industrial Energy Consumer Group which subsequently took an appeal of the PUC decision to the Maine Law Court. The Public Advocate pursuaded the IECG and CMP to come to the bargaining table and helped negotiate the terms for withdrawing this appeal. Following extensive negotiations, these efforts proved successful; the IECG withdrew its appeal and the settlement produced savings of \$1.6 million for CMP customers which would not have been secured if the Public Advocate had not played the role of mediator. CMP's rates were reduced by a total of \$5.6 million December 1994. On October 3 the Law Court accepted the agreed-to dismissal of these cases, thereby removing uncertainty about the Fairfield renegotiation and permitting the FAME financing to proceed.

3. <u>BANGOR HYDRO BUY-OUT OF ULTRAPOWER</u> - We intervened in April, 1995 in the PUC case considering Bangor Hydro's proposal to use \$100 million of FAME financing and \$60 million in junk bonds to buy out two contracts with a private power producer in Enfield and Jonesboro, Ultrapower. There appeared to be substantial ratepayer savings from going ahead with this buy-out, but we hired a finance expert to assist us in our analysis. In particular, the fact that Bangor Hydro's annual revenues in 1994 were only marginally larger (at \$171 million) than the total of proposed indebtedness justified some caution.

On April 20 we filed at the PUC our comments and the testimony of our expert witness, in qualified support of Bangor Hydro's proposal for a \$162 million buy-out of two contracts with Ultrapower. FAME financing requires a showing of near-term benefits to ratepayers from such a buy-out. Bangor Hydro has made no such proposal, merely arguing that over time its need for future rate increases will be mitigated. We asked the PUC to make a finding that there will be a future adjustment in rates (conceivably as an offset to an otherwise larger increase) that will account for a pre-determined amount of ratepayer savings. We also participated in a public witness hearing in Jonesboro at which the PUC accepted public comment on the Ultrapower buy-out. Because Ultrapower is free to continue this operation of both units (at substantially reduced prices due to the buy-out proceeds), we also do not predict negative economic impacts for either Fairfield or Jonesboro for the long run. In May the PUC unanimously approved the Ultrapower buy-out on conditions reflecting a favorable ratemaking treatment to which Bangor Hydro had agreed.

C. LOW-LEVEL RADIOACTIVE WASTE COMPACT ISSUES

1. <u>TEXAS LOW-LEVEL RADIOACTIVE WASTE COMPACT</u> - On July 19, 1994 Representative Snowe formally introduced in the House of Representatives the Texas/Maine/Vermont Compact legislation (HR 4800). On September 13, 1994 Olympia Snowe and Public Advocate Ward offered formal testimony in favor of the Compact at a hearing before two subcommittees of the Energy and Commerce and Energy and Natural Resources Committees. Also, appearing at the hearing were a Texas legislator and Vermont's state geologist - in favor of the Compact - and representative Ron Coleman from El Paso and a Hudspeth County resident, both of whom spoke in opposition to the Compact. Due to the imminence of the Congressional elections, a vote in the House on the Compact was postponed until January 1995 at the earlist. Nonetheless, there appeared to be no significant opposition on the part of the jurisdictional Committees in the House, or in the Senate.

The same Compact legislation was reintroduced in the U.S. Senate (S-419) and in the House in January. It was routed to the Judiciary Committee in the Senate where it received an uncontested approval in early June; at year-end it was awaiting a final vote in the full Senate following debate on a proposed amendment offered by Senator Wellstone of Minnesota who alleges "environmental racism" in the siting of the Texas facility. Senator Wellstone's amendment would require radioactive waste facilities to be sited, under federal law, only in locations where ethnic and racial composition is (by coincidence) identical to national ratios. As a "racial quota" requirement, it is very likely that the Wellstone amendment will be defeated.

D. WORKERS COMPENSATION MATTERS

1. <u>1993 WORKERS' COMPENSATION "FRESH START" APPEAL</u> - In late September, we filed our 95-page brief at Kennebec County Superior Court supporting the decision of the Superintendent of Insurance in setting the size of "Fresh Start" surcharge for the 1993 policy year, and upholding his determination as to the failure to increase their underwriting of voluntary market policies. At the request of Judge Alexander, these briefs were refiled on January 4 in order to permit the processing of the 1993 "Fresh Start" appeal in conjunction with the 1992 "Fresh Start" appeal.

During oral argument on January 13 we rebutted arguments, raised by various workers' comp insurance companies, that the Superintendent of Insurance lacked the legal authority to order that prior decisions regarding the efforts to write new policies in the voluntary market were final, and not to be reopened to new evidence. We also argued that the Superintendent's finding that carriers had not made sufficient efforts to write new policies in the voluntary market in the 1991 policy year was supported by substantial evidence in the record. At the hearing Justice Alexander adopted virtually all of these arguments. The matter was promptly appealed to the Law Court where we filed our initial brief on April 20.

Oral argument on the identical arguments heard in Superior Court took place at the Law Court on June 8. At year-end, we were waiting for the Law Court's final decision in this case. Due to the enactment of LD 1578, legislation terminating the "Fresh Start" program, this will be our final workers compensation case.

E. NATURAL GAS AND WATER UTILITY CASES

1. <u>FERC APPLICATION FOR LNG TANK APPROVAL</u> - On February 28, Granite State Gas Transmission supplemented its filing at FERC requesting a certificate approving the construction of a liquified natural gas facility in Wells. FERC has responded to Granite State's request for an expedited approval by June 1995 by stating that a full environmental review will get underway this summer with a final decision expected in 1996. This process will involve informal meetings in the Wells area where FERC will solicit local public comment. Public Advocate Ward met some 50 Wells residents on February 24 at a meeting organized by No Tanks. No Tanks is an organization of local people opposed to the construction of the 2 billion cubic foot LNG tank at the proposed site. On June 28 we participated in a technical conference at which FERC Staff posed questions to Granite State representatives on the need for a 2 BCF LNG facility and the existence of less costly alternatives. Based on the preliminary analysis of our consultants, Tellus Institute from Boston, we believe that LNG is needed as a peaking resource by Granite State at most for only a one year period prior to the expected start up of a new natural gas pipeline from Canada, the Portland Natural Gas Transmission System.

2. <u>BATH WATER DISTRICT RATE CASE</u> - We filed on February 7 written discovery questions on the final round of testimony in the Bath Water District rate design case. The District has experienced a 40% annual loss rate due to pipe leakage and un-billed water service but continued to offer substantial large-volume discounts to big users. Along with a local group of water consumers and the National Consumer Law Center, we have argued for the use of flat-rate pricing which charges consumers at all usage levels the same unit cost and thereby creates a better incentive for the District to address its huge problem of unbilled water costs. Following the submission of this testimony, the Bath Water District agreed to a favorable settlement of the case which the PUC formally approved.

OFFICE OF SUBSTANCE ABUSE

MARLENE McMULLEN-PELSOR, DIR

Central Office:24 STONE STREET, AUGUSTA, ME 04330Mail Address:159 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:Reference:Policy Area: 00 ; Umbrella:07 Unit:Reference:Policy Area: 00 ; Umbrella:07 Unit:118 ; Citation:ToologAverage Count-All Positions:42.50Legislative Count:33.00

PURPOSE:

The Office of Substance Abuse (OSA) was established by the 114th Maine Legislature to adopt an integrated approach to the problem of alcohol and other drug abuse and to focus all the varied resources of the State on developing a comprehensive and effective range of alcohol and other drug abuse prevention and treatment activities and services; and to establish a single administrative unit with State Government, accountable directly to the Governor, with responsibility for planning, developing, implementing, coordinating and evaluating all of the State's alcohol and other drug abuse prevention and treatment activities.

Established in 1990, OSA now combines the staff and substance abuse functions previously carried out by the departments of Human Services, Corrections, Education, and Mental Health/Mental Retardation in the new Office which is part of the Executive Department.

ORGANIZATION:

OSA is composed of five divisions. The Driver Education and Evaluation Division (DEEP) provides programs for those convicted of drinking and driving; the Fiscal and Contracting Division performs budgeting, auditing and contracting services; the Information and Resource Center disseminates information to a wide variety of interested persons; the Prevention and Education Division assists in the development of school and community prevention activities as well as oversees the Drug Free Schools and Communities funds; and the Quality Assurance Division plans, licenses, and monitors substance abuse treatment activities.

PROGRAM:

OSA develops comprehensive plans for combating alcohol and drug abuse, administers all contracts with community service providers, establishes operating and treatment standards, licenses or certifies treatment programs and collects and utilizes uniform contracting and information gathering to improve the field.

OSA serves as the primary liaison with other Departments, the Legislature, citizen's groups and service providers on issues pertaining to substance abuse. It provides training, consultation, technical assistance and service delivery strategies to help schools and communities reduce the problems attributable to tobacco, alcohol and other drugs.

DEEP provides or oversees education, evaluation, and/or treatment for all OUI offenders in the State of Maine in order to lessen the incidence of injury and fatalities which result from drinking and driving.

LICENSES:

Certification for outpatient and nonresidential substance abuse treatment programs. License for residential rehabilitation, detoxification programs, halfway houses, extended care, and extended shelter.

PUBLICATIONS:

State Plan for Alcohol and Other Drug Abuse Services in Maine; Management Information System for Maine's ATOD System; 1993 Progress Report; Maine Alcohol and Drug Services, a current service directory; Support Groups for the State of Maine; The Maine Approach, a Guide for Comprehensive School-Based ATOD Prevention Programming; Chemical Dependent Women in Maine (1/92); 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. NOTE: The Information and Resource Center (1-800-499-0027) may be contacted directly for numerous publications, films, videos, and other materials. FINANCES, FISCAL YEAR 1995: 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		10.00	. 01100	10110	rentbo	101.00
SALARIES & WAGES	1,544,509	1,048,302	90,300		405,907	
HEALTH BENEFITS	194,646	136,803	10,337		47,506	
RETIREMENTS	260,868	178,616	15,115		67,137	
OTHER FRINGE BENEFITS	16,644	10,560	934		5,150	
OTHER CONTRACT SERVICES STATE	1,156,015	791,961	137,485		226,569	
COMPUTER SERVICES STATE	137,369	121,142			16,227	
OTHER CONTRACT SERVICES	434,573	343,410	9,112		82,051	
RENTS	142,808	111,324	438		31,046	
COMMODITIES	118,906	100,519	117		18,270	
GRANTS, SUBSIDIES, PENSIONS	11,178,473	4,946,244	1,438		6,230,791	
EQUIPMENT	27,046	22,464			4,582	
INTEREST-DEBT RETIREMENT	4	4				
TRANSFER TO OTHER FUNDS	20,783		4,595		16,188	
TOTAL EXPENDITURES	15,232,644	7,811,349	269,871		7,151,424	

MAINE COUNCIL ON VOCATIONAL EDUCATION

YVONNE DAMBORG, EX DIR

Central Office:160 CAPITOL STREET, AUGUSTA, ME 04330Mail Address:160 CAPITOL STREET, AUGUSTA, ME 04330FAX:Established:1969Telephone:Reference:Policy Area:00;Umbrella:07; Unit:102D;Citation:GFY85M.R.S.A., Sect.000000007

PURPOSE:

The Maine Council on Vocational Education implements all duties required by P.L. 98-524 which includes the following: meets with the State Board of Education or their representatives to advise on the development of the state plan; advises the State Board of Education, the Technical College Board of Trustees and makes reports to the Governor, the Legislature, the business community, and the general public concerning policies which strengthen vocational education and foster private sector initiatives to modernize vocational education programs; analyzes and reports on the distribution of spending for vocational education as well as on the availability of vocational education of financial assistance under the Act, particularly the distribution between secondary and postsecondary programs.

MCVE also consults with the State Board of Education and the Technical College Board of Trustees on evaluation criteria for vocational education programs in the state; emphasizes and assesses the participation of local employers and labor unions in the provision of vocational education at the local levels; assesses equal access to vocational programs and reports to the State Board of Education; evaluates and makes 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 regarding 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 an office manager.

EXECUTIVE DEPARTMENT

PROGRAM:

MCVE held public meetings and monitored federal and state legislation as well as other organizations involved with or studying vocational education and the Job Training Partnership Act. MCVE conducted site visits to schools and businesses to ascertain adequacy and effectivess of programs.

- Areas of Council Involvement: 1. School and JPTA Site Visits and Evaluations
- 2. Business/Education Partnerships
- 3. Promotion of equity for non-traditional students
- 4. Tech Prep
- 5. Total Quality Management

The council completed its biennial report, "Vocational Education and JTPA 1995 Biennial Report of the Maine Council on Vocational Education."

PUBLICATIONS:

1995 Biennial Report -- "Vocational Education and JPTA 1995 Biennial Report of the Maine Council on Vocational Education. 1995 "School-to-Work Partnerships -- A "How To" Handbook".

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

KEVIN W. CONCANNON, COMMISSIONER

Central Office: HUMAN SERVICES BLDG, AUGUSTA, ME, 11 STATE HOUSE STATION, AUGUSTA, ME, 04333 FAX: (207) 623-8270 Mail Address: 1975 Telephone: (207) 287-2546 Established: Reference: Policy Area: 03; Umbrella: 10 Unit: 144; Citation: T0022 M.R.S.A., Sect. 000000001 Average Count--All Positions: 2623.0 Legislative Count: 1346.0 Units: CERTIFICATE OF NEED ADVISORY COMMITTEE DIVISION OF MATERNAL AND CHILD HEALTH (HUMAN BUREAU OF CHILD AND FAMILY SERVICES SERVICES) DIVISION OF DENTAL HEALTH BUREAU OF MEDICAL SERVICES (HUMAN SERVICES) DIVISION OF DISABILITY DETERMINATION SERVICES OFFICE OF PROGRAMS (HUMAN SERVICES) DIVISION OF DISEASE CONTROL (HUMAN SERVICES) MAINE PUBLIC DRINKING WATER COMMISSION BUREAU OF ELDER AND ADULT SERVICES OFFICE OF PUBLIC AFFAIRS AND COMMUNICATIONS (HUMAN BUREAU OF FAMILY INDEPENDENCE SVCS) BUREAU OF HEALTH PUBLIC HEALTH LABORATORY (HUMAN SERVICES) DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES) DIVISION OF PUBLIC HEALTH NURSING OFFICE OF HEALTH PLANNING AND DEVELOPMENT (HUMAN DIVISION OF REGIONAL ADMINISTRATIC J (HUMAN SERVIC'ES) SERVICES) DIVISION OF HEALTH PROMOTION AND EDUCATION(HUMAN OFFICE OF VITAL STATISTICS SVCS) OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES)

PURPOSE:

To protect and preserve the health and welfare of Maine citizens. This is accomplished by administering programs, promulgating policies and providing services established by Federal and State laws. The Department directs a wide-ranging system of programs in health, social 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. Among other organizational changes, the Division of Research and Vital Records, successor to the original Registrar of Vital Statistics dating back to 1891, had 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 positions, five bureaus delivering client services through five regional districts, each having at least two field offices. One Deputy Commissioner is in charge of programs delivered by the Bureaus of: Health, Child and Family Services, Family Independence, Medical Services, Elder and Adult Services and also the of Administrative Hearings unit. The other Deputy Commissioner is responsible for the Department's Budget Development,

Regional Administration, Human Resources, Audit, Data Processing, Equal Opportunity and Affirmative Action, Finance, Plant and Office Services.

PROGRAM:

Title 22, MRSA Chapter 1, establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject to review by the Joint Standing Committee on Human Resources and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility to protect and preserve the health and welfare of Maine citizens through planning, authorization, administration and audit of programs established by law and/or administrative fiat and assigned to the Department by the Maine Legislature, the Governor and other various federal agencies with which the Department has contracts for services.

Office of Public and Legislative Affairs: The function of the Office of Public and Legislative Affairs is to maintain a liaison with the Office of the Governor, the Maine State Legislature, and the public in order to monitor legislation affecting the department: to prepare departmental information for legislative issues at both the local, state and national level; to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to oversee production of informational pamphlets explaining departmental service or educational programs in the field of health care and social service; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication.

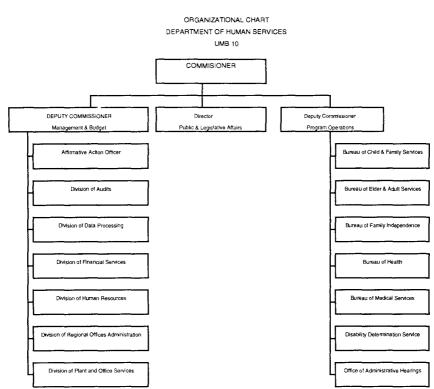
Office of Administrative Hearings: This office conducts all hearings of appeals of Departmental decisions or actions. It renders binding decisions on behalf of the Commissioner except for certain cases where its findings are advisory to the Commissioner.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

TOTAL					
FOR		SPECIAL			
ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
66,419,528	33,986,124	3,747,222		28,686,182	
9,016,416	4,466,230	493,538		4,056,648	
10,997,164	5,615,044	622,076		4,760,044	
731,049	387,760	40,687		302,602	
13,927,576	6,246,443	267,728		7,413,405	
3,028,058	1,017,865	98,169		1,912,024	
12,056,406	6,292,337	411,314		5,352,755	
7,792,981	2,686,925	421,930		4,684,126	
2,727,328	904,479	428,615		1,394,234	
1164,109,752	272,625,500	152,550,907		738,933,345	
1,236,485	200,277	352,783		683,425	
7,645	5,637	264		1,744	
1,113,256	411	112,867		999,978	
1293,163,644	334,435,032	159,548,100		799,180,512	
	FOR ALL FUNDS 66,419,528 9,016,416 10,997,164 731,049 13,927,576 3,028,058 12,056,406 7,792,981 2,727,328 1164,109,752 1,236,485 7,645 1,113,256	FOR ALL GENERAL FUNDS FUND 66,419,528 33,986,124 9,016,416 4,466,230 10,997,164 5,615,044 731,049 387,760 13,927,576 6,246,443 3,028,058 1,017,865 12,056,406 6,292,337 7,792,981 2,686,925 2,727,328 904,479 1164,109,752 272,625,500 1,236,485 200,277 7,645 5,637 1,113,256 411	FOR SPECIAL ALL GENERAL REVENUE FUNDS FUND FUNDS 66,419,528 33,986,124 3,747,222 9.016,416 4,466,230 493,538 10,997,164 5,615,044 622,076 731,049 387,760 40,687 13,927,576 6,246,443 267,728 3,028,058 1,017,865 98,169 12,056,406 6,292,337 411,314 7,792,981 2,686,925 421,930 2,727,328 904,479 428,615 1164,109,752 272,625,500 152,550,907 1,23,6485 200,277 352,783 7,645 5,637 264 1,113,256 411 112,867	FOR SPECIAL ALL GENERAL REVENUE HIGHWAY FUNDS FUND FUNDS FUND 66,419,528 33,986,124 3,747,222 9,016,416 4,466,230 493,538 10,997,164 5,615,044 622,076 62,46,443 267,728 731,049 387,760 40,687 13,927,576 62,46,443 267,728 3,028,058 1,017,865 98,169 12,056,406 62,92,337 411,314 7,792,981 2,686,925 421,930 2,727,328 904,479 428,615 1164,109,752 272,625,500 152,550,907 1,236,485 200,277 352,783 7,645 5,637 264 1,113,256 411 112,867	FOR SPECIAL ALL GENERAL REVENUE HIGHWAY FEDERAL FUNDS FUND FUNDS FUND FUNDS 66,419,528 33,986,124 3,747,222 28,686,182 9,016,416 4,466,230 493,538 4,056,648 10,997,164 5,615,044 622,076 4,760,044 731,049 387,760 40,687 302,602 13,927,576 6,246,443 267,728 7,413,405 3,028,058 1,017,865 98,169 1,912,024 12,056,406 6,292,337 411,314 5,352,755 7,792,981 2,686,925 421,930 4,684,126 2,727,328 904,479 428,615 1,394,234 1164,109,752 272,625,500 152,550,907 738,933,345 1,236,485 200,277 352,783 683,425 7,645 5,637 264 1,744 1,113,256 411 112,867 999,978

DEPARTMENT OF HUMAN SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES STATE	5,720	4,917			803	
COMPUTER SERVICES STATE	2,620	1,045			1,575	
OTHER CONTRACT SERVICES	43,949	32,330			11,619	
RENTS	2,917	1,438			1,479	
COMMODITIES	92,946	87,341			5,605	
GRANTS, SUBSIDIES, PENSIONS	34,314	34,314				
TRANSFER TO OTHER FUNDS	364				364	
TOTAL EXPENDITURES	182,830	161,385			21,445	

HUMAN SERVICES



CERTIFICATE OF NEED ADVISORY COMMITTEE

JOHN ANNET, CHAIRMAN

Central Office:35 ANTHONY AVENUE, AUGUSTA, ME 04333Mail Address:11 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1983Telephone:(207) 624-5424Reference:Policy Area: 03 ; Umbrella:10 Unit:212 ; Citation:T0022M.R.S.A., Sect.000000307

PURPOSE:

The Certificate of Need (CON) Advisory Committee was established by the cited statute for the purpose of participating with the Department of Human Services in the public hearing process available at the request of persons directly affected by the review of proposed new health services being conducted by the Office of Health Planning and Development.

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 serve four-year terms.

The Commissioner of the Department of Human Services has appointed an Associate Deputy Commissioner to serve as ex-officio, non-voting designee.

PROGRAM:

During FY95, the Committee conducted no public hearings and no deliberative sessions.

PUBLICATIONS:

Monthly Project Summary - Free of charge. Certificate of Need Procedure Manual - \$5.00 charge.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF CHILD AND FAMILY SERVICES

NANCY D. CARLSON, ACTING DIRECTOR

Central Office:HUMAN SERVICES BLDG, AUGUSTA, ME 04333Mail Address:11 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1974Reference:Policy Area: 03 ; Umbrella:Average Count--All Positions:127.00Mail Address:127.00

PURPOSE:

The Bureau of Child and Family Services, with the advice of the Child Welfare Advisory Committee, 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 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 Child Welfare Sevices Plan.

In 1979, by order of the Governor, the U.S. Department of Agriculture Child Care Food Program was transferred from the Department of Educational and Cultural Services to this bureau. This program provides federal assistance to food programs administered through a multitude of child caring agencies. Also in 1979 the responsibility for statewide refugee coordination was accepted by the Governor from the federal government and assigned to the bureau which has resulted in services to 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 Sevices. The Maine Legislature renamed the bureau to the Bureau of Child and Family Services in 1989. In 1992, the 115th Maine Legislature transferred to the bureau responsibility for administering the Head Start Program and the Maine Children's Trust Fund.

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 portions of 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 Bureaus 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 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, mangement and administrative staff. Division of Purchased and Support Services is responsible for the administration of approximately \$32 million in state, federal and local funds under the SSBG, The Refugee Resettlement program, and State Child Care funding. The Licensing Unit is responsible for the licensing of day care facilities, foster homes, and residential facilities for children and reports to the Bureau Director. The unit houses an institutional abuse investigation team which investigates allegations of child abuse in out of home settings. Regional Operations is responsible for the day to day operations of the five regional offices and seven branch offices and their staff who cary out the child protective services.

LICENSES:

Registrations: Home Baby Sitting Services Licenses: Children's Day Care Facilities Nursery Schools

Children's Homes, including: Family Foster Homes for Children Specialized Children's Homes Children's Foster Homes Providing Respite Only Residential Child Care Facilities Emergency Shelters Shelters for Homeless Children Child Placing Agencies With and Without Adoption Programs

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 Victim Assistance Plan Child Abuse and Neglect Brochure Thinking about Adoption, a Guide to Adoption Services in Maine State Plan for Independent Living Initiatives

FINANCES, FISCAL YEAR 1995: 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 & WAGES	3,443,687	2,095,611			1,348,076	
HEALTH BENEFITS	401,162	240,063			161,099	
RETIREMENTS	577,187	351,537			225,650	
OTHER FRINGE BENEFITS	28,364	15,856			12,508	
OTHER CONTRACT SERVICES STATE	576,873	481,724			95,149	
COMPUTER SERVICES STATE	547,820	280,822	16,680		250,318	
OTHER CONTRACT SERVICES	746,516	544,080	52		202,384	
RENTS	131,420	125,968	623		4,829	
COMMODITIES	182,805	129,617			53,188	
GRANTS, SUBSIDIES, PENSIONS	56,461,486	31,157,739	400		25,303,347	
EQUIPMENT	1,960				1,960	
INTEREST-DEBT RETIREMENT	36	36				
TRANSFER TO OTHER FUNDS	51,121		380		50,741	
TOTAL EXPENDITURES	63,150,437	35,423,053	18,135		27,709,249	

DIVISION OF DENTAL HEALTH

VACANT, DIR DENTAL HLH

Central Office: 151 CAPITOL ST, AUGUSTA, ME Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1975 Telephone: (207) 287-2361 Reference: Policy Area: 03 ; Umbrella: 10 Unit: 203 ; Citation: T0022 M.R.S.A., Sect. 000002094

PURPOSE:

The Division of Dental Health establishes the overall planning, policy, objectives and priorities for all functions and activities relating to the promotion of dental health, conducted by or supported by the State of Maine. The Division's objectives are to reduce dental disease in Maine residents to a minimal acceptable level and to improve and expand dental services. The Division serves as the State's primary administrative, coordinating and planning unit to review possible funding sources for improving dental health and to develop proposals to secure funds when appropriate; to provide technical assistance and consultation to public and private programs concerned with dental health; and to provide technical assistance and consultation to schools and the Department of Education introducing and maintaining dental health education programs in schools.

The Division conducts studies and develops primary data to document specific dental problems; provides consultation and information to the health professions, health professional education institutions and volunteer agencies, conducts reviews of statutes and guidelines governing dental auxiliaries, dentist and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates efforts to improve dental health which are in part or wholly supported by State funds. The Division 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.

ORGANIZATION:

A statutory component of the Department of Human Services, the Division has been administered by a director, appointed by the Commissioner. The Division Director resigned in September 1992 and the position line, frozen as a vacancy, was eliminated in the state's budget for the 1994-95 biennium. It was not re-established in the state's budget for the 1996-97 biennium. Staff continue to carry out the Division's mission and programs with functional supervision by the Director and the Assistant Director of the Bureau of Health while reorganization of the Division is being considered and evaluated.

PROGRAM:

During fiscal 1995, the Division primarily administered dental disease prevention programs, provided consumer and professional education, and conducted studies to assess the oral health status and needs of Maine residents. The Division grants funds to six community agencies. These include four dental clinics in high need areas and two preventive dental programs in Aroostook and Washington Counties.

The School Dental Health Education Program (SDHEP) continued to provide dental health education materials and fluoride supplements to nearly 60,000 children in about 300 schools across the State. The Well Child Clinic Preventive Dental Program continued in conjunction with the Division's of Public Health Nursing and Maternal and Child Health in the Bureau of Health. Fluoride supplements, toothbrushes, and dental health education materials were provided to about 1500 eligible children ages 6 months through 5. Toothbrushes were also distributed to Preventive Health Program coordinators for Medicaid eligible preschoolers.

The Division provides technical assistance to agencies and organizations on access to care, fluoride supplements and community water fluoridation, AIDS/HIV, development of health education materials, oral screenings, sealant programs, and grant writing. During the last year, the Division began a process for assessing the oral health status and needs of Maine residents, and also completed the examination phase of a statewide epidemiological study of children participating in Head Start. Continued emphasis was given to distributing the Division's easy-to-read dental health education pamphlets. The Division's resource directory, "Dental Clinics and Services for Low Income Persons in Maine" was distributed to health and social service agencies throughout the state.

LICENSES:

A variety of publications are available from the Division. These include dental health education materials, a newsletter, resource lists and packets, fact sheets and lesson plans. Write to the Division of Dental Health, Maine Department of Human Services, 11 State House Station, Augusta, Maine 04333-0011.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF DISABILITY DETERMINATION SERVICES ANN DEWITT, CHIEF EXECUTIVE

Central Office: ARSENAL STREET EXT., AUGUSTA, ME 04333 Mail Address: 116 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1956 Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144Z; Citation: M.R.S.A., Sect. Average Count-All Positions: 61.00

PURPOSE:

To provide timely, accurate, fair disability decision to Maine citizens filing under the Title II (coverage based) or Title XVI (low income based) sections of The Social Security Act.

FINANCES, FISCAL YEAR 1995: 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 DISABILITY DETERMINATION SERVICES	TOTAL FOR		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,731,990				1,731,990	
HEALTH BENEFITS	241,060				241,060	
RETIREMENTS	284,671				284,671	
OTHER FRINGE BENEFITS	12,840				12,840	
OTHER CONTRACT SERVICES STATE	668,766				668,766	
COMPUTER SERVICES STATE	30				30	
OTHER CONTRACT SERVICES	234,922				234,922	
RENTS	19,019				19,019	
COMMODITIES	35,592				35,592	
GRANTS, SUBSIDIES, PENSIONS	1,189,659				1,189,659	
EQUIPMENT	37,761				37,761	
INTEREST-DEBT RETIREMENT	70				70	
TRANSFER TO OTHER FUNDS	55,704				55,704	
TOTAL EXPENDITURES	4,512,084				4,512,084	

DIVISION OF DISEASE CONTROL (HUMAN SERVICES) GREG BOGDAN, DIRECTOR

Central Office:157 CAPITOL ST, AUGUSTA, MEMail Address:11 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1972Reference:Policy Area: 03 ; Umbrella:10 Unit:144V; Citation:TotalM.R.S.A., Sect.000001019

PURPOSE:

The Division of Disease Control exists to investigate and maintain data regarding infectious and non-infectious diseases and to implement prevention whenever possible. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, increased attention is being given to control or illnesses which are attributable to environmental or occupational hazards.

ORGANIZATION:

Programs included are: Infectious Epidemiology, Occupational Health & Safety, Tuberculosis Control, Refugee Health Assessment Program, HIV and Sexually Transmitted Diseases (STD), Immunization, Cancer Incidence Registration, Environmental Toxicology, and Healthy Maine Year 2000 Surveillance and Assessment Project.

PROGRAM:

The Infectious Epidemiology Program conducts surveillance for notifiable diseases of potential public health significance, in order to implement appropriate preventive measures in a timely manner so that unnecessary morbidity and mortality among the Maine populace can be prevented. Occupational Health & Safety Program conducts surveillance of occupationally-related diseases and injuries in Maine. The Tuberculosis Control Program's goal is to reduce the incidence of tuberculosis by early treatment of individuals with active tuberculosis or tuberculosis related conditions. The goal of the Refugee Program is to prevent and control the health problems of public health significance and improve the health status of the refugee population through health assessment and referral.

The goal of the HIV/STD Program is to prevent and control HIV and other sexually transmitted diseases (STD's) including syphilis, gonorrhea, and chlamydia and to reduce mortality and morbidity associated with HIV/AIDS. The Immunization Program prevents and controls vaccine-preventable diseases including diphtheria, tetanus, pertussis (whooping cough), measles, mumps, rubella (German measles), poliomyelitis, Haemophilus influenza type b (Hib), and hepatitis B. The Cancer Incidence Registration Programs goal is reduce the morbidity and mortality due to cancer by providing basic data for research intervention programs.

The Environmental Toxicology Program provides guidance and leadership on specific toxicological issues confronting the State. The program works collaboratively with other state agencies by reviewing or conducting human health risk assessments for hazardous waste sites and developing health based standards for air and water pollutants. The Toxicology Program also provides information and advice to Maine citizens concerning exposure to environmental hazards. The Healthy Maine Year 2000 Surveillance and Assessment Project is to develop a health surveillance and assessment efforts to assist with the identification, acquisition, and evaluation of data to assess Maine's progress towards reaching its Year 2000 Public Health Objectives. The project integrates various data collection activities to promote a greater use of surveillance data in programs for use by policy decision makers.

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 Cancer Registry Report for 1989-1990
- 6. Petroleum Contamination of Maine's Drinking Water Wells
- 7. AIDS Resource Material
- 8. Immunization Certificate
- 9. Salivary Gland Cancer in Maine: A Case-Control Study
- 10. Occupation-Related Cancer Incidence and Mortality, 1980-1990

ALL OF ABOVE ARE FREE

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF ELDER AND ADULT SERVICES

CHRISTINE GIANOPOULOS, DIRECTOR

Central Office: 35 ANTHONY AVENUE, AUGUSTA, ME 04333 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1974 Reference: Policy Area: 03 ; Umbrella: 10 Unit: 149 ; Citation: T0022 Average Count-All Positions: 103.00 Legislative Count: 87.50

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 Protective Services and Guardianship programs.

The Bureau of Elder and Adult Services, 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 assists the Legislature and Executive Branches of State Government in the coordination of all government efforts relating to older people. Pursuant to federal and state laws, it prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs. The Bureau has responsibility to plan and advocate for necessary or desirable programs for older people; to develop, issue and enforce rules and regulations; and to conduct training programs for persons in the field of serving older people.

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 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.

ORGANIZATION:

The Bureau of 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 from 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 of 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 Older Americans Act funded programs for the elderly.

PROGRAM:

The focus of the Bureau's programs is to assist persons age 60 and over maintain their independence. It budgeted \$17,500,000 of state and federal funds in FY95, most of which were granted to the Area Agencies on Aging. The Bureau supported services such as information and referral, outreach, care management and in-home care, housing development, legal services, employment assistance, adult day care, and transportation.

More than 15,884 people were served hot meals in 121 nutrition sites and through home delivered programs. Eighty-four older workers served local agencies through the Senior Community Services Employment Program. Over 1,296 clients were helped to remain at home through the Home Based Care Program. The Medicaid Waiver for the Elderly served 1,037 persons who would otherwise be in nursing homes. Funds were also provided to support to 29 congregate housing services programs for approximately 198 congregate housing residents. The Bureau provided protective services to approximately 3,000 people and

The Bureau provided protective services to approximately 3,000 people and served as public guardian and/or conservator for 641 people, which involved managing client assets of more than \$2,600,000. The Long Term Care Ombudsman Program investigated more than 544 complaints on behalf of nursing home residents and recipients of in-home care services, resulting in 342 opened cases. In addition, 500 requests for information were handled.

The Bureau continued to work closely with other state agencies and service providers to implement the new nursing facility eligibility requirements and to generate more resources for community based in-home services. An additional goal is to simplify and standardize the access to long term care services and insure that all resources are used fully and appropriately. The Bureau, in conjunction with the Bureau of Medical Services and the Muskie Institute at USM, was awarded five year federal grant to implement managed care for Medicaid clients, and possibly for Medicare recipients. The newly required state certification of all congregate housing programs that provide assisted living services was completed. A new specialized residential facility was opened in Green to accomodate AMHI consent decree class members, under the sponsorship of Relatives and Friends Together for Support, Inc.

LICENSES:

Certificate of Congregate Housing Services Programs Adult Day Care Licensing

PUBLICATIONS:

Free and available at the Bureau of Elder and Adult services are:

- . Resource Directory for Older People in Maine (7/95)
- . Health Care: Your Right to Choose
- . Guide to Health Insurance for People with Medicare (NAIC and HCFA, 1994)
- . Profile of Maine's Elderly (3/95)
- . Community Options Programs
- . Knowing Your Rights When Living in a Nursing Home or Boarding Home
- .. (1994)
- .Abuse, Neglect, and Exploitation

FINANCES, FISCAL YEAR 1995: 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		SPECIAL			
SERVICES	ALL	GENERAL		HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	3,096,887	2,784,434			312,453	
HEALTH BENEFITS	328,584	294,168			34,416	
RETIREMENTS	513,765	462,088			51,677	
OTHER FRINGE BENEFITS	32,114	30,043			2,071	
OTHER CONTRACT SERVICES STATE	214,922	173,087			41,835	
COMPUTER SERVICES STATE	6,121	5,798			323	
OTHER CONTRACT SERVICES	284,723	209,744			74,979	
RENTS	113,630	82,337			31,293	
COMMODITIES	37,533	28,206			9,327	
GRANTS, SUBSIDIES, PENSIONS	6,857,882	1,449,051			5,408,831	
INTEREST-DEBT RETIREMENT	155	155				
TRANSFER TO OTHER FUNDS	640				640	
TOTAL EXPENDITURES	11,486,956	5,519,111			5,967,845	

BUREAU OF FAMILY INDEPENDENCE

JUDY WILLIAMS, ACTING DIR

Central Office: WHITTEN ROAD, AUGUSTA, ME Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1913 Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144B; Citation: T0022 Average Count-All Positions: 419.00 Central Office: WHITTEN ROAD, AUGUSTA, ME Telephone: (207) 287-3106 M.R.S.A., Sect. 000003101 Legislative Count: 95.50

PURPOSE:

Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Family Independence, formerly known as

the Bureau of Income Maintenance are to administer State and Federal programs which provide temporary financial assistance to low income individuals and families. An important part of the Bureau is the Division of Support Enforcement and Recovery which enforces child support orders, establishes paternity, and collects support for children receiving welfare as well as non-welfare parents. This Division also works with regional staff to recover moneys paid in error, whether through fraudulent activities or not, in the Bureau's welfare programs.

The Bureau also administers the Aid to Famililes with Dependent Children program, Food Stamps Additional Support for Persons in Re-training and Employment (ASPIRE), General Assistance, and Medical eligibility. In addition to policy and program functions, the Bureau also provides monitoring of recipients through Qualilty Assurance activities and through audit of municipal welfare programs.

ORGANIZATION:

The Bureau of Family Independence originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed the 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. The Bureau of Social Welfare was renamed the Bureau of Income Maintenance by the 110th Maine State Legislature effective September 18, 1981. The 117th Legislature changed the name of the Bureau to the Bureau of Family Independence in October, 1995 to reflect its change in purpose.

The Central Office units provide staff support the Department's fifteen local 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 of Human Services. Funding for all programs except General Assistance is provided by the federal and state government. General Assistance is funded by the state and municipal governments. All programs follow the regulations of their respective funding sources.

PROGRAM:

The welfare programs administered by the Bureau are Aid to Families with Dependent Children (AFDC) which provides a monthly cash benefit to families in which the children are deprived of parental support and care due to the absence from the home of a parent, incapacity of a parent or underemployment of a parent; Food Stamps which provides a monthly benefit in food coupons to be used to supplement the food budget; Additional Support for People in Re-training and Employment (ASPIRE) whose staff work with people receiving AFDC or Food Stamps to find employment which will make them self supporting; Medicaid eligibility which provides payment of medical expenses, including long term care, for persons of all ages and General Assistance which oversees the municipal General Assistance programs required by state law and provides reimbursement.

The Division of Support Enforcement and Recovery is responsible for the establishment and enforcement of child support obligations on 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

children born out-of-wedlock, as well as the initiation of collection/enforcement action to recover past-due support. \$58.6 million was collected this year, 65% of which went to Maine families. 24.5% of AFDC benefits was recovered (national average 11.4%). Support Enforcement Services are available to all who need them irrespective of economic status.

In 1989, the Fraud Investigation and Recovery Unit was re-assigned to the Division. This unit is responsible for the investigation of alleged welfare fraud and the recovery of overpayments of program funds. Overpayments in the amount of almost \$2 million were recovered this year, and increase of 113% in the number of offenses referred for prosecution.

FINANCES, FISCAL YEAR 1995: 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 FAMILY INDEPENDENCE	TOTAL FOR	CENTRAL	SPECIAL			14100
	ALL	GENERAL	REVENUE	HIGHWAY		MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	10,610,859	2,496,127	1,430,324		6,684,408	
HEALTH BENEFITS	1,514,739	323,601	199,054		992,084	
RETIREMENTS	1,742,278	398,327	236,230		1,107,721	
OTHER FRINGE BENEFITS	112,300	25,728	16,193		70,379	
OTHER CONTRACT SERVICES STATE	3,939,787	1,079,383	40,116		2,820,288	
COMPUTER SERVICES STATE	1,219,298	60,193	156,520		1,002,585	
OTHER CONTRACT SERVICES	2,872,350	1,380,084	266,635		1,225,631	
RENTS	1,801,741	330,678	267,530		1,203,533	
COMMODITIES	291,901	75,638	28,611		187,652	
GRANTS, SUBSIDIES, PENSIONS	195,292,080	66,062,171	50,716,789		78,513,120	
EQUIPMENT	96,437	2,886			93,551	
INTEREST-DEBT RETIREMENT	1,825	1,791			34	
TRANSFER TO OTHER FUNDS	309,402		45,566		263,836	
TOTAL EXPENDITURES	219,804,997	72,236,607	53,403,568		94,164,822	

BUREAU OF HEALTH

LANI GRAHAM, MD, DIRECTOR

Central Office: 151 CAPITOL ST, AUGUSTA, ME 04333 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 Established: 1935 Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144A; Citation: T0022 Average Count-All Positions: 328.00 Legislative Count: 126.00

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 Commisioner 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 Bureau of Health as 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.

During the early and mid 1980's, the attention of many public health officials focused upon a new disease--HIV/AIDS. The Bureau of Health created the Office of Aids, supported by both State and Federal funding. Health promotion and education programs were strengthened during this period, primarily in areas of smoking cessation and breast and cervical cancer prevention. Disease control professionals focused upon new concerns in occupational health while giving increased attention to old disease--Tuberculosis. While work continues on the health problems defined above, new concerns are commanding attention in the early 1990's. These include among others, a focus upon drinking water safety (Water Primary) hazards of environmental tobacco smoke, food safety, rabies, injury and youth access to tobacco.

PROGRAM:

During FY'95, the Bureau focused attention on the mid-course review of Maine public health goals for the year 2000. This effort 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, were released in September 1993, jointly with the Office of Substance Abuse and the Department of Mental Health and Mental Retardation. Additonally, during this period, bureau staff were involved with a variety of environmental issues including a major focus on the health effects of Reformulated Gas.

Staff worked closely with the legislature and the administration to limit youth access to tobacco and continued to work with the Health Care Reform Commission. 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 the national level, represents Maine through membership in the Association of State and Territorial Health Officials.

The programs of the Bureau are carried out within the various divisions and office listed under the organizational units section. Their individual reports detail the specific activities through which the Bureau promotes the public's health.

PUBLICATIONS:

Health Officers Manual Healthy Maine 2000: A Health Agenda for the Decade See each of the Bureau's eight Divisions for additional publications FINANCES, FISCAL YEAR 1995: 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	rends	rend	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	7,824,207	2,899,424	1.859.558		3,065,225	
HEALTH BENEFITS	997,208	346,105	239,325		411,778	
RETIREMENTS	1,295,247	477,560	310,789		506,898	
OTHER FRINGE BENEFITS	89,773	32,224	18,752		38,797	
OTHER CONTRACT SERVICES STATE	1,035,934	12,520	223,852		799,562	
COMPUTER SERVICES STATE	- 81,417	25,104	- 15.591		- 90,930	
OTHER CONTRACT SERVICES	1,449,817	381,160	89,481		979,176	
RENTS	600,208	192,661	66,638		340,909	
COMMODITIES	1,486,230	382,435	388,455		715,340	
GRANTS, SUBSIDIES, PENSIONS	14,205,941	1,210,133	4,663		12,991,145	
EQUIPMENT	706,778		348,856		357,922	
INTEREST-DEBT RETIREMENT	2,068	1,660	260		148	
TRANSFER TO OTHER FUNDS	170,664		54,929		115,735	
TOTAL EXPENDITURES	29,782,658	5,960,986	3,589,967		20,231,705	

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES) W. CLOUGH TOPPAN, P.E., DIRECTOR

Central Office: 157 CAPITOL ST, AUGUSTA, ME 04333 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 Established: 1917 Telephone: (207) 287-5338 Reference: Policy Area: 03; Umbrella: 10 Unit: 144E; Citation: T0022 M.R.S.A., Sect. 000002491 Average Count-All Positions: 7.00

PURPOSE:

The purpose of the Division of Health Engineering is to preserve, protect and promote the well being of the population through organization and delivery of health engineering related services, to minimize health and safety hazards associated with improperly installed plumbing and subsurface waste water disposal systems, to minimize necessary radiation exposure through the licensing and inspection sources of radiation, oversight of low-level radioactive waste generators, and conducting environmental surveillance of nuclear facilities, to minimize unnecessary health hazards associated with food sanitation and recreation activities and to protect human health through maintenance of drinking water quality.

ORGANIZATION:

The Division of Sanitary Engineering was established in 1917 within the State Bureau of Health to carry out the Department of Health and Welfare's on-going responsibility in the investigation of drinking water supplies following the great typhoid epidemic between 1902-1904. Later, the Division issued rules relating to the sanitary conditions of hotels and foodhandler, plumbing, occupational health and the registration of x-ray machines and radioactive materials. The name was changed to Division of Health Engineering in 1972. The Division's responsibilities lie primarily in the areas of inspection and enforcement of public health codes established through departmental regulations. The three major programs are Drinking Water Program, Radiological Health Program, Community Health and Plumbing Control Program which includes the Eating and Lodging Program.

PROGRAM:

The Division has three major programs: The COMMUNITY HEALTH AND PLUMBING CONTROL PROGRAM is responsible to a) minimize health and safety hazards associated with improperly installed plumbing and subsurface waste water

disposal systems to include the licensing of soil evaluators for subsurface waste water systems and to minimize the health hazards associated with indoor air complaints, and b) carry out the functions of the eating and lodging program with the mission to minimize unnecessary health hazards associated with food sanitation and recreation activities. This program also provides field support for the Division's programs.

The RADIATION CONTROL PROGRAM is responsible to minimize necessary radiation exposure through the licensing and inspection sources of radiation (both ionizing and non-ionizing radiation), oversight of low-level radioactive waste generators, radon education and mitigation, and conducting environmental surveillance of nuclear facilities.

The DRINKING WATER PROGRAM is responsible to protect human health through maintenance of drinking water quality for public water supplies as defined by the Safe Drinking Water Act.

LICENSES:

Eating Places and Eating Place Mobile	Eating Place Takeout
Vending Machines	Catering Establishments
Lodging Places	Senior Citizen Meals
Trailer and Tenting and Recreational Camps	School Lunch and Catering
Youth Camps and Trip and Travel Camp	Bed and Breakfast
Mass Gatherings	Compressed Air
Radiation-X-Ray License	Tanning Facilities
Water-Operator's License	Wastewater-Site Evaluator's
Tattooing Parlors and Electrology	License
Local Plumbing Inspector & Site Evaluator	Water Testing Laboratories
Swimming Pool and Hot Tubs (Public)	Code Enforcement Official
Ioning Radiation	Well Drillers & Pump Installers
Fluoridated Water Supply	
Public Water Supply Engineering Plans and	Wellhead Protection Plans

PUBLICATIONS:

Copies of rules-Free, except plumbing and radiation Radon in Air and Water-free Water Supply-free Water Tenting Guide-free Tanning Facility Rules-free

FINANCES, FISCAL YEAR 1995: 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		SPECIAL			
(ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	144,815		144,815			
HEALTH BENEFITS	18,606		18,606			
RETIREMENTS	23,589		23,589			
OTHER FRINGE BENEFITS	1,860		1,860			
OTHER CONTRACT SERVICES STATE	3,760		3,760			
COMPUTER SERVICES STATE	97		97			
OTHER CONTRACT SERVICES	39,612		39,612			
RENTS	22,568		22,568			
COMMODITIES	5,450		5,450			
INTEREST-DEBT RETIREMENT	4		4			
TRANSFER TO OTHER FUNDS	4,528		4,528			
TOTAL EXPENDITURES	264,889		264,889			

OFFICE OF HEALTH PLANNING AND DEVELOPMENT (HUMAN SERVICES)

Central Office: 35 ANTHONY AVENUE, AUGUSTA, ME 04330 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 Established: 1976 Reference: Policy Area: 03 : Umbrella: 10 Unit: 144N; Citation: T0022 Reference: Count--All Positions: 8.00 Legislative Count: 7.00

PURPOSE:

The office addresses health care 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; and the preparation of special reports.

ORGANIZATION:

The Office of Health Planning includes: the division of Health Planning, and the Division of Program Analysis and Development (previously Project Review) located within the Office of the Commissioner since 1987.

PROGRAM:

Division of Health Planning provides information and analysis to guide the directions and priorities of health program development, federal, state and foundation funding requests, and implementations of regulatory functions, such as Certificate of Need. The Division has transitioned during the past two years from a primary focus on the publication of health status and health care services information in state health planning reports to the direct involvement with health care providers, consumers, payors and advocates in the coordination and integration of health care services at community and regional levels. The Office of Primary Health Care was established to administer the Cooperative Agreement for Primary Care Services and the State Loan Repayment Program. The office continues to administer the State Loan Repayment Program. This program encourages physicians and physician extenders to practice in federally designated health professional shortage areas.

The Maine Office of Rural Health, receives partial grant funding from the federal Office of Rural Health Policy. The Office of Rural Health promotes the coordination and integration of health care services within rural communities throughout the State, maintains a clearinghouse for information of programs and funding opportunities for improving access to health care, providing technical assistance to rural communities on recruiting health care professionals, and issuing a bi-monthly newsletter to keep the Office's constiuency informed on the latest developments affecting access to health care services for the rural population of Maine.

The Division of Program Analysis and Development's primary function is to review and provide recommendations to the Commissioner of the Department of Human Services for his/her 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.), and in the Maine Hospital Cooperation Act of 1992.

PUBLICATIONS:

State Primary Care Plan 1994 Rural Health Clearing House Matrix Maine Office of Rural Health Newsletter 1991 Small Area Variation Analysis of Health Status - \$8.00 Maine Certificate of Need Procedures Manual - \$5.00 Maine Certificate of Need Monthly Project Summary - Free Hospital Cooperation Act Program Manual - Free FINANCES, FISCAL YEAR 1995: 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 & WAGES	219,649	196,512	23,137			
HEALTH BENEFITS	19,512	19,245	267			
RETIREMENTS	33,370	29,543	3.827			
OTHER FRINGE BENEFITS	1,987	1,596	391			
OTHER CONTRACT SERVICES STATE	1,384	1,384				
COMPUTER SERVICES STATE	- 35	1,346	- 1,381			
OTHER CONTRACT SERVICES	54,424	53,443	981			
RENTS	53,291	2,000	51,291			
COMMODITIES	17,347	17,179	168			
GRANTS, SUBSIDIES, PENSIONS	20,751	20,425	326			
TRANSFER TO OTHER FUNDS	1,385		1,385			
TOTAL EXPENDITURES	423,065	342,673	80,392			

DIVISION OF HEALTH PROMOTION AND EDUCATION(HUMAN SVCS)

RANDY SCHWARTZ, MSPH, DIRECTOR

Central Office: 151 CAPITOL ST, AUGUSTA, ME Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1980 Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144P; Citation: T0022 M.R.S.A., Sect. 000000251

PURPOSE:

The Division of Health Promotion and Education works to enable individual citizens and communities in Maine to achieve optimal health status through application of educational, organizational, economic, environmental, policy and health care systems interventions targeted toward specific lifestyle behaviors and enviromental conditions that are harmful to health. Divison activities are directed at reducing the prevalence of risk factors or behaviors of individuals and communities for the purpose of preventing disease and improving health status. It also includes the development of programs designed to foster broad-based initiatives to promoting healthy communities.

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 includes the following programs: Breast and Cervical Cancer Control Program; the goal of this program is to reduce breast and cervical cancer morbidity and mortality. Tobacco Prevention and Control Unit; The goal of this program is to reduce death, disease and the economic burden due to tobacco use (the leading cause of death and disease). Diabetes Control Project; The goal of this program is to reduce death, disability and associated cost burden due to diabetes.

Community Health Promotion/Chronic Disease Prevention Unit; The goal of this program is (a) to work with community coalitions, organizations and agencies to plan, implement and evaluate interventions that address health issues and (b) develop interventions to reduce the major risk factors for cardiovascular disease and stroke - physical inactivity, poor nutrition, elevated blood pressure and cholesterol and tobacco use. Behavioral Risk Factor

Surveillance System; The goal of this program is to conduct, in conjunction with the Centers for Disease Control and Prevention, the Behavioral Risk Factor Surveillance System (BRFSS) a continuous survey of the health risk behaviors and preventive health practices of Maine citizens.

PUBLICATIONS:

Maine Health Promoter Behavorial Risk Factor Surveillance Report.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES) RUDOLPH NAPLES, DPTY COMM

 Central Office:
 HUMAN SERVICES BLDG, AUGUSTA, ME

 Mail Address:
 11 STATE HOUSE STATION, AUGUSTA, ME 04333

 Established:
 1975

 Reference:
 Policy Area: 03 ; Umbrella:

 10 Unit:
 144M; Citation:

 Total Count-All Positions:
 148.00

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, Human Resources, Equal Opportunity and Affirmative Action, Data Processing, Regional Administration, and Plant and Office Services.

PROGRAM:

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 for acute care services rendered in hospitals, all Medicaid funds used for Nursing Facilities, Home Health Agencies, Rural Health Agencies, Developmental Training Programs for the Mentally Retarded, and all payments made to Residental Care Facilities (Formerly Boarding Homes). The contracts and grants are all audited under the MAAP State Single Audit Act. The Hospitals, Home Health Agencies, and Rural Health Agencies are all audited in accordance with the Medicare Principles of Reimbursement through the Common Audit Agreement with Medicare Fiscal Intermediary. Nursing Facilities have their own set of Principles of Reimbursement are reimbursed on the prospective payment system and are

PUBLICATIONS:

State of Maine Principles of Reimbursement for Nursing Facilities - \$10.00, State of Maine Principles of Reimbursement for Residential Care Facilities-\$10.00, MAAP Rules and Regulations of the Single Audit Progrms -FREE, Directory of Nursing Facilities - \$10.00, Directory of Residential Care Facilities - \$10.00, Directory of Hospitals, Home Health Agencies, Rural Health Agencies and Private Non-Medical Institutions - \$10.00 FINANCES, FISCAL YEAR 1995: 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 MANAGEMENT AND BUDGET (HUMAN SER VICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	4,181,968	1,770,829	79,220		2,331,919	
HEALTH BENEFITS	538,156	237,217	10,167		290,772	
RETIREMENTS	699,599	300,867	12,879		385,853	
OTHER FRINGE BENEFITS	44,378	17,059	799		26,520	
OTHER CONTRACT SERVICES STATE	471,143	7,397			463,746	
COMPUTER SERVICES STATE	91,582	86,184	- 10,526		15,924	
OTHER CONTRACT SERVICES	514,506	204,639	3,243		306,624	
RENTS	277,769	123,613	100		154,056	
COMMODITIES	201,840	17,905	274		183,661	
GRANTS, SUBSIDIES, PENSIONS	128,577	62,320	171		66,086	
INTEREST-DEBT RETIREMENT	1,142	315			827	
TRANSFER TO OTHER FUNDS	72,888		1,659		71,229	
TOTAL EXPENDITURES	7,223,548	2,828,345	97,986		4,297,217	

DIVISION OF MATERNAL AND CHILD HEALTH (HUMAN SERVICES)

ZSOLT H.B. KOPPANYI, M.D., M.P.H., DIRECTOR

 Central Office:
 151 CAPITOL ST, AUGUSTA, ME 04333

 Mail Address:
 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011

 Established:
 1937

 Reference:
 Policy Area:03; Umbrella:

 10 Unit:
 144F; Citation:

 Total
 10 Unit:

 Marge Count-All Positions:
 44,00

PURPOSE:

The goal of the Division is to assure all mothers and children 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 Maternal and Child Health was organized as the Division of Maternal and Child Health and Crippled Children's Services within the Bureau of Health in 1937.

PROGRAM:

The Childhood Injury Control/Health Education Program promotes the prevention of child and adolescent injury through program activities by collaborating with other agencies and groups and providing training and educational materials to professionals and to the public. The Genetics Program screens all newborn infants for five genetic conditions which can cause mental retardation and provides education and training to professionals and hospitals regarding genetics and newborn screening. It coordinates services and referrals to agencies and other programs. The Teen and Young Adult Health Program promotes the health and well being of adolescents and young adults through family planning clinical services, consulting with school systems in developing health education curriculum and family life education programs, and funding of school based health centers.

The Nutrition Program provides nutrition education to health professionals and the public. The WIC (Women, Infants, and Children's) Program provides specific nutritious foods and nutrition education to low income pregnant, breastfeeding and postpartum women, infants, and children up to the age of five who are at medical or nutritional risk. The State Systems Development

Initiative helps providers and consumers of maternal and child health services to communicate electronically with each other, and with relevant State agencies, in order to assure that families are able to promptly locate and access appropriate medical services in their local areas.

The Women and Children's Preventive Health Program provides home visits by nurses to at-risk families via community health nursing agencies and the Division of Public Health Nursing. The Prenatal Outreach Program educates health professionals regarding current clinical practice. The Coordinated Care Services Program for Children with Special Health Care Needs provides care coordination and helps pay for subspecialty medical treatment for income and age eligible children, runs clinics for children with cleft lip and palate, and supports spina bifida clinics, and developmental evaluation clinics.

LICENSES:

Screeners Certificate - Scoliosis and Kyphosis

PUBLICATIONS:

Newborn Screening Program - A Blood Sample From My Baby? Baby's First Food Good Food for Pregnant Teens Division of Maternal and Child Health Brochure The Special Supplemental Food Program for Woman, Infants, and Children Pine Tree Bulletin Board access software is provided in three formats to allow agencies to communicate with DMCH via computer modem. The three formats are Galacticom Worldgroup Client (for Windows platforms). Ripterm (for MS-DOS platforms) and Argus Demo (for Mac platforms).

BROCHURES: Your Child is a Rose	Using Child Safety Seats the Right Way
Parents, Children & Discipline	Home Checklist
Positive Parenting Bibliographies	Perilous Plants
Coordinated Care Services for	Safety Rules for Parents of Young Bike
with Special Needs	Ríders

ALL BROCHURES ARE FREE

<code>FINANCES, FISCAL YEAR 1995: 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</code>

DIVISION OF MATERNAL AND CHILD HEALTH (HUMAN SERVICES)	TOTAL FOR		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,229,836				1,229,836	
HEALTH BENEFITS	134,523				134,523	
RETIREMENTS	204,604				204,604	
OTHER FRINGE BENEFITS	12,682				12,682	
OTHER CONTRACT SERVICES STATE	167,680				167,680	
COMPUTER SERVICES STATE	116,757				116,757	
OTHER CONTRACT SERVICES	217,373				217,373	
RENTS	139,084				139,084	
COMMODITIES	76,621				76,621	
GRANTS, SUBSIDIES, PENSIONS	451,251				451,251	
EQUIPMENT	47,262				47,262	
INTEREST-DEBT RETIREMENT	86				86	
TRANSFER TO OTHER FUNDS	42,159				42,159	
TOTAL EXPENDITURES	2,839,918				2,839,918	

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)

FRANCIS FINNEGAN, DIR

Central Office: 249 WESTERN AVENUE, AUGUSTA, ME 04333 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1978 Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144D; Citation: T0022 Average Count--All Positions: 294.50 Legislative Count: 99.00

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 Federal mandates, 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, Drugs to Maine Elderly, and the licensure and certification of hospitals, nursing homes and a variety of other agencies providing health services.

ORGANIZATION:

The Bureau of Medical Services was established in the spring of 1978 and administers its activities through the following operational units: The Division of Licensing and Certification licenses monitors for quality standards all hospitals, ambulatory surgical centers, nursing homes, intermediate care facilities for people with mental retardation, residential care facilities, hospices and home health care services, and certifies health care facilities and providers for Medicare and/or Medicaid. The Division of Managed Care is responsible for Medicaid managed care programs, and for the Early, Periodic,. Screening, Diagnosis, and treatment (EPSDT) program.

The Division of Information Management is responsible for the information system of the Bureau. 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 healthy development of children and young adults. The Division of Quality Improvement is responsible for implementing systems to assure the continuing improvement of the health services provided for medicaid recipients.

Restructured in 1994 the Division of Reimbursement and Financial Services is the rate setting and financial forecasting arm of the Bureau. The Division of Surveillance and Utilization Review monitors the medical services provided and determines the appropriateness and necessity of the services.

PROGRAM:

Medicaid was established in 1965 to provide public medical insurance for America's low income citizens Today over 26 million Americans, 190,000 Maine residents receive medical services paid for by Medicaid.

The program is a partnership between the state and the federal government. At the federal level it is administered by the Health Care Financing Administration (HCFA). In Maine, the program is administered by the Department of Human Services, Bureau of Medical Services (BMS). Medicaid services are funded by a complex formula that eventually combines state and federal revenues at an approximate 40% state and 60% federal dollar split.

LICENSES:

Applications for the following licenses may be made to: Div. of Licensing and Certification, Bureau of Medical Services, Dept. of Human Services, Station #11, Augusta, Maine 04333 (Tel. 624-5443).

Hospitals, Nursing Facilities, Intermediate Care Facilities for the Mentally Retarded, Home Health Care Svcs. Agencies, Ambulatory Surgical Ctrs., Hospices, Boarding Homes, Adult Foster Homes.

Applications for Medicare/Medicaid/CLIA Certification may also be made for the following: Home Health Agencies, Rural Health Clinics, Renal Dialysis Ctrs, Renal Transplant Ctrs, Speech and Hearing Ctrs, Indep. Practicing P.T., Psychiatric Hospitals, Psychiatric Hospitals, CLIA Labs, Chiropractors, Hospitals, Ambulatory Surgical Ctrs. Comprehensive Out-Patient Rehab. Facilities, Hospices, Portable X-Ray Services, Rehab. Agencies, Occupational Therapists, Rural Health Clinics, Community Mental Health Ctrs, FQHC, Prospective payment exclusion units in hospitals.

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 Speciality Hospitals - \$15.00

FINANCES, FISCAL YEAR 1995: 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 MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR All FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	6,742,708	2,301,952	51,349		4,389,407	
HEALTH BENEFITS	934,697	331,880	7,491		595,326	
RETIREMENTS	1,133,889	388,465	8,493		736,931	
OTHER FRINGE BENEFITS	77,699	25,390	251		52,058	
OTHER CONTRACT SERVICES STATE	6,816,464	4,476,835			2,339,629	
COMPUTER SERVICES STATE	1,186,359	542,922	- 47,467		690,904	
OTHER CONTRACT SERVICES	2,171,326	1,497,683	1,942		671,701	
RENTS	1,321,869	476,875			844,994	
COMMODITIES	149,706	86,353			63,353	
GRANTS, SUBSIDIES, PENSIONS	888,920,926	172,288,317	101,828,558		514,804,051	
EQUIPMENT	342,360	197,391			144,969	
INTEREST-DEBT RETIREMENT	1,354	1,130			224	
TRANSFER TO OTHER FUNDS	166,522		380		166,142	
TOTAL EXPENDITURES	909,965,879	182,615,193	101,850,997	(625,499,689	

OFFICE OF PROGRAMS (HUMAN SERVICES)

PETER WALSH, ACTING DEPUTY COMM

Central Office: HUMAN SERVICES BLDG, AUGUSTA, ME Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: Telephone: (207) 287-2546 Reference: Policy Area: 03 : Umbrella: 10 Unit: 144S : Citation: T0022 M.R.S.A., Sect. 000000003

ORGANIZATION:

The Office of Programs (Human Services) includes the Bureau of Child and Family Services, Bureau of Family Independence, 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 Administrative Hearings.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE PUBLIC DRINKING WATER COMMISSION

DENNIS ABBOTT, COMMISSIONER

Central Office: 157 CAPITOL STREET, AUGUSTA, ME 04333 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 Established: 1993 Telephone: (207) 287-5685 Reference: Policy Area: 03 ; Umbrella: 10 Unit: 560 ; Citation: T0022 M.R.S.A., Sect. 00002660B Average Count-All Positions: 10.00

PURPOSE:

Commission duties include: Determining proportion of Progam effort dedicated to each type of public water system; evaluation Program workloads; evaluation staffing and resource needs; determining funding requirements, fee formula, fee assessments and collection schedules for each type of public water system.

ORGANIZATION:

The Maine Public Drinking Water Commission, created by the 116th Legislature, consists of eight members who represent the interest of the regulated community and the Commissioner of the Department of Human Services, or the designee thereof. Commissioners are appointed by the Governor and serve for a term of four years. The first meeting of the Commission was held September 29, 1993 at which time Dennis Abbott was elected Commission Chair and Daniel Jellis was elected Commission Vice-Chair. The Commission meets monthly.

PROGRAM:

The Maine Drinking Water Program, under agreement with the United States Environmental Protection Agency, is responsible for implementing, administering and enforcing federally mandated drinking water laws as applicable to all public water systems in Maine. Because deficient water systems can subject consumers to biological, chemical and physical hazards and have caused significant public health problems, the goal of the Maine Drinking Water Program is to ensure that the general public is provided with safe and reliable sources of public drinking water. Federal regulation of public drinking water systems began in 1974 with passage of the Safe Drinking Water Act. In 1976, under authority of this act, the State of Maine entered into a formal Primacy agreement with the federal government and was delegated primary enforcement authority for regulating public water systems in the State.

The 1986 Amendments to the Safe Drinking Water Act greatly expanded the regulatory authority of the original act and required water testing for 83 known water contaminants. Regulatory requirements have grown in number and complexity - more frequent water testing is required and the list of potential water contaminants has continued to increase. State rules Relating to Drinking Water were adopted for the first timme in 1977 and subsequently amended in 1983. These rules now are updated annually to remain current with newly promulgated federal requirements. The inability of the Program to maintain a staffing level sufficient to meet increasing workloads led to a Primacy crisis at the end of 1992 and the formal initiation of Primacy withdrawal by the U.S. Environmental Protection Agency on January 15, 1993. The threat of a federal take-over generated considerable concern among regulators as well as the regulated community.

A Primacy Task Force composed of representatives from the regulated community, various State agencies and offices, the Legislature, regulators, municipalities, small business and the U.S. EPA was established and asked to reach a consensus resolution. Task Force members developed legislation that authorized the Commissioner of the Department of Human Services to assess Drinking Water Fees (alternative funding) and created the Maine Public Drinking Water Commission to serve as an over-sight board and to represent the interest of the regulated community. Proposed legislation was enacted into law June 30, 1993 and the Commission officially began work September 29, 1993. Initial fee assessments covered an 18 month period; the last half of State Fiscal Year 1994 and all of State Fiscal Year 1995. Additional staff have been hired and withdrawal of primacy has terminated. Fee assessments for State Fiscal Year 1996 were mailed August 11, 1995. FINANCES, FISCAL YEAR 1995: 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 PUBLIC DRINKING WATER COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	158,819		158,819			
HEALTH BENEFITS	18,628		18,628			
RETIREMENTS	26,269		26,269			
OTHER FRINGE BENEFITS	2,441		2,441			
COMPUTER SERVICES STATE	- 163		- 163			
OTHER CONTRACT SERVICES	9,368		9,368			
RENTS	13,180		13,180			
COMMODITIES	5,657		5,657			
EQUIPMENT	3,927		3,927			
TRANSFER TO OTHER FUNDS	4,040		4,040			
TOTAL EXPENDITURES	242,166		242,166			

OFFICE OF PUBLIC AFFAIRS AND COMMUNICATIONS (HUMAN SVCS)

DAVID WINSLOW, DPTY DIR PUB AFF & COM

Central Office: HUMAN SERVICES BLDG, AUGUSTA, ME Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1966 Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144C; Citation: T0022 M.R.S.A., Sect. 000000003

PURPOSE:

The purpose of the Office of Public and Legislative Affairs is to maintain a liaison with the Office of the Governor, the Maine State Legislature, and the public in order to monitor legislation affecting the department to prepare departmental information for legislative issues and represent the department at the local, state and national levels, to maintain regular contact with the press, radio and televison 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 communciation 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.

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 1994-1995 period, the office produced news releases on department affairs, developed public awareness concerning DHS issues, and designing supporting brochures for departmental programs.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

PUBLIC HEALTH LABORATORY (HUMAN SERVICES) PHILIP W. HAINES, DR.P.H., DIRECTOR

Central Office:221 STATE ST, AUGUSTA, ME 04333Mail Address:12 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1902Telephone:(207) 287-2727Reference:Policy Area: 03 ; Umbrella:10 Unit:144Y; Citation:T0022M.R.S.A., Sect.000000561

PURPOSE:

The primary function of the Health and Environmental Testing Laboratory is to provide comprehensive public health and environmental testing for the Department of Human Services and the Department of Environmental Protection, as well as to other state agencies and the people of Maine for the protection of their health and their environment. Provision of cost-effective and affordable analytical services to state agencies and to the public continues to be a major challenge. The Fee-for-Service system now funds 88% of the cost of the Lab's operation, with state funds supplying 10% and federal funds supplying 2%.

ORGANIZATION:

The Health and Environmental Testing Laboratory was established by legislation in 1991 through merger of the Department of Environmental Protection Laboratory (established in 1971) with the Public Health Laboratory (originally established in 1902) of the Department of Human Services. This combined laboratory significantly strengthened the State's laboratory capabilities while increasing efficiency and reducing costs. It is the State's resource for monitoring and diagnosing infectious diseases of public health importance, testing public and private water supplies for chemical and microbial contaminants for protection of health and for regulatory purposes, for monitoring all classes of environmental markers and contaminants, regulatory and health monitoring of radiation, detecting and preventing childhood lead poisoning, and performing forensic testing.

The Health and Environmental Testing Laboratory is organized in the following sections:

Public Health Microbiology Virology, including serology Bacteriology/Parasitology Mycobacteriology (TB)/Mycology/Rabies Forensic Chemistry/Toxicology Inorganics and Nutrients Organic Chemistry Laboratory Certification & Internal Quality Assurance Administrative Services

PROGRAM:

The Public Health Microbiology activities are the State's surveillance arm for infectious diseases of public health significance. Classically, these have been tuberculosis, food-borne illness, sexually transmitted diseases, vaccine preventable diseases, and outbreaks such as influenza. Although infectious diseases had been thought by many to be permanently under control, recent developments such as Lyme disease, Hantavirus, AIDS, Multiple-drug resistant Tuberculosis, and massive outbreaks of wild animal rabies have shown that infectious disease still pose a frightening public health risk. It is the role of the Health and Environmental Laboratory to maintain state-of-the-art facilities and personnel to detect and diagnose these disease events and support the state's capacity to respond to new disease threats while continuing to contain traditional diseases.

A combination of federal funds and accumulated fees have enabled the HETL to remain a modern up-to-date facility for this purpose, although continued support is essential to future protection of public health. Many environmental threats, such as contaminated water supplies pose a direct threat to the public's health, while others, such as degraded lake water quality impact environmental parameters directly, and public health more slowly and indirectly.

Accurate and specific analytical testing of all environmental parameters is vital to protection of health, as well as support of regulatory agencies such as the Drinking Water Program of DHS and the various programs of the DEP. Testing must be available in a timely fashion, at a cost-effective price, and of

court-admissible quality.

In addition, high volume testing must be available for repetitive monitoring of water supplies, mandated by federal rules, and available to private parties at reasonable cost, or free to those of limited means. Extensive purchase of computer-driven automated analytical equipment has kept the HETL at the forefront of analytical capabilities in organic chemistry, heavy metal testing, and other needs, and provided optimum productivity and efficiency of the Lab. The HETL offers a full range of environmental analyses. Public Safety is another aspect of public health, and the HETL plays a major role in public safety-related testing. The HETL is designated by statute as the agency certifying chemist for blood and breath alcohol and OUI-drug testing, and performs much of that testing. It certifies breath alcohol instruments from a position of analytical expertise and forensic neutrality. Confiscated suspected drug samples are tested for police agencies.

LICENSES:

License: Independent Clinical Laboratory Substance of Abuse Testing Laboratory Health Screening Laboratory Service Certificate: Blood Alcohol Phlebotomist Blood Aclohol Analyst Drug Analyst Breath Alcohol Testing Equipment Water Testing Laboratory OUI-Drug Analyst

PUBLICATIONS:

HETL News quarterly newsletter--sent to hospitals, private laboratories, pathologists, State public Health Laboratory Directors and other interested parties (Available free of charge.) PINE TREE BULLETIN BOARD: The HETL supports a Forum on Health and Environmental Testing. There is a toll free number to connect with almost any PC and modem: 1-800-680-4748 HOME PAGE (INTERNET): Under Construction DIRECTORY OF LABORATORY--MAINE HEALTH AND ENVIRONMENTAL TESTING LABORATORY (1991). (Available free of charge.) RABIES INFORMATION BOOKLET (Available free of charge) WATER TESTING GUIDE (Available free of charge)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF PUBLIC HEALTH NURSING

CARREEN D. WRIGHT, DIR

Central Office: 157 CAPITOL STREET, AUGUSTA, ME Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1977 Telephone: (207) 624-5424 Reference: Policy Area: 03 ; Umbrella: 10 Unit: 147 ; Citation: T0022 M.R.S.A., Sect. 000001961

PURPOSE:

The Division of Public Health Nursing (DPHN) was created to assure statewide nursing services to individuals families and communities using the following means: 1) provide statewide community health assessments; 2) develop nursing standards for programs carried out by the department pursuant to state and federal laws or regulations; 3) provide community nursing services in the control and prevention of communicable diseases; 4) provide programs for promoting the health of mothers and children; 5) health screening for refugees; 6) provide school health assessments and services to Maine's residents where services are otherwise lacking or inadequate; 8) advocacy for families in need

of health service; and 9) inform community nursing agencies of the State's nursing standards. DPHN also offers consultation and technical assistance to community agencies, school nurses, prenatal clinics, immunization and Well Child Clinics.

ORGANIZATION:

The Division of Public Health Nursing and Child Hygiene was created in 1920. The name was changed to Division of Public Health Nursing in 1935. In 1977, the Division of Public Health Nursing was incorporated into statute (22 MRSAC, 408).

PROGRAM:

The primary focus of the Division of Public Health Nursing (DPHN) are: SURVEILLANCE, QUALITY ASSURANCE, POLICY DEVELOPMENT and COMMUNITY ASSESSMENT. Administratively, the Division operationalizes nursing activities directed at and in behalf of HEALTH FAMILIES and FAMILIES AT RISK. Nursing functions include: 1) primary prevention; 2) health promotion, education/teaching; 3) a wide variety of screening activities; 4) school health nursing in small school systems; 5) early identification of children with developmental delays; 6) refugee health assessments (including screening for tuberculosis); 7) prevention and control of communicable diseases; 8) maternal/child health services (including Well Child Clinics); 9) lead screening and abatement and; 10) assessment and interventions in behalf of high risk newborns.

To assure continuity of care and to reduce duplication and fragmentation of nursing effort Public Health Nurses staff speciality clinics: tuberculosis, developmental evaluation, cystic fibrosis, spina bifida, cleft palate. During FY95, direct services were provided to citizens of all ages through home, clinic and school visits. Approximately 15,500 home visits were made to children and youth, adults, pregnant teens/women, newborns and infants, and children with special health needs. Visits focus on a wide variety of nursing interventions including mental health and emotional support and disease prevention, and follow up for lead poisoning prevention. 291 Well Child Clinics accounted for 2879 services, including immunizations and parental counseling and teaching at 40 clinic sites; 16,383 lead tests were performed to identify elevations in children under the age of six; 106 children were identifed with lead levels 20 ug/dl or higher;

80% of homes investigated were found to have lead-based paint hazards. The Division of Public Health Nursing sets standards for nursing practices and has developed policies and procedures for direct service. The Division collects and analyzes data in areas of sudden infant death, well child care, and services to high risk infants, to name a few. These activities are performed in addition to the overall coordination of nursing services on a statewide basis. The Division is also involved with various other state agencies and private sector agencies in providing coordinated health and nursing services and policy development.

LICENSES:

17 environmental lead inspectors and 13 abatement contractors have been licensed since November, 1993. Medical nursing and environmental services for children are coordinated by the Programs central office staff.

PUBLICATIONS:

Brochures: Public Health Nurses in your Community - free н The Public Health Nurse and a Visit to You and Your Baby - free Childhood Lead Poisoning Awareness - free " н п н What's an FEP - free 11 в Sudden Infant Death Syndrome - free 11 Bereavement Support Groups/Community Health Nurses/Cancer Support Groups - free 11 0 Guidelines for Forming Bereavement Support Groups - free Lead Abatement Poisoning Prevention Program Lead Abatement Contractors Lead Abatement Project Supervisors Lead Abatement Workers Lead Abatement Design Consultants Lead Inspector

 FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)

ROBERT NADEAU, DIRECTOR

Central Office: HUMAN SERVICES BLDG, AUGUSTA, ME Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: Telephone: (207) 287-3103 Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144R; Citation: T0022 Average Count-All Positions: 1073.50 Legislative Count: 741.00

PROGRAM:

The Division of Regional Administration is responsible for providing generic administrative support services to program units housed in regional offices. These administrative services are provided for the comfort of the public, as well as staff. The several regional locations enable the public to receive vitally needed services in all areas of the State. The Division's functions fall into 5 categories: reception services, personnel services, fiscal services, office services, and plant management services. Plant management services include telephone services, mail, supplies, equipment, and space management. Offices are maintained in Portland, Biddeford, Sanford, Lewiston, Farmington, Augusta, Rockland, Belfast, Skowhegan, Bangor, Ellsworth, Machias, Calais, Dover, Houlton, Caribou, and Fort Kent. There are approximately 1465 DHS employees in these offices, serving the public.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	27,034,103	19,441,235			7,592,868	
HEALTH BENEFITS	3,869,541	2,673,951			1,195,590	
RETIREMENTS	4,462,696	3,206,657			1,256,039	
OTHER FRINGE BENEFITS	314,611	239,864			74,747	
OTHER CONTRACT SERVICES STATE	25,143	9,196			15,947	
COMPUTER SERVICES STATE	- 61,011	14,451			- 75,462	
OTHER CONTRACT SERVICES	3,417,520	1,989,174			1,428,346	
RENTS	3,296,285	1,351,355			1,944,930	
COMMODITIES	143,700	79,805			63,895	
GRANTS, SUBSIDIES, PENSIONS	546,885	341,030			205,855	
INTEREST-DEBT RETIREMENT	905	550			355	
TRANSFER TO OTHER FUNDS	233,839	411			233,428	
TOTAL EXPENDITURES	43,284,217	29,347,679			13,936,538	

OFFICE OF VITAL STATISTICS

LORRAINE GERARD, DPTY REGISTRAR

Central Office:HUMAN SVCS BLDG, AUGUSTA, MEMail Address:11 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1892Reference:Policy Area: 03 ; Umbrella:10 Unit:146 ; Citation:TotalTotalM.R.S.A., Sect.000002701

PURPOSE:

The Office of Data, Research, and 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 for use within and outside the Department. It maintains a state-wide system for the registration of vital statistics. The State Registar is also responsible for directing the activities of municipal clerks in the registration of vital statistics.

ORGANIZATION:

The Office of Vital Statistics was established in 1892 to maintain a state-wide system for the registration of vital statistics. It has since grown to encompass a variety of data on health status, health care resources, and social services as indicated by its present name: Office of Data, Research, and Vital Statistics.

The Office is composed of three units: Survey 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.

PROGRAM:

A major function of the Office during FY 94-95 continued to be the development and maintenance of core data needs of health and social services, program planning and management. Specific project included vital statistics, population estimates, demographic information, health status indicators, and surveys of dentists and physicians. The Office also continued its regular program of receiving vital records, filing them, furnishing vital statistics data to the National Center for Health Statistics electronically and on 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. A new Electronic Birth Certificate (EBC) system is being implemented during the current year; all Maine hospitals have agreed to participate in this system.

This year marked the 16th anniversary of Maine's Adoption Reunion Registry; since its inception, 1291 people have enrolled: 55% are adopted persons, 45% are birth parents. There have been 36 matches - about 6% of those registered. During the year, the Office prepared population estimates and 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. The Office also: cooperated with many other health agencies in data collection; and provided research, statistical, and technical services to other agencies in the Bureau of Health, the Bureaus of Income Maintenance, Elder and Adult Services, and Child and Family Services, and the Office of Health Planning and Development.

The Office continued to produce Fact Sheets as a method of information dissemination to a broad audience of government leaders, the media, professional associations, and other organizations within and outside state government and the general public. 35 Fact Sheets were produced covering topics such as: induced abortions, health resources and health status indicators by county, anatomical donations, dentists, Maine births, and population statistics. Approximately 1,300 requests for specific data products were received in FY 1995, in addition to the provision of technical consultation and assistance, an increase of 18% over last year. As well as processing 45,000 vital events, more than 15,000 requests for vital records services were completed: 11,000 certified copies of vital records, 1,000 legal name changes, 700 amendments to records on file, 800 adoptions, 120 legitimations, and 11,450 acknowledgments of paternity.

LICENSES:

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, 1992 - \$10.50 Population Estimates - 1992 Physicians in Maine, 1992 Dentists in Maine, 1992 Fact Sheets on selected topics - free

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

RAY BOWEN, JR, COMMISSIONER

 Central Office:
 284 STATE ST, AUGUSTA, ME,

 Mail Address:
 41 STATE HOUSE STATION, AUGUSTA, ME, 04333-0041

 Established:
 1980

 Reference:
 Policy Area: 05; Umbrella:
 09 Unit:

 137; Citation:
 Toll 200007011

 Average Count--All Positions:
 291.0
 Legislative Count:

 Units:
 BUREAU OF ADMINISTRATIVE SERVICES (IF&W)
 BUREAU OF RESOURCE MANAGEMENT (IF&W)

 ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)
 BUREAU OF WARDEN SERVICE (IF&W)

BUREAU OF ADMINISTIATIVE SERVE IS (IF&W) ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE) JUNIOR MAINE GUIDES AND TRIP LEADERS CURRICULUM ADVISORY BOARD ADVISORY BOARD FOR THE LICENSING OF GUIDES DIVISION OF PLANNING (IF&W) DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W)

PURPOSE:

The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildife 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 Comissioners 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. 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.

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; 2. Bureau of Resource Management; 3. Bureau of Warden Service; 4. Office of the Commissioner including the Division of Public Information and the Division of Program Development and Coordination.

PROGRAM:

The Department's program consists of enforcement, applied research studies, surveys and inventories, program development (planning), artificial propagation and stocking of fish and wildlife, coordination of Department interests between state and federal agencies and the private sector, environmental coordination, the search for lost persons, the registration of watercraft, snowmobiles, all-terrain vehicles, and hunter/trapper 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 (Ten summaries are updated, printed and distributed). The Open Water Fishing Regulations pamphlet and the

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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.

A complete reporting of these programs will be included in the reports for the various Bureaus and Divisions.

LICENSES:

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Commercial Whitewater Rafting Allocations See individual Bureaus for other licenses and permits

PUBLICATIONS:

Laws-Hunting and Trapping; Open Water Fishing; Ice Fishing (free) Maine Fish and Wildlife Magazine-published quarterly-\$4.50 per copy Lake Surveys-\$.50 per copy Publications Catalogue (free) Maine Boat Laws (free) All-Terrain Vehicle Laws (free) Snowmobile Laws (free)

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	9,509,012	7,601,405	139,107		1,768,500	
HEALTH BENEFITS	1,160,736	977,203	19,586		163,947	
RETIREMENTS	2,323,168	1,866,015	17,740		439,413	
OTHER FRINGE BENEFITS	121,544	112,336	2,172		7,036	
OTHER CONTRACT SERVICES STATE	621,097	262,153	18,861		340,083	
COMPUTER SERVICES STATE	240,284	51,091	1,561		187,632	
OTHER CONTRACT SERVICES	2,064,725	1,388,310	156,941		519,474	
RENTS	1,387,238	1,089,810	18,503		278,925	
COMMODITIES	764,058	558,548	32,622		172,888	
GRANTS, SUBSIDIES, PENSIONS	382,183	184,790	36,120		161,273	
PURCHASE OF LAND	883,573	45,774	68,032		769,767	
EQUIPMENT	1,374,587	172,370	1,088,355		113,862	
INTEREST-DEBT RETIREMENT	956	956				
TRANSFER TO OTHER FUNDS	43,228		3,918		39,310	
TOTAL EXPENDITURES	20,876,389	14,310,761	1,603,518		4,962,110	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	TOTAL FOR		SPECIAL			
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	332,078	284,187			47,891	
HEALTH BENEFITS	25,023	20,505			4,518	
RETIREMENTS	40,638	28,697			11,941	
OTHER FRINGE BENEFITS	2,198	2,004			194	
OTHER CONTRACT SERVICES STATE	134,175	54,343			79,832	
COMPUTER SERVICES STATE	327	244			83	
OTHER CONTRACT SERVICES	189,962	170,295			19,667	
RENTS	7,305	7,234			71	
COMMODITIES	13,942	13,854			88	
TRANSFER TO OTHER FUNDS	2,417				2,417	
TOTAL EXPENDITURES	748,065	581,363			166,702	

BUREAU OF ADMINISTRATIVE SERVICES (IF&W)

CHARLES A ATWATER, DIR ADMIN SERVICES

Central Office: 284 STATE ST, AUGUSTA, ME Mail Address: 41 STATEHOUSE STATION, AUGUSTA, ME 04333-0041 Established: Telephone: (207) 287-5210 Reference: Policy Area: 05 ; Umbrella: 09 Unit: 167 ; Citation: T0012 M.R.S.A., Sect. 000007012 Average Count-All Positions: 40.50 Legislative Count: 39.00

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 is 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

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

enhancement of our inland fisheries and wildlife resources. The Central Purchasing and Supply Section coordinated the purchase of capital equipment and supplies and dispersed these items on a Department-wide basis. Adequate inventories of vehicle, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

FINANCES, FISCAL YEAR 1995: 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 (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	991,464	985,379			6,085	
HEALTH BENEFITS	154,375	154,291			84	
RETIREMENTS	170,255	168,291			1,964	
OTHER FRINGE BENEFITS	12,586	12,582			4	
OTHER CONTRACT SERVICES STATE	77,212	74,389	2.823			
COMPUTER SERVICES STATE	191,934	191,934				
OTHER CONTRACT SERVICES	498,151	498,111	40			
RENTS	548,223	378,155	5,266		164,802	
COMMODITIES	178,364	177,599	765			
GRANTS, SUBSIDIES, PENSIONS	31,019	23,236	7,783			
EQUIPMENT	28,845	19,266	9,579			
INTEREST-DEBT RETIREMENT	218	218				
TRANSFER TO OTHER FUNDS	892		43		849	
TOTAL EXPENDITURES	2,883,538	2,683,451	26,299		173,788	

INLAND FISHERIES AND WILDLIFE

LICENSE:

Licenses: Breeders Wildlife exhibitors Guide License to sell inland fish Bait Retailer Taxidermist Batfish Wholesaler Fishing (for the blind) Smelt Wholesaler Fishing (mentally retarded) Combination Serviceman resident license Fishing for childrens camps Combination fishing and archery - resident **Commercial Whitewater Outfitters** Archery - resident, nonresident, alien Commercial shooting area license Fishing - resident, nonresident, alien Hunting - resident, nonresident, alien Muzzle-loading Hunting - resident, nonresident, alien Combination hunting and fishing - resident, nonresident, alien Trapping - resident, nonresident Hide Dealers - resident, nonresident Fishing and Hunting for resident over 70 Indian hunting, fishing, trapping, archery Fishing and hunting disabled war vets - resident Fishing and hunting paraplegic - reciprocity with other states Motorboat Operator License (To carry passengers for hire in inland waters)

Permits:

Turkey permit Coyote permit Camp trip leaders Any-deer hunting permit Moose permits - resident, nonresident Bear hunting permit - resident, nonresident Fishing for patients at certain institutions Watercraft Races and Regattas on Inland Waters Miscellaneous: Game Bird Seal Pheasant wing bands Pheasant importation wing bands Pheasant Stamp Motorboat Registrations Snowmobile Registrations All-Terrain Vehicle Registrations Waterfowl Stamp

PUBLICATIONS:

Watercraft Laws (free) Sportsman and Small Boats (free) All-Terrain Vehicle Laws (free) Snowmobile Laws (free) About Boating Safety (free) Numerous Boating Safety Pamphlets - (U.S. Coast Guard-free) Lake Survey Maps Hunting and Fishing Laws (free) Taxidermy Laws (free)

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

C THOMAS JAGGER, CHAIRMAN

Central Office: 284 STATE ST, AUGUSTA, ME Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 Established: 1945 Reference: Policy Area: 05 ; Umbrella: 09 Unit: 140 ; Citation: T0012 M.R.S.A., Sect. 000007033A

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. Opon 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, acquistion of major land parcels, and other department matters 8 times during FY 95.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

JUNIOR MAINE GUIDES AND TRIP LEADERS CURRICULUM ADVISORY BOARD

PARKER K TRIPP, CHF WARDEN SVCE (IF&W)

Central Office: 284 STATE ST, AUGUSTA, ME Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 Established: 1979 Telephone: (207) 287-2871 Reference: Policy Area: 05 ; Umbrella: 09 Unit: 143 ; Citation: T0012 M.R.S.A., Sect. 000007323

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.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

PROGRAM:

Pursuant fo 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 742 permits issued and 34 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:

Maine Camp Trip Leader Permit Maine Camp Trip Leader Instructor Junior Maine Guide Certificate

PUBLICATIONS:

Administrative Rules and Regulations adopted Curriculum (outline) Resources List (study materials) Copies of 12 MRSA, sections 7302-7303 Associated forms and application blanks Issue License Course summary sheets Trip Ininerary Cards Information packer-free

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY BOARD FOR THE LICENSING OF GUIDES

PARKER K TRIPP, CHF WARDEN SVCE (IF&W)

Central Office: 284 STATE ST, AUGUSTA, ME Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 Established: 1975 Telephone: (207) 287-2766 Reference: Policy Area: 05 ; Umbrella: 09 Unit: 142 ; Citation: T0012 M.R.S.A., Sect. 000007320

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 40 times in FY95. The Board passed 187 applicants and denied 161. The categories of licenses granted are as follows: Master (10) Hunting (70) Fishing (33) Recreation (57) Hunting/Fishing (5) Hunting/Recreation (3) Fishing/Recreation (9) Whitewater Boards met 27 times in FY95. The Board passed 219 applicants and denied 6. Kennebec (117) Penobscot (32) Kennebec/Penobscot x crib (37) Crih (33)

LICENSES:

Master Guides License Hunting Guides License Fishing Guides License Recreational Guides License Whitewater Guides License

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF PLANNING (IF&W)

FREDERICK B HURLEY JR, DIR BUR RES MNGMT

Central Office: 284 STATE ST, AUGUSTA, ME Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 Established: Telephone: (207) 287-5252 Reference: Policy Area: 05 ; Umbrella: 09 Unit: 235 ; Citation: T0012 M.R.S.A., Sect. 000007015

PURPOSE:

The Planning Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program. In addition, the Division coordinates the implementation of inter-divisional programs and provides technical assistance to the Commissioner's Office and various Divisions.

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. The director's position was eliminated in 1990. The Warden Service Planner's position was eliminated in 1991. The Director of the Bureau of Resource Management was assigned administrative oversight of the division in 1992.

PROGRAM:

The Division program consists of a variety of projects and assignments which fall into the general areas of planning, coordination, and technical assistance. Procedures are developed and enhanced for preparing strategic and operational plans, and management systems. Public working groups are employed to provide public input into the setting of goals and objectives for species and programs.

Division personnel coordinate a variety of programs which cross Division and Bureau lines including moose, deer, and turkey permit systems, Department review of local comprehensive plans, significant habitat protection efforts, surveys of users and implementation of a new licensing system. Division personnel provide technical assistance in a variety of areas including programming of computer application; drafting regulations and legislation, statistical analysis of data; preparation of license sales tables and trends; scheduling of program and regulation cycles; presenting information to the Legislature, other groups and the public; and representing the Department before a variety of groups, agencies and institutions.

The Division carries out a special assignment to coordinate and implement the Commercial Whitewater Rafting Program which includes issuing allocations and advising the Commissioner and Legislature on changes to the statutes controlling commercial rafting.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W)

V PAUL REYNOLDS, DIR PUB INFO EDUC

Central Office: 284 STATE ST, AUGUSTA, ME Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 Established: 1952 Telephone: (207) 287-5248 Reference: Policy Area: 05 ; Umbrella: 09 Unit: 236 ; Citation: T0012 M.R.S.A., Sect. 000007016

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 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. Another reorganization, effective July 1, 1993, established the Division of Public Information and Education as its own unit.

In addition, the Gray Game Farm and Visitors Center was removed from the Division of Wildlife, Bureau of Resource Management, and placed within the Division of Public Information and Education.

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 multidisciplinary wildlife and conservation education program for grades K-12, continues to be in demand for teacher training. Over 3500 teachers have participated in over 200 6-hour teacher workshops throughout Maine, where they receive information on Maine's fish and wildlife resources, a Project WILD activity guide, and a variety of related supplemental materials. Over 60,000 people visited the Fish and Wildlife Visitors Center, or Gray Game Farm. Wildlife and conservation education programs for schoolchildren are offered here in spring and fall. A summer wildlife program series was implemented on weekends, with hundreds of visitors attending. Work continues on improving wildlife enclosures, and a new wildlife rehabilitation building was completed.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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. Twenty (new in '95) feature-length video tape productions have been completed and made available for use, and address a variety of department fishery and wildlife management programs. 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.

FINANCES, FISCAL YEAR 1995: 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 PUBLIC INFORMATION AND EDUCATION (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	287,826	287,826				
HEALTH BENEFITS	33,920	33,920				
RETIREMENTS	39,206	39,206				
OTHER FRINGE BENEFITS	2,172	2,172				
OTHER CONTRACT SERVICES STATE	22,177	17,040	5,137			
OTHER CONTRACT SERVICES	136,593	120,357	16,236			
RENTS	30,420	17,083	13,337			
COMMODITIES	50,693	29,153	21,540			
GRANTS, SUBSIDIES, PENSIONS	141		141			
EQUIPMENT	100,520	11,267	89,253			
INTEREST-DEBT RETIREMENT	122	122				
TRANSFER TO OTHER FUNDS	828		828			
TOTAL EXPENDITURES	704,618	558,146	146,472			

INLAND FISHERIES AND WILDLIFE

PUBLICATIONS:

On Water, On Wings, In The Woods	\$4.95
"Gee Mister" Poster	\$5.00
"Look Before You Shoot" Poster	\$5.00
"Are You This Sportsman?" Poster	\$5.00
"Gee Buddy" Poster	\$5.00
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
Coldwater Gamefish Poster	\$1.00
The Landlocked Salmon In Maine	\$5.00
MAINE FISH AND WILDLIFE magazine (quarterly)	\$4.50 (single copy)
Fish Stocking Report	\$2.00
Wildlife Division Annual Research and Management Report	\$1.00

BUREAU OF RESOURCE MANAGEMENT (IF&W) FREDERICK B HURLEY JR, DIR BUR RES MNGMT

Central Office: 284 STATE ST, AUGUSTA, ME Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 Established: Telephone: (207) 287-5252 Reference: Policy Area: 05; Umbrella: 09 Unit: 189; Citation: T0012 Average Count-All Positions: 113.50 Legislative Count: 102.00

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 programs are implemented to accomplish the long-term goals and objectives of species management plans. Habitat improvement work is actively carried out in the Department's Wildlife Management Areas. These include approximately 83,000 acres of upland and wetland habitat strategically located throughout the State, as well as 287 coastal seabird nesting islands.

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. More work has been conducted on many of the state's bass waters. Propogation 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 half million fish are stocked annually.

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 permitting agencies. Fisheries Research - Research work focuses on the development of biological principles and management techniques needed to support fisheries management programs. Statewide trawling, Habitat Evaluation Procedures, Instream Flow Methodology Studies associated with hydroelectric projects, baitfish surveys, a special arctic charr study, an anadromous alewife impact study, a study of wild brook trout streams, and eel management have been the major focus.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 1995: 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 RESOURCE MANAGEMENT (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,510,406	1,720,730	139,107		1,650,569	
HEALTH BENEFITS	445,612	270,898	19,586		155,128	
RETIREMENTS	573,408	145,642	17,740		410,026	
OTHER FRINGE BENEFITS	24,448	15,630	2,172		6,646	
OTHER CONTRACT SERVICES STATE	358,861	105,197	10,901		242,763	
COMPUTER SERVICES STATE	46,368	30,080	1,561		14,727	
OTHER CONTRACT SERVICES	436,374	- 23,927	20,002		440,299	
RENTS	291,707	178,051	- 100		113,756	
COMMODITIES	367,009	191,141	10,317		165,551	
GRANTS, SUBSIDIES, PENSIONS	248,521	59,052	28,196		161,273	
PURCHASE OF LAND	837,799		68,032		769,767	
EQUIPMENT	1,134,969	37,584	983,523		113,862	
INTEREST-DEBT RETIREMENT	375	375				
TRANSFER TO OTHER FUNDS	36,451		2,357		34,094	
TOTAL EXPENDITURES	8,312,308	2,730,453	1,303,394		4,278,461	

INLAND FISHERIES AND WILDLIFE

LICENSE:

FISHERIES DIVISION

Permit:

Eel, Alewife, & Sucker (over 20 lbs) Bass Tournament Scientific Fish Collection Private Pond Stocking

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 Swan Island Camping Permit Wildlife Control

BUREAU OF WARDEN SERVICE (IF&W)

PARKER K TRIPP, CHF WARDEN SVCE

Central Office: 284 STATE ST, AUGUSTA, ME Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 Established: Telephone: (207) 287-2766 Reference: Policy Area: 05 ; Umbrella: 09 Unit: 218 ; Citation: T0012 M.R.S.A., Sect. 000007014 Average Count--All Positions: 128.00 Legislative Count: 128.00

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 has 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, five (5) Game Warden Lieutenants, fifteen (15) Game Warden Sergents, four (4) Game Warden Investigators, two (2) Game Warden Specialists, eighty-seven (87) Game Wardens, three (3) Game Warden Pilots, and fifteen (15) part-time Assistant Game Wardens.

PROGRAM:

The Maine Warden Service responded to 9,309 complaints on all matters of conservation law enforcement, prosecuting 4,963 persons and warning 1,745. To accomplish this, the Warden Service drove 3,289,312 miles.

Search and Rescue. During 1994 Warden Service searched for 162 lost persons, as well as 7 drowning victims. Safety. During the calendar year 1995, 812 volunteer hunter safety instructors certified 6,194 students in 286 hunter safety courses across the State. During the same time, there were 251 snowmobile students certified. 479 ATV instructors taught 50 courses for 479 students. Regional Safety Coordinators visited summer camps and schools; every hunter safety course carried boating safety, and 116 boating safety instructors taught 188 students.

Data Collection. During 1994 Maine Warden Service was responsible for compiling the following data for management purposes: Oversaw the administration of fur tagging stations; which tagged 25,934 instate raw furs for trappers and hunters, and 2,223 imported raw furs for fur buyers. Oversaw the administration of big game registration stations, which tagged 24,683 deer, 2,243 bears, and 1,130 moose. In addition, Warden Service did angler counts and creel census for the Department's fisheries division on various Maine bodies of water.

LICENSES:

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

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 1995: 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 (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	4,387,238	4,323,283			63,955	
HEALTH BENEFITS	501,806	497,589			4,217	
RETIREMENTS	1,499,661	1,484,179			15,482	
OTHER FRINGE BENEFITS	80,140	79,948			192	
OTHER CONTRACT SERVICES STATE	28,672	11,184			17,488	
COMPUTER SERVICES STATE	1,655	- 171,167			172,822	
OTHER CONTRACT SERVICES	803,645	623,474	120,663		59,508	
RENTS	509,583	509,287			296	
COMMODITIES	154,050	146,801			7,249	
GRANTS, SUBSIDIES, PENSIONS	102,502	102,502				
PURCHASE OF LAND	45,774	45,774				
EQUIPMENT	110,253	104,253	6,000			
INTEREST-DEBT RETIREMENT	241	241				
TRANSFER TO OTHER FUNDS	2,640		690		1,950	
TOTAL EXPENDITURES	8,227,860	7,757,348	127,353		343,159	

STATE COURT LIBRARY COMMITTEE DISTRICT COURT FOR THE STATE OF MAINE COMMITTEE ON JUDICIAL RESPONSIBILITY AND

HON. DANIEL E. WATHEN, CHIEF JUSTICE

Central Office: 70 CENTER STREET, PORTLAND, ME, Mail Address: BOX 4820 DTS, PORTLAND, ME, 04112 1920 Telephone: (207) 822-0792 Established: Reference: Policy Area: 00 ; Umbrella: 40 Unit: 274 ; Citation: T0004 M.R.S.A., Sect. 000000001 375.5 Legislative Count: 372.5 Average Count--All Positions: Units ADMINISTRATIVE OFFICE OF THE COURTS BOARD OF OVERSEERS OF THE BAR ADMINISTRATIVE COURT SUPERIOR COURT BOARD OF BAR EXAMINERS SUPREME_JUDICIAL COURT

PURPOSE:

The purpose of the Judicial Department is to administer the State courts.

ORGANIZATION:

DISABILITY

Until the signing of the Articles of Agreement for Separation in 1820, Maine was part of Massachusetts and therefore included in the Massachusetts court system. 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.

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 "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. Four regional court administrators assist the state court administrator in meeting the operational needs of the courts within their respective regions.

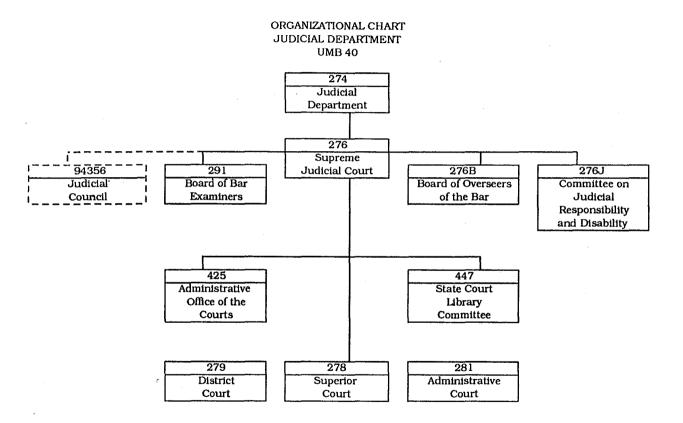
PROGRAM:

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 in carrying out their respective responsibilities.

Efforts to improve efficiency and enhance communication continued, with the ongoing implementation of a regional meeting schedule, an improved statewide newsletter, and written correspondence from the Chief Justice to staff.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

JUDICIAL DEPARTMENT	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	13,030,689	12,896,991	133,698	FORD	FUNDS	FUNDS
HEALTH BENEFITS	1,470,150	1,455,241	14,909			
RETIREMENTS	2,830,818	2,805,339	25,479			
OTHER FRINGE BENEFITS	136,799	135,505	1,294			
OTHER CONTRACT SERVICES STATE	6.065.552	5,972,866	81,116		11,570	
COMPUTER SERVICES STATE	8,090	8,090	01,110		11,070	
OTHER CONTRACT SERVICES	3,795,701	3,728,981	53,175		13,545	
RENTS	1,500,395	1,493,215	5,632		1,548	
COMMODITIES	359,927	351,020	5,733		3,174	
GRANTS, SUBSIDIES, PENSIONS	2,305,879	2,100,987	204,892		5,174	
PURCHASE OF LAND	14,676	14.676	201,052			
EQUIPMENT	406,150	168,921	92,131		145.098	
INTEREST-DEBT RETIREMENT	1,228,483	1,228,481	2		110,070	
TRANSFER TO OTHER FUNDS	2,888		2,722		166	
TOTAL EXPENDITURES	33,156,197	32,360,313	620,783		175.101	
JUDICIAL DEPARTMENT	TOTAL					
JUDICIAL DEPARTMENT	TOTAL FOR		SPECIAL			
JUDICIAL DEPARTMENT		GENERAL		HIGHWAY	FEDERAL	MISC.
JUDICIAL DEPARTMENT	FOR	GENERAL FUND		HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
JUDICIAL DEPARTMENT	FOR ALL		REVENUE			
	FOR ALL		REVENUE			
EXPENDITURES	FOR ALL FUNDS	FUND	REVENUE FUNDS			
EXPENDITURES SALARIES & WAGES	FOR ALL FUNDS 13,030,689	FUND 12,896,991	REVENUE FUNDS 133,698			
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS	FOR ALL FUNDS 13,030,689 1,470,150	FUND 12,896,991 1,455,241	REVENUE FUNDS 133,698 14,909			
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS	FOR ALL FUNDS 13,030,689 1,470,150 2,830,818	FUND 12,896,991 1,455,241 2,805,339	REVENUE FUNDS 133,698 14,909 25,479			
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS	FOR ALL FUNDS 13,030,689 1,470,150 2,830,818 136,799	FUND 12,896,991 1,455,241 2,805,339 135,505	REVENUE FUNDS 133,698 14,909 25,479 1,294		FUNDS	
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE	FOR ALL FUNDS 13,030,689 1,470,150 2,830,818 136,799 6,012,859	FUND 12,896,991 1,455,241 2,805,339 135,505 5,972,866	REVENUE FUNDS 133,698 14,909 25,479 1,294		FUNDS	
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE	FOR ALL FUNDS 13,030,689 1,470,150 2,830,818 136,799 6,012,859 8,090	FUND 12,896,991 1,455,241 2,805,339 135,505 5,972,866 8,090	REVENUE FUNDS 133,698 14,909 25,479 1,294 28,423		FUNDS	
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES	FOR ALL FUNDS 13,030,689 1,470,150 2,830,818 136,799 6,012,859 8,090 3,771,104	FUND 12,896,991 1,455,241 2,805,339 135,505 5,972,866 8,090 3,728,981	REVENUE FUNDS 133,698 14,909 25,479 1,294 28,423		FUNDS 11,570 13,545	
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS	FOR ALL FUNDS 13,030,689 1,470,150 2,830,818 136,799 6,012,859 8,090 3,771,104 1,494,763	FUND 12,896,991 1,455,241 2,805,339 135,505 5,972,866 8,090 3,728,981 1,493,215	REVENUE FUNDS 133,698 14,909 25,479 1,294 28,423 28,578		FUNDS 11,570 13,545 1,548	
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS COMMODITIES	FOR ALL FUNDS 13,030,689 1,470,150 2,830,818 136,799 6,012,859 8,090 3,771,104 1,494,763 359,811	FUND 12,896,991 1,455,241 2,805,339 135,505 5,972,866 8,090 3,728,981 1,493,215 351,020	REVENUE FUNDS 133,698 14,909 25,479 1,294 28,423 28,578 5,617		FUNDS 11,570 13,545 1,548	
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS COMMODITIES GRANTS, SUBSIDIES, PENSIONS	FOR ALL FUNDS 13,030,689 1,470,150 2,830,818 136,799 6,012,859 8,090 3,771,104 1,494,763 359,811 2,305,879	FUND 12,896,991 1,455,241 2,805,339 135,505 5,972,866 8,090 3,728,981 1,493,215 351,020 2,100,987	REVENUE FUNDS 133,698 14,909 25,479 1,294 28,423 28,578 5,617		FUNDS 11,570 13,545 1,548	
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS COMMODITIES GRANTS, SUBSIDIES, PENSIONS PURCHASE OF LAND	FOR ALL FUNDS 13,030,689 1,470,150 2,830,818 136,799 6,012,859 8,090 3,771,104 1,494,763 359,811 2,305,879 14,676 406,150 1,228,481	FUND 12.896,991 1.455,241 2.805,339 135,505 5.972,866 8.090 3.728,981 1.493,215 351,020 2,100,987 14,676	REVENUE FUNDS 133,698 14,909 25,479 1,294 28,423 28,578 5,617 204,892		FUNDS 11,570 13,545 1,548 3,174	
EXPENDITURES SALARIES & WAGES HEALTH BENEFITS RETIREMENTS OTHER FRINGE BENEFITS OTHER CONTRACT SERVICES STATE COMPUTER SERVICES STATE OTHER CONTRACT SERVICES RENTS COMMODITIES GRANTS, SUBSIDIES, PENSIONS PURCHASE OF LAND EQUIPMENT	FOR ALL FUNDS 13,030,689 1,470,150 2,830,818 136,799 6,012,859 8,090 3,771,104 1,494,763 359,811 2,305,879 14,676 406,150	FUND 12,896,991 1,455,241 2,805,339 135,505 5,972,866 8,090 3,728,981 1,493,215 351,020 2,100,987 14,676 168,921	REVENUE FUNDS 133,698 14,909 25,479 1,294 28,423 28,578 5,617 204,892		FUNDS 11,570 13,545 1,548 3,174	



ADMINISTRATIVE OFFICE OF THE COURTS

JAMES T. GLESSNER, STATE COURT ADMINISTRATOR

Central Office:70 CENTER STREET, PORTLAND, MEMail Address:BOX 4820 DTS, PORTLAND, ME 04112FAX: (207) 822-0781Established:1975Telephone: (207) 822-0792Reference:Policy Area: 00 ; Umbrella:40 Unit: 425 ; Citation: T0004M.R.S.A., Sect. 00000015

PURPOSE:

The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court, is required by statute to: survey and study Judicial Department operations to improve administration and management of the court system; develop and recommend long-range plans for the Judicial Department; examine the status of all court dockets and make recommendations concerning the asignment of personnel; investigate complaints about the operation of the courts; examine and maintain court statistical systems, and collect and analyze statistical data relating to court operations; prescribe uniform policies and business methods to be used in all courts; implement standards and policies set by the Chief Justice regarding court hours and the assignment of term parts and justices; act as fiscal officer of the courts including the oversight of all budgetary and accounting functions; and examine and supervise arrangements for court facilities, equipment and supplies.

In addition, the State Court Administrator is required to act as secretary to the Judicial Conference; submit an Annual Report to the Chief Justice, Legislature and Governor reporting the activities of the preceding fiscal year; maintain liaison with the other branches and agencies of government; prepare and plan for the operation of District and Superior Court clerk's offices; develop and implement educational and training programs for nonjudicial personnel; perform other duties consistent with the powers delegated and assigned to him by the Chief Justice and the Supreme Judicial Court; plan and implement arrangements for court security; report on out-of-state travel; and prepare impact statements for executive orders and proposed legislation.

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 apointed by the State Court Administrator with the approval of the Chief Justice. The staff administers the accounting, computer, fiscal, legislative, personnel, purchasing, planning, research and security related functions for the court system.

PROGRAM:

Under the direction of the State Court Administrator, the Administrative Office of the Courts continued its involvement in ongoing areas of court automation, fiscal administration, court security, facilities management and personnel administration. Initiatives were further developed in planning, the implementation of Participatory Management (TQM) and the development of a staff training program.

PUBLICATIONS:

"A Citizen's Guide to the Maine Courts" (out of print) "Judicial Department Annual Report" (\$5.00) "A Guide to Small Claims Proceedings of the Maine District Court" (free) "Traverse Juror Handbook" (free) "State of Maine Child Support Guidelines and Statutes" (\$1.00)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADMINISTRATIVE COURT HON, ROLAND BEAUDOIN, CHIEF JUDGE

Central Office: 205 NEWBURY STREET, PORTLAND, ME Mail Address: BOX 7260 DTS, PORTLAND, ME 04112 Established: 1973 Telephone: (207) 822-4291 Reference: Policy Area: 00 ; Umbrella: 40 Unit: 281 ; Citation: T0004 M.R.S.A., Sect. 000001151

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. 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 their agency may be refused. Effective in 1983, the Administrative Court also has exclusive jurisdiction to hear appeals from diciplinary 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 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 expanded this practice by directing a project for the handling of family law proceedings filed in District or Superior Courts in Portland.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF BAR EXAMINERS

CONSTANCE P. O'NEIL, ESQ., CHAIR

Central Office:97 WINTHROP STREET, AUGUSTA, ME 04330Mail Address:PO BOX 30, AUGUSTA, ME 04332-0030FAX: (207) 623-4175Established:1999Telephone: (207) 623-2464Reference:Policy Area: 00 ; Umbrella:40 Unit: 291 ; Citation: T0004M.R.S.A., Sect. 00000801

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 seven 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 two 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 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:

In its efforts to discharge its stautory duties, the Board must review its policies and practices in such matters as:

the necessity of examining applicants who already have been admitted 1. by examination in other jurisdictions;

the eligibility of graduates of European, Asian and African law 2. schools to take the bar exam; the fairness and validity of examination procedures and standards;

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4.

the relationship of a law school education to the bar examination; and, the effectiveness of procedures to determine the character and fitness of applicants to practice law. 5.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of the other jurisdictions in bar examination matters.

LICENSES:

Certificate:

Recommending Admission to the Bar

PUBLICATIONS:

"Rules of the Board" - (Maine Bar Admission Rules)

FINANCES, FISCAL YEAR 1995: 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 BAR EXAMINERS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES STATE	52,693		52,693			
OTHER CONTRACT SERVICES	24,597		24,597			
RENTS	5,632		5,632			
COMMODITIES	116		116			
INTEREST-DEBT RETIREMENT	2		2			
TOTAL EXPENDITURES	83,040		83,040			

	July	1991	Feb.	1992	July	1992	Feb.	1993	July	1993	Feb.	1994	July	1994	Fcb.	1995
	Reg.	Mod.														
Applicants																
taking exam	131	81	41	72	123	65	31	61	168	66	33	75	118	45	20	54
Number																
passing exam	92	52	25	57	97	39	16	50	84	48	24	61	92	28	9	45

STATE COURT LIBRARY COMMITTEE

HON. DONALD G. ALEXANDER, CHAIRMAN

Central Office: 97 HAMMOND STREET, BANGOR, ME 04401 Mail Address: 97 HAMMOND STREET, BANGOR, ME 04401 Established: 1981 Reference: Policy Area:00 ; Umbrella: 40 Unit: 447 ; Citation: T0004 Average Count--All Positions: 1.00 Legislative Count: 1.00

PURPOSE:

The State Court Library Committee serves as the governing body for Maine's 16 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 nine voting members - three members of the public, two of the judiciary and four attorneys, all of whom are appointed by the Chief Justice of the Supreme Judicial Court, who also appoints the chairperson. The State Court Administrator, the State Law Librarian, and the University of Maine School of 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.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DISTRICT COURT FOR THE STATE OF MAINE

HON. S. KIRK STUDSTRUP, CHIEF JUDGE

Central Office: , PORTLAND, ME Mail Address: P.O. BOX 66, PORTLAND, ME 04112-0066 Established: 1961 Reference: Policy Area: 00 ; Umbrella: 40 Unit: 279 ; Citation: T0004 M.R.S.A., Sect. 000000151

PURPOSE:

The purpose of the District Court is to serve as the court of limited jurisdicion 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 cases and conducts probable cause and bail 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 uncluding unfair trade practices and cases involving environmental law violations. The District Court hears all child protection cases, termination of parental rights cases, and protection from abuse and harassment cases.

The District Court is the small clains court (for cases involving not more than \$3,000) and the juvenile court. The District Court has concurrent jurisdiction with the Probate Court to grant equitable relief in proceedings related to consent to minors' abortions. In addition, the Court hears mental health, forcible entry and detainer, quiet title and foreclosure cases. It is

the only court available for enforcement of money judgments.

There are 25 judges in the District Court including the chief judge, who is designated by the chief justice of the Supreme Judicial Court. The judges are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, District Court judges may also sit in the Superior Court.

PROGRAM:

In the District Court, judges are assigned by the Chief Justice to sit in any district court in the state.

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 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, and small claims matters. 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

MERLE W LOPER, EXECUTIVE SECRETARY

Central Office: 142 FEDERAL STREET, PORTLAND, ME Mail Address: PO BOX 8058, PORTLAND, ME 04104-8058 Established: 1978 Telephone: (207) 780-4350 Reference: Policy Area: 00; Umbrella: 40 Unit: 276J; Citation: J1978 M.R.S.A., Sect. SJC-00109

PURPOSE:

The Committee on Judicial Responsibility and Disability was created by the Supreme Judicial Court by court order in 1978. The Committee is empowered to receive and investigate commplaints 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 consists of seven members appointed by the Supreme Judicial Court. Two members are either active or active retired justices of the Supreme 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 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 Comittee 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, unless the allegations or facts available to the Committee show that no disciplainary misconduct is involved. At the time a complaint is submitted to the judge, and

investigation is conducted appropriate to the circumstances of the complaint. Based upon its investigation and the judge's response, the Committee determines whether the complaint should be dismissed or whether an evidentiary hearing is necessary.

The Committee cannot itself impose diciplinary sanctions. Unless the complaint is dismissed, the Committee's 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, the Legislature's Joint Standing Committee on judiciary, or an appropriate federal agency or official, in connection with consideration of the appointment of a person who 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 material describing the Committee's operation and function, as well as the rules that govern 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF OVERSEERS OF THE BAR

CURTIS WEBBER, ESQ., CHAIR

Central Office:WHITTEN RD AGC BUILDING, AUGUSTA, ME 04330Mail Address:PO BOX 1820, AUGUSTA, ME 04332-1820FAX: (207) 623-4175Established:1978Telephone: (207) 623-1121Reference:Policy Area: 00 ; Umbrella:40 Unit: 276B; Citation: J1978M.R.S.A., Sect. 000004890

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 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 the 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" (two volumes). "Board of Overseers of the Bar - Information About Complaint Procedures and Dicipline of Lawyers." (free) "Bar Counsel's Annual Report." (free)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

SUPERIOR COURT

HON. ROLAND A. COLE, CHIEF JUSTICE

Central Office: CUMBERLAND COUNTY COURT HOUSE, PORTLAND, ME Mail Address: P.O. BOX 287, PORTLAND, ME 04112-0287 Established: 1930 Telephone: (207) -82-2-41 Reference: Policy Area: 00 ; Umbrella: 40 Unit: 278 ; Citation: T0004 M.R.S.A., Sect. 000000101

PURPOSE:

The purpose of the Superior Court is to serve as the trial court of general jurisdiction for the State of Maine. (a M.R.S.A., Sect. 105)

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.

PROGRAM:

The Chief Justice of the Superior Court assigns Superior Court justices to serve throughout the state. On a regular basis, the court administrators, in coordination with the justices, and clerks, prepare schedules detailing the daily work of justices and court reporters.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

SUPREME JUDICIAL COURT

HON. DANIEL E. WATHEN, CHIEF JUSTICE

Central Office: 142 FEDERAL STREET, PORTLAND, ME Mail Address: P.O. BOX 368, PORTLAND, ME 04112-0368 Established: 1920 Reference: Policy Area: 00; Umbrella: 40 Unit: 276; Citation: T0004 M.R.S.A., Sect. 00000001

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 Superior Court, appeals from all final judgements, orders and decrees of the Probate Court, appeals of decisions of the Public Utilities Commission and the Workers Compensation Board, 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 Superiort Court to heart 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 dicipline 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 Maine 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 two active retired Supreme Court Justices in FY95.

LICENSES:

Admission to Practice - Attorney At Law, 4 M.R.S.A. Sec. 801

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

VALERIE LANDRY, COMMISSIONER

Central Office: 20 UNION ST, AUGUSTA, ME, 04332-0309 Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME, 04333-0054 1971 Telephone: (207) 287-3788 Established: Reference: Policy Area: 04; Umbrella: 12 Unit: 158; Citation: T0026 M.R.S.A., Sect. 000001401 Average Count-All Positions: 838.5 Legislative Count: 40.0 Units: OFFICE OF THE COMMISSIONER BUREAU OF LABOR STANDARDS STATE ADVISORY COUNCIL (LABOR) MAINE LABOR RELATIONS BOARD DIVISION OF ADMINISTRATIVE HEARINGS PANEL OF MEDIATORS STATE APPRENTICESHIP AND TRAINING COUNCIL MAINE OCCUPATIONAL INFORMATION COORDINATING

STATE APPRENTICESHIP AND TRAINING COUNCIL STATE BOARD OF ARBITRATION AND CONCILIATION BOARD OF BOILER RULES DIVISION OF ECONOMIC ANALYSIS AND RESEARCH BOARD OF ELEVATOR AND TRAINWAY SAFETY BUREAU OF EMPLOYMENT SECURITY BUREAU OF EMPLOYMENT SECURITY BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS HUMAN RESOURCE DEVELOPMENT COUNCIL JOB SERVICE DIVISION MAINE LABOR RELATIONS BOARD PANEL OF MEDIATORS MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE BOARD OF OCCUPATIONAL SAFETY AND HEALTH TWELVE COUNTY SERVICE DELIVERY AREA MAINE UNEMPLOYMENT INSURANCE COMMISSION UNEMPLOYMENT COMPENSATION DIVISION

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

ORGANIZATION:

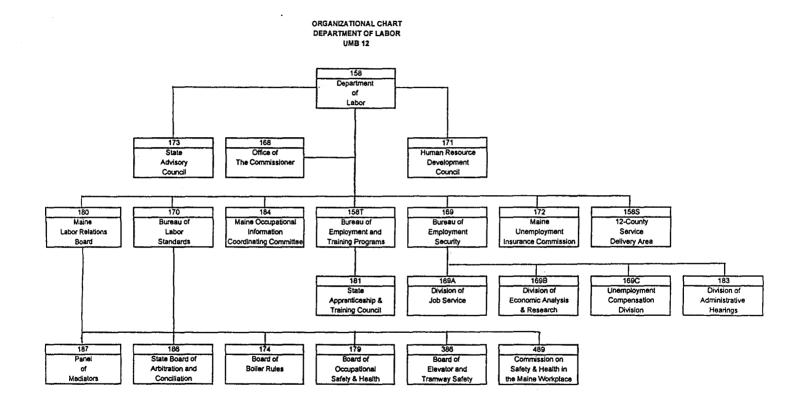
The Department of Labor was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various employment and training related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 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 improve the functions and activities of the interrelated component organizational units.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF LABOR	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	17,786,096	1,208,436	826,352		15,751,308	
HEALTH BENEFITS	2,265,206	147,060	105,890		2,012,256	
RETIREMENTS	2,992,809	210,760	132,766		2,649,283	
OTHER FRINGE BENEFITS	164,131	10,985	8,357		144,789	
OTHER CONTRACT SERVICES STATE	887,876	15,019	121,645		751,212	
COMPUTER SERVICES STATE	102,813	178,948	236,888		- 313,023	
OTHER CONTRACT SERVICES	3,619,059	267,253	289,452		3,062,354	
RENTS	2,232,340	66,383	130,320		2,035,637	
COMMODITIES	767,770	79,878	45,431		642,461	
GRANTS, SUBSIDIES, PENSIONS	137,634,641	4,065,301	281,453		25,494,611	107,793,276
PURCHASE OF LAND	69,818				69,818	
EQUIPMENT	1,325,811		71,949		1,253,862	
INTEREST-DEBT RETIREMENT	382				382	
TRANSFER TO OTHER FUNDS	351,074		74,719		276,355	
TOTAL EXPENDITURES	170,199,826	6,250,023	2,325,222		53,831,305	107,793,276



DEPARTMENT OF LABOR

OFFICE OF THE COMMISSIONER

VALERIE R. LANDRY, COMMISSIONER

Central Office: 20 UNION ST, AUGUSTA, ME 04332-0309 Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 Established: 1983 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 168 ; Citation; T0026 M.R.S.A., Sect. 000001401

PURPOSE:

The Office of the Commissioner of the Department of Labor is the central administrative unit of the Department. The responsibilities of the Office include review, oversight and coordination of all Departmental functions. The Office provides primary liaison with federal and state agencies, the Legislature, the press and the public.

ORGANIZATION:

The Office of the Commissioner consists of the Commissioner, the assistant to the Commissioner for Public Affairs, immediate support staff, the Office of Administrative Services, the Office of Human Resources and the Office of Information Processing.

PROGRAM:

The programs of the Department are implemented through its component units.

FINANCES, FISCAL YEAR 1995: 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 THE COMMISSIONER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	40,627	40,627				
HEALTH BENEFITS	7,159	7,159				
RETIREMENTS	12,657	12,657				
OTHER FRINGE BENEFITS	886	886				
OTHER CONTRACT SERVICES	9,636	9,636				
RENTS	1,638	1,638				
COMMODITIES	4,596	4,596				
TOTAL EXPENDITURES	77,199	77,199				

STATE ADVISORY COUNCIL (LABOR)

VALERIE R. LANDRY, COMMISSIONER

Central Office: 20 UNION ST, AUGUSTA, ME Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 Established: 1936 Telephone: (207) 287-3788 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 173 ; Citation: T0026 M.R.S.A., Sect. 000001082

PURPOSE:

The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION:

Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and was further amended August 13, 1947 to limit the

DEPARTMENT OF LABOR

State Advisory Council to not more than nine members equally representing employers, employees, and the general public.

PROGRAM:

The State Advisory Council met on July 19, 1994; September 20, 1994; November 30, 1994; December 15, 1994; and January 17, 1995.

The expenditures of this unit are, by administrative decision, included with those of the Bureau of Employment Security.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF ADMINISTRATIVE HEARINGS

VALERIE LANDRY, COMMISSIONER

Central Office: 20 UNION ST, AUGUSTA, ME 04332-0309 Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 Established: Telephone: (207) 287-3961 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 183 ; Citation: T0026 M.R.S.A., Sect. 000001082

PURPOSE:

The Division of Administrative Hearings is a unit of the Department that provides hearing services to it and other Departments pursuant to the Maine Administrative Procedures Act. Hearings are held in locations throughout the state. Telephone hearings are conducted for the convenience of the parties and for efficiency. About 50% of the cases are heard by telephone. Telephone hearings are appropriate when few facts are in dispute or the parties are situated long distances from each other.

ORGANIZATION:

Consistent with its primary responsibility to the Department of Labor programs, the division provides hearing services to the Departments of Mental Health and Retardation, Professional and Financial Regulation and the Maine State Housing Authority.

The Division is comprised of a Director and Chief Administrative Hearing Officer, 8 Administrative Hearing Officers and 9 support staff. In FY 94 the division issued over 6,500 decisions.

PROGRAM:

The mission of the division is to provide a full and fair opportunity for the parties to present the facts and law regarding a dispute and to hear and decide cases in the most efficient manner possible. It markets this service to other governmental units to reduce mutual costs.

PUBLICATIONS:

A video on "How to Prepare for Your Appeals Hearing" is available to claimants, employers and attorneys at local offices, on cable television, at public libraries and through the mail. A pamphlet, "Preparing for Your Appeals Hearing" is mailed to all parties to a hearing.

The expenditures of this unit amounted to \$1,145,485.24 in FY 95 and are, by administrative decision, included with those of the Department of Labor, Bureau of Employment Security.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE APPRENTICESHIP AND TRAINING COUNCIL

JOANNA JONES, CHAIR

Central Office:HALLOWELL ANNEX CENTRAL BLDG., HALLOWELL, ME 04347Mail Address:55 STATE HOUSE STATION, AUGUSTA, ME 04333-0055Established:1943Telephone:(207) 624-6430Reference:Policy' Area: 04 ; Umbrella:12 Unit:181 ; Citation:TotalT

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 through the Employment and Training System.

ORGANIZATION:

The Council is composed of 12 members appointed by the Governor: 4 members must be representatives of employees and members of a recognized labor organization; 4 members must be representatives of employers; and 4 members must represent the public; 2 of which must represent the interests of women, minorities, and aid to families with dependent children recipients in apprenticeship. The term of one member of each group expires each year. The Council elects a chair, vice chair, and secretary. The Councils budget is incorporated in the overall Bureau of Employment and Training Program budget. The Bureau Director supervises Council employees and the disbursement of funds. The Director of the Division of Applied Technology Administration within the Department of Education, the Director of Workforce Development, the Commissioner of Labor, and the Director of Apprenticeship Training for the Maine Technical College System are non-voting ex-officio members of the Council.

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 the Maine Job Training System and Job Service to further place apprentices in programs written for employment and training participants. The Council has a pre-apprentice program to assist in the school-to-work transition for youth and others not currently job ready. The majority of apprentices and pre-apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

LICENSES:

Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

Certificates of Completion to pre-apprentices who have successfully completed their pre-apprentices training.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

Pertinent statistics for fiscal year 1994/1995 are as follows.

Apprenticeship

New Programs Registered	49
Programs cancelled	4
Total Programs to July 1, 1995 - 601	
New Apprentices Registered	311
Apprentices Reinstated	0
Apprentices Completed	240
Apprentices Cancelled	127
Apprentices Suspended	0
Female Apprentices Registered	53
Female Apprentices Reinstated	0
Female Apprentices Completed	15
Female Apprentices Cancelled	29
Female Apprentices Suspended	0
Females Placed in Non-traditional Occupations	20
Percentage of Females in Apprentices	11.79%
Minority Apprentices Registered	1
Minority Apprentices Completed	1
Average Wage of Completed Apprentices	\$11.02
Total Apprentices Registered	916

Certificates: After certification by the employer or a Joint Apprenticeship Training Comittee 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.

The expenditures of this unit are, by administrative decision, included with those of the Bureau of Employment & Training Programs.

STATE BOARD OF ARBITRATION AND CONCILIATION

ANDREW M. HORTON, CHAIR

Central Office:STATE OFFICE BLDG, 7TH FLR, AUGUSTA, MEMail Address:90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090Established:1909Telephone:(207) 287-2015Reference:Policy Area: 04 : Umbrella:12 Unit:186 : Citation:TotalTotal12 Unit:186 : Citation:TotalTotal12 Unit:186 : Citation:13 Unit:186 : Citation:14 Unit:190915 Unit:186 : Citation:16 Unit:190917 Unit:186 : Citation:18 Unit:190918 Un

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 sectors. It serves as a Board of Inquiry, as a Board of Conciliation in the private sector, or as a Board of Arbitration with power to inquire and to investigate labor-management disputes in the public or private sector.

ORGANIZATION:

The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955 and procedural reform in 1985. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

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 P.L. 294 confirmed the conciliation authority of the Board in grievance arbitration matters.

PROGRAM:

95.

A significant operational development for the Board this year was the attempted conciliation and arbitration of the removal of a municipal official. Such officials are excluded from collective bargaining; but may have a justiciable property interest in their continued employment as department heads. This Board initiative provides an expeditious, relatively low-cost alternative to the litigation experienced by some municipalities in connection with attempts to remove municipal officials. In FY 95, requests for Board services was lower than in FY 94. In FY 95, 29 requests for services were received, compared with 57 requests in FY 94 and a record 75 filings in FY 87. The persistent increase in the variety of employee and employer units requesting 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 the FY 95 there were 17 cases carried over from the prior year which required hearing and disposition by the Board or other action. All of the matters carried over from FY 94 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 29 filings in FY 95, 25 were grievance arbitration requests and 4 were requests for fact finding services. Under the statutes governing public employee collective bargaining the Board is given authority to hear fact finding and interest arbitration matters when there is a mutual submission for such services. In all, the Board issued 13 formal Decision and Awards during FY

In addition to the matters proceeding to hearing and formal Decision and Award, 14 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 or one of its members convened to hear 18 matters (13 concluded by formal Decision and Award and 4 others resolved at hearing and one pending further hearing) as compared with 24 disposed of through the hearing process in FY 94. Several matters were withdrawn or are scheduled for

DEPARTMENT OF LABOR

withdrawal. Withdrawals usually indicate settlement on the issues by the parties, often after a hearing has been scheduled.

PUBLICATIONS :

Statute Establishing the Procedures of the State Board of Arbitration and Conciliation Uniform Arbitration Act.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

Representative of the issues which came before the Board in the past fiscal year include:

- 1. Discharge
- 2. Suspension
- 3. Discipline
- 4. Seniority/layoff
- 5. Seniority/bumping
- 6. Wage rates
- 7. Scheduling and payment
- 8. Duty assignment
- 9. Overtime
- 10. Reserve rotation

- 11. Filling Positions
- 12. Promotional process
- 13. Unsafe vehicles
- 14. Break coverage
- 15. Sick leave
- 16. Value of accrued vacation
- 17. Evaluation system
- 18. Use of comp time
- 19. Paid lunch breaks
- 20. Unit work

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.

26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit shall be borne by the Maine Labor Relations Board and are, therefore, included in its financial display.

BOARD OF BOILER RULES

ALAN C. HINSEY, DIRECTOR

Central Office: HALLOWELL ANNEX CENTRAL BLDG., HALLOWELL, ME 04347 Mail Address: 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045 Established: 1931 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 174 ; Citation: T0026 M.R.S.A., Sect. 000000171

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 3 times during FY 95. The Board accepted a request for an overaged boiler to be run in a locomotive. The Board accepted requests for 3 "state specials" to be issued to boilers that are overaged.

LICENSES:

Boiler Operator Permits High and Low Pressure Boiler Operator Licenses Engineers Licenses Boiler Certificates Welder Certificates Authorized Boiler Inspector Licenses

PUBLICATIONS:

Boiler Board rules are issued through the Boiler Division.

The expenditures of this unit amounted to \$319 in FY 95 and are, by administrative decision, included with those of the Bureau of Labor Standards.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF ECONOMIC ANALYSIS AND RESEARCH

VALERIE R. LANDRY, COMMISSIONER

Central Office: 20 UNION ST., AUGUSTA, ME 04332-0309 Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 Established: 1995 Telephone: (207) 287-3788 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 169B; Citation: T0026 M.R.S.A., Sect. 000001401

PURPOSE:

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 Department with economic, management, and actuarial analysis for overall program planning and delivery.

ORGANIZATION:

The Division consists of two major operational branches: (1) Programs 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 and 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. 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 policymakers and managers in social, economic, and business planning.

PROGRAM:

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 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 statwide, 35 labor markets areas, 16 counties, and over 500 minor civil divisions.

Occupational Statistics. Research was conducted to determine staffing patterns in manufacturing, hospitals, and agricultural services. 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 Department's local offices in Augusta, Lewiston, Portland and Bangor to cover the specific labor market information needs of the Department, other public agencies, and a variety of user groups in Maine's 35 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 Department leadership on the activities of the Job Service and Unemployment Compensation (UC) Fund under various economic assumptions. Economic projections were made for workload planning and UC trust fund loans.

Census Data Program. In May 1983 the Division was designated as the organization responsible for the State's Census Data Program. The Division provides program management to a statewide network of affiliates offering an information services on U.S. Bureau of the Census materials. The Division also is the lead agency for the Business and Industry Data Center, BIDC, which provides a more comprehensive role in the dissemination of not only census data, but labor market information. The 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 1994, the Census Data Center and affiliate network responded to 12,000 requests.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

- 1. Maine Labor Market Digest (Free-Monthly)
- 2. Maine Occupational Staffing Patterns by Industry: (Free)
 - a. Wholesale and Retail Trade, Transportation, Communications, Electric, Gas, and Sanitary Services
 - b. Manufacturing
 - c. Government
 - d. Education
 - e. Non-manufacturing
 - f. Agricultural Services
 - g. Hospitals
- 3. Job Hunting in Maine (\$3.00)
- 4. Technical Services Monographs (Varying Fees)
- 5. Maine Labor Force By County and Labor Market Area (Free)
- 6. Maine Occupational Statistics for Affirmative Action Planning, 4 Volumes (\$20.00 each)
- 7. The Maine Employment and Earnings Statistical Handbook (\$15.00)
- 8. Occupational Profiles, 3 Volume Set (\$49.50)
- 9. Maine Directory of Occupational Licensing (\$30.00)
- 10. Diversity and Community (\$5.00)
- 11. County Highlights from the 1990 Census for:
 - Income
 - Poverty
 - Education
 - Earnings
- 12. Civilian Labor Force Estimates: 1993-1994 (\$8.00)
- 13. 1993 Maine Occupational Wages (\$15.00)
- 14. Occupational and Industrial Employment Projections 1988-2000 for: Coastal Region
 - Southern Region Northeastern Region
 - Northeastern Regi
 - Central Region
 - Western Region Northern Region

BOARD OF ELEVATOR AND TRAMWAY SAFETY

ALAN C. HINSEY, CHAIR

 Central Office:
 HALLOWELL ANNEX CENTRAL BLDG., HALLOWELL, ME 04347

 Mail Address:
 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045

 Established:
 1949

 Reference:
 Policy Area: 04 : Umbrella:

 12 Unit:
 386 : Citation:

 Total
 M.R.S.A., Sect.

 000000475

PURPOSE:

The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

ORGANIZATION:

The Elevator Law was enacted in 1949 and in 1951 the Board of Elevator Rules and Regulations was established which adopted national standards as rules for new elevator installations and existing elevators.

The Passenger Tramway Safety Board was created in 1961, and merged with the Elevator Board in 1977 to form the Board of Elevator and Tramway Safety.

The Director of the Bureau of Labor Standards serves as the Chairperson. The remaining members represent elevator owners, elevator manufacturers, licensed elevator mechanics, ski area operators, licensed professional engineers, the general public, and the physically handicapped. A representative of the Division of Fire Safety also serves on the Board.

PROGRAM:

The Board held 4 meetings in FY 95. The Board approved 9 variance requests to install residential elevators for handicapped persons in light usage buildings; the Board approved a request to install a vertical lift that will have 3 stops; the Board approved a request to install a vertical lift that will have a travel of 15 feet; the Board accepted a request to have access through a machine room to an adjacent room; the Board approved a request for a tramway inspector; the Board tabled a request to install a residential elevator in a masonic lodge; the Board denied 2 requests to install vertical lifts that will each penetrate floors; the Board denied a request for a vertical lift that will have a travel of 14 feet and penetrate a floor.

LICENSES:

Elevator mechanic Licenses Elevator Certificates Incline Lift Certificates Vertical Lift Certificates Tramway Certificates

PUBLICATIONS:

Elevator and Tramway rules are issued through the Elevator and Tramway Safety Division.

The expenditures of this unit amounted to \$207 in FY 95 and are, by administrative decision, included with those of the Bureau of Labor Standards.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF EMPLOYMENT SECURITY VALERIE LANDRY, COMMISSIONER OF LABOR

Central Office: 20 UNION ST, AUGUSTA, ME 04332-0309 Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 Established: 1980 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 169 ; Citation: T0026 M.R.S.A., Sect. 000001082 Average Count-All Positions: 619.50

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 provided a free labor exchange to Maine's employers and job seekers. It is responsible for administering the State's Unemloyment Compensation Program and related federal programs. It also issues training allowance payment to eligible participants in various federally-sponsored training programs.

ORGANIZATION:

The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933.

The Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide employment concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under the 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 the Bureau is implemented through its four component divisions: Administrative Hearings (unit 183); Job Service (unit 169A); Economic Analysis and Research (unit 169B); and Unemployment Compensation (unit 169C). The expenditures for these units are, by administrative decision, displayed under the Bureau of Employment Security. FINANCES, FISCAL YEAR 1995: 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 SECURITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES	10.120			1 CAL	Teneb	101120
SALARIES & WAGES	13,233,388				13,233,388	
HEALTH BENEFITS	1,706,823				1,706,823	
RETIREMENTS	2,220,226				2,220,226	
OTHER FRINGE BENEFITS	119,841				119,841	
OTHER CONTRACT SERVICES STATE	720,964		25,996		694,968	
COMPUTER SERVICES STATE	- 526,950		187,455		- 714,405	
OTHER CONTRACT SERVICES	2,594,280		104,215		2,490,065	
RENTS	2,003,089		115,303		1,887,786	
COMMODITIES	472,379		6,716		465,663	
GRANTS, SUBSIDIES, PENSIONS	116,871,255		20,000		9,057,979	107,793,276
PURCHASE OF LAND	69,818				69,818	
EQUIPMENT	1,077,299				1,077,299	
INTEREST-DEBT RETIREMENT	362				362	
TRANSFER TO OTHER FUNDS	163,759		6,689		157,070	
TOTAL EXPENDITURES	140,726,533		466,374		32,466,883	107,793,276

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS

VACANT, EXECUTIVE DIRECTOR

Central Office: HALLOWELL ANNEX CENTRAL BLDG., HALLOWELL, ME 04347 Mail Address: 55 STATE HOUSE STATION, AUGUSTA, ME 04333-0055 Established: 1983 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 158T; Citation: T0026 Average Count-All Positions: 34.00 Legislative Count:-1.00

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 Resources Development Council), to the Service Delivery Areas (SDAs), pursuant to the Job Training Partnership Act (JTPA), as amended in 1992 by Public Law 102-367, 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), 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 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-Coundy SDA Workforce Development Centers 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 Initiative (MTI), the Strategic Training for Accelerated Reemployment (STAR) Program, and the Health Occupations Training (HOT) Project. 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 SDAs. 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 an annual report describing the accomplishments of the entire Job Training System. This is a public document available to anyone by writing the Executive Director, Bureau of Employment & Training Programs, State House Station #55, Augusta, Maine 04333, or by calling (207) 624-6390.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	670,954	208,961			461,993	
HEALTH BENEFITS	70,928	25,183			45,745	
RETIREMENTS	118,784	35,103			83,681	
OTHER FRINGE BENEFITS	6,097	1,811			4,286	
OTHER CONTRACT SERVICES STATE	36,285	10,648			25,637	
COMPUTER SERVICES STATE	264,556	115,787			148,769	
OTHER CONTRACT SERVICES	210,490	96,794			113,696	
RENTS	57,069	47,078			9,991	
COMMODITIES	28,932	14,874			14,058	
GRANTS, SUBSIDIES, PENSIONS	10,241,180	4,058,866			6,182,314	
EQUIPMENT	27,327				27,327	
TRANSFER TO OTHER FUNDS	20,997				20,997	
TOTAL EXPENDITURES	11,753,599	4,615,105			7,138,494	

HUMAN RESOURCE DEVELOPMENT COUNCIL

WILLIAM J. KIELTYKA, CHAIR

Central Office: HALLOWELL ANNEX, CENTRAL BLDG, HALLOWELL, ME 04347 Mail Address: 55 STATE HOUSE STATION, AUGUSTA, ME 04333-0055 Established: 1987 Telephone: (207) 624-6390 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 171 ; Citation: T0026 M.R.S.A., Sect. 000002005

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 down into three areas: (1) Advisory

- Develop and recommend policy for human resource development activities on a state-wide basis.
- (2) Coordination Coordinate activities and linkages with other state agencies and private industry.
- (3) Review

Review and certify regional 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 as amended in 1992 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 legislature, state and local government, local education, organized labor, community organizations, the JTPA-eligible population and the general public.

The Council and its Committees 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 expenditures of this unit are, by administrative decision, included with those of the Bureau of Employment and Training Programs.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

JOB SERVICE DIVISION

VALERIE R. LANDRY, COMMISSIONER

Central Office: 20 UNION ST., AUGUSTA, ME 04332-0309 Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 Established: 1995 Telephone: (207) 287-3788 Reference: Policy Area: 04 : Umbrella: 12 Unit: 169A; Citation: T0026 M.R.S.A., Sect. 000001401

PURPOSE:

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.

ORGANIZATION:

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. The Job Service is a division of the Bureau of Employment Security, Department of Labor. During this past fiscal year, the Job Service operated 17 local offices located throughout the state.

The Job Service offers a variety of services categorized into three major program areas: Applicant Services Program, Employer Services Program and Other Programs. Federal funding for these programs was approximately \$8 million in FY 95.

PROGRAM:

The Applicant Services Program includes Work Registration, Job Placement and Counseling. For Work Registration a complete work history is collected on every applicant. This registration 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 128,500 applicants. Job Placement is accomplished by utilizing a computerized Job Matching System that matches people with jobs by encoding specific data on the applicant's qualifications and the employer's specific job requirements. In PY 94 the Job Service made approximately 57,500 referrals that resulted in over 13,500 successful placements. Employment counseling is done by a trained counselor who works with clients to establish goals that will assist and enhance the employment possibilities of the clients. Over 1,350 counseling interviews were held in PY 94.

The Employer Services Program includes Employer Visitation, Exclusive Referrals, and Positive Recruitment. The objective of Employer Visitation is to inform employers about the services that can be provided and to learn about specific employment needs. Services were provided to over 3,500 employers. The Job Service is the Exclusive Referral Agent for approximately 68 of the largest employers in the state. All applicants for jobs with the particular employer must apply at the Job Service. This program has proven to be an effective method for placing applicants in jobs, and it has relieved the employers from many personnel activities associated with hiring personnel. Through Positive Recruitment employers are offered 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 administered by the Job Service include: the Trade Adjustment Assistance Program that is federally funded. It provides a full range of employment services to applicants displaced from their jobs as a direct result of foreign trade. During PY 95 training programs have been approved representing \$1,493,000. The Strategic Training for Accelerated Reemployment (STAR) Program is a State-funded training program administered by the Jobs Training System. The Job Service Division determines eligibility and completed 3,572 such determinations in State FY 95. In the Testing Program area, employment tests are administered that assess an applicant's aptitudes and vocational interests and determine the individual's probability of success in a particular type of job. Employment counselors interpret the results of the tests for applicants making vocational and career choices. Tests were administered to 1,217 individuals this year.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF LABOR STANDARDS

ALAN C. HINSEY, DIRECTOR

Central Office: HALLOWELL ANNEX CENTRAL BLDG., HALLOWELL, ME 04347 Mail Address: 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045 Established: 1973 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 170 ; Citation: T0026 Average Count-All Positions: 66.00 Legislative Count: 31.00

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; and 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 the Bureau of Labor Standards. This was necessary because the name of the Department of Manpower Affairs was changed to the Department of Labor.

The Bureau is divided into five divisions: Administration; Research & Statistics; Wage & Hour; Boiler, Elevator & Tramway, and Safety.

PROGRAM:

The Bureau is responsible for administering four major program areas: Research & Statistics; Wage & Hour; Boiler, Elevator & Tramway; and Industrial Safety.

The Research and Statistics Division collects and distributes statistical data concerning labor and industrial pursuits in the state. The Division conducts six major programs plus performs special studies upon request. The primary products/services prepared by the Research & Statistics Division are the Census of Maine Manufacturers; the Census of Fatal Occupational Injuries; the Construction Wage Rate Survey; the Directory of Maine Labor Organizations; the Occupational Safety and Health Survey; and the Census of Case Characteristics.

The Wage & Hour Division investigates complaints alleging wage, child labor, rest breaks and other labor law violations. This division also issues minors' work permits and is responsible for registering stuffed toys and bedding in Maine.

The Boiler, Elevator and Tramway Division ensures that citizens and visitors of the State are protected 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. In 1995, professional staff vacancies severely limited division activities in this area.

The Safety Division consists of four programs involving workplace safety and health issues. The enforcement program is responsible for enforcing the Rules and Regulations adopted by the Ocupational Safety and Health Board in the public sector.

A 7(c)(1) Consultation Contract with the Federal Occupational Safety and Health Administration was signed in October, 1978. The purpose of the program is to inspect, issue recommendations, 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, information programs, and inspections.

The Educational and Training Unit funded 23 occupational safety and health training proposals by private entities. The Safety and Health Compact has been developed to provide training and raise the level of awareness for employers.

LICENSES:

Boiler Inspection Certificates Boiler Inspectors Certificate of Authority Boiler Operators License Boiler Operator Permit Boiler Engineer License Welders Certificate of Qualification Elevator Inspection Certificate Tramway Inspectors Certificate of Authority Tramway Inspectors License Wire Rope Inspector Qualification Elevator Mechanics License Registration: Bedding & Stuffed Toys

PUBLICATIONS: Maine Labor Laws Specifically Applicable to Youth (free) Hazardous Occupations & Operations Subject to Minimum Age of 18 Yrs (free) Bedding: Upholstered Furniture Law (free) Stuffed Toy Law (free) Boiler Rules and Revised Boiler Law (\$3.00) Elevator and Tramway Rules of Maine (\$4.00) Census of Maine Manufactures, annual, mailing list maintained, free Characteristics of Work-Related Injuries & Illnesses in Maine, annual, free Directory of Maine Labor Organizations, annual, mailing list, free Cocupational Injuries & Illnesses in Maine, annual, mailing list, free Labor Relations in Maine, annual, mailing list maintained, free Maine Construction Wage Rates, annual, mailing list maintained, free The Report of Fatal Occupational Injuries in Maine, annual, mail list, free

FINANCES, FISCAL YEAR 1995: 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	1,563,832	628,779	761,201		173,852	
HEALTH BENEFITS	209,424	79,354	103,445		26,625	
RETIREMENTS	259,401	103,599	127,047		28,755	
OTHER FRINGE BENEFITS	16,769	5,306	7,915		3,548	
OTHER CONTRACT SERVICES STATE	97,555	1,643	94,290		1,622	
COMPUTER SERVICES STATE	76,379	17,309	43,913		15,157	
OTHER CONTRACT SERVICES	318,132	124,448	123,242		70,442	
RENTS	36,264	11,917	14,398		9,949	
COMMODITIES	137,867	52,852	35,719		49,296	
GRANTS, SUBSIDIES, PENSIONS	262,903	218	260,153		2,532	
EQUIPMENT	84,189		71,949		12,240	
INTEREST-DEBT RETIREMENT	3				3	
TRANSFER TO OTHER FUNDS	76,868		59,623		17,245	
TOTAL EXPENDITURES	3,139,586	1,025,425	1,702,895		411,266	

WAGE AND HOUR DIVISION ACTIVITIES: FY 95

Inspections	4,111
Violations	2,372
Work Permits and Certificates of Age	4,443
Minimum Wage & Overtime Paid to Employees	\$ 51,457.60
Unpaid Wages, Vacation Pay and Insurance	\$ 71,542.98
Severance Pay Paid to Employees	\$ 1,531,951.18
Wage Assurance Paid to Employees	\$ 12,273.30
Registration Fees, Bedding & Upholstered Furniture	\$ 34,790.00
Registration Fee, Stuffed Toys	\$ 29,660.00

BOILER, ELEVATOR & TRAMWAY DIVISION ACTIVITIES: FY 95

Boilers:	4,291 covered by the statutes	
Boiler C	ertificates Issued	2,188
Boiler In	spector Certificates Issued	18
Welder	Certificates Issued	911
Enginee	er and Operator Examinations	504
Enginee	er Licences Issued	823
Operato	ors Licenses Issued	692
Boiler C	ode Books sold	77
Total Inc	come from Boiler Operations:	\$ 123,332.00

Elevator and Tramways: 2,954 covered by the statutes

Certificates Issued	
Elevators	987
Incline Lifts	84
Vertical Lifts	66
Escalators	7
Tramways	25
New Installations	
Plan Reviews	79
Initial Inspections	
Elevators	105
Vertical Lifts	31
Incline Lifts	15
Elevator Mechanics Licenses	6
Elevator/Tramway Variance Requests	8
Elevator Code Books sold	. 0
Total Income from Elevator/Tramway Operations:	\$ 203,136.00

SAFETY DIVISION ACTIVITIES: FY 95

340
84
157
75
20
-
4
4,178
27
722
8,790
2,861
6,750

MAINE LABOR RELATIONS BOARD MARC P AYOTTE, EXECUTIVE DIRECTOR

 Central Office:
 STATE OFFICE BLDG, AUGUSTA, ME

 Mail Address:
 90 STATE HOUSE STATION, AUGUSTA, ME 04333

 Established:
 1972

 Reference:
 Policy Area: 04 ; Umbrella:

 12
 Unit:

 180 ; Citation:
 Toologo

 M.R.S.A., Sect.
 000000968

 Legislative Count:
 6.00

PURPOSE:

The Maine Labor Relations Board was established to improve the relationship between public employers and their employees by providing a uniform basis for recognizing the right of public employees to join labor organizations of their own choosing and to be represented by such organizations in collective bargaining. State, county, municipal, school department, university and judicial employees come within the Board's jurisdiction.

If employers and employee organizations are unable to agree on appropriate bargaining units, Board hearing examiners fashion such units through the unit determination process. Once an appropriate unit is constituted, and absent voluntary recognition by the public employer, the Board conducts a representation election to determine whether a majority of unit employees wish to be represented by an employee organization for purposes of collective bargaining.

Established bargaining units may be modified by agreement of the public employer and the bargaining agent or through the unit clarification process. Unit employees seeking to terminate an organization's status as their bargaining agent may petition the Board to conduct a decertification election. Board staff conduct unit proceedings and representation elections, subject to review by the Board. The Board is comprised of a public representative, who serves as Chair, an employee representative and an employer representative. Each primary member has two alternates. The Board adjudicates alleged unfair labor practices, referred to as "prohibited acts" under the four labor relations statutes.

The various labor relations statutes administered by the Board prohibit public employees from engaging in work stoppages, strikes or slowdowns and provide the dispute resolution procedures in lieu of the self-help options available to employees and employers in the private sector.

The dispute resolution procedures include 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. Services of Panel members are available to parties in both private and public sectors.

The State Board of Arbitration and Conciliation is also administered by the MLRB Executive Director. The Board serves in both the private and public sectors, and is primarily engaged in resolving grievance arbitration disputes in the public sector.

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 chair. 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 95, 28 voluntary or joint agreements relative to bargaining units were received. compared with 18 in the prior fiscal year. demonstrating that

received, compared with 18 in the prior fiscal year, demonstrating that organizational efforts may have saturated much of the municipal, educational and state sectors. During FY 95, 17 unit determination or clarification petitions were filed, compared with 16 such filings in FY 94.

There were 15 election requests received by the Board in FY 95. In addition to this, the Baord received 2 decertification/certification requests and 1 straight decertification election. With respect to election activities, there were 22 election requests in all requiring attention during the fiscal year; this compares with 22 requests in FY 94 and 20 in FY 93. In all, Board officials conducted or were scheduled to conduct 11 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 was 77, compared with 114 last year. There were 34 carry-over matters from the FY 94 filings which required mediation activity in FY 95. 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 95 dropped to 50 percent for mediations, including carry-overs, that were concluded in FY 95. Fact-finding is the second step in the three-tiered process of statutory

Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Fact finding requests decreased moderately in FY 95 to 20, down from 26 requests in FY 94. The range in Fiscal Years 1990 through 1994 had been 20 filings in FY 90 to a high of 34 in FY 91.

The Board received 17 prohibited practice complaints in FY 95. This compares to 45 in FY 94, 38 In FY 93, and 35 in FY 92. 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.

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 1995: 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 & WAGES	227,685	196,585	31,100			
HEALTH BENEFITS	21,309	21,309				
RETIREMENTS	37,323	37,323				
OTHER FRINGE BENEFITS	2,503	2,503				
COMPUTER SERVICES STATE	4,653	4,653				
OTHER CONTRACT SERVICES	29,756	15,734	14,022			
RENTS	5,272	5,272				
COMMODITIES	1,228	1,228				
GRANTS, SUBSIDIES, PENSIONS	10	10				
TRANSFER TO OTHER FUNDS	3,892		3,892			
TOTAL EXPENDITURES	333,631	284,617	49,014			

PANEL OF MEDIATORS

MARC P. AYOTTE, EXECUTIVE DIRECTOR

Central Office: STATE OFFICE BLDG, AUGUSTA, ME Mail Address: 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090 Established: 1976 Telephone: (207) 287-2015 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 187 ; Citation: T0026 M.R.S.A., Sect. 000000892

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 Maine 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 currently is one vacancy on the Panel of Mediators.

PROGRAM:

This fiscal year, the number of new requests for mediation services decreased significantly from the high level experienced last year. New mediation requests received during FY 95 numbered 77 (114 last year). In addition, there were 34 matters carried over from FY 94 that required mediation activity in FY 95. Thus, the number of matters filed, pending, and requiring attention in FY 95 reached a total of 111, compared to 151 in the previous year.

There have been repeated positive comments from practitioners and users regarding the quality and competence of various State mediators. The Panel achieved a settlement rate of 50% for matters concluded this year, including those carried forward from FY 94. The settlement rate for the past several fiscal years has exceeded 70% of the matters mediated.

The most significant development affecting Panel operations this year was introduction of the preventative mediation initiative. Upon the joint request of the parties, members of the Panel train bargaining team members at the outset of negotiations and then facilitate collaborative, problem-solving bargaining

for our client community. The preventative mediation initiative has been very successful this year.

The most difficult issues in Maine public sector negotiations in FY 95 were those having fiscal impact, especially wages and health care financing. Given the dramatic rise in the cost of health care nationally over the past few years, it is not surprising that health insurance funding continues to be among the thorniest issues facing negotiators in Maine.

26 MRSA, Sec. 965, Sub-section 2, paragraph C provides that expenditures of this unit shall be borne by the Maine Labor Relations Board and are, therefore, included in its financial display.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

VALERIE R. LANDRY, CHAIR

Central Office: 57 WINTHROP STREET, HALLOWELL, ME 04347 Mail Address: 71 STATE HOUSE STATION, AUGUSTA, ME 04333-0071 Established: 1978 Telephone: (207) 624-6200 Reference: Policy Area: 04; Umbrella: 12 Unit: 184; Citation: T0026 M.R.S.A., Sect. 000001452 Average Count--All Positions: 5.00 Legislative Count: 3.00

PURPOSE:

The MOICC was established in 1978 under Federal law to coordinate and support the development, maintenance and operation of comprehensive career, occupational and economic databased 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.

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 within state statute, 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, a Steering Committee has 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 95, the Career Information Delivery System (CIDS) experienced a vendor change. After a formal RFP process wherein 15 professionals from varying career counseling settings made recommendations to MOICC staff, CHOICES was adopted as MOICC's computerized career information delivery media. In FY 95, staff conducted about 30 training sessions across the state for new (CHOICES) users. In FY 95, CHOICES user sites numbered 110, including secondary schools and affiliated Adult Education programs, Technical colleges, the University system and private four-year colleges, Workforce Development Offices, and the Penobscot Job Corps Center. Supplementing CIDS, the State Training Inventory (STI) was distributed to most user sites. STI provides institutional training information from secondary to four year college programs, Trade schools, special licensing schools, and hospital-based training programs. The current version contains data for New England, New York and New Jersey.

The computerized Occupational Information System (OIS) containing occupational supply, demand, and related information continued to be used by the Bureau of Applied Technology and Adult Learning and the Technical Colleges in planning programs attuned to labor market trends. MOICC continued the operation of the Work Education Resource Center (WERC). The Center contains the most extensive collection of career education and information materials in Maine. Publications and materials were loaned to approximately 250 schools and agencies in FY 95. Partially funded by MOICC, the Division of Economic Analysis and Research developed the most extensive and thorough Occupational Wages Report currently available in Maine. In FY 95, four issues of the MOICC NEWSLETTER were distributed to over 2,000 users of MOICC services. The 17th annual Career Development Conference was held at Central Maine Technical College.

Training remained high on the priority list. MOICC staff made over 55 training and general presentations to students, counselors, parent groups, unemployed individuals, and counselor education students during the year. MOICC staff also was heavily involved with providing technical assistance to the 15 School-to-Work sites designated by the Maine Department of Education. Through a Special Purpose Grant from the National Occupational Information Coordinating Committee, MOICC staff participated in the development of an Adult Portfolio entitled "Life Work Portfolio." The portfolio was pilot tested at several sites across the nation, including the Northern Oxford County Vocational Area Adult Education program. Finally, four two-day Improved Career Decision Making (ICDM) workshops were held, with over 100 counselors from multiple agencies receiving training.

PUBLICATIONS:

The Maine Job Box (free) The MOICC Newsletter (free) Maine Works (free) The Top 40 Career Hits in Maine (free) Career Perspectives (free) The Maine Guide (free) Planning To Realize Educational Potential (free) FINANCES, FISCAL YEAR 1995: 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 & WAGES	163,230	91,481	4,354		67,395	
HEALTH BENEFITS	16,053	8,299	408		7,346	
RETIREMENTS	28,794	15,131	924		12,739	
OTHER FRINGE BENEFITS	921	328	22		571	
OTHER CONTRACT SERVICES STATE	9,951	2,728	817		6,406	
COMPUTER SERVICES STATE	61,464	41,199	7,500		12,765	
OTHER CONTRACT SERVICES	71,181	16,747	46,288		8,146	
RENTS	1,205	478			727	
COMMODITIES	7,672	5,904	1,005		763	
GRANTS, SUBSIDIES, PENSIONS	30,547	6,207	1,300		23,040	
TRANSFER TO OTHER FUNDS	9,984		3,594		6,390	
TOTAL EXPENDITURES	401,002	188,502	66,212		146,288	

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

ALAN C. HINSEY, DIRECTOR

 Central Office:
 HALLOWELL ANNEX, CENTRAL BLDG., HALLOWELL, ME 04347

 Mail Address:
 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045

 Established:
 1975

 Telephone:
 (207) 624-6460

 Reference:
 Policy Area: 04 ; Umbrella:
 12 Unit:
 179 ; Citation:
 T0026
 M.R.S.A., Sect.
 000000564

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 3 times in FY 95 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.

PUBLICATIONS:

Safety and Health Standards (free)

The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

TWELVE COUNTY SERVICE DELIVERY AREA

GEORGE EZZY, DIRECTOR

 Central Office:
 OLD NURSES BLDG, AMHI COMPLEX, AUGUSTA, ME

 Mail Address:
 124 STATE HOUSE STATION, AUGUSTA, ME 04333-0124
 FAX:
 (207) 287-3611

 Established:
 1993
 Telephone:
 (207) 287-3378

 Reference:
 Policy Area: 04 ; Umbrella:
 12 Unit:
 158S ; Citation:
 T0026
 M.R.S.A., Sect.
 000001401

 Average Count--All Positions:
 108.00
 Legislative Count:
 1.00

PURPOSE:

The 12-County Service Delivery Area, officially known as the Workforce Development Centers, provides employment and training services to citizens in Androscoggin, Aroostook, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo, Washington and York Counties pursuant to the Job Training Partnership Act (JTPA) as amended in 1992 by Public Law 102-367, the Maine Training Initiative (MTI) Law (26 MRSA, Sec. 2005), the Health Occupation Training Project (26 MRSA Sec. 2151 et. seq. (1988) as amended by Public Law C. 577), and the Strategic Training for Accelerated Reemployment Program (26 MRSA, Sec. 2015-A (1988), as amended by Public Law C541).

ORGANIZATION:

The Workforce Development Centers operates as a division within the Maine Department of Labor. The unit is funded through JTPA federal funds and state job training funds. The programs are overseen by a Private Industry Council of twenty-two members with representation from all counties served.

PROGRAM:

The unit provides directly or through contracts with other agencies basic education, occupational training and job placement services to eligible applicants, both youth and adult. Programs are operated in accordance with requirements of Federal and State legislation and are subject to performance standards established by the United States Secretary of Labor. Customer services are provided on an individualized need basis with emphasis on customer choice.

PUBLICATIONS:

The Workforce Development Centers annually publishes a plan for each of its programs. These documents are available to anyone by writing, the Executive Director, Workforce Development Centers, Hospital Street, #124 Statehouse Station, Augusta, Maine 04333, or by calling (207) 287-3378.

FINANCES, FISCAL YEAR 1995: 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

TWELVE COUNTY SERVICE DELIVERY AREA	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,886,380	42,003	29,697		1,814,680	
HEALTH BENEFITS	233,510	5,756	2,037		225,717	
RETIREMENTS	315,624	6,947	4,795		303,882	
OTHER FRINGE BENEFITS	17,114	151	420		16,543	
OTHER CONTRACT SERVICES STATE	23,121		542		22,579	
COMPUTER SERVICES STATE	222,711		- 1,980		224,691	
OTHER CONTRACT SERVICES	385,584	3,894	1,685		380,005	
RENTS	127,803		619		127,184	
COMMODITIES	115,096	424	1,991		112,681	
GRANTS, SUBSIDIES, PENSIONS	10,228,746				10,228,746	
EQUIPMENT	136,996				136,996	
INTEREST-DEBT RETIREMENT	17				17	
TRANSFER TO OTHER FUNDS	75,574		921		74,653	
TOTAL EXPENDITURES	13,768,276	59,175	40,727		13,668,374	

MAINE UNEMPLOYMENT INSURANCE COMMISSION

JOHN B. WLODKOWSKI, ESQ., CHAIR

 Central Office:
 175 LANCASTER ST. RM 220, PORTLAND, ME 04104-0856

 Mail Address:
 PO BOX 856, PORTLAND, ME 04104-0856
 FAX:
 (207) 822-0205

 Established:
 1936
 Telephone:
 (207) 822-0200

 Reference:
 Policy Area: 04;
 Umbrella:
 12 Unit:
 172;
 Citation:
 To026
 M.R.S.A., Sect.
 000001081

PURPOSE

The Maine Unemployment Insurance Commission was established to hear and decide higher authority appeal cases involving disputed claims for unemployment compensation benefits and challenged determinations of employer status and liability under the Employment Security Law. The Commission may promulgate, amend or rescind rules, require reports, make investigations, and take other actions as necessary or suitable. The Commission conducts public hearings, upon proper petition or upon its own initiative, to determine the seasonal nature of an industry for unemployment benefit purposes.

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 shall be impartial and an attorney admitted to the practice of law in the state and is the chair of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee of Labor and to confirmation by the Senate, and hold office for a term of six years, or until a successor has been duly appointed and confirmed.

PROGRAM:

The Unemployment Insurance Commission conducted adjudication hearings in all parts of the State in FY 95. The Commission traveled to 13 separate local unemployment offices and other local facilities 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 conducted telephone hearings to accommodate out-of-state parties and others located in areas of the State where caseloads warrant only infrequent visits. Through the use of telephone hearings, split hearings are avoided, and parties are able to have the benefit of direct confrontation. The largest number of cases that came before the Commission during the fiscal year were disputed unemployment benefit appeals. The Commission also considered waiver requests of overpayments pursuant to 26 MRSA 1051 (5). Also, the Commission held hearings for tax offsets, under 36 MRSA, Section 5276 (A).

In accordance with 26 MRSA, Section 1044(2), the Commission also considered attorney fees charged to claimants and fees paid by the Commissioner as a result of Court action. Another major area of activity for the Commission during the Fiscal year was consideration of Unemployment Tax Assessment and employer liability appeals. Further, the Commission, pursuant to 26 MRSA, Section 1251(1), determined, after public hearing, whether certain industries were to be deemed "seasonal" industries, and the periods within which employment in those industries would be classified as "seasonal employment."

In addition to its adjudicatory duties, the Commission, in accordance with 26 MRSA, Section 1082(2) undertook a significant amendment of the Rules Governing the Administration of the Employment Security Law. Affected areas included definitions, reporting requirements, adjudicatory procedures, seasonality, deputy determinations, voluntary leaving to avoid domestic abuse, discharge for misconduct, and standard of proof for unemployment fraud. The Commission also adopted a new set of procedures and rules relating to approved training.

Looking toward FY 96, the Commission anticipates continued increase in demand in its adjudicatory function and the need to continue refinement of the regulations in several areas.

LICENSES:

The Unemployment Insurance Commission approves training programs for participation by claimants in accordance with 26 MRSA, Sections 1192(6) and (6-C).

The expenditures of this unit are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

PINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

UNEMPLOYMENT COMPENSATION DIVISION

VALERIE R. LANDRY, COMMISSIONER

Central Office: 20 UNION ST., AUGUSTA, ME 04332-0309 Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 Established: 1995 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 169C; Citation: T0026 M.R.S.A., Sect. 000001401

PURPOSE:

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.

ORGANIZATION:

The Unemployment Compensation Division of the Maine Department of Labor is headed by a Division Director who is responsible for the operations of 15 local offices and an Interstate claims office.

PROGRAM:

Unemployment compensation workloads encompassed a wide variety of activities during FY 95. Unemployment benefits were paid out of the following programs: State Unemployment Insurance (UI), Unemployment Compensation for Federal Employees (UCFE), Unemployment Compensation for Ex-Service Members (UCX), Extended Benefits (EB) providing additional benefits, and Emergency Unemployment Compensation (EUC) which provides payments to individuals who have exhausted regular or extended benefits. In addition, benefits were processed by the Special Payment Unit for the Dislocated Workers Benefits (DWB) program, which is intended to provide benefits to certain qualified workers who have

become structurally unemployed and are undergoing training for new jobs, and for the Trade Readjustment Allowances (TRA), as provided under the Trade Act.

The Eligibility Review Program provides special eligibility reviews to aid claimants in development of work search plans and solutions of re-employment problems. The Benefit Payment Control Program, utilizing an automated crossmatch system of employer wage records and claimant files, employer protest of charges, anonymous tips, and quality control program audits, is set in place to detect claimant fraud and non-fraud overpayments. In addition, a Quality Control Program has been established for post review of benefits through a random selection of active claims. The audit is designed to detect any claims which were improperly filed. The results of these audits are used to further improve operational procedures.

The benefit and administrative costs of the Unemployment Insurance Program are financed through a payroll tax on most of the State's employers. The number of active employer accounts at the end of FY 95 was 33,962, and payroll data submitted by these employers generated a total of 2,432,165 wage items processed. Tax Field and Administrative office activities produced 8,598 employer startup determinations of which 4,557 involved newly liable employer accounts. A total of 1,736 tax field audits conducted resulted in a net receipt due of \$148,443 in under-reported contributions. Net contributions received in FY 95 totaled \$125,168,046, and the Unemployment Trust Fund balance was \$56,704,087 as of April 30, 1995. The administrative expenditures of the Unemployment Compensation amounted to approximately \$15.7 million in FY 95.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

Unemployment Compensation Benefits:

State Unemployment Insurance (UI)	
Initial Claims	114,370
Continued Claims	786,972
Compensation	\$ 108,072,722
Unemployment Compensation for Federal Employees (UCFE)	
Payments	12,667
Compensation	\$ 2,187,802
Ex-Service Members (UCX)	
Number of Weeks	2,904
Compensation	\$ 502,471
Dislocated Workers Benefits (DWB)	
Initial Claims	2,177
Payments	26,900
Compensation	\$ 4,469,766
Extended Benefits (EB)	
Initial Claims	4,084
Payments	48,550
Compensation	\$ 6,733,546
Emergency Unemployment Compensation (EUC)	
Initial Claims	105
Payments	2,105
Compensation	\$ 361,368
Trade Readjustment Allowances (TRA)	
Payments	8,354
Compensation	\$ 1,435,009
Unemployment Insurance Programs:	
Eligibility Review Program (ERP)	
Reviews Conducted	11,700
Benefit Payment Control Program:	
Fraud and Misrepresentation:	
Fraud and Misrepresentation: Determinations Issued	1,398
•	\$ 1,398 822,247
Determinations Issued	\$
Determinations Issued Overpayments	\$ 822,247
Determinations Issued Overpayments Court Convictions	\$ 822,247
Determinations Issued Overpayments Court Convictions Non-Fraud:	\$ 822,247 77
Determinations Issued Overpayments Court Convictions Non-Fraud: Determinations Issued Overpayments	822,247 77 9,210
Determinations Issued Overpayments Court Convictions Non-Fraud: Determinations Issued Overpayments Quality Control Program:	822,247 77 9,210 1,851,722
Determinations Issued Overpayments Court Convictions Non-Fraud: Determinations Issued Overpayments Quality Control Program: Cases Audited	822,247 77 9,210
Determinations Issued Overpayments Court Convictions Non-Fraud: Determinations Issued Overpayments Quality Control Program: Cases Audited Fraud and Misrepresentation:	822,247 77 9,210 1,851,722 642
Determinations Issued Overpayments Court Convictions Non-Fraud: Determinations Issued Overpayments Quality Control Program: Cases Audited Fraud and Misrepresentation: Determinations Issued	\$ 822,247 77 9,210 1,851,722 642 42
Determinations Issued Overpayments Court Convictions Non-Fraud: Determinations Issued Overpayments Quality Control Program: Cases Audited Fraud and Misrepresentation: Determinations Issued Overpayments	822,247 77 9,210 1,851,722 642
Determinations Issued Overpayments Court Convictions Non-Fraud: Determinations Issued Overpayments Quality Control Program: Cases Audited Fraud and Misrepresentation: Determinations Issued Overpayments Non-Fraud:	\$ 822,247 77 9,210 1,851,722 642 42 6,143
Determinations Issued Overpayments Court Convictions Non-Fraud: Determinations Issued Overpayments Quality Control Program: Cases Audited Fraud and Misrepresentation: Determinations Issued Overpayments	\$ 822,247 77 9,210 1,851,722 642 42

LAW AND LEGISLATIVE REFERENCE LIBRARY LAW AND LEGISLATIVE REFERENCE LIBRARY LYNN E. RANDALL, STATE LAW LIBRARIAN

TDD: (207) 287-6431

Central Office: STATE HOUSE, FLOOR 2, AUGUSTA, ME, Mail Address: 43 STATE HOUSE STATION, AUGUSTA, ME, 04333-0043 Established: 1971 Telephone: (207) 287-1600 Reference: Policy Area: 00 ; Umbrella: 31; Unit: 556 ; Citation: P1991 M.R.S.A., Sect. 000780-EEE Average Count--All Positions: 15.0 Legislative Count: 15.0 Units:

PURPOSE:

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, attorney and citizens of Maine. The State Law Librarian coordinates records management activities within the Legislature.

ORGANIZATION:

The Library was created by action of the Legislature, 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.

PROGRAM:

The Library provides reference, interlibrary loan and circulation services by telephone and TDD, through the mail and in person. The URSUS on-line public catalog and the MaineCat CD-ROM catalog provide access to the Library's collection and to materials in other libraries; and the Library offers an interlibrary loan service to obtain legal materials not in the Library's collection. Users may also search indexes, some Internet services and the legislative information network. To support legislative research the library staff search a variety of databases and for bibliographic, scientific, technical, legislative and business information, including WESTLAW and GPO Access, a database of recent federal legislation, regulations and Congressional debate.

The Library's special resources include biographical information on legislators and members of the Maine's legal community and an extensive collection of newspaper clippings on topics of legislative interest. The Library also has the most complete collection of Maine legislative materials available anywhere, including committee files which contain copies of all written testimony considered. The Library staff compiles legislative histories on request and lends completed histories. The Library is a U.S. Government Documents Depository and received over 1,400 documents annually.

All new acquisitions are entered and tracted in an on-line system; to facilitate cataloging, which enables libraries to share catalog records; and Library staff prepare and contribute original catalog records to OCLC and the URSUS catalog. Records for materials received on a continuing basis, such as court records, codes, journals and updates to topical works, include complete acquisition and holdings information. Information about the extent of the Library's serial holdings is shared in the Maine Union List of Serials, which is also accessible through URSUS.

PUBLICATIONS:

*Legal Resources for non-Lawyers

- *Compilation of Proposes Legislation to Reduce the Size of the Maine Legislature or to Create a Unicameral Legislature, bibliographies all available on request.
- *LLRL: Law and Legislative Reference Library, a brochure describing Library resources and services, available on request.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	514,408	514,408				
HEALTH BENEFITS	48,573	48,573				
RETIREMENTS	85,083	85,083				
OTHER FRINGE BENEFITS	4,468	4,468				
OTHER CONTRACT SERVICES	248,671	248,671				
RENTS	2,404	2,404				
COMMODITIES	17,000	17,000				
INTEREST-DEBT RETIREMENT	1	1				
TOTAL EXPENDITURES	920,608	920,608				

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	514,408	514,408				
HEALTH BENEFITS	48,573	48,573				
RETIREMENTS	85,083	85,083				
OTHER FRINGE BENEFITS	4,468	4,468				
OTHER CONTRACT SERVICES	248,671	248,671				
RENTS	2,404	2,404				
COMMODITIES	17,000	17,000				
INTEREST-DEBT RETIREMENT	1	1				
TOTAL EXPENDITURES	920,608	920,608				

LEGISLATURE

OFFICE OF THE REVISOR OF STATUTES

Central Office: STATE HOUSE, AUGUSTA, ME, 2 STATE HOUSE STATION, AUGUSTA, ME, 04333-0002 Mail Address: 1920 Telephone: (207) 287-1615 Established: Reference: Policy Area: 00; Umbrella: 30 Unit: 260; Citation: C0004 M.R.S.A., Sect. 001-00001 Average Count--All Positions: 202.0 Legislative Count: 79.0 Units SENATE MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION HOUSE OF REPRESENTATIVES LEGISLATIVE COUNCIL STATE HOUSE AND CAPITOL PARK COMMISSION (OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COMMISSION ON INTERSTATE COOPERATION COUNCII. COMMISSION ON UNIFORM STATE LAWS OFFICE OF FISCAL AND PROGRAM REVIEW OFFICE OF POLICY AND LEGAL ANALYSIS

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 1.

ORGANIZATION:

The organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by legislative rules. Presently, 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 House has two additional non-voting members who are elected by the Penobscot Indian Nation and the Passamaquoddy Tribe respectively to represent their tribes at the Legislature.

The Legislature is organized into 17 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 117th Legislature are: Agriculture, Conservation and Forestry; Appropriations and Financial Affairs; Banking and Insurance; Business and Economic Development; Criminal Justice; Education and Cultural Affairs; Human Resources; Inland Fisheries and Wildlife; Judiciary; Labor; Legal and Veterans Affairs; Marine Resources; Natural Resources; State and Local Government; Taxation; Transportation; Utilities and Energy.

PROGRAM:

The 117th Legislature met in its First Regular Session on December 7, 1994 and adjourned Sine Die on June 30, 1995.

During this session the Legislature considered 1586 legislative documents, including bills, resolves, constitutional resolutions, and initiated bills. 550 bills and 57 Resolves were chaptered into law, and two constitutional resolutions were adopted.

550 bills and 57 Resolves were chaptered into law, and two constitutional resolutions were adopted.

PUBLICATIONS:

- *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 and Committee Rosters.
- *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.
- *LEGISLATIVE RECORD A complete record of legislative action, including floor debates. Available in proof form by mail subscription through Legislative Document Service. Bound copies available on loan through State Library.
- *MAINE'S PATH OF LEGISLATION (Free of charge. Available on location.)

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LEGISLATURE	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	7,276,762	7,276,762				
HEALTH BENEFITS	1,212,604	1,212,604				
RETIREMENTS	1,082,497	1,082,497				
OTHER FRINGE BENEFITS	80,598	80,598				
OTHER CONTRACT SERVICES STATE	415,943	205,043	210,900			
OTHER CONTRACT SERVICES	2,987,658	2,973,544	14,114			
RENTS	1,300,294	1,261,798	38,496			
COMMODITIES	244,787	244,787				
GRANTS, SUBSIDIES, PENSIONS	101,802	101,802				
EQUIPMENT	170,075	170,075				
INTEREST-DEBT RETIREMENT	142	142				
TRANSFER TO OTHER FUNDS	7,053		7,053			
TOTAL EXPENDITURES	14,880,215	14,609,652	270,563			

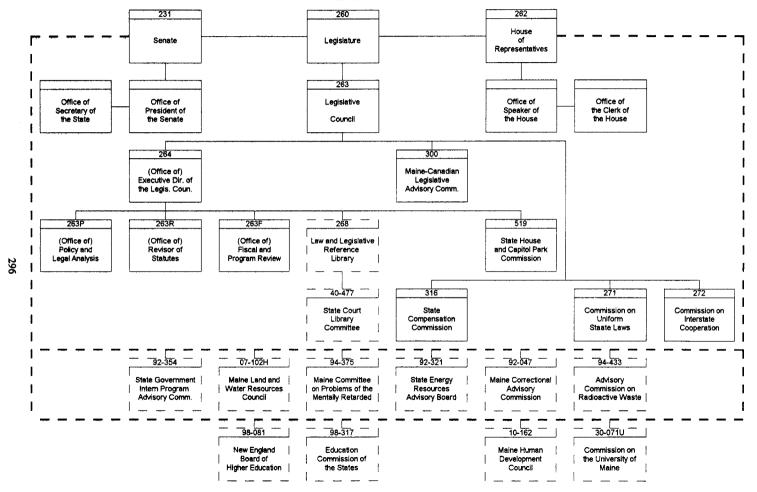


Jeffrey H. Butland *President of the Senate*

Dan A. Gwadosky Speaker of the House of Representatives



ORGANIZATIONAL CHART LEGISLATIVE DEPARTMENT



SENATE

JEFFERY H. BUTLAND, PRESIDENT OF THE SENATE

Central Office: STATE HOUSE, AUGUSTA, ME Mail Address: 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003 Established: 1820 Telephone: (207) 287-1540 Reference: Policy Area: 00 ; Umbrella: 30 Unit: 261 ; Citation; C0004 M.R.S.A., Sect. 002-00001

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 Article IV, Part Second, Section 7, empowers the Senate to try all revenue. 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 comtempt; 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, has remained constant in its form of organization as a Constitutional body since its establishment in 1820.

As defined under Article IV, Part Second, Seciton 1 of the Constitution, the Senate currently consists of 35 Senators. Each Senator is elected for a term of two years, and members are limited to four consecutive terms. 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 the term of office, and be at least 25 years of age at the time 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. In 1993 the Legislature failed to adopt a reapportionment plan; thus a plan was promulgated by the Maine Supreme Judicial Court pursuant to the Maine Constitution.

The Senate elects a President, who presides over all its proceedings; a Secretary, who serves as a chief administrative officer; and an Assistant Secretary. The major political parties in the Senate each elect their own leaders and assistant leaders who, by statute (3 MRSA, Section 168), are permitted to hire their own staff assistants.

PROGRAM:

The Senate convened its First Regular Session of the 117th Maine Legislature on Wednesday, December 7, 1994. During its First Regular Session, the Senate considered 1586 documents, 76 Joint Orders, 35 Joint Resolutions and 31 gubernatorial nominations. Senators submitted a total of 402 proposed amendments to the Secretary of the Senate for reproduction prior to consideration by the Senate during the First Regular Session.

The Senate completed all business of the First Regular Session of the 117th

Maine Legislature on June 30, 1995, and adjourned Sine Die. The first Confirmation Session of the 117th Legislatures was held on September 14, 1995. At this time, Senate considered 47 gubernatorial nominations.

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. Available on location). *Senate and House Register (See listing under "Legislature" above).

*House and Senate Roster and Seating Arrangement (See listing under "Legislature" above).

LEGISLATURE

*Legislative Record (See listing under "Legislature" above).

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

HOUSE OF REPRESENTATIVES

DAN A. GWADOSKY, SPEAKER OF THE HOUSE

Central Office:STATE HOUSE, AUGUSTA, MEMail Address:2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002Established:1920Telephone:(207) 287-1400Reference:Policy Area: 00 ; Umbrella:30 Unit:262 ; Citation:ControlM.R.S.A., Sect.001-00002

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, Seciton 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. Members are limited to four consecutive terms. 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 the election district at the time of the nomination for placement of a primary, general or special election ballot, have been a resident of the election district for 3 months prior to the election and continue to be a resident of that district during the term, and be 21 years of age when seated as a member.

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 1993 the Legislature failed to reapportion itself and an apportionment plan was, therefore, promulgated by the Maine Supreme Judicial Court pursuant to the Maine Constitution.

The House elects a Speaker who presides over the proceedings, a Clerk and Assistant Clerk. The individual political parties in the House elect their own leaders and asistant leaders. By statute (3 MRSA, Section 168) the leadership of the House is permitted to hire its own assistants. In 1992 the Office of the Speaker of the House assumed the duties formerly assigned to the Maine Canadian Legislative Advisory Office.

PROGRAM:

The House convened its first regular session of the 117th Maine Legislature on Wednesday, December 7, 1994. During the first regular session 1586 Legislative Documents, 33 House-sponsored Joint Orders, and 22 House-sponsored Joint Resolutions were considered. House members submitted 656 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 June 30, 1995, after meeting for 70 legislative days.

The second regular session of the 117th Maine Legislature will be convened on Wednesday, January 3, 1996.

PUBLICATIONS:

*HOUSE ADVANCE JOURNAL AND CALENDAR-(published each legislative day during sessions). Available free at the Clerk's Office; or by mail subscription through Legislative Document Service.

*WEEKLY LEGISLATIVE REPORT - published weekly during sessions). Edited by the Clerk of the House. Lists all bills printed, and all bills enacted and resolves finally passed. Available free at the Clerk's Office, and by mail subscription

LEGISLATURE

through Legislative Document Service.

*WEEKLY LEGISLATIVE CALENDAR (published weekly). Edited by the Clerk of the House. Lists legislative committee meetings and the subject committees are considering when not in regular session; meetings of commissions that include legislators as members; and, scheduled meetings of public bodies of interest to legislators. Available free at the Clerk's Office or by mail subscription through Legislative Document Service. *SENATE AND HOUSE REGISTERS; HOUSE AND SENATE ROSTER and Seating Arrangement and

LEGISLATAIVE RECORD (See "Legislature")

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LEGISLATIVE COUNCIL

JANE A. AMGRO, CHAIR

Central Office: STATE HOUSE, AUGUSTA, ME Mail Address: STATE HOUSE STA# 115, AUGUSTA, ME 04333 Established: 1973 Reference: Policy Area: 00 ; Umbrella: 30 Unit: 263 ; Citation: T0003 Average Count--All Positions: 202.00 Central Office: STATE HOUSE, AUGUSTA, ME Telephone: (207) 287-1615 M.R.S.A., Sect. 000000161 Legislative Count: 79.00

PURPOSE:

The Legislative Council is responsible for overall administration and management of the Legislative Branch. Its general powers and duties are set out in both statute (3 MRSA Section 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 physcial facilities of the Legislature; allocation of work to legislative committees when the Legislature is not in session.

The Council also appoints the directors of the nonpartisan offices, including the Executive Director of the Legislative Council, the State Law Librarian, the Revisor of Statutes, and the Directors of the Office of Fiscal and Program Review and Policy and Legal Analysis. The Council has the authority to adjust the salaries of the Constitutional Officers within the salary ranges specified in 3 MRSA Section 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 the 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 the Senate. Any action by the Legislative Council requires the affirmative votes of a majority of the members.

The Council is supported by an executive director and 5 nonpartisan staff offices.

PROGRAM:

The Legislative Council is responsible by law for providing professional, nonpartisan staff support services to the Legislature and its officers, members, committees and commissions. These services include bill drafting; general policy, legal and fiscal research and analysis; fiscal note preparation; committee staffing; computer support services; public information; library and reference services and support; and general administrative services.

Further responsibilities of the Council include consideration of all bills submitted after cloture (after deadline bills) during any legislative session. In addition, the Council screens all bill requests prior to their introduction in the Legislature's Second Regular Session and all Special Sessions.

PUBLICATIONS:

See Publications listing for each office.

FINANCES, FISCAL YEAR 1995: 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	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	Mag
	FUNDS	FUND	FUNDS	FUND	FUNDS	MISC. FUNDS
EXPENDITURES	FUNDS	FUND	FUNDS	rund	runus	FUNDS
SALARIES & WAGES	7,276,762	7,276,762				
HEALTH BENEFITS	1,212,604	1,212,604				
RETIREMENTS	1,082,497	1,082,497				
OTHER FRINGE BENEFITS	80,598	80,598				
OTHER CONTRACT SERVICES STATE	316,471	105,571	210,900			
OTHER CONTRACT SERVICES	2,846,513	2,832,399	14,114			
RENTS	1,266,422	1,227,926	38,496			
COMMODITIES	242,065	242,065				
GRANTS, SUBSIDIES, PENSIONS	101,802	101,802				
EQUIPMENT	170,075	170,075				
INTEREST-DEBT RETIREMENT	142	142				
TRANSFER TO OTHER FUNDS	7,053		7,053			
TOTAL EXPENDITURES	14,603,004	14,332,441	270,563			

(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

SARAH C TUBBESING, EXEC DIR

Central Office: STATE HOUSE, AUGUSTA, ME Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 Established: Telephone: (207) 287-1615 Reference: Policy Area: 00; Umbrella: 30 Unit: 264; Citation: T0003 M.R.S.A., Sect. 000000162

PURPOSE:

The primary statutory functions of the Executive Director include directing the activities of the nonpartisan staff offices pursuant to policy established by the Legislative Council; coordinating agenda preparation for the Legislative Council and implement policy decisions of the Council; and providing general administrative support for the Legislature, including legislators' expense reimbursements, payroll, accounting and budgeting.

ORGANIZATION:

The Office includes the legislative Information Office, which is responsible for both maintaining a computerized data base of information related to legislation considered in the current biennium, for providing information to the general public, and for coordinating the work of Committee Clerks during the legislative session. The Information Systems Office is responsible for the operation and support of legislative computer systems, including the LINK System, which is designed to make legislative information available to the public on-line; and for working with legislative offices to develop computer applications to support legislative functions.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LEGISLATURE

OFFICE OF FISCAL AND PROGRAM REVIEW

JOHN WAKEFIELD, DIRECTOR

Central Office: STATE HOUSE - FLOOR 2, AUGUSTA, ME Mail Address: 5 STATE HOUSE STATION, AUGUSTA, ME 04333-0005 Established: 1962 Telephone: (207) 287-1635 Reference: Policy Area: 00 ; Umbrella: 30 Unit: 263F ; Citation: T0003 M.R.S.A., Sect. 000000161

PURPOSE:

The Office of Fiscal and Program Review collects, researches and analyzes fiscal and program information related to the operation of state government The Office examines revenues and expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation, 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 Transportation in its review of the Highway Fund; and other legislative committees and commissions as requested.

PUBLICATIONS:

"Compendium of Fiscal Information:" Publication #25, May 1994 (Free; available on request).

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF POLICY AND LEGAL ANALYSIS

DAVID E. BOULTER, DIRECTOR

Central Office:STATE HOUSE - FIRST FLOOR, AGUSTA, MEMail Address:13 STATE HOUSE STATION, AUGUSTA, ME 04333-0013FAX: (207) 287-1275Established:1973Telephone: (207) 287-1670Reference:Policy Area: 00 ; Umbrella:30 Unit: 263P ; Citation: T0003M.R.S.A., Sect. 000000161

PURPOSE:

The Office of Policy and Legal Analysis, established in 1973, provides nonpartisan research, analysis and support services to joint standing and select committees and commissions of the Legislature, legislative study committees and commissions, and to individual legislators. The Office provides staff support to legislative committees, including policy and legislative issues, facilitation of committee planning and decision-making, and the preparation of committee amendments and new drafts. The Office also assists the Office of the Revisor of Statutes in drafting initial bills for introduction into each legislative session.

When the Legislature is not in session, the office provides staff support for legislative studies authorized by the Legislative Council or established by law. This support includes staffing study committees and commissions, providing policy and legal research and analysis, and preparing final reports and accompanying legislation. The Office also assists the joint standing committees in fulfilling their legislative responsibilities relating to oversight of executive agency rule-making and the periodic review of agency programs and operations.

ORGANIZATION:

The Office of Policy and Legal Analysis is one of several nonpartisan offices operating under the direction of the Legislative Council and its executive director. The office has a staff of 23, including an office director.

PUBLICATIONS:

The following general reference publications are available for no or nominal charge:

"Legislator's Handbook; A Guide to Maine Legislators," December 1994.

"A Summary of Legislation for the Joint Standing Committees of the

Lagislature," August 1995.

"A Guide to Maine's Major Natural Resource and Enviornmental Laws," January 1995.

Reports for various study committees and commissions. Copies of the reports and a comprehensive index are available in the Law and Legislative Reference Library located in the State House.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF THE REVISOR OF STATUTES

MARGARET E. MATHESON, REVISOR OF STATUTES

Central Office: STATE HOUSE - FIRST FLOOR, AUGUSTA, ME Mail Address: 7 STATE HOUSE STATION, AUGUSTA, ME 04333-0007 Established: 1928 Telephone: (207) 287-1650 Reference: Policy Area: 00 ; Umbrella: 30 Unit: 263R; Citation: T0003 M.R.S.A., Sect. 000000161

PURPOSE:

The Office of Revisor of Statutes was originally created by Public Law 1928, 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. The Office tracks legislation by title and section number to detect potential duplication and conflicts.

The Office 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:

"Maine Revised Statutes Annotated" - (Available to the public from West Publishing Company, P.O. Box 64526, St. Paul, MN, at current price).

- "Laws of Maine." 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 and through the Law and Legislative Reference Library thereafter.
- Chaptered Laws. Individual copies of laws enacted in the current biennium available from the Engrossing Division at 287-1649.
- Maine Legislative Drafting Manual. A guide for drafting legislative instruments, the manual is periodically updated by the Office. Copies are available to the public for a nominal fee.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

GEORGETTE B. BERUBE, CHAIRMAN

Central Office: STATEHOUSE, AUGUSTA, ME Mail Address: 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002 Established: 1978 Telephone: (207) 287-1300 Reference: Policy Area: 00 ; Umbrella: 30 Unit: 300 ; Citation: T0003 M.R.S.A., Sect. 000000227

PURPOSE:

The purpose of the Commission is to advise the Legislature in encouraging increased cooperation between Maine and Canada, and in particular, between the Legislature of Maine and the legislative bodies of Canada and to encourage economic, cultural and educational exchanges between Maine and the Canadian providence.

ORGANIZATION:

Created by statute in February, 1978, the Maine-Canadian Legislative Advisory Commission consists of 8 members, 4 of whom are appointed by the Speaker of the House, and 4 of whom are appointed by the President of the Senate. 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.

PROGRAM:

The Commission was inactive during fiscal year 1995.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE HOUSE AND CAPITOL PARK COMMISSION

EARLE J. SHETTLEWORTH, CHAIR

Central Office: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 Established: 1988 Reference: Policy Area: 00 ; Umbrella: 30 Unit: 519 ; Citation: T0003 M.R.S.A., Sect. 000000901A

PURPOSE:

The State House and Capitol Park Commission was created in 1988 (Chapter 816, P.L. 1987) to develop and recommend a plan for the preservation and development of the aesthetic and historical integrity of the State House and its immediate grounds and to work in cooperation with the Capitol Planning Commission to coordinate planning and specific projects. The Commission's jurisdiction was extended in 1989 to include Capitol Park.

ORGANIZATION:

The State House and Capitol Park Commission comprises 11 voting members and 5 ex officio members as follows: voting members include the Director of the Maine Historic Preservation Commission; six members of the public (4 of whom are 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 House and Capitol Park Commission.

Ex officio, non-voting members include the Director of the Maine State Museum; the Director of the Maine Arts Commission, the Director of the Bureau of General Services; the Chair of the Capitol Planning Commission; and the Executive Director of the Legislative Council.

PROGRAM:

The Commission has concentrated during the past year on completing a Historic Structures Report for the State House, which is designed to provide a master plan to guide all future renovation, repair and restoration projects in

LEGISLATURE

the building. The Commission also provided oversight of two major restoration projects, the first since the State House was enlarged in 1910. Repairs and restoration of the interior of the State House Dome were completed in December, 1994. The Dome interior has been restored to its appearance when it was first constructed in 1910. This project included extensive repairs of the interior plaster of the State House Dome and restoration of both the interior and exterior dome lights. The second project involved rebuilding the granite retaining wall which surrounds the State House.

FINANCES, FISCAL YEAR 1995: 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						
OTHER CONTRACT SERVICES STATE	99,472	99,472				
OTHER CONTRACT SERVICES	352	352				
RENTS	33,872	33,872				
COMMODITIES	2,722	2,722				
TOTAL EXPENDITURES	136,418	136,418				

COMMISSION ON INTERSTATE COOPERATION

Central Office: STATE HOUSE, FLOOR 2, AUGUSTA, ME Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 Established: 1939 Telephone: (207) 287-1615 Reference: Policy Area: 00 ; Umbrella: 30 Unit: 272 ; Citation: T0003 M.R.S.A., Sect. 000000201

PURPOSE:

The Commission on Interstate Cooperation was originally established in 1939 to carry forward Maine's participation in the Council of State Governments and to advance cooperation between the State of Maine other units of government. The Commission facilitates the interchange of research and information with other governmetnal entities, and engages in other activities that are directed at forming a more perfect union among the various governments in the United States.

ORGANIZATION:

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. The form of organization established in 1939 has remained unchanged up to the present time.

PROGRAM:

The Commission continues to serve as a clearinghouse for information on State programs of national and international interest. In addition to serving as the Maine affiliate for the Council of State Governments, the Commission is also Maine's affiliate for the National Conference of State Legislatures, which is a joint agency of all the state governments. The Commission is a bipartisan organization which serves the legislators and staff of the nation's 50 states, its commonwealths and territories with the objectives of improving the quality and effectiveness of state legislators, fostering interstate communication and cooperation, and ensuring states a strong, cohesive voice in the federal system. FINANCES, FISCAL YEAR 1995: 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 CONTRACT SERVICES TOTAL EXPENDITURES	125,684 125,684	125,684 125,684				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C ROBINSON, CHRPRSON

Central Office: P O BOX 568, 12 PORTLAND PIER, PORTLAND, ME Mail Address: P O BOX 568, 12 PORTLAND PIER, PORTLAND, ME 04112 Established: 1955 Telephone: (207) 772-6565 Reference: Policy Area: 00 : Umbrella: 30 Unit: 271 : Citation: T0003 M.R.S.A., Sect. 000000241

PURPOSE:

The Commission on Uniform State Laws was established to examine subjects on which uniformity of legislative among the states is desirable and to bring to the State of Maine the benefit of the sustained study and research of judges, lawyers and legal scholars through the National Conference of Commissioners on Uniform State Laws.

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 important uniform or model legislation recently developed and adopted by the Conference includes Amendments to the Rights of the Terminally Ill Act; the Employment Termination Act of 1991; Victims of Crime Act of 1992; Unincorporated Non-Profit Associations Act of 1992; Intestacy Wills and Donative Transfers Act; Uniform Partnership Act; Uniform Commercial Code Articles 2, 2A, 3, 4, 4A, 8; and Health Care Decisions Act of 1995.

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 "model" 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 1995: 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 CONTRACT SERVICES	15,109	15,109				
FOTAL EXPENDITURES	15,109	15,109				

ROBIN ALDEN, COMMISSIONER

 Central Office:
 BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME, Mail Address:
 21 STATE HOUSE STATION, AUGUSTA, ME, 04333

 Established:
 1967
 Telephone:
 (207) 624-6550

 Reference:
 Policy Area: 01 ; Umbrella:
 13 Unit:
 188 ; Citation:
 T0012
 M.R.S.A., Sect.
 000006021

 Average Count--All Positions:
 165.0
 Legislative Count:
 99.5

 Units:
 BUREAU OF ADMINISTRATION (MARINE RES)
 BUREAU OF MARINE SCIENCES

BUREAU OF ADMINISTRATION (MARINE RES) ADVISORY COUNCIL (TO MARINE RESOURCES) BUREAU OF MARINE DEVELOPMENT 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. The department has the authority to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; 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 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:

Foreign demand for marine resources has caused increasing and rapid expansion in two fisheries: sea urchins and eels. There has been significant effort to put needed management programs in place to assure sustainable fisheries. As management constraints are placed in traditional fisheries, participants in the fishing industry look to find other fisheries to move into which places additional strain in those fisheries. The department continues to focus on conservation and management of marine resources, on seafood safety, boating safety, marine education and market development.

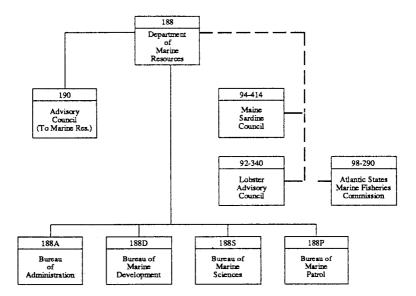
Significant fisheries management issues have occupied large amounts of time by the commissioner and staff involving both the New England Fisheries Management Council and the Atlantic States Marine Fisheries Commission. The fisheries involved include: lobster, herring, groundfish, shrimp, striped bass, menhaden, herring, scallops, mahogany quahogs, and others. The scallop and groundfish plans as put forth by the New England council have caused significant concern with regard to the impact that they would have on Maine's fishing fleet. Much energy has gone into guiding the process so that both fisheries management objectives and maintenance of the fleet could be attained. There will be continued demands on agency time to participate in development of federal and interjurisdictional fisheries management plans.

Aquaculture continues to grow and is now a significant component of the fisheries contribution to the state's economy. Most of the finfish development is concentrated in the eastern portion of the state in the Cobscook Bay area. Shellfish is more evenly distributed with significant concentration in the Damariscotta River area. Nori, which is a variety of seaweed, is being grown in the Cobscook Bay area. This points out that as the industry develops new techniques, opportunities for economic growth of the industry will continue.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF MARINE RESOURCES	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY		MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	4,827,603	3,710,554	587,451		529,598	
HEALTH BENEFITS	616,476	465,564	82,678		68,234	
RETIREMENTS	1,054,210	872,782	97,630		83,798	
OTHER FRINGE BENEFITS	49,884	38,570	6,282		5,032	
OTHER CONTRACT SERVICES STATE	327,830	76,748	175,626		75,456	
COMPUTER SERVICES STATE	27,958	13,686	13,284		988	
OTHER CONTRACT SERVICES	895,436	699,109	135,712		60,615	
RENTS	205,569	160,678	27,794		17,097	
COMMODITIES	384,070	209,827	139,382		34,861	
GRANTS, SUBSIDIES, PENSIONS	192,858	163,475	27,096		2,287	
EQUIPMENT	284,589	96,415	139,332		48,842	
INTEREST-DEBT RETIREMENT	608	518	65		25	
TRANSFER TO OTHER FUNDS	48,216		28,516		19,700	
TOTAL EXPENDITURES	8,915,307	6,507,926	1,460,848		946,533	
DEPARTMENT OF MARINE RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES	101100			rend	rendo	I UNDO
OTHER CONTRACT SERVICES STATE	1,200	1,200				
COMPUTER SERVICES STATE	1,980	1,980				
OTHER CONTRACT SERVICES	2,398	2,398				
COMMODITIES	3,980	3,980				
TOTAL EXPENDITURES	9,558	9,558				

ORGANIZATIONAL CHART DEPARTMENT OF MARINE RESOURCES UMB 13



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BUREAU OF ADMINISTRATION (MARINE RES)

SAM S JONES, DIRECTOR

Central Office:BAKER BLDG, 98 WINTHROP ST, HALLOWELL, MEMail Address:21 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1978Reference:Policy Area:01;Umbrella:13 Unit:188A;Citation:TotalCount-All Positions:10.00Legislative Count:

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 thirty-seven 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, statistics on landings, fleet management, 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; fleet management; 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 four sections: Personnel, Licensing, Special Services, and Accounting.

The Accounting and Personnel Sections provide services for all bureaus of the department in finance, personnel, equipment, purchasing, processing of license applications and revenues. The Special Services Section oversees the administration of federal and other revenue contracts and projects, department contracts for special services, and coordination of public hearings & aquaculture leases. Liaison with the New England Fishery Management Council is provided by bureau personnel. The Licensing Section handles license sales, receptions, statistics, data processing, and inquiries from the public. The Bureau administers the state's financial records of the Atlantic States Marine Fisheries Commission and 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/her 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, manages budgeting, accounting and audit processes, and provides assistance during state and federal audits.

Aquaculture leasing: As of June 30, 1995, the Department has granted a total of 1192 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 232 acres and finfish [primary use] aquaculture make up 840 acres and seaweed leases total 120 acres.

FINANCES, FISCAL YEAR 1995: 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 (MARINE RES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	338,710	338,710				
HEALTH BENEFITS	38,191	38,191				
RETIREMENTS	53,417	53,417				
OTHER FRINGE BENEFITS	2,719	2,719				
OTHER CONTRACT SERVICES STATE	1,200	1,200				
COMPUTER SERVICES STATE	686	686				
OTHER CONTRACT SERVICES	31,613	31,613				
RENTS	1,103	1,103				
COMMODITIES	8,111	8,111				
EQUIPMENT	51,369		51,369			
INTEREST-DEBT RETIREMENT	. 74	74				
TOTAL EXPENDITURES	527,193	475,824	51,369			

LICENSES:

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Commercial Fishing (Non-Resident)
Commercial Fishing (Single Operator)
Commercial Fishing (With Crew)
Commercial Shellfish
Importing Marine Species Permit
Lobster and Crab Fishing (Class I)
Lobster and Crab Fishing (Class II)
Lobster and Crab Fishing (Class III)
Lobster and Crab Fishing (Over Age 70)
Lobster and Crab Fishing (Under Age 18)
Lobster Meat Permit
Lobster Transportation
Lobster Transportation (Supplemental)
Marine Worm Dealers
Marine Worm Dealers (Supplemental)
Marine Worm Diggers
Mussel (Dragger)
Mussel (Hand)
Quahog (Mahogany)
Retail Seafood Dealer
Scallop (Dragger)
Scallop (Diver)
Scallop (Non-Commercial)
Sea Urchin (Dragger)
Sea Urchin (Diver)
Sea Urchin (Tender)
Seaweed (Non-Resident)
Seaweed (Resident)
Seaweed (Supplemental)
Shellfish Sanitation Certificate
Shellfish Transportation
Shellfish Transportation (Supplemental)
Tuna Permit (Non-Resident)
Weir Permit (Unorganized Townships)
Wholesale Seafood (Supplemental)
Wholesale Seafood (With Lobsters)
Wholesale Seafood (Without Lobsters)
Wholesale Dealer
Special License For: Aquaculture-Research-Education
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ADVISORY COUNCIL (TO MARINE RESOURCES)

ARTHUR J ODLIN, CHAIRMAN

Central Office:BAKER BLDG, 98 WINTHROP ST, HALLOWELL, MEMail Address:21 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1947Reference:Policy Area: 01 ; Umbrella:13 Unit:190 ; Citation:TotalM.R.S.A., Sect.000006024

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 four times this year to provide advice to the Commissioner on policy matters affecting the industry and to outline the problems and needs of the Maine fishing industry.

In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including advice and consent on regulatory actions.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF MARINE DEVELOPMENT

HAROLD C WINTERS, DIRECTOR

Central Office:BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME
Mail Address:FAX:(207) 624-602421 STATE HOUSE STATION, AUGUSTA, ME 04333
Established:1957FAX:(207) 624-6500Reference:Policy Area: 01 ; Umbrella:13 Unit:188D; Citation:Tool2M.R.S.A., Sect.000006051
Legislative Count: 21.00

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, 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.

The purpose of the Anadromous Fish Division is the management, enhancement, and restoration of anadromous fish resources to the rivers of Maine. The purpose of the Aquaculture Division is to monitor the finfish aquaculture operations in the State of Maine. The primary purpose of the Division of Marketing is to assist in the positioning of Maine's seafood and aquaculture industry products competitively with regard to markt share and consumer concerns both domestically and internationally. The goal of the Education Division is to

develop a citizenry that has an awareness and an appreciation of the marine environment and its resources.

Industry Services Division's purpose is to perform marine resources oriented services that do not emphasize research; resource management permitting functions under 12 MRSA subsections 6071 and 6671, and under 6671 to support and evaluate municipal shellfish management to advise state and federal agencies of ecological effects of activities in coastal wetlands; assure sanitation of shellfish harvesting areas, harvesting, processing, and distribution within National Shellfish Sanitaiton Program (NSSP) standards.

ORGANIZATION:

The Bureau of Marine Development is comprised of five divisions each of which is responsible for several programs: Anadromous Fish (6 major programs & many miscellaneous projects), Aquaculture (all finfish leases on coast of Maine), Industry Services (4 major programs), and Marketing (8 major projects and many miscellaneous projects). The bureau's activities involve a multitude of issues ranging from health issues to marine science to marine education to market analysis.

PROGRAM:

ANADROMOUS FISH DIVISION: A seine haul survey in the lower Kennebec and Androscoggin Rivers determined a successful spawning of American shad, alewife, and striped bass. Activities included fishway operation and maintenance, fish stocking, juvenile abundance surveys, technical assistance to municipalities with alewife fisheries, and review/comment on water related activities that could impact anadromous (sea-run) fish resources. Staff continued to review, modify, and approve 34 municipal alewife harvesting plans and provide technical assistance to local communities in the management of this resource. Hydropower projects were reviewed and meetings held to discuss study results and mitigation measures (minimum flow, fish passage) to protect and enhance anadromous fish resources. Staff attended interstate meetings involving plan development & implementation for interstate management of shad and river herring, striped bass, Atlantic sturgeon and bluefish.

AQUACULITURE DIVISION: Completed the 2nd year of the coordinated multi-agency Finfish Aquaculture Monitoring Program. Conducted eight aquaculture permit site reviews & required public hearings. INDUSTRY SERVICES DIVISION: Assisted & advised 43 towns with: shellfish resources management plans & ordinances; certified conservation wardens; prepared marine resources GIS data, evaluated open shellfish harvesting areas on a continuing basis; prohibited harvesting in all areas not within standards; inspected & certified operations of 120 dealers & a depuration plant. MARINE EDUCATION DIVISION: Focused on "in-service" workshops/courses which offer recertification credits to educators who can then use DMR equipment/supplies in the classroom. Attention focused on design & construction of the Aquarium in West Boothbay Harbor. This facility draws an approximate 100,000 visitors who are eager to learn about Maine's marine resources & the fisheries associated with them.

MARKETING DIVISION: DMR's marketing Division Goals are: 1) To expand distribution opportunities of Maine seafood and aquaculture products into new major domestic market areas as well as increase exporting of Maine products by developing foreign market opportunities; 2) to capitalize on the success of the Maine Certified Seafood Program in maintaining and expanding market share, including expansion of the Program to include additional seafood species; and 3) to assure that Maine is represented in national debates on seafood quality and safety issues. In order to achieve these goals, the Division provides our industry, seafood buyers, seafood distributors, retail establishments and consumers with the following services: Directory of Maine Wholesale Seafood Dealers/Processors, bi-monthly Marketing Memorandum, Maine Certified Seafood Program, Trade Shows, Seafood information and education, and an assortment of consumer point of purchase support material.

LICENSES:

Permit 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 MRSA section 6621 subsection 3, paragraph C may be permitted through Industry Services.

PUBLICATIONS:

Municipal shellfish management ordinances summary, Camera-ready Masters of: Mussels, Shrimp, Seafood, Cusk, Cod, Haddock, Hake, Pollock, Flounder Recipe Pamphlets @ \$2.50; 36 Recipe Cards (recipes of 6 species): \$18 set; Fresh Maine Cod & Cusk Posters (17"x22") @ \$1.50; Shrimp Newburg & Jambalaya, Hake, Pollock & Seafood Posters @ \$2; Seafood Training Manual/Videos \$87 set; Embroidered Maine Lobster Emblem @ \$.75; Salmon/Steelhead Recipe Card "Master" Set \$11; Maine Fish Recipe Card "Master" Set \$18; Wholesale Seafood Dealers/ Processors Directory @ \$5; Seafood Cookbook @ \$5.95 (12+ @ \$4.95); ABC Fish of the Gulf of Maine @ \$2; A Teacher's Guide to Marine Life of the Gulf of Maine @ \$5; Estuarine Studies @ \$2; Field Testing Manual for Water Quality @ \$2; Field Trip in the Classroom @ \$2; Color Book @ \$3; The American Lobster @ \$2; Androscoggin & Kennebec Rivers Fish Restoration Annual Reports.

FINANCES, FISCAL YEAR 1995: 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 DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,079,553	879,780	199,773			
HEALTH BENEFITS	142,089	115,647	26,442			
RETIREMENTS	174,540	142,815	31,725			
OTHER FRINGE BENEFITS	8,263	6,202	2,061			
OTHER CONTRACT SERVICES STATE	55,584	39,709	15,875			
COMPUTER SERVICES STATE	5,662	5,467	195			
OTHER CONTRACT SERVICES	152,941	135,397	17,544			
RENTS	25,643	17,499	8,144			
COMMODITIES	71,187	63,101	8,086			
GRANTS, SUBSIDIES, PENSIONS	132,320	132,320				
EQUIPMENT	76,967	63,617	13,350			
INTEREST-DEBT RETIREMENT	274	239	35			
TRANSFER TO OTHER FUNDS	7,035		7,035			
TOTAL EXPENDITURES	1,932,058	1,601,793	330,265			

BUREAU OF MARINE PATROL

JOE FESSENDEN, CHIEF MAR PATROL

Central Office: BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1978 Reference: Policy Area: 01 ; Umbrella: 13 Unit: 188P; Citation: T0012 Average Count-All Positions: 49.50 Reference: Policy Area: 01 ; Umbrella: 13 Unit: 188P; Citation: T0012 Legislative Count: 46.50

PURPOSE:

The Bureau of Marine Patrol 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. In 1917 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 and Lamoine. Office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday.

PROGRAM:

The bureau enforces the state's marine fisheries laws and 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 is a general service agency to coastal residents and visitors.

Bureau of Marine Patrol personnel patrolled 810,140 miles in vehicles; spent 8,081 hours on patrol boats; patrol officers received 2,759 complaints; and encountered 3,390 violations of Marine Resources laws, bost laws and related criminal laws during 1995.

PUBLICATIONS:

A pamphlet containing marine reesource laws is published bi-annually following adjournment of the first regular session of each legislature. This pamphlet is provided at no cost to the public.

FINANCES, FISCAL YEAR 1995: 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 PATROL	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	1,701,364	1,609,556	91,808			
HEALTH BENEFITS	216,464	201,866	14,598			
RETIREMENTS	546,545	531,367	15,178			
OTHER FRINGE BENEFITS	24,725	22,728	1,997			
OTHER CONTRACT SERVICES STATE	21,091	3,712	17,379			
COMPUTER SERVICES STATE	2,875	2,875				
OTHER CONTRACT SERVICES	270,359	257,712	12,647			
RENTS	109,536	107,661	1,875			
COMMODITIES	152,131	37,203	114,928			
GRANTS, SUBSIDIES, PENSIONS	25,329	13,444	11,885			
EQUIPMENT	47,448	2,887	44,561			
INTEREST-DEBT RETIREMENT	133	133				
TRANSFER TO OTHER FUNDS	6,057		6,057			
TOTAL EXPENDITURES	3,124,057	2,791,144	332,913			

BUREAU OF MARINE SCIENCES

LINDA MERCER, BUREAU DIRECTOR

Central Office:MCKOWN POINT, WEST BOOTHBAY, ME 04575Mail Address:MCKOWN POINT, WEST BOOTHBAY, ME 04575Established:1946Reference:Policy Area:01;Umbrella:13 Unit:188S;Citation:TotalTotalAverage Count--All Positions:75.50

PURPOSE:

The Bureau of Marine Sciences is the primary state agency engaged in scientific research and monitoring 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 monitoring, provide information on stock levels and environments of commercially valuable marine organisms, and provide technical and scientific information, services and assistance to the public, industry and governments.

As a member of the Atlantic States Marine Fisheries Commission, the Maine Department of Marine Resources is involved in interstate management of commercially and recreationally important species including American lobster, northern shrimp, Atlantic herring, Atlantic menhaden, bluefish, and winter flounder. Groundfish, sea scallops, and American lobster are managed by the New England Fishery Management Council. Scientific staff are involved in data gathering and assessment activities for these species, and serve on technical committees, plan development teams, and habitat and recreational statistics

ORGANIZATION:

The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency of the Gulf of Maine. The bureau is located on McKown Point, a peninsula in Boothbay Harbor, home to a large and productive fishing industry at the turn of the 20th century.

The new fishery research laboratory, completed in Fiscal Year 1994, is a state-of-the-art facility designed to meet the needs of the fishing industry and the department's mandate of overseeing the state's marine resources. The laboratory operates a scientific and fishermen's library, marine aquarium, and carpentry and machine shops for the fabrication, repair and maintenance of facilities and equipment.

The Bureau of Marine Sciences is organized to reflect its administrative, fisheries science, 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 three research divisions: Lobster and Crab Fisheries Division, Pelagic Fisheries Division, and Benthic/Demersal Fisheries Division which report to the Director.

PROGRAM:

The Lobster and Crab Fisheries Division is responsible for collection of resource information for assessment and management of the nearshore lobster fishery. A long-term data base was continued with the collection of detailed catch, effort and biological data from 338 lobster boats which landed catches at 55 randomly selected dealers located from Kittery to Cutler, and from monthly sea-sampling trips. Record high catch per unit effort values of 1.01 lb/trap-haul and 211.5 lb/boat-day reflected the extraordinarily high 1994 commercial catch of 39 million pounds with a dockside value in excess of \$100 million. Studies continued to evaluate physical characteristics in the nearshore zone and the relation between temperature and molting, the relation of escapement to escape vent location, lobster size and egg production relationships, and the size at onset of maturity along the coast.

The Pelagic Fisheries Division is responsible for monitoring the status of the east coast Atlantic herring resource. Activities included the collection and compilation of landings and catch information from the Maine commercial fishery, and calculation of annual catch-at-age estimates. Samples were processed for length, weight, sex, state of maturity, gonad weight, and age composition. Larval herring investigations on transport processes and spawning origin continued. The northern shrimp project sampled the Maine commercial fishery, participated in assessment activities and an annual shrimp cruise, presented papers on shrimp/groundfish distribution, shrimp bycatch reduction and the shrimp parent-progeny relationship, and conducted research to improve the mesh selection curve for shrimp and groundfish. The environmental monitoring project continued to monitor atmospheric and oceanographic conditions in Boothbay Harbor.

The Benthic and Demersal Fisheries Division is responsible for research and management advice on a variety of animals but this year's focus was on finfish and sea urchins. Groundfish research included work on enhancement and the establishment of the nonprofit Maine Hatchery Technology Association to promote hatchery production of larval and juvenile cod. Over 500 recreational anglers were interviewed from April through October in conjunciton with the National Marine Fisheries Service Marine Recreational Fisheries Statistics Survey. A cooperative pilot program for charterboat sampling was initiated to evaluate an

alternative sampling protocol. Commercial fisheries landings data collection continued. Sea urchin studies included the design of a research and port sampling program, analysis of catch and effort data from a telephone survey, and the development of research priorities to utilize the Sea Urchin Fund.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	1,707,976	882,508	295,870		529,598	
HEALTH BENEFITS	219,732	109,860	41,638		68,234	
RETIREMENTS	279,708	145,183	50,727		83,798	
OTHER FRINGE BENEFITS	14,177	6,921	2,224		5,032	
OTHER CONTRACT SERVICES STATE	248,755	30,927	142,372		75,456	
COMPUTER SERVICES STATE	16,755	2,678	13,089		988	
OTHER CONTRACT SERVICES	438,125	271,989	105,521		60,615	
RENTS	69,287	34,415	17,775		17,097	
COMMODITIES	148,661	97,432	16,368		34,861	
GRANTS, SUBSIDIES, PENSIONS	35,209	17,711	15,211		2,287	
EQUIPMENT	108,805	29,911	30,052		48,842	
INTEREST-DEBT RETIREMENT	127	72	30		25	
TRANSFER TO OTHER FUNDS	35,124		15,424		19,700	
TOTAL EXPENDITURES	3,322,441	1,629,607	746,301		946,533	

PUBLICATIONS:

Chenoweth, S. 1995. The green sea urchin in Maine. Fishery and biology. ME DMR Research Reference Doc. 95/4. 10p.

Chenoweth, S. 1995. The blue mussel in Maine. ME DMR Research Reference Doc. 95/5.

Chenoweth, S. and D. Dennison. 1995. The ocean quahog in Maine. Fishery and biology. ME DMR Research Reference Doc. 95/3.

Chenoweth, S. and J. McGowan. 1995. Sea cucumbers in Maine. Fishery and biology. ME DMR Research Reference Doc. 95/1. 10p.

Chenoweth, S. and J. McGowan. 1995. Periwinkles in Maine. Fishery and Biology. ME DMR Research Reference Doc. 95/2.

Creaser, E.P. 1995. Sea urchins catch/effort. ME DMR. Project # 3-IJ-88. Final Rep. Jul 1, 1994-Mar 30, 1995. 25p.

Kelly, K.H. 1995. Maine's commercial lobster sea-sampling program. ME DMR. Lobster Informational Leaflet No. 25. 20p.

Krouse, J.S, N.C. Bowie, K.H. Kelly, G.E. Nutting, D.B. Parkhurst, Jr., G.A. Robinson, and B.C. Scully. 1995. Me DMR. Lobster stock assessment Project No. 3-IJ-61-3. Completion Rep. Apr 1, 1992-Jan 31, 1995. 64p.+App.

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Langton, R.W., J.B. Pierce and J.A. Gibson (eds.). 1994. Selected living resources, habitat conditions, and human perturbations of the Gulf of Maine, environmental and ecological considerations for fishery management. NOAA Technical Memorandum NMFS-NE-106, 70p.

Langton, R.W., P.J. Auster and D.C. Schneider. 1995. A spatial and temporal perspective on research and management of groundfish in the northwest Atlantic. Reviews in Fisheries Science 3: 201-229.

Northern Shrimp Technical Committee. (Schick, D.F). 1994. Annual assessment report for the Gulf of Maine northern shrimp. Atlantic States Marine Fisheries Commission. Wash., D.C.

Ferkins, H. 1994. Larvae of caridean shrimp (Crustacea, Decapoda) from Sheepscot Bay, Maine. Maine Naturalist 2(2): 81-90.

Richards, R.A. and D.F. Schick. 1995. Relative influence of temperature and population fecundity on recruitment of <u>Pandalus borealis</u> in the Gulf of Maine. Abstract. Poster presented at North Pacific Symposium on Invertebrate Stock Assessment and Management. Nanaimo, BC. March, 1995.

Schick, D.F. 1995. Reduction of finfish bycatch in the Gulf of Maine northern shrimp fishery: Research on gear and implementation. Abstract. Faper. East Coast Bycatch Conference, Newport, RI. April 7-8, 1995.

Schick, D.F. and M. Brown. 1995. Relative location of juvenile groundfish and northern shrimp populations by season between shore and the 50 fathom curve in the western Gulf of Maine. ME DMR. S/K Project NA37FD0094. Final Rep. 18p.

Schick, D.F., M. Brown, M. Lazzari, and S. Sherman. 1994. Interaction of the shrimp fishery and the distribution of finfishes in coastal western Gulf of Maine. Abstract. Paper. AFS Annual Meeting, Halifax, NS. August, 1994.

Stevenson, D., D. Libby, P. Thayer, E. Brewer, and K. Geib. 1994. Transboundary herring. ME DMR. Project No. 3-IJ-74. Contract No. NA36F10076-01. Completion Rep. Mar 1, 1993-Apr. 30, 1994. 74p.+App.

Stevenson, D. And E. Braasch (eds.). 1994. Gulf of Maine Habitat. Workshop Proceedings. Convened by Regional Marine Research Program for the Gulf of Maine and Regional Association for Research on the Gulf of Maine. W. Boothbay Harbor, ME. April 12-13, 1954.

MAINE MARITIME ACADEMY

LEONARD H. TYLER, JR., PRESIDENT

 Central Office:
 , CASTINE, ME, 04420

 Mail Address:
 , CASTINE, ME, 04420

 FAX:
 (207) 633-9579

 Established:
 1941

 Reference: Policy Area: 02 : Umbrella:
 75 Unit:

 370 ; Citation:
 \$1941

 M.R.S.A., Sect.
 00000037

 Units:
 00000037

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-disciplines, and develops leadership potential through a learning environment which emphasizes active student envolvement 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 the following five divisions:

Training Division Academic Division Administrative Division Student Affairs Division External Affairs Division

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 \$200,000 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 comunication, 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 and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of \$4,000,000 in 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 sporing of 1995 was 650. Of this number, 120 were seniors, 150 juniors, 159 sophomores, 181 freshmen, and 40 graduate students. Students from the State of Maine represented 60 percent of the total. Other students come from 25 states and 10 foreign countries. The Bachelor of Science degree was awarded to 120 students in May of 1995. Associate in Science degrees went to 15 students, with Master of Science degrees to 19. Over 90

MAINE MARITIME ACADEMY

percent of the Class of 1995 is now professionally employed in a wide range of marine and non-marine related companies. Twenty members of the Class of 1995 accepted active duty commissions in the U.S. Navy.

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 in 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 auxilliary sail license, aids in student recruitment and public information, and serves as an enduring symbol of Maine's seafaring heritage. The Corning School of Ocean Studies at Maine Maritime Academy was dedicated in September 1991. Students in this four-year B.S. degree program are preparing for careers in resource management, aquaculture, and environmental protection.

LICENSES:

Bachelor of Science degree. Master of Science in Maritime Management degree. Associate in Science degree.

PUBLICATIONS:

Maine Maritime Academy Catalog Maine Maritime Academy View Book

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE MARITIME ACADEMY	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	6,472,200	6,472,200				
TOTAL EXPENDITURES	6,472,200	6,472,200				
MAINE MARITIME ACADEMY	TOTAL FOR All Funds	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	6,472,200	6,472,200				
TOTAL EXPENDITURES	6,472,200	6,472,200				

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION MELODIE J. PEET, COMMISSIONER

TDD: (207) 287-2000

Central Office: STATE OFFICE BLDG, AUGUSTA, ME, 04333 40 STATEHOUSE STA, tionAUGUSTA, ME, 04333 Mail Address: 1939 Telephone: (207) 287-4200 Established: Reference: Policy Area: 03 ; Umbrella: 14 Unit: 191 ; Citation: T0034B M.R.S.A., Sect. 000001201 Average Count--All Positions: 2262.5 Legislative Count: 1187.0 ELIZABETH LEVINSON CENTER Units: DIVISION OF MENTAL HEALTH OFFICE OF ADVOCACY (MH&MR) AROOSTOOK RESIDENTIAL CENTER DIVISION OF MENTAL RETARDATION AUGUSTA MENTAL HEALTH INSTITUTE PINELAND CENTER BANGOR MENTAL HEALTH INSTITUTE BATH CHILDRENS' HOME BUREAU OF CHILDREN WITH SPECIAL NEEDS (MH & MR)

PURPOSE:

OFFICE OF COMMUNITY SUPPORT SYSTEMS DEVELOPMENTAL DISABILITIES OFFICE (MH&MR)

The Department of Mental Health & Mental Retardation was established to enhance the quality of life for persons with psychiatric 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 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 management of research, quality assurance and planning, maintenance of grounds, buildings and property and supervision of employees and patients of the State institutions within its jurisdiction.

ORGANIZATION:

The Department of Mental Health and Mental Retardation was established in 1939 as the Department of Institutional Services. Its present composition and designation evolved out of the development of a separate Department of Corrections by the Legislature in 1981. Interdepartmental 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 process.

Within the central administration, the Commissioner provides the overall policy direction to each division, 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 Divisions, 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 FY95 is included in separate reports prepared by the Department's subdivisions.

LICENSES:

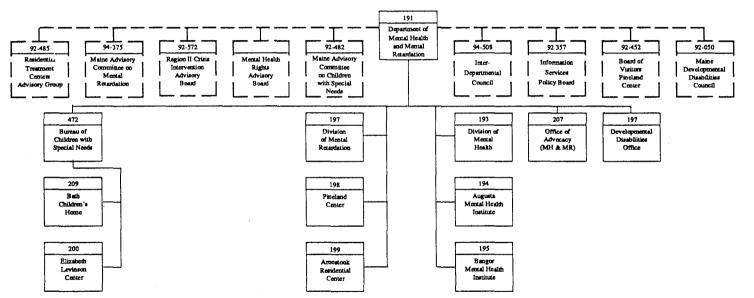
Mental Health Agency License

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	54,600,702	34,323,608	19,841,304		435,790	
HEALTH BENEFITS	7,113,225	4,548,203	2,517,995		47,027	
RETIREMENTS	9,999,820	6,330,897	3,592,897		76,026	
OTHER FRINGE BENEFITS	645,972	404,027	235,615		6,330	
OTHER CONTRACT SERVICES STATE	3,926,781	1,455,653	1,776,564		694,564	
COMPUTER SERVICES STATE	43,785	28,561	14,990		234	
OTHER CONTRACT SERVICES	4,285,627	2,930,153	1,158,869		196,605	
RENTS	1,340,878	964,686	360,925		15,267	
COMMODITIES	4,376,962	2,502,737	1,825,101		49,124	
GRANTS, SUBSIDIES, PENSIONS	82,819,938	78,526,354	1,060,380		3,217,144	16,060
PURCHASE OF LAND	65,677	18,644	47,033			
EQUIPMENT	174,972	97,408	55,032		22,532	
INTEREST-DEBT RETIREMENT	6,900	1,888	4,977		35	
TRANSFER TO OTHER FUNDS	547,824	196,551	330,219		21,054	
TOTAL EXPENDITURES	169,949,063	132,329,370	32,821,901		4,781,732	16,060
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,001,212	3,001,212				
HEALTH BENEFITS	320,418	320,418				
RETIREMENTS	523,536	523,536				
OTHER FRINGE BENEFITS	26,342	26,342				
OTHER CONTRACT SERVICES STATE	162,680	162,680				
COMPUTER SERVICES STATE	12,442	12,442				
OTHER CONTRACT SERVICES	439,760	439,760				
RENTS	25,165	25,165				
COMMODITIES	50,369	50,369				
GRANTS, SUBSIDIES, PENSIONS	860	860				
EQUIPMENT	10,142	10,142				
INTEREST-DEBT RETIREMENT	15	15				
TOTAL EXPENDITURES	4,572,941	4,572,941				

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323

OFFICE OF ADVOCACY (MH&MR) RICHARD A ESTABROOK, ESO., CHIEF ADVOCATE

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333 Mail Address: 60 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1975 Reference: Policy Area: 03 ; Umbrella: 14 Unit: 207 ; Citation: T0034B M.R.S.A., Sect. 000001205 Average Count-All Positions: 14.00 Legislative Count: 14.00

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 two and BMHI has one. In addition, there are seven 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. One chief advocate supervises all of the advocates.

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 Community Consent Decree, state 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 and patients of the Department.

PROGRAM:

The Office of Advocacy has provided assistance or information to upwards of 2,000 people with mental health difficulties and/or mental retardation 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. The Office is also actively involved in the enforcement of the Community Consent Decree, which is a modernized version of the old Pineland Consent Decree. 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:

(1) Pineland Center Clients' Rights Handbook-free from Advocate, Pineland Center, Box C, Pownal, ME 04069.(2) Patients' Rights at Augusta Mental Health Institute-free from Advocate, AMHI, P.O. Box 74, Augusta, ME 04330. (3) Patients Rights at Bangor Mental Health Institute (in French/English)-free from Patient Advocate, BMHI, P.O. Box 926, Bangor, ME 04401.(4) Rights of Recipients of Mental Health Services-free from the Chief Advocate, SHS 60, Augusta, ME 04333, or any of the advocates in the mental health institutions. (5) Copies of the

AMHI Consent Decree and the Pineland Consent Decree, free, from Chief Advocate, SHS 60, Augusta, ME 04333. The Office of Advocacy and each individual advocate working for the Office 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.

FINANCES, FISCAL YEAR 1995: 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 ADVOCACY (MH&MR)	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	456,694	456,694				
HEALTH BENEFITS	58,969	58,969				
RETIREMENTS	77,688	77,688				
OTHER FRINGE BENEFITS	5,765	5,765				
OTHER CONTRACT SERVICES STATE	50	50				
OTHER CONTRACT SERVICES	56,377	56,377				
COMMODITIES	31	31				
GRANTS, SUBSIDIES, PENSIONS	43	43				
TOTAL EXPENDITURES	655,617	655,617				

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: 21 LOMBARD ST, PRESQUE ISLE, ME 04769 Mail Address: PO BOX 1285, PRESQUE ISLE, ME 04769-1285 Established: 1972 Telephone: (207) 764-2010 Reference: Policy Area: 03; Umbrella: 14 Unit: 199; Citation: T0034B M.R.S.A., Sect. 000005403 Average Count--All Positions: 21.00 Legislative Count: 21.00

PURPOSE:

The primary purpose of the Center is 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 family member with mental retardation or autism in the Center's two(2) available respite care beds; (B) Transitional programming for Pineland Center residents; (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 Division 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. All admissions require certification of eligibility for intermediate care facility for mentally retarded services after twenty one(21) days.

Following admission, the resident is assigned a specific staff member who is responsible for the implementation of the 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 direct service staff and coordinates resident related activities between the Center and community agencies. The direct service staff provide primary support and instruction to each resident.

PROGRAM:

The Center operates on a 24 hour per day/seven days per week basis. Residents must be 18 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 close to home, thus avoiding down state placement.

FINANCES, FISCAL YEAR 1995: 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

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	533,787	533,787				
HEALTH BENEFITS	65,930	65,930				
RETIREMENTS	104,340	104,340				
OTHER FRINGE BENEFITS	6,599	6,599				
OTHER CONTRACT SERVICES STATE	103,675	103,675				
COMPUTER SERVICES STATE	75	75				
OTHER CONTRACT SERVICES	45,642	45,642				
RENTS	27,139	27,139				
COMMODITIES	58,498	58,498				
GRANTS, SUBSIDIES, PENSIONS	24,025	24,025				
EQUIPMENT	8,423	8,423				
INTEREST-DEBT RETIREMENT	84	84				
TOTAL EXPENDITURES	978,217	978,217				

AUGUSTA MENTAL HEALTH INSTITUTE

WALTER LOWELL, ACTING SUPERINTENDENT

TDD: (207) 287-7429

Central Office: HOSPITAL ST, AUGUSTA, ME 04333 Mail Address: BOX 724, AUGUSTA, ME 04333-0724 Established: 1834 Reference: Policy Area: 03 ; Umbrella: 14 Unit: 194 ; Citation: T0034B M.R.S.A., Sect. 000003201 Average Count-All Positions: 598.00 Legislative Count: 47.00

PURPOSE:

The Augusta Mental Health Institute(AMHI) 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. All services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

AMHI is the only treatment facility fully operated by the State of Maine for these counties and is 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 every effort is made to divert voluntary admissions to more appropriate settings in an effort to assure suitable accommodations for those most in need. In some cases, the lack of appropriate community alternatives requires that AMHI accept additional acute patients on a voluntary basis.

ORGANIZATION:

The Augusta Mental Health Institute was established in 1840 as the Maine Insame Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital and in 1973 to its present designation. Throughout most of its history the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. The development of the community mental health centers in the 1960's resulted in a redefinition of the Institute's role. It stands today as a necessry and valuable part of the comprehensive mental health system which provides a broad range of services to Maine residents.

AMHI is organized on a system of functional treatment units in order to meet, as effectively and efficiently as possible, the needs of mental health consumers in the counties previously mentioned. Each of the functional units is responsible for the total treatment and rehabilitation of its patients.

Each unit team is led by a physician who oversees treatment plan development, implementation and delivery of care, as well as providing clinical services for which the physician is privileged. A Nurse Manager organized daily care of patients and oversees professional practice of nursing staff, including the practice of Mental Health Workers. A member of the staff is assigned to each patient as the patient's coordinator of care (Team Coordinator). It is that person's responsibility, under the direction of the Physician, to coordinate the delivery of services on behalf of the specific patients assigned to them and to facilitate the patient's return to community life and treatment when that is indicated.

PROGRAM:

During FY95, the Augusta Mental Health Institute moved ahead with a major Total Quality Management initiative. This has involved refocusing the quality program toward looking at major organizational processes that require improvement as well as re-structuring hospital organization. Currently, a number of Process Action Teams(PATS) are functioning to address these major areas with staff involvement from all levels of the organization. Three teams are working to establish an acute admission unit, a community bridge unit and an expanded SLP program. Management organization is being reviewed and will be reconfigured along with re-structuring. Special events include obtaining JCAHO recertification for another 3 years. The hospital passed this exam with a score of 94. Our recent medical survey was also passed with no deficiencies. This is and excellent record for the hospital.

AMHI's current census capacity is at 175. Downsizing during FY95 continued with efforts focused on long-stay patients. Collaboration with community providers continues as efforts are made to place patients who have been hospitalized for a number of years. Working with the Division of Mental Health, AMHI supports movement among community-based hospitals in the region to develop involuntary inpatient capacity which ultimately may permit AMHI to greatly reduce acute services.

AMHI functions 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 education programs include Grand Rounds, which brings in nationally known experts, as well at State and local presenters to provide a fresh and stimulating professional environment. This combines with AMHI's secondary function as a site for presentations sponsored by the DMHMR, 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. When FY96 begins, AMHI will engage in collaborative partnerships with its multitude of customers, including consumers, families, community providers, legislators and the public. This approach is one more step toward development of a comprehensive integrated mental health system as envisioned under the Consent Decree and Settlement Agreement.

LICENSES:

CNA Certification NAPPI Certification CPR Certification

PUBLICATIONS:

- 1) "Guide"
- 2) Program Description Brochure
- 3) Mission Vision, Values Pamphlet
- 4) Introduction to Quality Improvement
- 5) Tools for Improving Quality and Introduction to Statistical Process Control
 - 6) Jose Castallonos Medical Library Holdings

FINANCES, FISCAL YEAR 1995: 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 & WAGES	16,601,423	6,121,188	10,480,235			
HEALTH BENEFITS	2,108,999	809,194	1,299,805			
RETIREMENTS	3,140,447	1,215,500	1,924,947			
OTHER FRINGE BENEFITS	218,383	92,363	126,020			
OTHER CONTRACT SERVICES STATE	1,241,410	75,332	1,166,078			
COMPUTER SERVICES STATE	11,117	3,047	8,070			
OTHER CONTRACT SERVICES	1,118,617	438,074	680,543			
RENTS	296,868	112,780	184,088			
COMMODITIES	1,578,911	608,047	970,864			
GRANTS, SUBSIDIES, PENSIONS	850,938	405,713	445,225			
EQUIPMENT	43,596	16,254	27,342			
INTEREST-DEBT RETIREMENT	5,986	1,289	4,697			
TRANSFER TO OTHER FUNDS	194,394	71,511	122,883			
TOTAL EXPENDITURES	27,411,089	9,970,292	17,440,797			

BANGOR MENTAL HEALTH INSTITUTE

N. LAWRENCE VENTURA, SUPERINTENDENT

Central Office: HOGAN RD, BANGOR, ME 04401 Mail Address: PO BOX 926, BANGOR, ME 04401-0926 Established: 1885 Reference: Policy Area: 03 ; Umbrella: 14 Unit: 195 ; Citation: T0034B M.R.S.A., Sect. 000003201 Average Count-All Positions: 566.00 Legislative Count: 57.50

PURPOSE:

Bangor Mental Health Institute(BMHI) 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: (a) empower and facilitate patients toward personal growth, goal setting and effective functioning (b) empower and facilitate all staff toward professional growth and increased job satisfaction (c) respect individual rights and

dignity (d) continually improve the services we provide.

BMHI 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 & Mental Retardation. Its present name was established by the Legislature in 1973.

BMHI is a 213 bed psychiatric hospital and organized by specific functional treatment programs with 11 in-patient wards(units) and two outpatient programs. The Adult Psychiatric Program consists of 128 beds which are located in 6 residential programs organized into 3 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 are organized in a leveling system in accordance with the patients' level of functioning and programs developed to address those needs. 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(Ward C3).

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 continues to provide integrated mental health services as part of Maine's mental health system. In order to enhance linkages with community programs, BMHI administration and staff have worked closely with the Community Health and Counseling Services Board and Aroostook Mental Health. Other BMHI 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 continued to be emphasis on 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 BMHI.

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(ICF), 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, Division of Mental Retardation Region II, Pre-Release Center and Inland Fisheries and Wildlife.

PUBLICATIONS:

-Patient's Handbook-BMHI (free to citizens, patients)

-Staff Handbook (free to staff)

-Patients' Rights Manual (free to citizens, patients)

-Employee Benefits (free to staff)

-Bi-Weekly Newsletter (free to staff, patients and citizens)

FINANCES, FISCAL YEAR 1995: 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			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	15,489,780	6,113,938	9,361,069		14,773	
HEALTH BENEFITS	2,059,974	839,169	1,218,190		2,615	
RETIREMENTS	2,821,706	1,151,313	1,667,950		2,443	
OTHER FRINGE BENEFITS	184,895	75,092	109,595		208	
OTHER CONTRACT SERVICES STATE	845,564	321,469	524,011		84	
COMPUTER SERVICES STATE	8,398	1,478	6,920			
OTHER CONTRACT SERVICES	774,383	329,937	444,231		215	
RENTS	360,487	191,155	169,332			
COMMODITIES	1,560,532	722,328	838,440		- 236	
GRANTS, SUBSIDIES, PENSIONS	955,250	388,885	566,365			
PURCHASE OF LAND	65,677	18,644	47,033			
EQUIPMENT	47,362	21,727	25,635			
INTEREST-DEBT RETIREMENT	476	199	277			
TRANSFER TO OTHER FUNDS	331,136	125,040	205,603		493	
TOTAL EXPENDITURES	25,505,620	10,300,374	15,184,651		20,595	

BATH CHILDRENS' HOME

HOLLY B. STOVER, DIRECTOR

Central Office:103 SOUTH ST, BATH, ME 04530Mail Address:103 SOUTH ST, BATH, ME 04530Established:1866Telephone:(207) 443-9575Reference:Policy Area: 03 ; Umbrella:14 Unit:209 ; Citation:Total Count-All Positions:18.00

PURPOSE:

The Bath Children's Home is a state facility which provides a long-term residential setting for adolescents of this state, ages 16-20, who are homeless or at risk of homelessness. Most reasons for placement fall under the general categories of lack of appropriate 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 are delivered in the format of an independent living program called the Transitional Housing Demonstration Program. The Program can house up to sixteen females and up to eight males, for whom there is little prospect of return to 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 levels of program functioning live with minimum supervision in model apartments within the building. They 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 Dept. 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, DMH&MR and such agencies or parents as may be involved in the placement. The admissions procedure requires the completion of a program application, appropriate authorizations, releases, acknowledgments, 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 at a minimum of every three months. The youth 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 a more appropriate placement.

PROGRAM:

The Bath Chldren'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 on the therapeutic management and facilitation of personal growth and development for residents. All youth 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 youth placed in the Home.

Care is given during intake to accept those youths who can benefit from services at the Home and to refer those requiring less restrictive programming or more intensive programming to other institutions. No youth is refused appropriate services at the Home because of financial reasons. Preference is extended to children of veterans if other conditions are met and space is limited.

The Bureau of Children with Special Needs Advisory Committee provides advice and direction to the Director of the Home. The Commissioner of the Department of Mental Health & Mental Retardation appoints members to this 15-member committee.

The facility is handicapped accessible.

PUBLICATIONS :

Small program description pamphlet (free)

FINANCES, FISCAL YEAR 1995: 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 CHILDRENS' HOME	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	421,930	421,930				
HEALTH BENEFITS	66,822	66,822				
RETIREMENTS	84,457	84,457				
OTHER FRINGE BENEFITS	7,186	7,186				
OTHER CONTRACT SERVICES STATE	752	752				
OTHER CONTRACT SERVICES	33,814	33,814				
RENTS	190,556	190,556				
COMMODITIES	36,810	36,810				
GRANTS, SUBSIDIES, PENSIONS	33,835	33,835				
INTEREST-DEBT RETIREMENT	158	158				
TOTAL EXPENDITURES	876,320	876,320				

BUREAU OF CHILDREN WITH SPECIAL NEEDS (MH & MR)

RHAMA C. SCHOFIELD, ACTING DIRECTOR

TDD: (207) 287-2000

Central Office:4TH FL,STATE OFFICE BLDG, AUGUSTA, ME 04333Mail Address:40 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1985Reference:Policy Area: 03 ; Umbrella:Itelephone:(207) 287-4268Average Count--All Positions:70.50

PURPOSE:

The Bureau's legislative mandate is to serve children, aged birth to 5 years, who have developmental disabilities or who demonstrate developmental delays, and children aged 6 to 20 years who have treatment needs related to mental illness, mental retardation, autism, developmental disabilities or emotional and behavioral needs and who are "not under current statutory authority of existing state agencies". The Bureau's statutory mission includes a strong family support focus. It is mandated to "strengthen the capacity of families, natural helping networks, self-help groups and other community resources to support and serve children in need of treatment" and to "provide in-home, community-based, family-oriented services".

ORGANIZATION:

The Bureau operates five (5) regional offices and two residential facilities, the Elizabeth Levinson Center, Bangor, and the Bath Children's Home. The Bureau contracts with local non-profit agencies and provides direct services to children who have special needs and their families. The Bureau collaborates in funding and delivery of services with other childserving agencies at both the state and local level. A current goal is to develop local service authorities with family and community boards, interagency case review committees and a comprehensive array of treatment and support services, with an individualized, wraparound approach to service delivery.

PROGRAM:

In FY95, BCSN served approximately 18,000 Maine children. BCSN operations consist of three program units and two facilities:

(A) Early Childhood, Mental Retardation and Autism Services. Program includes 5 regional supervisors, 23 early intervention specialists serving 525 young children, 10 individual support coordinators serving 595 children who have mental retardation and 8 autism consultants serving 200 children. BCSN contracts for identification and assessment; crisis services, early childhood therapies; infant/toddler group services; preschool integrated support; family

support; training on infant mental health; autism and mental retardation services.

(B) School-Age Mental Health Services. Five regional coordinators conduct regional resource and program development; facilitate interagency case collaboration and wraparound services, and conduct information and referral and case advocacy for 890 children who have neurobiological and other serious emotional disabilities and their families. BCSN contracts for case management; crisis; wraparound; information and referral; family mediation; outpatient therapy; homebased family services; day treatment; therapeutic social and recreational programs; therapeutic group and foster home; and other residential services, serving 12,000 children (duplicated).

(C) Family Support Services. This unit funds and coordinates Maine's special needs respite care/respitality program serving 1,000 families statewide per year, and maintaining 400 trained and certified providers. The unit contracts for parent facilitators, who have assisted the development and coordination of 20 parent self-help support groups across the state, family counseling for parents of children who have special needs; toll-free parent information and referral through the Maine Parent Federation/SPIN; and afterschool and summer social and recreational services for 250 children.

(D) Bath Children's Home. The Home, which provides transitional housing for 24 youth in need of treatment who would otherwise be homeless, served 43 children in FY95.

(E) Elizabeth Levinson Center. A licensed ICF/MR, the Center provides evaluation, assessment, treatment and respite care for 20 children, birth through 20, who are medically fragile and who have severe or profound mental retardation.

LICENSES:

Mental Health Agency License

PUBLICATIONS:

Children's Crisis and Community Support System (free) Legal Issues: Answers to Families' Questions About Children and the Law (1992) (free) Rights of Recipients of Mental Health Services Who Are Children in Need of Treatment (free) Bureau of Children with Special Needs Biennial Plan (1993-94). 257 pp. Maine Comprehensive Mental Health Services Plan for Children (PL 102-321), 1995, 70 pp. Mental Health Services Plan for Children and Youth who are Homeless, "The Durham Plan", February 1993 (free) Rights of Children Who Have Special Needs Status Report, Oct. 1994, 76 pp. Rights of Children Who Have Special Needs Status Report, Executive Summary, 1995 (free) Brochure, Bureau of Children with Special Needs-Developmental and Mental Health Services (free) Brochure, The Katie Becket Option-for Children and Adolescents with Severe Emotional Disturbance

FINANCES, FISCAL YEAR 1995: 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 (MH & MR)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,119,231	1,856,325			262,906	
HEALTH BENEFITS	237,789	209,806			27,983	
RETIREMENTS	352,267	306,962			45,305	
OTHER FRINGE BENEFITS	29,655	24,837			4,818	
OTHER CONTRACT SERVICES STATE	676,885	35,715			641,170	
COMPUTER SERVICES STATE	350	350				
OTHER CONTRACT SERVICES	321,752	225,829			95,923	
RENTS	35,484	21,926			13,558	
COMMODITIES	56,656	25,034			31,622	
GRANTS, SUBSIDIES, PENSIONS	11,058,935	10,279,797			763,078	16,060
EQUIPMENT	9,212				9,212	
INTEREST-DEBT RETIREMENT	40	5			35	
TRANSFER TO OTHER FUNDS	13,035				13,035	
TOTAL EXPENDITURES	14,911,291	12,986,586			1,908,645	16,060

OFFICE OF COMMUNITY SUPPORT SYSTEMS DAVID M. LAWLOR, INTERIM DIRECTOR

Central Office: GREENLAW BLDG, AMHI, AUGUSTA, ME 04333 Mail Address: 165 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1984 Reference: Policy Area: 03 ; Umbrella: 14 Unit: 249 ; Citation: T0034B M.R.S.A., Sect. 000003004

PURPOSE:

The Office of Community Mental Health(OCMH) was established to promote and support the development and management of an integrated and comprehensive consumer-centered system of mental health services throughout Maine for adults age 18 and older who have severe and prolonged mental illness, in a manner that assures a decent quality of life for these individuals.

The Office has several primary functions identified in state or federal legislation: grant functions such as implementation of the Settlement Agreement of the class action suit Bates v. Glover, et. al., 1990; development and oversight of a variety of federal, state and other grants; and coordination with State and other agencies. It is responsible for quality assurance and the enforcement of the Right of Recipients of Mental Health Services and performs extensive technical assistance, program development, advocacy and initiatives functions.

ORGANIZATION:

The Office, located within the Division of Mental Health, was established in January 1984. The Director of the Division appoints the OCMH Director, consistent with personnel laws. OCMH performs its functions through a centralized program and contract management staff. Through this structure, OCMH administers grants for mental health services through purchase of service agreements with over 70 community organizations and individuals throughout the state and operates three crisis stabilization programs. OCMH also administers a fee-for-service mechanism for approved psychiatric inpatient hospitalizations and related activities.

PROGRAM:

It is estimated that about 10,000 Maine citizens have severe mental illness/disorders with significant functional impairments which require a high level of intervention, support and public funding. In FY95 over 20,000 adults

were served through OCMH funded programs. These community mental health services included crisis and emergency services, community support, day treatment, case management, residential, psychogeriatric, inpatient, deaf, vocational and independent living skills, social clubs, peer and family support and outpatient services. Through technical assistance, staff support and contracts, OCMH works directly with consumers of community mental health services and their families.

OCMH is engaged in several efforts with major impact on the system and provision of publicly funded mental health services in Maine: the statewide mental health system restructuring to a locally managed system; the initial design of Medicaid managed care waivers; and the community implementation of the AMHI Consent Decree.

OCMH has worked intensively to bring about an innovative, statewide mental health certification/training program developed in partnership with the University of Maine and Technical College Systems; increased affordable community residential options; decreased use of state general funds for specific community mental health services through increased Medicaid options; expanded community-based, mobile outreach psychiatric crisis services; statewide case management services; the Individualized Support Plan process; integrated individualized vocational/career development opportunities; expanded statewide consumer empowerment initiatives, peer support and advocacy groups; and enhanced focus on special populations.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEVELOPMENTAL DISABILITIES OFFICE (MH&MR)

PETER R STOWELL, EXECUTIVE DIRECTOR

Central Office: NASH BUILDING, AUGUSTA, ME 04333 Mail Address: SHS #139, NASH BUILDING, AUGUSTA, ME 04333-0139 Established: 1971 Telephone: (207) 287-4213 Reference: Policy Area: 03 : Umbrella: 14 Unit: 191D; Citation: T0034B M.R.S.A., Sect. 000001211

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 101-496, "The Developmental Disabilities Assistance and Bill of Rights Act of 1990".

The Developmental Disabilities Office provides staff support to the Maine Developmental Disabilities Council. The Developmental Disabilities Office assists the Council in improving and enhancing the network of services available to persons with developmental disabilities of all ages in Maine.

ORGANIZATION:

The Department of Mental Health and Mental Retardation is designated as the Administering agency for the Developmental Disabilities Counicl 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 Maine Developmental Disabilities Council in examining the issues germane to the Council's mission and purpose.

PROGRAM:

Please reference the Maine Development Disabilities Council.

PUBLICATIONS:

All FREE (limited availability on asterisked items)

-DD Dispatch (published bi-monthly)

-Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition) \star

-Three-year 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ELIZABETH LEVINSON CENTER

KATHI MURRAY, DIRECTOR

Central Office: 159 HOGAN RD, BANGOR, ME 04401-5697 Mail Address: 159 HOGAN RD, BANGOR, ME 04401-5697 Established: 1970 Reference: Policy Area:03; Umbrella: 14 Unit: 200; Citation: T0034B M.R.S.A., Sect. 000006252 Average Count-All Positions: 49.00 Legislative Count: 49.00

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 Division of Mental Retardation and 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 provided 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. It is operated by 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, therapies, 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 five Division of Mental Retardation's and Bureau of Chldren 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:

Elizabeth Levinson Center included in BCSN Brochure (free).

FINANCES, FISCAL YEAR 1995: 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

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	1,289,418	1,289,418				
HEALTH BENEFITS	189,482	189,482				
RETIREMENTS	248,301	248,301				
OTHER FRINGE BENEFITS	13,884	13,884				
OTHER CONTRACT SERVICES STATE	57,675	57,675				
COMPUTER SERVICES STATE	1,835	1,835				
OTHER CONTRACT SERVICES	67,153	67,153				
RENTS	19,728	19,728				
COMMODITIES .	110,858	110,858				
GRANTS, SUBSIDIES, PENSIONS	106,820	106,820				
EQUIPMENT	36,084	36,084				
INTEREST-DEBT RETIREMENT	79	79				
TOTAL EXPENDITURES	2,141,317	2,141,317				

DIVISION OF MENTAL HEALTH

WALTER LOWELL, ACTING DIRECTOR

TDD: (207) 287-7285

Central Office:GREENLAW BLDG, AMHI, AUGUSTA, ME 04333Mail Address:BOX 724, AUGUSTA, ME 04333Established:1959Reference:Policy Area: 03; Umbrella:14 Unit:193; Citation:Total Count-All Positions:41.00

PURPOSE:

The Division of Mental Health(DMH) has primary responsibility for developing and maintaining a system of community mental health services and supports, including acute and long-term psychiatric inpatient services for persons age 18 years and older who have serious mental illness and significant functional impairments, as well as providing supportive services for their families. DMH has several primary functions identified in statute: 1) State, Federal and other grant management; (2) community mental health support service systems and related plans; 3) acute and long-term inpatient treatment and rehabilitation services within standards set by JCAHO, Medicare, Medicaid and hospital licensing; 4) observation, security, treatment and rehabilitation services for persons committed under criminal statutes; 5) Rights of Recipients of Mental Health Services; and 6) the Interstate Compact on Mental Health[enacted 1957].

In the name of the Deparment of Mental Health and Mental Retardation (DMHMR), it adopts and promulgates rules, regulations and standards relating to the administration and licensing of the services authorized, as well as assures compliance with a wide range of State and Federal requirements. There are many additional functions, including those related to the Implementation Plan for the AMHI Settlement Agreement of the class action suit, Bates v. Glover, et. al., 1990.

ORGANIZATION:

The Division of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine. The DMHMR Commissioner appoints the DMH Director, subject to personnel laws.

The Division performs its mandate functions through the coordinated efforts of its three major components: the Office of Community Mental Health(OCMH) which includes three state-operated crisis stabilization programs, Augusta Mental Health Institute(AMHI) and Bangor Mental Health Institute(BMHI). Community mental health services are delivered by a centralized OCMH staff through purchase of service contracts with community entities throughout the state.

PROGRAM:

The mission of the Division is to support, empower and enable individuals and families to enjoy an improved quality of life through effective stewardship of public resources. In this capacity and guided by a set of clearly articulated consumer-centered values and strategies, DMH acts as an advocate for the prevention of and recovery from mental illness and as an agent for the provision of individualized, flexible treatment and rehabilitative mental health services in settings most appropriate to the needs of the individuals and their families.

In FY95, the Division focused on the implementation of the Consent Decree, initial design of Medicaid managed care waivers and a major mental health systems change process from its centralized statewide structure to one that is locally managed through local service authorities, which have the responsibility and accountability for person-centered mental health service needs assessment, planning, service delivery, resource allocation and evaluation/monitoring within their regions. These processes also call for decreased and consolidated State psychiatric inpatient capacity, increased collaboration and coordination among all sectors of the mental health service delivery system and integration with other services and programs serving persons who have disabilities and/or are poor.

PUBLICATIONS:

-Rights of Recipients of Mental Health Services

-Mental Health Licensing Review Protocol

-Guardianship

-GERO Training Manuals: Topics in Aging and Mental Health and Understanding Difficult Behavior

-Report of the Task Force on Mental Health Services to Elderly Persons -RESOURCES: A Guide to Deaf Services

-Biennial Report to Maine Legislature on Mental Health Services to Deaf Persons

-Homelessness and Persons with Mental Illness, 1992

-Recommendations and Report of the Task Force on Persons with Mental Disorders Involved with the Criminal Justice System, 1993

-Psychiatric Emergency and Crisis Stabilization Services, January 1993.

FINANCES, FISCAL YEAR 1995: 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 MENTAL HEALTH	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	719,831	707,182			12,649	
HEALTH BENEFITS	79,002	77,667			1,335	
RETIREMENTS	118,662	116,571			2,091	
OTHER FRINGE BENEFITS	11,039	10,811			228	
OTHER CONTRACT SERVICES STATE	253,423	218,013	5,339		30,071	
COMPUTER SERVICES STATE	38	38				
OTHER CONTRACT SERVICES	222,312	193,335	16,773		12,204	
RENTS	22,609	22,439	170			
COMMODITIES	181,382	168,882	4		12,496	
GRANTS, SUBSIDIES, PENSIONS	26,499,286	25,145,254	48,079		1,305,953	
EQUIPMENT	13,320				13,320	
INTEREST-DEBT RETIREMENT	21	21				
TRANSFER TO OTHER FUNDS	1,885		450		1,435	
TOTAL EXPENDITURES	28,122,810	26,660,213	70,815		1,391,782	

DIVISION OF MENTAL RETARDATION

TERRY L. SANDUSKY, ACTING DIRECTOR

TDD: (207) 287-2000

Central Office: 4TH FL STATE OFFICE BLDG, AUGUSTA, ME 04333 Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1969 Reference: Policy Area:03; Umbrella: 14 Unit: 197; Citation: T0034B M.R.S.A., Sect. 000005201 Legislative Count: 144.00

PURPOSE:

The Division 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 Division is responsible for the planning, promotion, coordination and development of the complete and integrated statewide community programs for adult persons with mental retardation and autism. The Division serves as liaison, coordinator and consultant to several state departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian and/or Conservator for citizens with mental retardation in need of this service.

ORGANIZATION:

The Division of Mental Retardation was established in 1969. Central Office staff include a Director, a Manager of Community Services, a Manager of Resource Development, a Guardianship Program Manager, a Medicaid Specialist, a Community Consent Decree Coordinator, Management Analysts and clerical support. The Division is responsible for the operation of the Aroostook Residential Center and Freeport Towne Square. In addition, community mental retardation programs are supported through grants by the Division to private, non-profit agencies. Administratively, the state has been divided into five 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 consumers. Decision making occurs at the regional office front line or close to the consumer and family, as possible.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

PROGRAM:

During FY95 several significant activities were undertaken. First, the Division, through the development of community options, reduced the number of people living at Pineland Center. A census reduction of 50 people was experienced. Second, a continued 90% reduction in emergency admissions occurred also through the development of community alternatives.

Changes in individual plans, community awareness of sexual abuse against persons with mental retardation, expanded efforts into supported employment are other activities undertaken during FY95.

PUBLICATIONS:

-Directory of Programs Serving Maine Citizens with Mental Retardation -Community Consent Decree

-Ouestions and Answers on Guardianship

-Division of Mental Retardation Brochure

-Comprehensive Plan for FY96 through FY97

-Development of Community Services

-Family Support Program Brochure

-Resources Available for People with Mental Retardation and Autism and their Families

-Person Centered Planning Process Manual

-A Pocket Guide to the Person Centered Plan

-Appeal Process under the Community Consent Decree

FINANCES, FISCAL YEAR 1995: 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

DIVISION OF MENTAL RETARDATION

	FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	4,549,754	4,404,292			145,462	
HEALTH BENEFITS	613,225	598,131			15,094	
RETIREMENTS	769,082	742,895			26,187	
OTHER FRINGE BENEFITS	62,235	61,159			1,076	
OTHER CONTRACT SERVICES STATE	173,468	143,924	6,305		23,239	
COMPUTER SERVICES STATE	1,688	1,454			234	
OTHER CONTRACT SERVICES	726,129	627,225	10,641		88,263	
RENTS	220,206	218,497			1,709	
COMMODITIES	54,692	43,005	6,445		5,242	
GRANTS, SUBSIDIES, PENSIONS	41,706,114	40,557,038	963		1,148,113	
EQUIPMENT	2,055		2,055			
INTEREST-DEBT RETIREMENT	19	19				
TRANSFER TO OTHER FUNDS	6,618		527		6,091	
TOTAL EXPENDITURES	48,885,285	47,397,639	26,936		1,460,710	

PINELAND CENTER

TERRY SANDUSKY, ACTING SUPERINTENDENT

Central Office: PINELAND CTR, NEW GLOUCESTR, ME 04260 Mail Address: BOX D, POWNAL, ME 04069-0902 Established: 1907 Reference: Policy Area: 03 ; Umbrella: 14 Unit: 198 ; Citation: T0034B M.R.S.A., Sect. 000005402 Average Count.-All Positions: 648.50 Legislative Count: 648.50

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 & Mental Retardation, and is licensed by the State of Maine as an Intermediate Care Facility for people with mental retardation.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

Pineland's objectives include the provision of: (a) A residential and treatment program based on the individual's specific needs, 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, recreation and psychological therapies to maintain or increase independence and skills; and (e) Information to families, guardian and correspondents.

ORGANIZATION:

Pineland Center was established in 1907 as the Maine School for the Feeble Minded, governed by a Board of Trustees. In 1925, it was renamed Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed 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. The institution's current name, Pineland Center, was authorized by the Legislature in 1973.

PROGRAM:

The census was 117 at the beginning of the fiscal year. At the conclusion of the fiscal year the census was 67 as the facility moved toward closure scheduled for June, 1996. Of the total 12 admissions/readmissions, 5 were new and 7 were readmissions(8 emergency, 4 respite).

Pineland Center continued to offer training opportunities to its staff during FY95. The Transition Team(through the Staff Support Center) has continued to provide resume' service, career counseling, skill training and psychological support to all Pineland employees at no cost, as layoff numbers increase and closure approaches.

PUBLICATIONS:

-Appendix "A" Pineland Center Standards (free) -Rights of the Retarded (A Summary of the Consent Decree) (free) -A Brief History of Pineland Center (free) -Pineland Observer (free) -Pineland Communicator (free)

FINANCES, FISCAL YEAR 1995: 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

PINELAND CENTER	TOTAL FOR All Funds	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	9,417,642	9,417,642				
HEALTH BENEFITS	1,312,615	1,312,615				
RETIREMENTS	1,759,334	1,759,334				
OTHER FRINGE BENEFITS	79,989	79,989				
OTHER CONTRACT SERVICES STATE	411,199	336,368	74,831			
COMPUTER SERVICES STATE	7,842	7,842				
OTHER CONTRACT SERVICES	479,688	473,007	6,681			
RENTS	142,636	135,301	7,335			
COMMODITIES	688,223	678,875	9,348			
GRANTS, SUBSIDIES, PENSIONS	1,583,832	1,584,084	- 252			
EQUIPMENT	4,778	4,778				
INTEREST-DEBT RETIREMENT	22	19	3			
TRANSFER TO OTHER FUNDS	756		756			
TOTAL EXPENDITURES	15,888,556	15,789,854	98,702			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

S. CATHERINE LONGLEY, COMMISSIONER

TDD: (207) 624-8563 Central Office: GARDINER ANNEX, GARDINER, ME, 04345 35 STATE HOUSE STATION, AUGUSTA, ME, 04333 Mail Address: 1973 Telephone: (207) 624-8500 Established: Reference: Policy Area: 01; Umbrella: 02; Unit: 027; Citation: T0010 M.R.S.A., Sect. 000008001 Average Count--All Positions: 241.5 MEDICAL SPECIALTY ADVILOPTSCOMPANE CONNEN 10.0 Units: ANESTHESIOLOGY BOARD OF ACCOUNTANCY MEDICAL SPECIALTY ADVISORY COMMITTEE ON EMERGENCY ACUPUNCTURE LICENSING BOARD MEDICINE DIVISION OF ADMINISTRATIVE SERVICES (BUS REG) MEDICAL SPECIALTY ADVISORY COMMITTEE ON OBSTETRICS ADJUSTER LICENSE ADVISORY BOARD AND GYNECOLOGY ARBORIST EXAMINING BOARD STATE BOARD OF NURSING MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS, NURSING HOME ADMINISTRATORS LICENSING BOARD LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS BOARD OF OCCUPATIONAL THERAPY PRACTICE MAINE ATHLETIC COMMISSION OIL AND SOLID FUEL BOARD BOARD OF BARBERING AND COSMETOLOGY STATE BOARD OF OPTOMETRY BURFAU OF BANKING BOARD OF OSTEOPATHIC LICENSURE BOARD OF CHIROPRACTIC LICENSURE BOARD OF COMMISSIONERS OF THE PROFESSION OF BOARD OF COMMERCIAL DRIVER EDUCATION PHARMACY BUREAU OF CONSUMER CREDIT PROTECTION BOARD OF EXAMINERS IN PHYSICAL THERAPY BOARD OF COUNSELING PROFESSIONALS LICENSURE MAINE STATE PILOTAGE COMMISSION BOARD OF DENTAL EXAMINERS PLUMBERS' EXAMINING BOARD ELECTRICIANS' EXAMINING BOARD BOARD OF LICENSURE OF PODIATRISTS STATE BOARD OF REGISTRATION FOR PROFESSIONAL STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS FNGINEERS STATE BOARD OF LICENSURE FOR PROFESSIONAL REAL ESTATE COMMISSION BOARD OF REAL ESTATE APPRAISERS FORESTERS STATE BOARD OF FUNERAL SERVICE BOARD OF RESPIRATORY CARE PRACTITIONERS MEDICAL SPECIALTY ADVISORY COMMITTEE ON RADIOLOGY GENERAL LINES AGENT EXAMINATION ADVISORY BOARD STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SECURITIES DIVISION STATE BOARD OF SOCIAL WORKER LICENSURE SOIL SCIENTISTS BOARD OF HEARING AID DEALERS AND FITTERS BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND BUREAU OF INSURANCE AUDIOLOGY BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS STATE BOARD OF SUBSTANCE ABUSE COUNSELORS BOARD OF LICENSING OF AUCTIONEERS STATE BOARD OF VETERINARY MEDICINE DIVISION OF LICENSING AND ENFORCEMENT BOARD OF LICENSING OF DIFTETIC PRACTICE LIFE AGENT EXAMINATION ADVISORY BOARD MANUFACTURED HOUSING BOARD

PURPOSE:

BOARD OF LICENSURE IN MEDICINE

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, and 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 strengthen executive direction. Agencies originally placed under the jurisdiction of the Department were the Bureau of Banking, Bureau of Insurance, Real Estate Commission, Maine State Boxing Commission (renamed Maine Athletic Commission), State Running Horse Racing Commission, and 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 January 1, 1975.

The Special Session of the 107th Legislature established the Central Licensing Division. Since that time, various other boards have been created and placed within the Division, or have been transferred into the Division from other departments or from independent agency status. The Second Regular Session of the 112th Legislature conducted the first ever audit and program review of the Department. At that time, the Legislature 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 and it created statutory sunrise standards to be met by groups seeking additional licensing boards. In 1987 the name of the Department was changed to Professional and Financial Regulation.

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 and affiliated with the Department, and to assure that each "complies fully with its statutory and public service responsibilities." The Commissioner may no exercise or 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:

See individual agencies.

PUBLICATIONS:

See reports of component units.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION	TOTAL FOR ALL FUNDS	general Fund	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	6,774,043		6,774,043			
HEALTH BENEFITS	833,484		833,484			
RETIREMENTS	1,131,041		1,131,041			
OTHER FRINGE BENEFITS	86,274		86,274			
OTHER CONTRACT SERVICES STATE	742,409		742,409			
COMPUTER SERVICES STATE	517,759		517,759			
OTHER CONTRACT SERVICES	1,757,401		1,757,401			
RENTS	769,213		769,213			
COMMODITIES	362,733		362,733			
GRANTS, SUBSIDIES, PENSIONS	75,830		75,830			
EQUIPMENT	260,314		260,314			
INTEREST-DEBT RETIREMENT	138		138			
TRANSFER TO OTHER FUNDS	101,292		101,292			
COST OF GOODS SOLD	- 3		- 3			
TOTAL EXPENDITURES	13,411,928		13,411,928			

BOARD OF ACCOUNTANCY CHERYL HERSOM, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1967Telephone:Reference:Policy Area: 01;Umbrella:02 Unit:280;Citation:T0032M.R.S.A., Sect.000012213

PURPOSE:

The Accountancy Board was established to protect the public through regulation of the practice of public accounting in the State of Maine, as well 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 make available a register of Certified Public Accountants, Public Accountants and Firms, and other practitioners registered by the Board, 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 five 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 five 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 non-certified public accountant for at least the five preceding years. One member of the Board shall be a representative of the public. Apppointments shall be for three-year terms, except that the terms of two members other than the public member shall expire each calendar year. Appointments of less than three 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 expiration of his term of office, a member shall continue to serve until his successor has been appointed and qualified, and the successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. The Governor shall remove from the Board any member whose permit to practice becomes void, revoked or suspended, and may, after hearing, remove any member of the Board for cause.

PROGRAM:

During FY 94-95 the Board of Accountancy met six times, conducted two examination sessions and examined 346 applicants. In the past year the Board received 11 new complaints. Also, eight cases were dismissed, eight resulted in cease/desist orders and two were referred to the Attorney General's Office for unlicensed practice.

At the present time there are 1,354 licensed certified public accountants, 56 licensed public accountants, 371 licensed firms and 25 licensed branches.

LICENSES:

CERTIFICATIONS: Public Accountants, Certified Public Accountants ANNUAL REGISTRATIONS: Firms, Public Accountants, Certified Public Accountants

PUBLICATIONS:

Lists, labels or diskettes of licensed Accountants may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603.

Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	24,971		24,971			
HEALTH BENEFITS	5,756		5,756			
RETIREMENTS	3,784		3,784			
OTHER FRINGE BENEFITS	81		81			
OTHER CONTRACT SERVICES STATE	13,022		13,022			
OTHER CONTRACT SERVICES	22,682		22,682			
RENTS	6,803		6,803			
COMMODITIES	208		208			
TRANSFER TO OTHER FUNDS	129		129			
TOTAL EXPENDITURES	77,436		77,436			

ACUPUNCTURE LICENSING BOARD

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX: (207) 624-8637Established:1987Telephone: (207) 624-8603Reference:Policy Area: 01 ; Umbrella:02 Unit: 502 ; Citation: T0032M.R.S.A., Sect. 000012406

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, issue biennial renewal of licenses, investigate written complaints brought before the Board, answer correspondence, maintain financial records, and set fees for biennial licensure.

ORGANIZATION:

The Acupunture Licensing Board consists of five members who are appointed by the Governor for three-year terms. Three of these members shall be licensed acupuncturists, one shall be a licensed, practicing medical or osteopathic doctor, and one shall be a member of the public who is not licensed to practice any healing art or science and who is not an acupuncturist.

PROGRAM:

During FY 94-95 the Board of Acupuncture Licensing met four times for the purposes of reviewing applications and continuing education and to act on complaints. There were no new complaints this past year.

There are currently 46 licensed acupuncturists in the State of Maine.

LICENSES:

Licensed Acupuncturists

PUBLICATIONS:

Lists, labels or diskettes of licensed Acupuncturists may be puchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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						
OTHER CONTRACT SERVICES	952		952			
TRANSFER TO OTHER FUNDS	692		692			
TOTAL EXPENDITURES	1,644		1,644			

DIVISION OF ADMINISTRATIVE SERVICES (BUS REG)

LINDA S. GILSON, DIRECTOR, ADMIN. SVCS.

Central Office:GARDINER ANNEX, GARDINER,, ME 04345TDD:(207) 624-8563Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:(207) 624-8690Established:19741974Telephone:(207) 624-8500Reference:Policy Area: 01 ; Umbrella:02 Unit:028 ; Citation:T0010M.R.S.A., Sect.000008003Average Count--All Positions:15.0015.0015.0015.0015.0015.00

PURPOSE:

The Division of Administrative Services was established to provide administrative support services for all of the bureaus, boards and commissions within the Department and for the Department itself.

The Administrative Services Division is responsible for Accounting, Budgeting, Computer Services, Payroll, Personnel, and Purchasing and Inventory Control. It provides centralized accounting and budgeting, centralized purchasing and property recording, and centralized personnel services, which include the preparation of payrolls and related bookkeeping. Most reports required of the Department and the agencies within it are prepared by the Administrative Services 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 objectives, as well as to create and administer a comprehensive computer network enhancing each agency's ability to fulfill their mission and to administer a centralized licensing database. Utilizing a planning committee, which consists of a representative from each agency, the committee studies issues, sets standards and develops policies relating to the

Department's automation and communication initiatives.

ORGANIZATION: The Administrative Services Division consists of the following: Commissioner of Professional and Financial Regulation Senior Administrative Secretary Staff Attorney Director of Administrative Services Director of Planning and Management Information Systems Accountant II, Accountant I, and Account Clerk II Personnel Assistant Receptionist Senior Information Systems Support Specialist Senior Programmer Analyst Information System Support Specialist Information Systems Support Technician Programmer Analyst Data Control Specialist

Within this 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 preparation of payroll, affirmative action, contract administration and Worker's Compensation. The last section, Information Systems Support Services, is responsible for the coordination of automation and electronic communication within the Department.

PROGRAM:

The Administrative Services Division provides the services described above for the entrie 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 and the Bureau of Budget 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 116,000 licensee records). This section provides quality control for licensing system data as well as printing of licenses and renewal notices, and printings of rosters and mailing labels for the licensing agencies and the public.

Support services provided by the Information Systems Support Services include training, local area network administration, micro computer support, coordinating the acquisition of hardware and software, limited software programming and facilitating the sharing or resources. Consistent with this effort, a desktop publishing facility is maintained for use by the Department. This section also coordinates telecommunications services and equipment for all agencies and data communications with host systems.

LICENSES:

None

PUBLICATIONS:

Rosters of all licenses of Boards, Bureaus or Commissions are printed upon request. Lists, labels or diskettes of licensees can be purchased for a nominal fee and can be as brief or as complete as necessary.

DIVISION OF ADMINISTRATIVE SERVICES (BUS REG)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	493,106		493,106			
HEALTH BENEFITS	55,431		55,431			
RETIREMENTS	86,032		86,032			
OTHER FRINGE BENEFITS	5,013		5,013			
OTHER CONTRACT SERVICES STATE	20,657		20,657			
COMPUTER SERVICES STATE	1,611		1,611			
OTHER CONTRACT SERVICES	167,935		167,935			
RENTS	221,182		221,182			
COMMODITIES	215,798		215,798			
EQUIPMENT	240,452		240,452			
INTEREST-DEBT RETIREMENT	18		18			
TRANSFER TO OTHER FUNDS	11,659		11,659			
TOTAL EXPENDITURES	1,518,894		1,518,894			

ADJUSTER LICENSE ADVISORY BOARD

BRIAN K. ATCHINSON, SUPERINTENDENT

Central Office:124 NORTHERN AVENUE, GARDINER, ME 04345Mail Address:34 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1989Telephone:Reference:Policy Area: 01; Umbrella:02 Unit:0300001525

PURPOSE:

The purposes of the Adjuster License Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the approval of Pre-Licensing Courses.

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 that person is active on a full-time basis as an adjuster, 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 adjuster advisory board, the superintendent, so far as practicable, must appoint persons with prior experiences in the education and training of adjusters; and so far as practicable, shall constitute the board to include at least one licensed adjuster and one representative of a domestic 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 lines of insurance and aspects of the insurance business within its concerns. 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 Adjuster Licensing Advisory Board met twice during Fiscal year 94-95 to review, update and develop examination questions. The Board remains on call as needed.

LICENSES:

This 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ARBORIST EXAMINING BOARD

DIANNE SAWYER, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1933Reference: Policy Area: 01 ; Umbrella:02 Unit: 287 ; Citation: T0032M.R.S.A., Sect.000002001

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 a current 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 and Financial Regulation essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are issued on an annual basis.

PROGRAM:

During FY 94-95 the Arborist Examining Board met three times, conducted four examination sessions, and examined 37 applicants. In the past year, the Board received one new complaint which was dismissed. Presently, there are 405 licensed Arborists: 8 Masters, 2 Regular Masters, 376 First Class and 19 Apprentice Arborists.

LICENSES:

Regular Master Arborist Apprentice Arborist Restricted Master Arborist Master Landscape or Utility Landscape and Utility Arborist First Class Restricted Arborist First Class Landscape or Utility Landscape and Utility Arborist

PUBLICATIONS:

Lists, labels or diskettes of licensed Arborists may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request. Arborist study guide - \$2.50

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	200		200			
OTHER CONTRACT SERVICES	1,697		1,697			
TOTAL EXPENDITURES	1,897		1,897			

MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS

CHERYL HERSOM, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345 Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1945 Reference: Policy Area:01; Umbrella: 02 Unit: 288; Citation: T0032 Average Count-All Positions: 1.00 Central Office: GARDINER ANNEX, GARDINER, ME 04345 FAX: (207) 624-8637 Telephone: (207) 624-8637 Telephone: (207) 624-8637 Contended and Contenda

PURPOSE:

The Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers was established to protect the public and maintain high professional standards through the examination and licensure of persons who wish to practice architecture, landscape architecture, and interior design in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title "architect", "landscape architect", or "interior designer", 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 maintained by the Board.

ORGANIZATION:

The Board consists of nine members appointed by the Governor. Five members must be licensed and practicing architects, one of whom may be a professor of architecture; two must be licensed and practicing landscape architects; two must be certified and practicing interior designers; and two must be representatives of the public. Appointments shall be for a three-year term, except that no more than three members' terms may expire in any one calendar year. Appointments for terms of less than three years may be made in order to comply with this limitation. Upon expiration of a member's term, he shall serve until his successor is qualified and appointed. The successor's term shall be three 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 its officers. The Board must meet at least once a year to conduct its business. Additional meetings may be held as necessary to conduct the business of the Board and may be convened at the call of the chair or a majority of the board members.

PROGRAM:

During FY 94-95 the Board of Architects, Landscape Architects and Interior Designers met six times, conducted two examination sessions and examined 19 applicants. The Board has received no new complaints in the past year.

At the present time there are 1,068 licensed Architects, 124 licensed Landscape Architects and 12 licensed Interior Designers.

LICENSES:

LICENSES: Architects, Landscape Architects CERTIFICATION: Interior Designers

PUBLICATIONS:

Lists, labels or diskettes of licensed Architects, Landscape Architects or Interior Designers may be puchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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, LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	24,456		24,456			
HEALTH BENEFITS	3,833		3,833			
RETIREMENTS	3,784		3,784			
OTHER FRINGE BENEFITS	81		81			
OTHER CONTRACT SERVICES STATE	3,625		3,625			
OTHER CONTRACT SERVICES	25,061		25,061			
COMMODITIES	116		116			
TRANSFER TO OTHER FUNDS	943		943			
TOTAL EXPENDITURES	61,899		61,899			

MAINE ATHLETIC COMMISSION

DIANNE SAWYER, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1939Reference:Policy Area:01;Umbrella:02 Unit:035;Citation:TotalTotalControlC

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 kickboxing 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 of professional boxing and kickboxing contests and exhibitions held in Maine and all officials for amateur contests, 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 Commission Account by promoters of five percent of gross receipts from boxing, wrestling and kickboxing contests and exhibitions.

ORGANIZATION:

The Maine State Boxing Commission was created by Legislative Act in 1939. Under State Government government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Professional and

Financial Regulation. On May 16, 1977, the Governor approved a Legislative name change from the Maine State Boxing Commission to the Maine Athletic 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. A person who receives any compensation or remuneration for promoting, competing or otherwise engaging in boxing, wrestling or kickboxing is not eligible for appointment. The Department of Professional and Financial Regulation employs personnel and provides administrative assistance as required.

PROGRAM:

During FY 94-95 the Athletic Commission held a total of seven meetings. In the past year the Commission received one complaint which was held as a formal conference and resulted in consent agreement with a fine of \$1,000.

As of June 1995, there was a total of 97 licensees consisting of 31 Boxers, 18 Judges, 2 Knockdown Timekeepers, 3 Managers, 1 Matchmaker, 9 Promoters, 3 Referees, 26 Seconds, and 4 Timekeepers.

During the year there were 18 boxing shows, both amateur and professional, and 6 wrestling shows. During the events there was a total of 101 new licenses issued: 31 Boxers, 17 Judges, 2 Kickboxers, 1 Knockdown Timekeeper, 13 Managers, 6 Promoters, 3 Referees, 25 Seconds, and 3 Timekeepers.

LICENSES:

BOXING: Boxer, Judge, Knockdown Timekeeper, Manager, Promoter, Referee, Second, Timekeeper WRESTLING: Manager, Matchmaker, Promoter, Referee, Timekeeper KICKBOXING: Assistant Scorekeeper, Judge, Kickboxer, Knockdown Timekeeper, Kickjudge, Matchmaker, Manager, Promoter, Referee, Second, Timekeeper

PUBLICATIONS:

Lists, labels or diskettes of licensees of the Maine Athletic Commission may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Commission at 624-8603. Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	2,170		2,170			
OTHER FRINGE BENEFITS	105		105			
COMPUTER SERVICES STATE	80		80			
OTHER CONTRACT SERVICES	5,230		5,230			
COMMODITIES	966		966			
TOTAL EXPENDITURES	8,551		8,551			

BOARD OF BARBERING AND COSMETOLOGY

CHERYL HERSOM, COORDINATOR

.

 Central Office:
 GARDINER ANNEX, GARDINER, ME 04345
 TDD:
 (207) 624-8563

 Mail Address:
 35 STATE HOUSE STATION, AUGUSTA, ME 04333
 FAX:
 (207) 624-8663

 Established:
 1937
 Telephone:
 (207) 624-8663

 Reference:
 Policy Area: 01; Umbrella:
 02 Unit:
 265; Citation:
 T0032
 M.R.S.A., Sect.
 000014211

PURPOSE:

The purpose and major goal of the State Board of Barbering and Cosmetology is to protect the public through regulation of the practice of barbering and

cosmetology in the State of Maine and maintain high professional standards. To do so, the Board is authorized to examine and certify applicants for licensure for the practice of barbering, cosmetology, manicuring and aesthetics, and the instruction of barbering and cosmetology. The Board also issues and renews such licenses to each barber, cosmetologist, manicurist, aesthetician, establishment, instructor, apprentice, and student.

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 establishment, licensee, 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, as well as to maintain a register of all persons to whom licenses are issued.

ORGANIZATION:

The State Board of Cosmetology originated in 1933. In 1937, the State Board of Hairdressers and Barbers was created and in 1961, regulation of hairdressers and barbers was split with the creation of two separate regulating Boards. In 1986, the Board of Barbers became an internal board under the Department of Professional and Financial Regulation, and in 1991, the Board of Cosmetology became an internal board as well. The two boards were merged together to form the State Board of Barbering and Cosmetology.

The Board consists of eleven members. Two are consumer members representing the public, five are active cosmetologists and four are active barbers. The members are appointed by the Governor for a term of three years. The selection of a Board chairperson is performed at the first meeting of the Board each year.

PROGRAM:

During FY 94-95 the Board of Barbering and Cosmetology met five times. Many examinations were conducted, which included 11 cosmetology examinations, 1 barber examination, 11 cosmetology re-take examinations and 12 instructor examinations. A total of 443 applicants were examined. In the past year the Board has received 13 new complaints. Also, six cases were dismissed and six resulted in cease/desist orders.

There are presently 13,592 licensees: 26 apprentice cosmetologists, 39 aestheticians, 2,277 establishments, 757 booths, 3 apprentice manicurists, 8,618 cosmetologists, 2 demonstrators, 159 cosmetology instructors, 208 manicurists, 603 student cosmetologists, 98 temporary permits for cosmetologists, 751 barbers, 9 student barbers, 8 barber instructors, 6 apprentice barbers, 1 apprentice aesthetician, 9 student manicurists, 10 barbers with work permits, and 8 manicurists with work permits.

LICENSES:

LICENSES: Aesthetician, Barber, Cosmetology, Demonstrator, Manicurist, Establishment - Booth, Establishment - Shop, Instructor - Barber, Instructor -Cosmetology REGISTRATIONS: Apprentice Asthetician, Apprentice Barber, Apprentice Cosmetologist, Apprentice Manicurist STUDENT AND TEMPORARY WORK PERMITS: Aesthetician, Barber, Cosmetologist, Manicurist

PUBLICATIONS:

Lists, labels or diskettes of licensed Barbers or Cosmetologists may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request. LAWS: State Board of Barbering and Cosmetology RULES: Apprentice and Manicurist Rules, Barber Instructor Rules, Cosmetology Instructor Rules, Establishment Rules, Licensure Fees Rules, Rules of Practice

FINANCES, FISCAL YEAR 1995: 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	175,072		175,072			
HEALTH BENEFITS	28,622		28,622			
RETIREMENTS	28,175		28,175			
OTHER FRINGE BENEFITS	2,738		2,738			
OTHER CONTRACT SERVICES STATE	10,895		10,895			
COMPUTER SERVICES STATE	6		6			
OTHER CONTRACT SERVICES	55,906		55,906			
RENTS	21,440		21,440			
COMMODITIES	5,230		5,230			
TOTAL EXPENDITURES	328,084		328,084			

BUREAU OF BANKING

H. DONALD DEMATTIES, SUPERINTENDENT

WATS: (207) 624-8570

Central Office: GARDINER ANNEX, NORTHERN AVE, GARDINER, ME 04345 Mail Address: 36 STATEHOUSE STATION, AUGUSTA, ME 04333-0036 FAX: (207) 624-8690 Established: 1997 Telephone: (207) 624-8570 Reference: Policy Area: 01 ; Umbrella: 02 Unit: 029 ; Citation: T0009B M.R.S.A., Sect. 000000121 Average Count--All Positions: 43.00

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, through the Securities Divison, 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 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 will retain responsibility for licensing issuers and sellers of money orders by persons other than financial institutions until January of 1996.

ORGANIZATION:

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; to set forth procedures to guard against unsafe practices; approval of mergers and new charters under a public convenience and advantage standard; and supervision and regulation of credit unions. In conjunction with a 1973 state government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation.

In early 1985, a reorganization resulted in the implementation of the current structure with the Bureau of Banking, an agency within the Department of Professional and Financial Regulation, 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 and Administration is responsible for supervision of the development of the Bureau's data base, bank monitoring systems, legislative and rulemaking activities; financial analysis; consumer outreach activities; and management of the office staff.

PROGRAM:

The scope of the Examination Division's responsibility includes safety and soundness, electronic data processing, bank holding companies and formal compliance review. During fiscal year 94-95, 31 safety and soundness examinations and 34 specialized examinations were completed. A computer based system also monitors bank performance between on-site visits. The Consumer Outreach Program provides consumers with information needed to make wise financial choices. Consumer Outreach produced and distributed over 23,700 copies of educational booklets and videos and made 68 educational presentations at Maine schools on financial topics important to young adults, during the last fiscal year. The Bureau's complaint resolution program responded to over 875 consumer complaints and/or inquiries. The Bureau assisted Maine consumers in obtaining \$20,400 in restitution.

During fiscal year 1995, 37 letters of notification were processed effecting the opening, closing or relocation of 41 branches and to establish 28 new and close 8 ATM locations, bringing the total number of shared facilities to approximately 320. In addition, the Bureau gave two banks permission to purchase the branches of another bank. In other application activity, the Bureau approved the formation of, or investment in, two subsidiary corporations; the formation of a holding company and subsequent acquisition of a financial institution; three additional acquisitions by holding companies and two mergers of financial institutions. An application for a federal credit union to convert to a state charter was approved during the fiscal year. Two credit union regulatory decisions were challenged by bank trade associations. In both cases, the Superintendent's decision was upheld by the court.

LICENSES:

Negotiable Money Orders (Company and Agent)

PUBLICATIONS:

Banking Regulations and Bulletins (\$65.00), Annual Updates (\$20.00 per year); Report of the Superintendent, for period 6/30/72-6/30/82 (\$5.00); Status of Maine's Financial Institutions - 1/15/85 to 1/15/90 (\$5.00 ea.), 1/15/91 to 1/15/95 (\$10.00 ea.). Understanding Mortgage Points and Other Settlement Costs; Student's Guide to Banking and Personal Money Management; Home Mortgage Financing in the 1990's; Business Person's Guide to Banking in Maine; (Me. residents-free, others \$1.50). Applying for a Loan; Adventures in Money Management; Students Ask Questions I & II; (Free video rentals).

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,263,662		1,263,662			
HEALTH BENEFITS	139,386		139,386			
RETIREMENTS	212,594		212,594			
OTHER FRINGE BENEFITS	16,099		16,099			
OTHER CONTRACT SERVICES STATE	3,490		3,490			
COMPUTER SERVICES STATE	33,210		33,210			
OTHER CONTRACT SERVICES	233,179		233,179			
RENTS	74,290		74,290			
COMMODITIES	27,134		27,134			
GRANTS, SUBSIDIES, PENSIONS	529		529			
TRANSFER TO OTHER FUNDS	16,851		16,851			
TOTAL EXPENDITURES	2,020,424		2,020,424			

BOARD OF CHIROPRACTIC LICENSURE

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX: (207) 624-8637Established:1923Telephone: (207) 624-8603Reference:Policy Area: 01 ; Umbrella:02 Unit: 297 ; Citation: T0032M.R.S.A., Sect. 000000501Average Count--All Positions:1.00

PURPOSE:

The Board of Chiropractic Licensure was established to protect the public through regulation of the practice of chiropractic in the State of Maine and to maintain high professionals standards. The primary responsibilities of the Board are to examine and license qualified applicants to practice in Maine.

ORGANIZATION:

The Board of Chriropractic Licensure, formerly known as the Board of Chiropractic Examination and Registration, was established in 1923. The Board consists of seven members who are appointed by the Governor for three-year terms. The members must be residents of this State. Five must be graduates of a legally chartered chiropractic school, college or university and actively engaged in the practice of their profession for at least three years in this State at the time of their appointment. The other two members must be public members.

PROGRAM:

During FY 94-95 the Board of Chiropractic Licensure met two times. In the past year the Board received three new complaints which resulted in two formal conferences with fines paid in the amount of \$1,500. Also, five cases were dismissed and one case was referred to the Attorney General's Office for unlicensed practice.

There are presently 375 licensed Chiropractors, 69 Chiropractic Assistants and four Temporary Chiropractic Assistants.

LICENSES:

Resident Chiropractor Non-Resident Chiropractor Chiropractic Assistant Temporary Chiropractic Assistant

PUBLICATIONS:

Lists, labels or diskettes of licensed Chiropractors may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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 LICENSURE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	18,708		18,708			
HEALTH BENEFITS	5,756		5,756			
RETIREMENTS	3,049		3,049			
OTHER FRINGE BENEFITS	299		299			
OTHER CONTRACT SERVICES STATE	1,181		1,181			
OTHER CONTRACT SERVICES	7,177		7,177			
RENTS	300		300			
TRANSFER TO OTHER FUNDS	635		635			
TOTAL EXPENDITURES	37,105		37,105			

BOARD OF COMMERCIAL DRIVER EDUCATION CHERYL HERSOM, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1982Reference:Policy Area: 01; Umbrella:02 Unit:295; Citation:TotalM.R.S.A., Sect.000009552

PURPOSE:

The Board of Commercial Driver Education was created for the purpose of examining and licensing commerical driver education schools and instructors, as well as investigating all complaints of non-compliance with or violation of the law and established rules and regulations.

ORGANIZATION:

The Board of Commercial Driver Education is composed of five members who are 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. Another member is a public representative and the remaining member is the Director of the Division of Motor Vehicles or his designee.

The term of office of each member is four years, except that, of the three school members on the first board appointed under this subchapter, one is appointed for two years and one for three years.

PROGRAM:

During FY 94-95 the Board of Commercial Driver Education met eight times and conducted examination sessions as needed. In the past year the Board received 19 new complaints. Also, three cases were dismissed, 18 resulted in cease/desist orders, and two were referred to the Attorney General's Office for unlicensed practice.

At the present time there are 51 licensed Class A schools, one licensed Class B school, 38 Class A Branch schools, 109 Class A instructors, 54 licensed Class B instructors, one tractor trailer school and two tractor trailer instructors.

LICENSES:

Class A Branch Schools Class B Branch Schools Class A Commercial Instructors Class B Commercial Instructors Class B Commercial Schools Class B Commercial Schools Tractor Trailer Instructors Tractor Trailer Schools

PUBLICATIONS:

Lists, labels or diskettes of licensed Commercial Driver Education schools or instructors may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request. Available are: Commercial Driving Instruction Laws and Board of Commercial Driver Education Rules.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	140		140			
OTHER CONTRACT SERVICES STATE	1,861		1,861			
COMPUTER SERVICES STATE	715		715			
OTHER CONTRACT SERVICES	4,670		4,670			
TRANSFER TO OTHER FUNDS	732		732			
TOTAL EXPENDITURES	8,118		8,118			

BUREAU OF CONSUMER CREDIT PROTECTION

WILLIAM N LUND, SUPERINTENDENT

WATS: (800) 332-8529

Central Office: GARDINER ANNEX, GARDINER, ME 04345 Mail Address: 35 STATEHOUSE STA, AUGUSTA, ME 04333-0035 Established: 1975 Reference: Policy Area: 01; Umbrella: 02 Unit: 030; Citation: T0009A M.R.S.A., Sect. 006-00103 Average Count-All Positions: 26.00 Legislative Count: 10.00

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; encourage competition among credit grantors; and 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, credit services organizations, rent-to-own companies and pawnbrokers.

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 agency to the Bureau of Consumer Credit Protection. Public Law 390 (1995) will again change the name of the agency, this time to the "Office of Consumer Credit Regulation," effective January 1, 1996. At the same time, responsibility for compliance by banks and credit unions with the Maine Consumer Credit Code, will shift to the Bureau of Banking.

PROGRAM:

During FY 95, 472 creditors, 24 collection agencies, 5 credit services organizations and 13 credit reporting agencies were examined. During this period, creditors refunded \$107,020.43 to consumers as a result of violations discovered during the examination process. The Bureau cited 449 violations of Truth-in-Lending Laws and 308 Consumer Credit Code violations after reviewing 24,888 transactions. The Bureau negotiated 2 Assurances of Discontinuance and 1 Administrative Order involving violations of lender, credit reporting and collection laws. The Bureau's Complaint Division responded to approximately 3,500 consumer grievances, including 283 formal written complaints. Many were mediated informally, by telephone, while others required conferences, hearings or formal resolutions. As a result of the efforts of the Complaint Division, an additional \$202,804 was credited and refunded to consumers.

The Bureau licensed or registered the following creditors and businesses in FY 95:

Supervised Financial Organizations (banks, credit unions-including branches): 436; Supervised Lenders (134 main offices,68 branches): 202; Other Creditors (excluding branches)*: 969; Sales Finance Companies: 80; Collection Agencies: 67; Credit Services Organizations: 16; Credit Reporting Agencies: 22. This results in a grand total of 1,792 licensees and registrants. *This year's "Other Creditor" tally includes the following categories: Insurance Premium Finance Companies: 5; Mobile Home Dealers: 51; New Car Dealers: 160; Used Car Dealers: 125; Rent-to-Own Merchants: 38; Pawnbrokers: 45.

LICENSES:

License: Collection Agencies, Supervised Lenders-Consumer Credit Code. Registration: Consumer Credit Code Notification, Credit Services Organizations, Credit Reporting Agencies, Rent-to-Own Companies and Pawnbrokers.

PUBLICATIONS:

Down Easter Guide to Credit Cards, Down Easter's Pocket Credit Guide, Cut Rate Auto Financing, Downeaster Consumer Guide to Credit Bureaus and Credit Reports, Downeaster's Guide to Debt Collections and Repossession. (All of the preceding are free to Maine residents).

Creditor Update-Quarterly Newsletter for businesses, and "Do You Need a License?" (Both free to interested parties).

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	455,881		455,881			
HEALTH BENEFITS	46,771		46,771			
RETIREMENTS	80,278		80,278			
OTHER FRINGE BENEFITS	3,468		3,468			
OTHER CONTRACT SERVICES STATE	1,740		1,740			
COMPUTER SERVICES STATE	23,234		23,234			
OTHER CONTRACT SERVICES	113,551		113,551			
RENTS	33,834		33,834			
COMMODITIES	8,012		8,012			
GRANTS, SUBSIDIES, PENSIONS	117		117			
TRANSFER TO OTHER FUNDS	6,254		6,254			
TOTAL EXPENDITURES	773,140		773,140			

BOARD OF COUNSELING PROFESSIONALS LICENSURE

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

WATS: (207) 624-8603 *TDD:* (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1989Telephone:Reference:Policy Area: 01; Umbrella:02 Unit:514; Citation:T0032M.R.S.A., Sect.000013852

PURPOSE:

The Board of Counseling Professionals 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, interpersonal and other dysfunctional behaviors, and to assist in the overall development and adjustment of those served.

ORGANIZATION:

The Board's full complement consists of 13 members, 12 of them appointed by the Governor for three-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:

During FY 94-95 the Board of Counseling Professionals Licensure met 12 times. In the past year the Board has received ten new complaints which resulted in one informal conference. Four cases were also dismissed.

At the present time there are 97 Professional Counselors, 534 Clinical Professional Counselors, 92 Marriage and Family Therapists, 43 Pastoral Counselors, 207 Registered Counselors and 67 conditionally licensed Counselors.

LICENSES:

Licensed Clinical Counselor Licensed Marriage and Family Therapist Licensed Pastoral Counselor Licensed Professional Counselor

Registered Counselor

PUBLICATIONS:

Lists, labels or diskettes of licensed Professional Counselors may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603.

Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	14,261		14,261			
HEALTH BENEFITS	1,609		1,609			
RETIREMENTS	1,612		1,612			
OTHER FRINGE BENEFITS	35		35			
OTHER CONTRACT SERVICES STATE	1,249		1,249			
COMPUTER SERVICES STATE	335		335			
OTHER CONTRACT SERVICES	16,906		16,906			
COMMODITIES	44		44			
TRANSFER TO OTHER FUNDS	1,514		1,514			
TOTAL EXPENDITURES	37,565		37,565			

BOARD OF DENTAL EXAMINERS

ROGER A. KAY, D.D.S., PRESIDENT

Central Office: 2 BANGOR STREET, AUGUSTA, ME 04330 Mail Address: 143 STATEHOUSE STATION, AUGUSTA, ME 04333-0143 1891 Telephone: (207) 287-3333 Established: Reference: Policy Area: 01 ; Umbrella: 02 Unit: 313 ; Citation: T0032 M.R.S.A., Sect. 000001071 Average Count--All Positions: 1.50

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 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 make such rules, not contrary to 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 and a dental hygienist for a term of five years, all appointed by the Governor. 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 dental hygienist member must be a graduate of an accredited dental hygiene college and have been practicing dental hygiene in the State for at least 6 years immediately preceding appointment. The Board, at its annual meeting, elects from its members a president, vice president and secretary-treasurer. The National Board and the Northeast

Regional Board serve as examinations for licensure.

PROGRAM:

During fiscal year 1995 the Board of Dental Examiners met at least monthly with lengthy agendas, including interviews for licensure, consumer and dentists complaints, rules, and informal hearings with dentists, consumers and their attorneys.

Twenty-nine dentists became newly licensed in the State of Maine for a total of 961 dentists currently registered for the biennium 1994-1995. Of these 327 list out of state residences or practices. The Board issued 46 new dental hygiene licenses in the past fiscal year, bringing the total of Maine licensed hygienists to 1002 of which 160 are out of state. Registered dental radiographers now number 675.

During the past fiscal year the Board has undergone the rule-making process to establish licensure requirements for dental hygienists and dental radiographers; has ammended the contnuing education rule; and, per legislative mandate, is in the process of revising the rule regarding the licensure of denturists in the State of Maine. Also pending is an amendment to the rules relating to dental hygienists that will allow dental hygienists to practice in a puble health setting under the general supervision of a dentist.

LICENSES:

Dentistry Dental Hygiene Denture Technology Dental Radiography Anesthesia/Sedation

PUBLICATIONS:

"Laws Relating to the Practice of Dentistry, Dental Hygiene and Denture Technology" (Free)

Newsletter mailed to all Maine licensed dentists and dental hygenists.

FINANCES, FISCAL YEAR 1995: 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 DENTAL EXAMINERS	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	31,934		31,934			
HEALTH BENEFITS	3,156		3,156			
RETIREMENTS	4,545		4,545			
OTHER FRINGE BENEFITS	1,331		1,331			
OTHER CONTRACT SERVICES STATE	4,965		4,965			
COMPUTER SERVICES STATE	10,287		10,287			
OTHER CONTRACT SERVICES	23,190		23,190			
RENTS	7,624		7,624			
COMMODITIES	1,721		1,721			
GRANTS, SUBSIDIES, PENSIONS	6,948		6,948			
TOTAL EXPENDITURES	95,701		95,701			

ELECTRICIANS' EXAMINING BOARD DIANNE SAWYER, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345 Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1953 Reference: Policy Area: 01; Umbrella: 02 Unit: 318; Citation: T0032 Average Count-All Positions: 8.00 M.R.S.A., Sect. 000001151

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 ensure the competency of electricians through examinations. It also issues licenses to those qualified to hold the titles of Master, Journeyman, Limited, Apprentice, Journeyman-In-Training, or Helper, as well as investigates complaints of non-compliance with or violation of the law and Board standards, and suspends or revokes 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 installations of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety. The 107th Legislature transferred the Board in 1975 to the Department of Business Regulation, now known as the Department of Professional and Financial Regulation.

The Board consists of a total of eight members, the Commissioner of the Department of Professional and Financial Regulation, and seven members appointed by the Governor. These seven include 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 two representatives of the public. All appointive members, except the two public members, must have at least ten years experience in the electrical field. The Board meets at least twice a year. At the first meeting of each calendar year, the appointive members elect a chairman.

PROGRAM:

During FY 94-95 the Electricians' Examining Board held nine meetings, conducted six examinations and examined 383 applicants. In the past year the Board received 16 complaints. Two were dismissed, three were informal conferences and three formal conferences were held and resulted in consent agreements.

In the past year the State Inspectors conducted a total of 1,361 inspections of commercial, educational, industrial and residential facilities. In addition, a lare number of license checks and other investigations were made. The total dollar amount of savings to the consumer, as a result of the inspectors' work was \$109,427. A total of 3,006 permits were issued of which 714 were temporary.

As of June 1995, 923 new licenses were issued: 152 Masters, 80 Corporations, 42 Limited, 185 Journeymen, 449 Helpers, and 15 Apprentices. Total of all licensees of the Board was 8,072.

LICENSES:

Apprentice Electrician Helper Electrician Journeyman Electrician Inactive Journeyman, Limited, and Master Electrician Limited Electrician Master Electrician PERMITS: Electrical Permits, Certifications

PUBLICATIONS:

Lists, labels or diskettes of licensed Electricians may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	221,224		221,224			
HEALTH BENEFITS	36,848		36,848			
RETIREMENTS	36,208		36,208			
OTHER FRINGE BENEFITS	2,699		2,699			
OTHER CONTRACT SERVICES STATE	3		3			
COMPUTER SERVICES STATE	30		30			
OTHER CONTRACT SERVICES	54,283		54,283			
RENTS	14,444		14,444			
COMMODITIES	345		345			
TRANSFER TO OTHER FUNDS	3,170		3,170			
TOTAL EXPENDITURES	369,254		369,254			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

WILLIAM A. LOTZ, PE, CHAIRMAN

Central Office: TERML BLDG-AUGUSTA ST AIRPORT, AUGUSTA, ME 04330 Mail Address: 92 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1935 Reference: Policy Area:01; Umbrella: 02 Unit: 322; Citation: T0032 M.R.S.A., Sect. 000001301 Average Count--All Positions: 1.00

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 satisfctorily 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 warrented.

ORGANIZATION:

The State Board of Registered 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 1995, 268 candidates successfully completed the requirements for registration as Professional Engineers. Of that number, 86 qualified through written examination, 162 by Comity with other jurisdictions, and 20 by oral examination. These candidates are rapidly registered as their credentials have been previously gathered and verified. As of June 13, 1995, a total of 5,295 engineers were registered. Approximately 50% reside out of state. During FY 1995, 234 applicants were examined for certification as Engineers-in-Training. Of those examined, 154 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 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 Principles and Practice (PE) examinations. These examinations are made available to 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 examinatins were given at Augusta on October 28, 1995 for 83 Professional Engineer candidates. On October 29, 1994 for 71 Engineer-in-Training candidates. Of those taking the P.E. exam, 42 passed. Of those taking the EIT exam, 39 passed. Spring examinations were given at Augusta. On April 8, 1995 98 candidates sat for the P.E. exam in Augusta. Also on April 8, 1994, 163 candidates sat for the EIT exam at either Augusta or Orono. Of those taking the P.E. exam, 41 passed. Of those taking the EIT exam, 115 passed. All but 7 of the 21 oral candidates who sat for the examination were found qualified and registered as Professinal Engineers. The Board held 4 meetings during FY 95. These were held September 22, 1994, January 19, March 9, and June 14, 1995.

LICENSES:

Registration:

Professional Engineer Registration Engineer-in-Training Certification

PUBLICATIONS:

- "Fifty-first Report With Roster of Professional Engineers" as of December 31, 1993 (\$10.00)
- "Suppliment to the Fifty-first Report with Roster of Professional Engineers" as of December 31, 1994 (\$10.00)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers"

FINANCES, FISCAL YEAR 1995: 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 & WAGES	27,345		27,345			
HEALTH BENEFITS	3,218		3,218			
RETIREMENTS	3,985		3,985			
OTHER FRINGE BENEFITS	428		428			
OTHER CONTRACT SERVICES STATE	61,610		61,610			
COMPUTER SERVICES STATE	668		668			
OTHER CONTRACT SERVICES	36,199		36,199			
RENTS	7,117		7,117			
COMMODITIES	1,718		1,718			
EQUIPMENT	463		463			
TRANSFER TO OTHER FUNDS	857		857			
TOTAL EXPENDITURES	143,608		143,608			

STATE BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS

DIANNE SAWYER, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345 Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX: (207) 624-8637 Established: 1975 Telephone: (207) 624-8603 Reference: Policy Area: 01; Umbrella: 02; Unit: 333; Citation: T0032; M.R.S.A., Sect. 000005004

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 ensure 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 just cause.

ORGANIZATION:

The Board of Licensure for Professional Foresters was created in 1975 and consists of six members. Five are Licensed Professional Foresters and one is a public member appointed by the Governor. During the 115th Legislative Session, the appointment terms were changed from five years to three 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 94-95 the Board of Licensure for Professional Foresters met four times, conducted two examination sessions, and examined 15 applicants, of which 14 passed. This past year the Board received two new complaints.

As of June 1995 there are 946 Licensed Professional Foresters and 7 interns.

LICENSES:

Licensed Professional Forester Registered Forestry Interns

PUBLICATIONS:

Lists, labels or diskettes of licensed Professional Foresters may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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						
SALARIES & WAGES	630		630			
OTHER CONTRACT SERVICES STATE	1,349		1,349			
OTHER CONTRACT SERVICES	3,260		3,260			
TRANSFER TO OTHER FUNDS	356		356			
TOTAL EXPENDITURES	5,595		5,595			

STATE BOARD OF FUNERAL SERVICE

CHERYL HERSOM, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1903Telephone:Reference:Policy Area: 01 ; Umbrella:02 Unit:331; Citation:T0032M.R.S.A., Sect.000001451

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 Service consists of eight members who are appointed by the Governor for four-year terms. Six of these eight members must be persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years of experience as a licensed practitioner of funeral service in this State immediately preceding their appointment. The other two members shall be representatives of the public.

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:

During FY 94-95 the Board of Funeral Service met ten times, conducted examination sessions as needed, and examined six applicants. In the past year the Board has received four new complaints. Also, four cases were dismissed and three resulted in cease/desist orders.

There are presently four licensed funeral directors, 158 licensed funeral homes, 251 licensed funeral practitioners, 206 licensed funeral attendants and 24 licensed practitioner trainees.

LICENSES:

LICENSES, ACTIVE AND INACTIVE: Embalmer, Funeral Director, Practitioner REGISTRATIONS: Funeral Attendant, Funeral Home, Practitioner Trainee

PUBLICATIONS:

Lists, labels or diskettes of licensed Funeral Practitioners or Homes may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603.

Laws and rules are available free of charge upon request. Available are: Board of Funeral Service Related Statutes, Board of Funeral Service Rules and Regulations and Board of Funeral Service Statutes.

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	7,481		7,481			
HEALTH BENEFITS	62		62			
RETIREMENTS	879		879			
OTHER FRINGE BENEFITS	108		108			
OTHER CONTRACT SERVICES STATE	258		258			
OTHER CONTRACT SERVICES	9,674		9,674			
COMMODITIES	38		38			
TOTAL EXPENDITURES	18,500		18,500			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

BRIAN K ATCHINSON, SUPERINTENDENT

Central Office:124 NORTHERN AVENUE, GARDINER, ME 04345Mail Address:34 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:Telephone:(207) 624-8579Reference:Policy Area: 01; Umbrella:02 Unit:033; Citation: T0024A M.R.S.A., Sect.000001525

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 and approval of pre-licensing courses.

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 that person is active on a full-time basis in the general lines 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 general lines advisory baord, the superintendent, so far as practicable, must appoint persons with prior experience in the education and training of agents or prospective agents; ans so far as practicable, shall constitute the board to include at least one licensed agent and one representative of a domestic insurer.

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:

During Fiscal Year 94-95, the General Lines Agent Examination Board met twice to review, update and develop examination questions. This board remains on call as needed.

LICENSES:

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 1995: The Bureau of the Budget does not maintain

comprehensive fiscal data relative to this unit

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

CHERYL HERSOM, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX: (207) 624-8637Established:1973Telephone: (207) 624-8603Reference:Policy Area:01 ; Umbrella:02 Unit: 070 ; Citation: T0032M.R.S.A., Sect. 000004907

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 this profession in the State of Maine. The primary responsibility of the Board 1s 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. It also is authorized to renew all certificates annually upon application and payment of renewal fees, to adopt, amend or repeal rules and regulations to enforce State laws relating to geologists and soil scientists, to collect and expend funds derived from fees, 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. As earth resources development increases in Maine, the demand for highly professional evaluation of those resources increases as well.

The Board consists of seven members who serve five-year terms. Of these members, five shall be appointed by the Governor. These include one academic geologist, one independent consultant or salaried geologist, one independent consultant or salaried soil scientist, one other soil scientist, and one representative of the public. The remaining two members shall be the State Soil Scientist with the Maine Soil and Water Conservation Commission, ex officio, and the State Geologist or the State Geologist's designee.

PROGRAM:

During FY 94-95 the Board of Geologists and Soil Scientists met four times, conducted four examination sessions and examined 42 applicants. In the past year the Board has received no new complaints. Also, one case was referred to the Attorney General's Office for unlicensed practice.

Presently, there are 244 licensed geologists and 91 licensed soil scientists.

LICENSES:

CERTIFICATION: Geologists, Soil Scientists

PUBLICATIONS:

Lists, labels or diskettes of licensed Geologists or Soil Scientists may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

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 & WAGES	315		315			
OTHER CONTRACT SERVICES STATE	357		357			
OTHER CONTRACT SERVICES	2,339		2,339			
TOTAL EXPENDITURES	3,011		3,011			

BOARD OF HEARING AID DEALERS AND FITTERS

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1969Telephone:Reference:Policy Area: 01; Umbrella:02 Unit:164; Citation:T0032M.R.S.A., Sect.000001660A

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. 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 31.

The Board currently uses the testing services provided by the International Hearing Society to qualify 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.

ORGANIZATION:

The Board consists of nine members who are appointed by the Governor for three-year terms. Five of these members shall be licensed hearing aid dealers and fitters, one a licensed physician, one an audiologist, one a member of the Maine Committee on Aging, and one a representative of the public. Any vacancy in office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer.

PROGRAM:

During FY 94-95 the Board of Hearing Aid Dealers and Fitters met eight times and examined 13 applicants. In the past year the Board received two new complaints and one case was dismissed.

At the present time there are 95 licensed hearing aid dealers and fitters, 48 businesses and 13 trainees.

LICENSES:

LICENSES: Business, Hearing Aid Dealer and Fitter PERMIT: Trainee

PUBLICATIONS :

Lists, labels or diskettes of licensed Hearing Aid Dealers and Fitters and Businesses may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	1,820		1,820			
OTHER CONTRACT SERVICES STATE	1,048		1,048			
OTHER CONTRACT SERVICES	3,065		3,065			
COMMODITIES	28		28			
TOTAL EXPENDITURES	5,961		5,961			

BUREAU OF INSURANCE

BRIAN K ATCHINSON, SUPERINTENDENT

WATS: (800) 300-5000

Central Office: GARDINER ANNEX, GARDINER, ME 04345 Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1870 Reference: Policy Area: 01; Umbrella: 02 Unit: 031; Citation: T0024A M.R.S.A., Sect. 000000200 Average Count--All Positions: 79.00

PURPOSE:

To regulate all insurance companies granted a certificate of authority in Maine, to protect the public, and to license insurance agents, brokers, consultants and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations, health maintenance organizations, medical utilization review entities, third-party administrators, advisory organizations and reinsurance intermediaries/managers. The Bureau registers preferred provider organizations, risk purchasing groups, risk retention groups, managing general agents and employee leasing plans.

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 and foreign 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, corporations 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 Professional and Financial Regulation, effective October 3, 1973.

PROGRAM:

The programs of the Bureau are implemented through its divisions. The Life and Health Actuarial Division maintains data bases for and evaluates mandated health benefits, life and health insurance rates; the Property and Casualty Actuarial Unit analyzes and regulates rates for property and casualty insurance, evaluates reserve levels for workers' compensation self insured trust plans and evaluates the medical liability Rural Access and Demonstration Projects; the Workers' Compensation Division receives and resolves complaints and disputes involving workers' compensation rating. Self Insurance Division reviews and evaluates applications for self insurance authority and coordinates the filing of documents, reports and information with other agencies and departments.

The Administrative Unit is responsible for the organization and maintenance of administrative and legislative files; the Licensing Division processes licenses for new companies, agents, brokers, consultants and agencies; the Consumer Services Division handles consumer complaints, inquiries and holds hearings as needed; Examination Division audits domestic insurance companies; the Financial Analysis Division performs financial reviews of insurance companies and licenses companies seeking to do business in Maine. The Legal Division provides in-house legal support services to the Superintendent and works in close cooperation with the Office of the Attorney General.

The Life and Health Division reviews Life and Health policy forms, processes consumer requests for information and processes license applications for medical utilization review on entities; the Market Conduct Division enforces action involving violations of the Maine Insurance Code resulting in the suspension and/or revocation of agent licenses; the Securities Division is responsible for evaluation of equity and debt markets, valuations and credit worthiness of businesses and monitoring of emerging investment trends.

LICENSES:

License: Insurance Agents (Res. & Nonres.); Insurance Brokers (Res. & Nonres.); Insurance Adjusters (Res. & Nonres.); Insurance Consultants (Res. & Nonres.); Surplus Lines Insurance Brokers; Insurance Agencies (Res. & Nonres.); Road Service Co. & Agents; Insurance Companies; Fraternal Companies; Inter-Insurers; Health Maintenance Organizations; Non-profit Hospital, Medical Assoc.; Medical Utilization Review Entities; Third-party Administrators; Advisory Organizations; Reinsurance Intermediary - Broker; Reinsurance Intermediary - Manager. Authority: Self-Insurer WC Exposure; Surplus Lines Insurance Companies. Approvals: Reinsurers for Self-Insured Programs.

Registration: Preferred Provider Organizations; Risk Purchasing Groups; Risk Retention Groups; Third-Party Prescription Programs; Employee Leasing; Managing General Agents; Multiple Employer Welfare Arrangements.

PUBLICATIONS:

Consumer Guide to Term Life Insurance, 1990; Consumer Guide to Universal Life Insurance, 1990; Long Term Care, Nursing Home Care, and Home Health Care Comparison Chart, 1994; Medicare Supplement Insurance Comparison Chart, 1994; Consumer Guide to Car Insurance, 1995; Consumer Guide to Homeowners Insurance, 1992; Consumer Guide to Youthful Drivers, 1990; Consumer Guide to Cancellation or Nonrenewal Personal Automobile and Property Insurance, 1990; What Can I do if I Lose My Group Health Insurance?, 1994; Consumer Guide to Avoiding Insurance Problems, 1990; Consumer Guide to Understanding Your Health Insurance Plan, 1990; Consumer Guide to Day Care Liability, 1991; Consumer Guide to Introduction to Insurance, 1991; Consumer Guide to Mobile Home Insurance, 1991; Consumer Guide to Mobile Home Insurance, 1994; Consumer Guide to Snowmobile Insurance, 1991; 1994 Guide to Health Insurance for People with Medicare.

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,513,315		2,513,315			
HEALTH BENEFITS	294,395		294,395			
RETIREMENTS	423,450		423,450			
OTHER FRINGE BENEFITS	35,446		35,446			
OTHER CONTRACT SERVICES STATE	426,217		426,217			
COMPUTER SERVICES STATE	164,654		164,654			
OTHER CONTRACT SERVICES	457,204		457,204			
RENTS	160,491		160,491			
COMMODITIES	59,337		59,337			
GRANTS, SUBSIDIES, PENSIONS	6,415		6,415			
INTEREST-DEBT RETIREMENT	117		117			
TRANSFER TO OTHER FUNDS	26,719		26,719			
TOTAL EXPENDITURES	4,567,760		4,567,760			

BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS DIANNE SAWYER, REGULATORY BD COORDINATOR

TOD

(207) (24 85(2

	IDD:	(207) 624-8363
Central Office: GARDINER ANNEX, GARDINER, ME 04345		
Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333	FAX:	(207) 624-8637
Established: 1967		(207) 624-8603
Reference: Policy Area: 01; Umbrella: 02 Unit: 360; Citation: T0032	M.R.S.A., Sect.	0000013901

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, verify credentials of applicants for a certificate, maintain a roster of all professional land surveyors, make rules and regulations consistent with the laws of the State as reasonably necessary for 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 now provides all staffing for the Board. In addition, the new law stiffened licensure requirements, greatly increasing the Board's disciplinary powers and provides adequate funding to carry out the Board's legislative mandates.

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 became known as the Board of Licensure for Professional Land Surveyors and became a board within the Department of Professional and Financial Regulation. The Board consists of seven members, five licensed Professional Land Surveyors and two public members, all appointed by the Governor for five-year terms.

PROGRAM:

During FY 94-95 the Board of Licensure for Professional Land Surveyors met seven times, conducted two examination sessions, examined 44 applicants and issued 12 new licenses. In the past year, the Board received 17 complaints, three were dismissed, nine informal conferences and six formal conferences were held and resulted in consent agreements with fines of \$1,350. Two cases of unlicensed practice were referred to the Attorney General's Office.

As of June 1995 there are 759 Professional Land Surveyors and 219 Land Surveyors-in-Training.

LICENSES:

Professional Land Surveyor Land Surveyor-in-Training

PUBLICATIONS:

Lists, labels or diskettes of licensed Professional Land Surveyors may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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 FOR PROFESSIONAL LAND SURVEYORS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,470		1,470			
OTHER CONTRACT SERVICES STATE	2,769		2,769			
COMPUTER SERVICES STATE	314		314			
OTHER CONTRACT SERVICES	6,516		6,516			
RENTS	50		50			
TRANSFER TO OTHER FUNDS	608		608			
TOTAL EXPENDITURES	11,727		11,727			

BOARD OF LICENSING OF AUCTIONEERS

DIANNE SAWYER, REGULATORY BD COORDINATOR

 Central Office:
 GARDINER ANNEX, GARDINER, ME 04345
 TDD:
 (207) 624-8563

 Mail Address:
 35 STATE HOUSE STATION, AUGUSTA, ME 04333
 FAX:
 (207) 624-8663

 Established:
 1979
 Telephone:
 (207) 624-8663

 Reference:
 Policy Area: 01; Umbrella:
 02 Unit:
 302; Citation:
 T0032
 M.R.S.A., Sect.
 000000271

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 a current 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 comprised of three members, two of whom are auctioneers, and one public member appointed by the Governor for three-year terms. In FY 1987, the Board became a full licensure board. During the 115th Legislative Session, the Board membership was increased to include five members: three auctioneers and two public members.

PROGRAM:

During FY 94-95 the Board of Licensing of Auctioneers held seven meetings. In the past year, the Board received ten complaints. Three were dismissed and two informal conferences and seven formal conferences were held, resulting in consent agreements with fines totaling \$15,000.

The Board issued 25 new licenses, conducted six examinations, and examined 36 applicants. As of June 1995, there were 401 licensees: 321 Resident and 80 Non-Residents Auctioneers.

LICENSES:

Resident Auctioneers Non-Resident Auctioneers

PUBLICATIONS:

Lists, labels or diskettes of licensed Auctioneers may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603.

Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	990		990			
OTHER CONTRACT SERVICES STATE	534		534			
OTHER CONTRACT SERVICES	2,527		2,527			
TOTAL EXPENDITURES	4,051		4,051			

DIVISION OF LICENSING AND ENFORCEMENT

GERALDINE BETTS, REG. BOARD ADMINISTRATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345 Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1976 Reference: Policy Area:01; Umbrella: 02 Unit: 041; Citation: T0010 M.R.S.A., Sect. 000008003 Average Count--All Positions: 16.50

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 manage "day to day" services, budgeting and accounting matters, nor to coordinate their legislative programs and to communicate effectively with their appointing authority. This Division provides administrative support to perform these tasks. The Commissioner is responsible to see that each licnesing board "meets its statutory and public service responsibility." ORGANIZATION: The staff of the Division consists of: One Regulatory Board Administrator Three Regulatory Board Coordinators One Executive Director of the Manufactured Housing Board One Case Compliance Coordinator One Administrative Secretary One Receptionist One Account Clerk Thirteen Clerk Typist IIIS Ten Clerk Typist IIS Two Part-time Clerk Typist IIS Fifteen Inspectors

Since its inception in 1983, the Division of Licensing and Enforcement has grown from 16 licensing boards to 34 licensing boards. Each board falls into one of the following three categories: Trade Boards, Service Boards, or Health Boards. Each section is supervised by a Regulatory Board Coordinator. Most Clerk Typists are assigned up to five licensing boards. The Division maintains over 70,000 licensee files. The Division is also responsible for administering the State's law licensing Transient Sellers of Consumer Merchandise, Door-to-Door Home Construction Contractors, registration of Massage Therapists and the Maine Charitable Solicitations Act. The 117th Legislature has mandated professional licensing of the Propane and Natural Gas Industry and Athletic Trainers, both of which will become law on September 29, 1995.

PROGRAM:

The Division provides administrative assistance to boards and 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 and maintain and sell licensee rosters.

COMPLAINT STATISTICS: During FY 95, the Division opened 445 new complaints. 375 cases were dismissed, 24 cases were referred to the Office of the Attorney General, and 241 cases are pending. Others were disposed by various disciplinary actions, which may include fines and licensure suspensions, taken by the boards. Fines and restitutions that were ordered totalled \$75,453; total fines and restitutions paid amounted to \$19,145.

CURRENT REGISTRATION STATISTICS: Transient Sellers: 23 companies and 128 employees. Charitable Solicitations: 944 organizations and 100 professional fund raisers Massage Therapists: 498 licenses. Door-to-Door Home Repair Contractors: 14 contractors Statistics relevant to specific boards may be found under the caption of the board within this book.

LICENSES:

Charitable organization Professional fund-raiser Commercial co-venturer Itinerant Vendor (company) Itinerant Vendor (individual) Door-to-Door Home Construction Contractors Massage Therapists Athletic Trainers (effective 9/29/95) Propane and Natural Gas (effective 9/29/95)

PUBLICATIONS:

Rosters of all licenses of Boards, Bureaus or Commissions are printed upon request. Lists, labels or diskettes may be purchased and can be as brief or as complete as necessary. For further information you may contact the Division at 624-8603. Enabling statutes and the Rules of all Boards within the Department are

published regularly. These materials are free or available for a nominal fee. Also available free of charge are the Division's consumer information pamphlets.

FINANCES, FISCAL YEAR 1995: 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	TOTAL					
ENFORCEMENT	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	406,636		406,636			
HEALTH BENEFITS	74,046		74,046			
RETIREMENTS	69,036		69,036			
OTHER FRINGE BENEFITS	4,999		4,999			
OTHER CONTRACT SERVICES STATE	5,138		5,138			
COMPUTER SERVICES STATE	104,858		104,858			
OTHER CONTRACT SERVICES	65,912		65,912			
RENTS	101,088		101,088			
COMMODITIES	28,973		28,973			
GRANTS, SUBSIDIES, PENSIONS	704		704			
TRANSFER TO OTHER FUNDS	4,998		4,998			
TOTAL EXPENDITURES	866,388		866,388			

BOARD OF LICENSING OF DIETETIC PRACTICE

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX: (207) 624-8637Established:1985Telephone: (207) 624-8603Reference:Policy Area: 01; Umbrella:02 Unit: 344; Citation: T0032M.R.S.A., Sect. 000009903

PURPOSE:

The State Board of Licensing of Dietetic Practice was established in FY 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 five members appointed by the Governor for terms of three years. Of these members, two shall be public members, two shall be licensed dietitians, and the remaining member shall be a dietetic technician.

PROGRAM:

During FY 94-95 the State Board of Licensing of Dietetic Practice held four meetings. There were no new complaints.

There are currently 226 licensed Dietitians, 146 Dietetic Technicians, two Temporary Dietitians and 20 Temporary Dietetic Technicians.

LICENSES: Dietitian Dietetic Technician Temporary Dietitian Temporary Dietetic Technician

PUBLICATIONS:

Lists, labels or diskettes of licensed Dietitians or Dietetic Technicians may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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 DIETETIC PRACTICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	420		420			
OTHER CONTRACT SERVICES	2,094		2,094			
TRANSFER TO OTHER FUNDS	150		150			
TOTAL EXPENDITURES	2,664		2,664			

LIFE AGENT EXAMINATION ADVISORY BOARD BRIAN K. ATCHINSON, SUPERINTENDENT

Central Office:124 NORTHERN AVENUE, GARDINER, ME 04345Mail Address:34 STATE HOUSE STATION, AUGUSTA, ME 04333FAX: (207) 624-8599Established:1989Telephone: (207) 624-8475Reference: Policy Area: 01 ; Umbrella:02 Unit: 034 ; Citation: T0024A M.R.S.A., Sect.000001525

PURPOSE:

The purposes of the Life Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license.

ORGANIZATION:

Th 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 that person 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 experiences in the education and training of life insurance agents or prospective agents; and so far as practicable, shall constitute the board to include at least one licensed agent and one representative of a domestic 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:

During Fiscal Year 94-95, the Life Agent Examination Advisory Board met twice to review, update and develop examination questions. This Board remains on call as needed.

LICENSES:

This 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MANUFACTURED HOUSING BOARD

DAVID PREBLE, EXECUTIVE DIRECTOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1977Telephone:Reference:Policy Area:01Umbrella:02 Unit:385Citation:TooloAverage Count--All Positions:3.50

PURPOSE:

The Manufactured Housing Board was established in December of 1977 to ensure that manufactured housing is safe from hazardous defects. It is also responsible for providing uniform performance standards for construction and installation of manufactured housing and to provide a safe and sanitary environment for occupants residing in mobile home parks.

ORGANIZATION:

The Manufactured Housing Board is comprised of nine members who are appointed by the Governor for a four-year term. These members include: one manufactured home owner NOT residing in a park or other similar rental community; two manufactured home owner 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.

PROGRAM:

During the fiscal year 1994-1995, the Manufactured Housing Board licensed 40 new dealers, 4 new manufacturers, 15 new mechanics and 39 mobile home park owners/operators.

The Board issued 454 seals of approval for new State certified manufactured housing (modular). One thousand seven hundred sixy-four (1,764) Federal certified manufactured housing (mobile) were manufactured or shipped into the State of Maine.

The Board issued one thousand seven hundred eighty-one (1,781) State of Maine Warranty Seals for new mobile/modular homes.

The Board investigated eighty-two (82) complaints involving Federal certified manufactured homes under the State Administrative Agency (SAA) program.

The Board's staff conducted 64 park inspections for compliance with Board rules to provide tenants with a safe and decent place to reside. The Board met thirteen (13) times during the year.

During FY 94-95, the Board held five adjudicatory hearings; two informal conferences; dismissed eight complaints; issued one compliance order and three consent agreements; suspended two licenses; referred three complaints to the Attorney General's office; and collected fines totalling \$3,050.

LICENSES:

Dealers Manufacturers Mechanics Mobile Home Parks

PUBLICATIONS :

Lists, labels or diskettes of licensed Manufactured Housing dealers, manufacturers, mechanics, or mobile home parks may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request. Some of these include: Manufactured Housing Act 10 M.S.R.A., Part II, Chapter 951; 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; Manufactured Home Installation Standard, Chapter 900; Manufactured Housing Warranties, 10 M.R.S.A., Chapter 213.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	106,171		106,171			
HEALTH BENEFITS	14,492		14,492			
RETIREMENTS	17,179		17,179			
OTHER FRINGE BENEFITS	676		676			
OTHER CONTRACT SERVICES STATE	14,176		14,176			
COMPUTER SERVICES STATE	556		556			
OTHER CONTRACT SERVICES	30,986		30,986			
RENTS	3,077		3,077			
COMMODITIES	625		625			
TRANSFER TO OTHER FUNDS	1,638		1,638			
TOTAL EXPENDITURES	189,576		189,576			

BOARD OF LICENSURE IN MEDICINE

EDWARD DAVID, M.D., CHAIRMAN

Central Office: 2 BANGOR STREET, AUGUSTA, ME 04330 Mail Address: 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137 Established: 1995 Reference: Policy Area:01; Umbrella: 02 Unit: 373; Citation: T0032 M.R.S.A., Sect. 000003263 Average Count-All Positions: 8.00

PURPOSE:

The Board of Licensure in Medicine was established to safeguard the lives and health of the people of Maine through regulation of medical practice so as to maintain high professional standards and quality. To accomplish this the Board was charged to license, educate, monitor and discipline physicians.

The responsibilities of the Board are to LICENSE - determine the qualifications of, examine, and certify candidates desiring admission to medical practice in Maine; and biennially relicense physicians and surgeons to practice in Maine based upon documentation of continuing medical education requirements, professional conduct and standards, and payment of fees; to set standards of practice for physicians and surgeons and promulgate rules and regulations deemed necessary; EDUCATE - to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs for financial assistance to medical students; DISCIPLINE - 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 action in administrative court for revocation.

The Board is also charged to approve training programs for physician assistants; to determine the qualification of, certify, license, and biennially relicense physicians' assistants and register relationships with supervising physicians. Physician Assistants must and Advanced Practice Registered Nurses may enter into a delegative relationship with a Maine physician allowing the physician to significantly extend his/her span of practice, making access to patient care more available and less costly. These relationships are registered with the Board.

ORGANIZATION:

As established in 1895, the Board of Registration of Physicians and Surgeons consisted of six physicians appointed by the Governor, with the consent of the Council, for terms of six years. The Board began licensure in January, 1896. 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 was again enlarged by one physician and one public member to total nine. A third public member position was created by the Legislature effective 1991. Legislation in 1994 changed the name to the Board of Licensure in Medicine. Currently the Board is composed of seven physicians and three public members appointed by the Governor to six year staggered terms. The Board is an affiliate of the Department of Professional and Financial Regulation.

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 March, July, and November. The Board may meet more often, and due to its increasingly heavy calendar held eleven meetings during the year, up from nine the previous year. Meetings are open to the public and are announced through newspapers and the "Weekly Legislative Calendar." Any person may receive an agenda one week in advance of any meeting by making a telephone request to the Board office. To be eligible for appointment physicians must be graduates of legally chartered colleges or universities which confer allopathic medicine degrees and have actively engaged in the licensed practice of medicine in Maine for at least five years preceding appointment. Public members are qualified for appointment if they, or an immediate member of their household, earn no income from activities related to the practice of medicine.

To aid in the formulation of rules and regulations governing physician assistants/physician extenders, the Board appointed a Physician Assistant Advisory Committee. Pursuant to PL 90 Chapter 931 as amended, the Board, jointly with the Board of Osteopathic Licensure empaneled Medical Specialty Advisory Committees in Anesthesiology, Emergency Medicine, Radiology, and Obstetrics/Gynecology to develop practice parameters and risk management protocols to guide physician specialists during the Medical Liability Demonstration Project. The Board participates in a Joint Conference Committee with the Maine Board of Nursing to exchange views regarding overlaps in the practice of nursing and medicine. The 1995 Legislature created the Advanced Practice Nursing Joint Advisory Council, on which the Board has a seat, to help guide the development of regulation and scope of practice of Advanced Practice Nurses who will practice independently.

PROGRAM:

LICENSURE: The Board uses the nationally recognized United States Medical Licensing Exam, a series of three exams to evaluate basic science, clinical knowledge, and practice skills. In addition a comprehensive oral examination is conducted with every applicant before permanent licensure. During the past year the following licenses were issued:

toriowing ricenses were rabued.		
Permanent Licensures		215
Intern/Resident Certificate		191
Camp physician		58
Temporary/Locum Tenens		146
In July 1995 renewed licenses totaled:		4,425
Active Practice	3,011	
Inactive Practice (elsewhere)	1,414	
Certified Physician Assistants Licensed		228
Certified Advanced Practice Nurses Registered		253

COMPLAINTS, INVESTIGATIONS, AND DISCIPLINE: The Board receives allegations of misconduct or improper practice from the public, hospital governing bodies, the profession, 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, on its own motion, issues letters of warning, censure and reprimand, imposes fines, orders license suspension up to 90 days in situations of eminent danger to the public, and notifies the National Practitioner Databank. During the past year the Board received 106 new complaints and carried 143 forward from previous years. Of these:

Disciplinary sanctions imposed16Dismissed for lack of merit or insufficient grounds67Remaining under investigation or pending final action168MEDICAL LIABILITY DEMONSTRATION PROJECT: This project, which will run

through December 1999, will attempt to measure whether medical practice in accordance with authorized practice parameters and risk management protocols will decrease the practice of defensive medicine, lower costs, and enhance the quality of medical care in these specialties. National interest in this project has developed and the Board continues to be in contact with health researchers and policy analysts throughout the country who are interested in monitoring and evaluating the effects of this project. Protocols have been established for Anesthesiology, Emergency Medicine, Obstetrics/Gynecology, and Radiology specialties.

LICENSES:

License to Practice Medicine and Surgery Certificate of Registration 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 Preliminary License Physician/Physician Extender Certificate of Registration

PUBLICATIONS:

"What You Should Know about the Licensing, Regulation, and Discipline of Physicians in Maine"

(Free) Brochure co-produced with Maine Board of Osteopathic Licensure explaining to the public the authority and procedures of the two Boards in regulating the practice of medicine by physicians and explaining how to make a complaint.

BOARD OF LICENSURE IN MEDICINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUNÐ	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	235,826		235,826			
HEALTH BENEFITS	21,822		21,822			
RETIREMENTS	34,535		34,535			
OTHER FRINGE BENEFITS	2,718		2,718			
OTHER CONTRACT SERVICES STATE	45,813		45,813			
COMPUTER SERVICES STATE	77,018		77,018			
OTHER CONTRACT SERVICES	71,440		71,440			
RENTS	36,242		36,242			
COMMODITIES	4,115		4,115			
GRANTS, SUBSIDIES, PENSIONS	60,740		60,740			
EQUIPMENT	10,872		10,872			
INTEREST-DEBT RETIREMENT	3		3			
TRANSFER TO OTHER FUNDS	5,738		5,738			
TOTAL EXPENDITURES	606,882		606,882			

MEDICAL SPECIALTY ADVISORY COMMITTEE ON ANESTHESIOLOGY

RICHARD M. M. FLOWERDEW, M.D., CHAIRMAN

Central Office:2 BANGOR STREET, AUGUSTA, ME 04330Mail Address:137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137Established:1990Telephone:(207) 287-3603Reference:Policy Area: 01; Umbrella:02 Unit:543; Citation:T0024M.R.S.A., Sect.000002972

PURPOSE:

Pursuant to PL 1990 Ch. 931 as amended, on January 1, 1992 the Board of Licensure in Medicine and Board of Osteopathic Licensure jointly announced the opening of a Medical Liability Demonstration Project in the medical specialties of Anesthesiology, Emergency Medicine, Obstetrics and Gynecology, and Diagnostic Radiology. Four hundred one of four hundred twenty-four physicians practicing in Maine in these four specialties applied to participate in this innovative project which was originally scheduled to extend until December 31, 1996. Neither project administration nor performance analysis were funded by the Legislature. The 1995 Legislature extended the project until 1999.

PROGRAM:

The project will attempt to measure whether medical practice in accordance practice parameters and risk management protocols, as adopted by the two physician licensing Boards, will decrease the cost of the practice of defensive medicine and enhance the quality of care. National interest in this project has developed and the Board continues to be in contact with health researchers and policy analysts throughout the country who are interested in monitoring and evaluating the effects of this project. The demonstration project continues amidst great national interest.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MEDICAL SPECIALTY ADVISORY COMMITTEE ON EMERGENCY MEDICINE

PAMELA BENSEN, M.D. & RICHARD CHANDLER, M.D., COCHAIRMEN

Central Office: 2 BANGOR STREET, AUGUSTA, ME 04330 Mail Address: 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137 Established: 1990 Telephone: (207) 287-3603 Reference: Policy Area: 01; Umbrella: 02 Unit: 544; Citation: T0024 M.R.S.A., Sect. 000002972

PURPOSE:

Pursuant to PL 1990 Ch. 931 as amended, on January 1, 1992 the Board of Licensure in Medicine and Board of Osteopathic Licensure jointly announced the opening of a Medical Liability Demonstration Project in the medical specialties of Anesthesiology, Emergency Medicine, Obstetrics and Gynecology, and Diagnostic Radiology. Four hundred one of four hundred twenty-four physicians practicing in Maine in these four specialties applied to participate in this innovative project which was originally scheduled to extend until December 31, 1996. Neither project administration nor performance analysis were funded by the Legislature. The 1995 Legislature extended the project until 1999.

PROGRAM:

The project will attempt to measure whether medical practice in accordance practice parameters and risk management protocols as adopted by the two physician licensing Boards, will decrease the cost of the practice of defensive medicine and enhance the quality of care. National interest in this project has developed and the Board continues to be in contact with health researchers and policy analysts throughout the country who are interested in monitoring and evaluating the effects of this project. The demonstration project continues amidst great national interest.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MEDICAL SPECIALTY ADVISORY COMMITTEE ON OBSTETRICS AND GYNECOLOGY

JOHN MAKIN, M.D., CHAIRMAN

Central Office: 2 BANGOR STREET, AUGUSTA, ME 04330 Mail Address: 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137 Established: 1990 Reference: Policy Area: 01 ; Umbrella: 02 Unit: 545 ; Citation: T0024 M.R.S.A., Sect. 000002972

PURPOSE:

Pursuant to PL 1990 Ch. 931 as amended, on January 1, 1992 the Board of Licensure in Medicine and Board of Osteopathic Licensure jointly announced the opening of a Medical Liability Demonstration Project in the medical specialties of Anesthesiology, Emergency Medicine, Obstetrics and Gynecology, and Diagnostic Radiology. Four hundred one of four hundred twenty-four physicians practicing in Maine in these four specialities applied to participate in this innovative project which was originally scheduled to extend until December 31, 1996. Neither project administration nor performance analysis were funded by the Legislature. The 1995 Legislature extended the project until 1999.

PROGRAM:

The project will attempt to measure whether medical practice in accordance practice parameters and risk management protocols, as adopted by the two physician licensing Boards, will decrease the cost of the practice of defensive medicine and enhance the quality of care. National interest in this project has developed and the Board continues to be in contact with health researchers and policy analysts throughout the country who are interested in monitoring and evaluating the effects of this project. The demonstration project continues amidst great national interest.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE BOARD OF NURSING

JEAN C CARON, EXEC DIR BD OF NURSING

Central Office: 35 ANTHONY AVENUE, AUGUSTA, ME 04330 Mail Address: 158 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1915 Reference: Policy Area: 01 ; Umbrella: 02 Unit: 380 ; Citation: T0032 M.R.S.A., Sect. 000002151 Average Count-All Positions: 7.00

PURPOSE:

The State Board of Nursing was established to protect the public through regulation of nursing practice in the State of Maine so as to maintain high professional standards. The primary responsibilites of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered nurses or as licensed practical nurses; to renew 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 approve programs of training that prepare certified nursing assistants to perform selected nursing services when such services are delegated by a registered nurse.

Additional responsibilities of the Board are to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered nurses or as licensed practical nurses; to approve 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 the Board standards are being maintained; to deny or withdraw approval from such nursing educational programs for failure to meet requirements; and 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.

ORGANIZATION:

The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

In 1985, the Board of Nursing was increased from seven to nine members, as follows: five registered professional nurses, two licensed practical nurses, and two representatives of the public. All members are appointed by the Governor for terms of four years. The Board annually elects from its membership a chairperson and a secretary. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

In 1991, the Board of Nursing was affiliated with the Department of Professional and Financial Regulation.

PROGRAM:

During the fiscal year 1994-95, the Board met in seven regular sessions and one special session for a total of thirteen days. In addition, Board members participated in committee meetings; 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 at conferences or meetings with individuals or groups on matters pertinent to Board business. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered 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 biennially if the licensee is practicing nursing in Maine.

A second major responsibility of the Board of Nursing is approval of all basic nursing programs that prepare persons for licensure in Maine, either as registered nurses or as licensed practical nurses. Maine has 20 Board-approved nursing programs: fifteen to prepare registered nurses and five to prepare practical nurses. The name of these programs follow:, Baccalaureate degree nursing programs: Univ. of Southern Maine; St. Joseph's College; Husson College/E.M.M.C.; Westbrook College; Univ. of Maine; Univ. of Me. at Fort Kent. Associate degree nursing programs include Central Maine Medical Center; Univ. of Maine at Augusta; Kennebec Valley Tech College; Univ. of New England; Northern Me. Tech. College; Central Me. Tech. College; Eastern Me. Tech College; and Southern Me. Tech College. In addition, the Univ. of Southern Maine has a generic Masters in Nursing Program for Non-nurses. Practical nursing programs are offered at the technical colleges.

A third responsibility of the Board of Nursing is to impose sanctions on licensees who violate the law through the exercise of its legal, investigative and disciplinary program. During fiscal year 1994-95, the Board received 63 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in FY 94-95: terminated probation (5); took no action/dismissed complaint (42); imposed fines for practicing during lapsed license status (81); issued reprimand (3); placed license on probation (5); reinstated license on probation (2); accepted voluntary surrender of license (6); referred to Administrative Court for revocation (1).

LICENSES:

Registered Professional Nurse Licensed Practical Nurse

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) Standardized Medication Course for Certified Nursing Assitants (\$5.00)

STATE BOARD OF NURSING	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	194,273		194,273			
HEALTH BENEFITS	23,789		23,789			
RETIREMENTS	33,151		33,151			
OTHER FRINGE BENEFITS	3,238		3,238			
OTHER CONTRACT SERVICES STATE	46,056		46,056			
COMPUTER SERVICES STATE	33,653		33,653			
OTHER CONTRACT SERVICES	60,521		60,521			
RENTS	32,787		32,787			
COMMODITIES	2,113		2,113			
EQUIPMENT	142		142			
TOTAL EXPENDITURES	429,723		429,723			

EXAMINATION FOR REGISTERED NURSE LICENSURE July 1, 1994 - June 30, 1995 First Time Repeat Writers Pass Fail Writers Pass Fail Candidates from Scheols in: 604 540 60 64 28 36 Maine 12 93 Other States 1 0 1 1 1 0 0 0 0 Foreign 617 550 63 65 28 37 Total EXAMINATION FOR PRACTICAL NURSE LICENSURE July 1, 1994 - June 30, 1995 First Time Repeat Writers Pass Fail Writers Pass Fail Candidates from Schools in: Maine 46 43 3 6 1 5 Other States 1 1 0 0 0 Foreign 1 1 0 0 0 Total 48 45 6 5 3 1 NURSES LICENSED BY ENDORSEMENT REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE July 1, 1994 - June 30, 1995 Licensed Practical Nurses Registered Nurses From Other States 508 From Other States 77 From Other Countries: From Other Countries: 1 with examination 1 with examination without examination 117 without examination 1 626 Total Total 79

	Registered	
	Nurses	Nurses
Licensed by:		
Examination	578	46
Endorsement	626	79
Renewal	7,147	1,900
Reinstatement	243	101
Total	8,594	2,126

387

NURSING HOME ADMINISTRATORS LICENSING BOARD ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1973Telephone:Reference:Policy Area: 01; Umbrella:02 Unit: 371; Citation: T0032M.R.S.A., Sect.000000063A

PURPOSE:

The purpose of the Nursing Home Administrators Licensing Board is 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, as well as for the investigation of written charges and complaints filed with the Board relating thereto, and the 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 Nursing Home Administrators Licensing Board was transferred from the Department of Human Services to the Department of Professional and Financial Regulation. The Board consists of seven members who are appointed by the Governor for three-year terms. A member cannot be appointed for more than three consecutive terms. Of these seven members, one shall be a registered nurse with not less than five years active practice in nursing homes in the State. Two members shall be representatives of the public. The three remaining members shall be nursing home administrators with not less than five years of active experience in the State. One member shall be an administrator of an intermediate care facility for the mentally retarded with not less than five years active practice in that capacity.

PROGRAM:

During FY 94-95 the Nursing Home Administrators Licensing Board met 12 times. In the past year the Board has received four new complaints which resulted in two informal conferences with fines paid in the amount of \$450. Also, two cases were dismissed.

Presently, there are 251 licensed Nursing Home Administrators.

LICENSES:

Administrator Temporary Administrator

PUBLICATIONS:

Lists, labels or diskettes for licensed Nursing Home Administrators may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request. Also available are continuing education quidelines.

NURSING HOME ADMINISTRATORS LICENSING BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,710		1,710			
OTHER CONTRACT SERVICES STATE	2,000		2,000			
OTHER CONTRACT SERVICES	4,570		4,570			
TRANSFER TO OTHER FUNDS	20		20			
TOTAL EXPENDITURES	8,300		8,300			

BOARD OF OCCUPATIONAL THERAPY PRACTICE

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

 Central Office:
 GARDINER ANNEX, GARDINER, ME 04345
 TDD:
 (207) 624-8563

 Mail Address:
 35 STATE HOUSE STATION, AUGUSTA, ME 04333
 FAX:
 (207) 624-86637

 Established:
 1984
 Telephone:
 (207) 624-86637

 Reference:
 Policy Area: 01; Umbrella:
 02 Unit:
 477; Citation:
 T0032
 M.R.S.A., Sect.
 000002271

PURPOSE:

The purpose of the Board of Occupational Therapy Practice is 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 imcompetent and unauthorized persons, to assure the highest degree of professional conduct on the part of occupational therapists and assistants, and to assure the availability of occupational therapy services of high quality to persons in need of those services.

ORGANIZATION:

The Board of Occupational Therapy Practice consists of five members appointed by the Governor for terms of three years. At least three of these members shall be occupational therapists, and the fourth one shall be either an occupational therapist or occupational therapy assistant, if available. The final member shall be a representative of the public. All of the members, except the public member, must have been engaged in rendering occupational therapy services to the public, teaching or research in occupational therapy for at least two years immediately preceding their appointments. Also, these members shall at all times be holders of valid licenses for the practice of occupational therapy in the State, except for the members of the first board, all of whom shall fulfill the licensure requirements of this chapter.

PROGRAM:

During FY 94-95 the Board of Occupational Therapy Practice met six times. There were no new complaints.

There are presently 48 licensed Occupational Therapy Assistants, 447 Occupational Therapists, 12 Temporary Occupational Therapy Assistants and 12 Temporary Occupational Therapists.

LICENSES:

Permanent Occupational Therapist Permanent Occupational Therapy Assistant Temporary Occupational Therapist Temporary Occupational Therapy Assistant

PUBLICATIONS:

Lists, labels or diskettes of licensed Occupational Therapists or Assistants may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

BOARD OF OCCUPATIONAL THERAPY PRACTICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	525		. 525			
OTHER CONTRACT SERVICES	3,015		3,015			
TOTAL EXPENDITURES	3,540		3,540			

OIL AND SOLID FUEL BOARD

DIANNE SAWYER, REGULATORY BD COORDINATOR

Central Office:GARDINER ANNEX, GARDINER, ME 04345TDD:(207) 624-8563Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:(207) 624-8663Established:1955Telephone:(207) 624-8603Reference:Policy Area: 01; Umbrella:02 Unit:381; Citation: T0032M.R.S.A., Sect.000002351Average Count--All Positions:4.00Average Count--All Positions:4.00Count--All PositionCount--All Position

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. 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 examinations, and 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. It also is authorized to investigate all complaints of non-compliance with or violation of the law or Board standards, and to recommend suspension or revocation to the Administrative Court under the Administrative Procedures Act of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION:

The Oil and Solid Fuel Board, created in 1955, was originally administered by the Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety. The 107th Legislature transferred the Board in 1975 to the Department of Business Regulation, now known as the Department of Professional and Financial Regulation.

The Board consists of seven members who hold four-year terms. One is the Commissioner of Public Safety or his designee, and the other six are members appointed by the Governor. Of the appointive members, three shall be oil burner technicians who are active in the trade. One of the members must have at least five years of experience and the other two must have at least ten years of experience as oil burner technicians. Nominees for appointment as an oil burner technician member may be recommended to the Governor by the Maine Oil Dealers Association. Of the remaining three members, one must be a representative of the solid fuel burning industry, one must be a public member, and the other must be a manufacturer, importer or wholesaler, or a designee of a manufacturer, importer or wholesaler of the type of equipment requiring product registration pursuant to section 2312.

The Board annually elects its own chairman. Any appointive member of the Board may be removed from office by the Governor for cause.

PROGRAM:

During FY 94-95, the Oil and Solid Fuel Board held 12 meetings, conducted eight examination sessions and examined 395 applicants. In the past year the Board has received 34 complaints, two were dismissed, 15 informal conferences and six formal conferences were held and resulted in consent agreements with fines totaling \$2,000.

During the year, 667 new licenses were issued: 103 Masters, 193 Journeymen, 366 Apprentices and five Manufacturers.

As of June 1995 there was a total of 4,373 licensees of the Board: 1,842 Masters, 1,320 Journeymen, 1,083 Apprentices and 128 Manufacturers.

LICENSES:

Apprentice Oilburner Technician Journeyman Oilburner Technician Master Oilburner Technician Solid Fuel Apprentice Solid Fuel Master Manufacturer Registration

PUBLICATIONS:

Lists, labels or diskettes of licensed Masters, Journeymen, Apprentices, and Manufacturers may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	113,242		113,242			
HEALTH BENEFITS	19,790		19,790			
RETIREMENTS	18,408		18,408			
OTHER FRINGE BENEFITS	1,441		1,441			
OTHER CONTRACT SERVICES STATE	873		873			
COMPUTER SERVICES STATE	12		12			
OTHER CONTRACT SERVICES	24,697		24,697			
RENTS	5,011		5,011			
COMMODITIES	878		878			
GRANTS, SUBSIDIES, PENSIONS	270		270			
TOTAL EXPENDITURES	184,622		184,622			

STATE BOARD OF OPTOMETRY

RICHARD WALLINGFORD, O.D., PRESIDENT

Central Office: 24 STONE STREET, AUGUSTA, ME 04333 Mail Address: 113 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1909 Reference: Policy Area: 01 ; Umbrella: 02 Unit: 382 ; Citation: T0032 M.R.S.A., Sect. 000002415

PURPOSE:

The State Board of Optometry was established to protect the public through the 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 and license qualified applicants to practice the profession of optometry and to hold the title of Licensed Optometrist in the State of Maine, upon payment of specified fees; to renew all licenses annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program approved by the Board; and to revoke, refuse or suspend any

license for violation of the laws relating to optometry.

The Board investigates all complaints and cases of non-compliance with optometrist laws, rules and regulations, conducts hearings, and brings all such cases to the notice of the proper prosecuting officer. It also enforces standards established by law and makes 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. The sixth member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects a president and secretary-treasurer from its members.

PROGRAM:

The Board of Optometry held five meetings in FY 95 on 7/13/94, 9/21/94, 12/7/94, 2/15/95 and 5/17/95. Maine Board Examinations were held on 8/26/94 and 2/15/95. The Board issued 170 active licenses and 11 non-active licenses.

LICENSES:

Diagnostic Drug License Optometrist Therapeutic Drug License

PUBLICATIONS:

"The Maine Optometry Law", 1985 - free upon request "Rules of Practice" - free upon request

FINANCES, FISCAL YEAR 1995: 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 & WAGES	1,525		1,525			
OTHER CONTRACT SERVICES STATE	11,000		11,000			
COMPUTER SERVICES STATE	1,035		1,035			
OTHER CONTRACT SERVICES	6,637		6,637			
RENTS	5,413		5,413			
COMMODITIES	332		332			
EQUIPMENT	7,385		7,385			
TRANSFER TO OTHER FUNDS	1,315		1,315			
TOTAL EXPENDITURES	34,642		34,642			

BOARD OF OSTEOPATHIC LICENSURE

DONALD K MCFADDEN DO, SEC TREAS

Central Office: 2 BANGOR STREET, AUGUSTA, ME 04330 Mail Address: 142 STATE HOUSE STATION, AUGUSTA, ME 04333-0142 Established: 1916 Reference: Policy Area: 01; Umbrella: 02 Unit: 383; Citation: T0032 M.R.S.A., Sect. 000002561 Average Count--All Positions: 1.00

PURPOSE:

The Board of Osteopathic Licensure 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 seek revocation of all licenses. Furthermore, the Board has the power to make rules it considers necessary for the successful enforcement of its authority and the performance of its duties. As part of the biennial relicensure process, the Board shall prepare and distribute its rules relative to continuing medical education and its code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION:

The Board of Osteopathic Licensure, when it was established in 1919, consisted of five members appointed by the Governor with the advice 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. Currently, the Board consists of 9 members appointed by the Governor. Six of these members must be graduates of a legally chartered college of osteopathic medicine and must be, at the time of appointment, actively engaged in the practice of the profession of osteopathic medicine in the State for a period of at least 5 yers, and 3 of these members must be public members. Board meetings are held monthly. A chairman and secretary-treasurer, elected annually, are chosen by and from the members of the Board.

PROGRAM:

Revision of statutes relating to the Board of Osteopathic Licensure 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 increased expenses. Revised statutes also specify one annual meeting instead of the two meetings as required previously, with special meetings authorized as called by the Chairman of the Board. Relicensure fees have been increased to \$400 biennially.

Continuing medical education requirements have been increased to 100 hours biennially. The Board insists that at least forty percent of the credit hours must be osteopathic medical education approved in the rules established by the Board. Each licensee must furnish to the Board satisfactory evidence of attendance in the 2 preceding years at education programs sponsored by recognized associations, colleges or universities, hospitals, institutes or groups approved by the Board. This provides the public with the assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

Election of officers at the June meeting at the Board office in Augusta, Maine: Louis A. Hanson, D.O., Chairman; William E. Wyantt, D.O., Vice-Chairman; Charles Pernice, D.O., Secretary for the coming year.

LICENSES:

License: To practice, including Physician Assistants - 447

Certificate: Of Renewal, including Physician Assistants - 16

Temporary Educational Permits: To practice osteopathic medicine - 31

PUBLICATIONS:

List of licensed osteopathic physicians in Maine - \$20.00 Rules and Regulations governing Physician's Assistants/Extenders - \$10.00

BOARD OF OSTEOPATHIC LICENSURE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	23,726		23,726			
HEALTH BENEFITS	217		217			
RETIREMENTS	3,233		3,233			
OTHER FRINGE BENEFITS	275		275			
OTHER CONTRACT SERVICES STATE	12,445		12,445			
COMPUTER SERVICES STATE	40,714		40,714			
OTHER CONTRACT SERVICES	13,058		13,058			
RENTS	3,217		3,217			
COMMODITIES	1,079		1,079			
EQUIPMENT	1,000		1,000			
TRANSFER TO OTHER FUNDS	2,610		2,610			
TOTAL EXPENDITURES	101,574		101,574			

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1877Telephone:Reference:Policy Area: 01; Umbrella:02 Unit:392; Citation:T0032M.R.S.A., Sect.000013711

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 ensure 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 who are qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist. The Board also makes rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy, regulates the sale of poisons and adopts schedules of poisons of which a written record must be maintained by the retailer. The Board establishes the regulation and control of the sale, character and standards of all drugs, poisons or medicines, and inspects during business hours, all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed.

The Board is authorized to secure samples of drugs and cause them to be analyzed, to prevent the sale of such drugs, poisons or medicines if they do not conform to the laws of the State, and 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 a hearing.

ORGANIZATION:

The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of seven members, including five pharmacists and two public members, all appointed by the Governor for terms of three years. A president and secretary are elected annually by the Board from its membership.

PROGRAM:

During FY 94-95 the Board of Commissioners of the Profession of Pharmacy met 11 times. This past year the Board received a total of 12 complaints which resulted in six informal conferences and two formal hearings. Also, six cases were dismissed.

Currently there are 1,151 Pharmacists, 12 Qualified Assistants, 282 Drug Outlets, 210 Wholesale Distributors, 107 Manufacturers, 30 Wholesalers, 92 Mail Order Drug Outlets and 71 Inactive Pharmacists. Reciprocity was granted to 42 pharmacists, licensure by score was granted to 11 pharmacists, and 22 candidates took and passed the NABPLEX exam.

LICENSES:

Distributor Mail Order Pharmacy Manufacturer Pharmacy Pharmacist Qualified Assistant Pharmacist Wholesaler

PUBLICATIONS:

Lists, labels or diskettes of licensed Pharmacists or Pharmacies may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	1,960		1,960			
OTHER CONTRACT SERVICES STATE	7,079		7,079			
OTHER CONTRACT SERVICES	34,703		34,703			
RENTS	2,133		2,133			
COMMODITIES	108		108			
TRANSFER TO OTHER FUNDS	4,138		4,138			
TOTAL EXPENDITURES	50,121		50,121			

BOARD OF EXAMINERS IN PHYSICAL THERAPY

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX: (207) 624-8637Established:1955Telephone: (207) 624-8603Reference:Policy Area: 01 ; Umbrella:02 Unit: 393 ; Citation: T0032M.R.S.A., Sect. 000003112

PURPOSE:

The primary responsibilities of the Board of Examiners in Physical Therapy are to reveiew credentials of, examine and license qualified applicants for licensure as physical therapists or physical therapy assistants in the State of Maine, to authorize issuance of initial certificates of licensure and biennial license renewals, establish rules and regulations as necessary, order investigation of complaints of non-compliance with or violation of the law governing the practice of physical therapy or rules adopted by the Board. The Board also conducts hearings and takes disciplinary action as required or reports its findings to the Administrative Court for prosecution. The Board

establishes 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 five members who are appointed by the Governor for four-year terms. The members shall consist of two physical therapists, one physical therapy assistant, one public member, and one physician. The Board elects a chairman and secretary for a two-year term.

PROGRAM:

During FY 94-95 the Board of Examiners in Physical Therapy met five times and offered the Professional Examination Service national examination three times. This past year the Board received one new complaint.

At the present time there are 1,008 Physical Therapists, 158 Physical Therapy Assistants, 9 Temporary Physical Therapists and 3 Temporary Physical Therapy Assistants.

LICENSES:

Physical Therapist Physical Therapy Assistant Temporary Physical Therapist Temporary Physical Therapy Assistant

PUBLICATIONS:

Lists, labels or diskettes of licensed Physical Therapists and Assistants may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	600		600			
OTHER CONTRACT SERVICES STATE	6,090		6,090			
OTHER CONTRACT SERVICES	9,591		9,591			
TOTAL EXPENDITURES	16,281		16,281			

MAINE STATE PILOTAGE COMMISSION

DIANNE SAWYER, REGULATORY BD COORDINATOR

	TDD:	(207) 624-8563
Central Office: GARDINER ANNEX, GARDINER, ME 04345		
Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333	FAX:	(207) 624-8637
Established: 1969		(207) 624-8603
Reference: Policy Area: 01; Umbrella: 02; Unit: 387; Citation: T0038 M		

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.

The Board is also responsible for the issuance and renewing of licenses, suspension or revocation of 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. This jurisdiction now includes all Maine coastal waters and navigable waters, with the exception of the Piscataqua River, whose waters are specifially exempted by the Maine State Pilotage Commission and Portland Harbor.

ORGANIZATION:

The Maine State Pilotage Commission consists of five members appointed by the Governor for three-year terms. 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 be a represent the public. Legislative action attached this Commission, effective July 1, 1981, to the Department of Business Regulation, now known as the Department of Professional and Financial Regulation.

PROGRAM:

During FY 94-95 the Maine State Pilotage Commission held one meeting. As of June 1995 there was a total of 15 Pilots licensed by the Commission. In the past year, the Commission received one new complaint, two informal conferences were held and resulted in one consent agreement and one dismissal.

LICENSES:

Licensed Pilot

PUBLICATIONS:

Lists, labels or diskettes of licensed Pilots may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603.

Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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						
OTHER CONTRACT SERVICES	565		565			
TOTAL EXPENDITURES	565		565			

PLUMBERS' EXAMINING BOARD

DIANNE SAWYER, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:19371937Reference:Policy Area: 01; Umbrella:02 Unit:Average Count-All Positions:4.00

PURPOSE:

The purpose of the Plumbers' Examining Board is to preserve and protect the health of the people of the State of Maine by ensuring 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. The Board can appoint and remove such employees as deemed necessary to carry out the intent of the Legislature and investigate all complaints of non-compliance with or violation of the law or Board standards, as well as recommend suspension or revocation to the Administrative Court under the Administrative Procedures Act 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 for four-year terms. Of these five, two shall be 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, now known as the Department of Professional and Financial Regulation, on July 1, 1982.

PROGRAM:

During FY 94-95 the Plumbers' Examining Board met six times, conducted six examination sessions and examined 221 applicants. In the past year, the Board received 21 complaints. One was dismissed, ten informal conferences and two formal conferences were held, which resulted in consent agreements with fines of \$2,300 levied. Unlicensed practice complaints were heard in court resulting in \$750 in fines. The State Inspectors conducted a total of 436 inspections of commercial, educational, industrial and residential facilities. In addition, 1,012 license checks and other investigations were made. The total dollar amount of savings to the consumers as a result of the inspectors work was \$38,500.

During the year, 275 new licenses were issued: 132 Trainee Plumbers, 36 Journeymen, 79 Masters, 26 Journeymen-in-Training, and two Corporations.

As of June 1995 there are 2,042 Master Plumbers, 729 Journeymen, 73 Journeymen-in-Training, 519 Trainee Plumbers, and 28 Corporations, for a total of 3,391 licensed plumbers.

LICENSES:

Corporation Journeyman Plumber Journeyman-in-Training Master Plumber Trainee Plumber

PUBLICATIONS:

List, labels or diskettes of licensed Master and Journeymen Plumbers may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available 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 \$7.50 through the Board for the purpose of taking the Plumbing Exam or for general information.

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	82,405		82,405			
HEALTH BENEFITS	15,974		15,974			
RETIREMENTS	13,508		13,508			
OTHER FRINGE BENEFITS	1,390		1,390			
COMPUTER SERVICES STATE	4		4			
OTHER CONTRACT SERVICES	15,043		15,043			
RENTS	2,011		2,011			
COMMODITIES	442		442			
TRANSFER TO OTHER FUNDS	1,992		1,992			
TOTAL EXPENDITURES	132,769		132,769			

BOARD OF LICENSURE OF PODIATRISTS

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1933Reference: Policy Area:01; Umbrella:02 Unit: 396; Citation: T0032M.R.S.A., Sect.000003601

PURPOSE:

The Board of Examiners of Podiatric Medicine was established to protect the public through regulation of the practice of podiatry in the State of Maine and maintain high professional standards. The Board is authorized to conduct examinations of candidates for licensure to practice podiatry, verify credentials of applicants, license and renew licensure biennially upon documentation of continuing education activities and payment of specified fees, maintain a roster of licensed podiatrists, and establish standards of practice. The Board also conducts hearings and investigations upon receipt of complaints pertaining to podiatry and file complaints in the Administrative Court for suspension or revocation of a license to practice Podiatry.

ORGANIZATION:

The Board of Examiners of Podiatrists was established in 1933. Under Public Law Ch. 600, effective April 7, 1994, the name of the board was changed to the Board of Licensure of Podiatric Medicine and moved from the Board of Registration in Medicine to the Department of Professional and Financial Regulation. The Board consists of five members, which include four licensed podiatrists and one public member, all appointed by the Governor for four-year terms.

PROGRAM:

During FY 94-95 the Board of Licensure of Podiatric Medicine met four times. In the past year the Board received six new complaints which resulted in two informal conferences and one dismissal.

There are presently 90 licensed Doctors of Podiatric Medicine.

LICENSES:

License to Practice Podiatric Medicine and Surgery

PUBLICATIONS:

Lists, labels or diskettes of licensed Podiatrists may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

BOARD OF LICENSURE OF PODIATRISTS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	500		500			
OTHER CONTRACT SERVICES STATE	4,552		4,552			
OTHER CONTRACT SERVICES	2,375		2,375			
COMMODITIES	27		27			
TRANSFER TO OTHER FUNDS	745		745			
COST OF GOODS SOLD	- 3		- 3			
TOTAL EXPENDITURES	8,196		8,196			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

 Central Office:
 GARDINER ANNEX, GARDINER, ME 04345
 TDD:
 (207) 624-8563

 Mail Address:
 35 STATE HOUSE STATION, AUGUSTA, ME 04333
 FAX:
 (207) 624-8637

 Established:
 1968
 Telephone:
 (207) 624-8603

 Reference:
 Policy Area: 01; Umbrella:
 02 Unit: 415; Citation: T0032
 M.R.S.A., Sect.
 000003821

PURPOSE:

The purpose of the State Board of Examiners of Psychologists is 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 Board consists of nine members who are appointed by the Governor for terms of three years. These members include two representatives of the public and seven licensed psychologists or psychological examiners, with at least one member licensed as a psychological examiner. These seven members must be representatives of the field of psychology insofar as possible. The members elect a chairman and secretary annually.

PROGRAM:

During FY 94-95 the Board of Examiners of Psychologists met 14 times. The Board administers the written exam twice a year. The Board has received 16 new complaints this past year, which resulted in six informal/formal conferences and eight dismissed cases.

There are currently 407 licensed Psychologists, 88 Psychological Examiners, 7 Temporary Psychological Examiners and 9 Conditional Psychologists.

LICENSES:

Conditional Psychologist Conditional Psychological Examiner Psychologist Psychological Examiner Temporary Psychologist Temporary Psychological Examiner

PUBLICATIONS:

Lists, labels or diskettes of licensed Psychologists may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,975		2,975			
OTHER CONTRACT SERVICES STATE	17,377		17,377			
OTHER CONTRACT SERVICES	16,172		16,172			
TRANSFER TO OTHER FUNDS	653		653			
TOTAL EXPENDITURES	37,177		37,177			

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345	IDD.	(207) 027 0303
Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333	FAX:	(207) 624-8637
Established: 1983	Telephone:	(207) 624-8603
Reference: Policy Area: 01; Umbrella: 02 Unit: 465; Citation: T0032	M.R.S.A., Sect.	000009854

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 cases of non-compliance with the law relating to licensing, to establish and adopt such rules consistent with the law, and to hold regular meetings at least once a year to conduct business.

ORGANIZATION:

The Board was established in 1983 and consists of twelve members who are appointed by the Governor for three-year terms. These members include two radiologists, three radiographers, one nuclear medicine technologist, one radiation therapy technologist, one radiation physicist, two licensed practitioners who are not radiologists, one representative of the Department of Professional and Financial Regulation who shall be the executive secretary and a non-voting member, and one public member who shall not be affiliated with the medical or any allied health profession. The Governor may appoint these members from lists submitted by organizations or successor organizations as listed in 32 MRSA, subsection 9853(1).

PROGRAM:

During FY 94-95 the Radiologic Technology Board of Examiners met four times. No complaints were received this past year. Currently, there are 1,024 Radiographers, 32 Radiation Therapy

Technologists and 32 Nuclear Medicine Technologists.

LICENSES:

LICENSES: Nuclear Medicine Technologist, Radiation Therapy Technologist, Radiographic Technologist PERMITS: Special Permit in Nuclear Medicine, Temporary Permits

PUBLICATIONS:

Lists, labels or diskettes of licensed Radiologic Technicians may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request. Available are: 90-465 CMR 1 "Medical Radiation Technology Licensing Rules" 90-465 CMR 2 "Educational Requirements for Limited Licensure"

FINANCES, FISCAL YEAR 1995: 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 CONTRACT SERVICES STATE	40		40			
OTHER CONTRACT SERVICES	4,468		4,468			
TOTAL EXPENDITURES	4,508		4,508			

REAL ESTATE COMMISSION

CAROL J LEIGHTON, DIR

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:STATEHOUSE STA# 35, AUGUSTA, ME 04333FAX: (207) 624-8690Established:1937Telephone: (207) 624-8515Reference:Policy Area: 01 ; Umbrella:02 Unit: 039 ; Citation: T0032M.R.S.A., Sect. 000013062Average Count--All Positions:11.00

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, sales agents, timeshare agents, home service contract companies and home service sales agents; to investigate alleged violations of the law; impose sanctions; prescribe curricula and standards for real estate educational programs and the Commission is authorized to defray the cost of an educational course for licensees and/or the public.

ORGANIZATION:

The Real Estate Commission, originally created in 1937, was reorganized pursuant to P.L. 1983, C.171 effective in September of 1983. The Commission now includes four members whose vocation for at least five years prior to appointment has been that of a real estate broker or associate broker; and 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:

Nineteen (19) meetings of the Commission were held, including sixteen (16) adjudicatory hearings. The Commission prepared and distributed to all licensees a newsletter on a quarterly basis, and distributed consumer information. 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. One hundred sixty (160) cases were under investigation during the year, ninety-seven (97) 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 \$4,893. In addition, the following penalties were imposed through consent agreements or by Commission order. Three (3) licenses were suspended, one (1) license was revoked, four (4) licenses were denied and \$26,025 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: Record modification applications 2,052, Renewal license applications 4,772, License examination applications 901, New license applications 956, Total applications processed 8,681. On June 30, 1995 the following licenses were in effect: Real Estate Agencies 1,523; Active Licenses 4,859; Inactive Licenses 3,534; Home Service Contracts 97; TOTAL ALL LICENSES 10,013.

License examinations were administered forty-one (41) times at the Commission office in Gardiner to eight hundred twenty-eight (828) 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:

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 List of Continuing Education Programs - Free Real Estate Licensing Handbook - Free Quarterly Newsletter - Free

REAL ESTATE COMMISSION	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	271,372		271,372			
HEALTH BENEFITS	32,198		32,198			
RETIREMENTS	46,525		46,525			
OTHER FRINGE BENEFITS	3,177		3,177			
OTHER CONTRACT SERVICES STATE	1,740		1,740			
COMPUTER SERVICES STATE	24,757		24,757			
OTHER CONTRACT SERVICES	58,867		58,867			
RENTS	30,659		30,659			
COMMODITIES	2,979		2,979			
GRANTS, SUBSIDIES, PENSIONS	107		107			
TRANSFER TO OTHER FUNDS	3,065		3,065			
TOTAL EXPENDITURES	475,446		475,446			

BOARD OF REAL ESTATE APPRAISERS CHERYL HERSOM, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1990Reference:Policy Area: 01 ; Umbrella:02 Unit:298 ; Citation:TotalM.R.S.A., Sect.000013967

PURPOSE:

The purpose of the Board of Real Estate Appraisers is to license 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 seven members who are appointed by the Governor for three-year terms. The composition of the Board includes one representative of a mortgage lending organization, one public member, and five members who hold valid appraiser licenses or certifications, including at least one residential and one commercial real estate appraiser.

PROGRAM:

During FY 94-95 the Board of Real Estate Appraisers met seven times, conducted examination sessions as needed and examined 35 applicants. In the past year the Board received nine new complaints. Also, five cases were dismissed and three resulted in cease/desist orders.

At the present time there are 256 licensed appraisers, 318 certified general appraisers, 252 certified residential appraisers and 29 registered appraisers.

LICENSES:

Licensed Real Estate Appraiser Registered Appraiser Trainee State-Certified General Real Estate Appraiser State-Certified Residential Real Estate Appraiser Temporary License

PUBLICATIONS:

Lists, labels or diskettes of licensed Real Estate Appraisers may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

BOARD OF REAL ESTATE APPRAISERS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,345		2,345			
OTHER CONTRACT SERVICES STATE	550		550			
COMPUTER SERVICES STATE	8		8			
OTHER CONTRACT SERVICES	36,513		36,513			
COMMODITIES	180		180			
TRANSFER TO OTHER FUNDS	1,773		1,773			
TOTAL EXPENDITURES	41,369		41,369			

BOARD OF RESPIRATORY CARE PRACTITIONERS

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1985Telephone:Reference:Policy Area:01; Umbrella:02 Unit:343343; Citation:T0032M.R.S.A., Sect.000009703

PURPOSE:

The purpose of the Board of Respiratory Care Practitioners is to safeguard the public health, safety and welfare of the public from incompetent and unauthorized conduct on the part of respiratory care practitioners.

ORGANIZATION:

The Board consists of five members who are appointed by the Governor for terms of three years. These members include three licensed respiratory care practitioners who have been engaged in the practice of respiratory care for at least two years immediately preceding their appointments, and two public members who do not hold a license and have no direct or indirect financial interest in the practice or delivery of respiratory care. The Board meets at least once a year and at other times as needed.

PROGRAM:

During FY 94-95 the Board of Respiratory Care Practitioners met monthly. There were no new complaints this past year.

The total number of licensees to date include 222 Respiratory Therapists, 245 Respiratory Care Technicians, 20 Temporary Care Technicians and 8 Respiratory Care Trainees.

LICENSES:

Permanent Respiratory Care Technician Permanent Respiratory Therapist Respiratory Care Trainee Temporary Technician (graduate)

PUBLICATIONS:

Lists, labels or diskettes of licensed Respiratory Care Practitioners may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

BOARD OF RESPIRATORY CARE	TOTAL					
PRACTITIONERS	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	1,085		1,085			
OTHER CONTRACT SERVICES	2,546		2,546			
TOTAL EXPENDITURES	3,631		3,631			

MEDICAL SPECIALTY ADVISORY COMMITTEE ON RADIOLOGY NEIL NEWTON, M.D., CHAIRMAN

Central Office:2 BANGOR STREET, AUGUSTA, ME 04330Mail Address:137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137Established:1990Telephone:(207) 287-3603Reference:Policy Area: 01 ; Umbrella:02 Unit:547 ; Citation: T0024M.R.S.A., Sect.000002972

PURPOSE:

Pursuant to PL 1990 Ch. 931 as amended, on January 1, 1992 the Board of Licensure in Medicine and Board of Osteopathic Licensure jointly announced the opening of a Medical Liability Demonstration Project in the medical specialties of Anesthesiology, Emergency Medicine, Obstetrics and Gynecology, and Diagnostic Radiology. Four hundred one of four hundred twenty-four physicians practicing in Maine in these four specialities applied to participate in this innovative project which was originally scheduled to extend until December 31, 1996. Neither project administration nor performance analysis were funded by the Legislature. The 1995 Legislature extended the project until 1999.

PROGRAM:

The project will attempt to measure whether medical practice in accordance practice parameters and risk management protocols, as adopted by the two physician licensing Boards, will decrease the cost of the practice of defensive medicine and enhance the quality of care. National interest in this project has developed and the Board continues to be in contact with health researchers and policy analysts throughout the country who are interested in monitoring and evaluating the effects of this project. The demonstration project continues amidst great national interest.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

SECURITIES DIVISION

STEPHEN L. DIAMOND, SECURITIES ADMINISTRATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, NORTHERN AVE, GARDINER, ME 04345 Mail Address: 121 STATEHOUSE STATION, AUGUSTA, ME 04333-0121 FAX: (207) 624-8690 Established: Telephone: (207) 624-8551 Reference: Policy Area: 01 ; Umbrella: 02 Unit: 032 ; Citation: T0009B M.R.S.A., Sect. 000000212A

PURPOSE:

The principal mission of the Securities Division is to protect Maine investors, and toward that end, the Division administers and enforces the Revised Maine Securities Act; reviews applications to register securities for sale in Maine; reviews filings for exemptions from registration; licenses broker-dealers, sales representatives, and investment advisers doing business in Maine; suspends or revokes such licenses for misconduct, as defined in the Securities Act; responds to consumer complaints; investigates possible violations of the securities laws, and when warranted by the circumstances, issues cease and desist and other administrative orders or refers matters to the Attorney General for civil or criminal action. The Division also enforces the Business Opportunity Law and the State Commodity Code.

ORGANIZATION:

In 1913, two years after Kansas adopted the first "blue sky" law, Maine enacted a statute relating to "Dealers in Securities," to be administered by the Bank Commissioner. Over the years, that law was the subject of numerous changes, including the creation of a securities division, the establishment of a requirement for the registration of securities offerings, and the addition of antifraud and civil liability provisions. In 1985, Maine replaced its existing securities laws with the Revised Maine Securities Act, which was based on a draft of the Revised Uniform Securities Act. The next year legislation was

passed giving the Securities Division enforcement powers over the sale of certain types of business opportunities and commodity contracts. In 1989, the Legislature transferred from the Bank Superintendent to the Securities Administrator the responsibility for administering and enforcing the securities laws, while keeping the Division a part of the Bureau of Banking.

PROGRAM:

In fiscal year 1995, the Division received and processed 7286 applications to register securities (increase of 17% over fiscal year 1994), 209 private placement filings (increase of 1%), 99 exemption filings for offerings to existing security holders (decrease of 34%), and 14 filings relying on the small Maine corporation exemption (decrease of 7%). As of the end of the fiscal year, there were 843 broker-dealers licensed to do business in Maine (increase of 4%), 27,869 licensed sales representatives (increase of 4%), and 351 licensed investment advisers (increase of 12%). In connection with the Division's review of licensing applications, 331 sales representative applications, 45 broker-dealer applications, and one investment adviser application were withdrawn as a result of questions or objections raised by the Division.

Through its enforcement actions, the Division obtained \$41,361 in restitution and \$30,180 in penalties. To make it easier for small, Maine businesses to raise capital, the Division adopted a rule creating exemptions from the securities registration requirement for use by local enterprises.

LICENSES:

Broker-Dealer; Sales Representative; Investment Adviser

PUBLICATIONS:

Revised Maine Securities Act; Investor Alert; The Risks of Penny Stock Investing; Guide to Mutual Fund Investing; Investor's Guide to Reading the Mutual Fund Prospectus (by Investment Company Institute); What Every Investor Needs to Know (video, also); (All Free). Calling For Your Dollars (free video rentals).

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE BOARD OF SOCIAL WORKER LICENSURE ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345 Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1967 Reference: Policy Area: 01; Umbrella: 02 Unit: 416; Citation: T0032 Average Count-All Positions: 2.00 KRS.A., Sect. 000007026

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 of 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 and to all cases of non-compliance 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 seven members appointed by the Governor for three-year terms. Of these members, three shall be licensed

clinical social workers, licensed master social workers or certified social workers of independent practice, at least one of whom must be practicing social work in a non-clinical setting. Two shall be licensed social workers, and the remaining two shall be public members. Each level of licensure shall be represented on the Board.

PROGRAM:

During FY 94-95 the Board of Social Worker Licensure met on a monthly basis. The ASI/AASSWB national examination was administered in February and October for 318 candidates, of whom 283 passed. In the past year the Board received 24 new complaints which resulted in seven informal/formal conferences with fines paid of \$300. Also, eight cases were dismissed and one case was referred to the Attorney General's Office for unlicensed practice.

Currently there are 3,454 licensees: 1,406 Licensed Social Workers, 451 Conditional Social Workers, 237 Licensed Master Social Workers, 366 Conditional Master Social Workers, 950 Licensed Clinical Social Workers and 44 Certified Social Workers in independent practice.

LICENSES:

Licensed Clinical Social Worker Licensed Master Social Worker Licensed Master Social Worker/Conditional I and II Licensed Social Worker Licensed Social Worker/Conditional I and II

PUBLICATIONS:

Lists, labels or diskettes of licensed Social Workers may be purchased through the Division of Licensing and Enforcement. For further information you may call the Board at 624-8603.

Laws and rules are available free of charge upon request.

FINANCES, FISCAL YEAR 1995: 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 & WAGES	44,796		44,796			
HEALTH BENEFITS	6,313		6,313			
RETIREMENTS	7,091		7,091			
OTHER FRINGE BENEFITS	429		429			
OTHER CONTRACT SERVICES STATE	1,274		1,274			
OTHER CONTRACT SERVICES	21,153		21,153			
TRANSFER TO OTHER FUNDS	126		126			
TOTAL EXPENDITURES	81,182		81,182			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX: (207) 624-8637Established:1976Telephone: (207) 624-8603Reference:Policy Area: 01 ; Umbrella:02 Unit: 296 ; Citation: T0032M.R.S.A., Sect. 000006010

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 of 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. It reviews all applications to assure that only qualified applicants become licensed. It also reviews application forms for prior approval of continuing education activities with accredited sponsorship and 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 issue date and may only be renewed once. Registrations remain in effect until the Board is notified in writing of termination.

ORGANIZATION:

The Board is composed of seven members who are appointed by the Governor for terms of three years. The Board consists of two members from the professional field of speech pathology, two members from the professional field of audiology, one member shall be a physician with specialized training in the field of otolaryngology, and two members shall be representatives of the public.

PROGRAM:

During FY 94-95 the Board of Examiners on Speech Pathology and Audiology met nine times. In the past year the Board received one new complaint, which resulted in an informal conference. Also, one complaint was dismissed.

There are currently 367 Speech Pathologists, 49 Temporary Speech Pathologists, 52 Audiologists, 8 Temporary Audiologists and two Speech Pathologists/Audiologists.

LICENSES:

Audiologist Temporary Audiologist Speech Pathologist Temporary Speech Pathologist Speech Pathology Aide Registration Speech Pathologist and Audiologist Temporary Speech Pathologist and Audiologist

PUBLICATIONS:

Lists, labels or diskettes of licensed Speech Pathologists and Audiologists may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

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 & WAGES	1,975		1,975			
OTHER CONTRACT SERVICES	3,357		3,357			
TOTAL EXPENDITURES	5,332		5,332			

STATE BOARD OF SUBSTANCE ABUSE COUNSELORS ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1977Telephone:Reference:Policy Area: 01; Umbrella:02 Unit:384; Citation:T0032M.R.S.A., Sect.000006201

PURPOSE:

The State Board of Substance Abuse Counselors was established to assess and improve the competence of, and provide licensure for persons working as substance abuse counselors in the State of Maine.

ORGANIZATION:

The Board, created in 1977 and constituted in 1978, is comprised of eleven members. One member must be the Director of the Office of Substance Abuse or his 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. The remaining nine members are appointed by the Governor for terms of three years. Five of these members shall be licensed substance abuse counselors. Two members must be non-providers, one of whom must be a family member of a consumer of substance abuse services or a consumer of substance abuse services who has abstained from the use of alcohol and other drugs for a period of at least two years. One shall be a public member, and one shall be a regresentative of a regional alcohol and drug abuse council.

PROGRAM:

During FY 94-95 the Board of Substance Abuse Counselors met 23 times and conducted oral examinations for 52 applicants. In the past year the Board received ten new complaints, two informal and three formal conferences were held with fines paid in the amount of \$5,000. One case was dismissed.

There are presently 333 Licensed Substance Abuse Counselors, 14 Associate Substance Abuse Counselors and 380 Registered Substance Abuse Counselors.

LICENSES:

Associate Substance Abuse Counselor Licensed Substance Abuse Counselor Registered Substance Abuse Counselor

PUBLICATIONS:

Lists, labels or diskettes of licensed Substance Abuse Counselors may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

STATE BOARD OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. Funds
EXPENDITURES						
OTHER CONTRACT SERVICES STATE	6,071		6,071			
OTHER CONTRACT SERVICES	10,863		10,863			
COMMODITIES	187		187			
TOTAL EXPENDITURES	17,121		17,121			

STATE BOARD OF VETERINARY MEDICINE ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

TDD: (207) 624-8563

Central Office:GARDINER ANNEX, GARDINER, ME 04345Mail Address:35 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1905Telephone:Reference:Policy Area: 01:Umbrella:02 Unit:285:Citation:T0032M.R.S.A., Sect.000004854

PURPOSE:

The State 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 to qualified veterinarians and animal medical technicians, issue licenses to qualified applicants who have successfully completed the examinations, and issue certificates of yearly registration to licensed veterinarians and animal medical technicians.

The Board also issues temporary licenses to qualified applicants until such time as the State Board examination results are released, maintains financial records, answers correspondence, issues and sets fees for annual registration of all veterinarians and technicians holding a Maine license, and investigates written complaints brought before the Board.

ORGANIZATION:

The Board was established in 1905 and 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.

Effective October 1975, the name of the Board was changed to the State Board of Veterinary Medicine and its membership expanded from three members to five members. Effective July 1976, the 107th Legislature added a sixth member to the Board. The Board now consists of six members who are appointed by the Governor for five-year terms. Five of these members shall be licensed veterinarians who are residents of this State and graduates of a veterinary school and who have been licensed to practice in the State for the five years preceding their appointments. The sixth member shall be a public member.

PROGRAM:

During FY 94-95 the Board of Veterinary Medicine met four times. In the past year the Board received 12 new complaints and dismissed five cases. There are currently 592 licensed Veterinarians and 366 licensed Veterinary Technicians.

LICENSES:

LICENSE: Veterinarian REGISTRATION: Animal Medical Technician

PUBLICATIONS:

Lists, labels or diskettes of licensed Veterinarians may be purchased through the Division of Licensing and Enforcement. For further information you may contact the Board at 624-8603. Laws and rules are available free of charge upon request.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1995: 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 & WAGES	825		825			
OTHER CONTRACT SERVICES STATE	3,305		3,305			
OTHER CONTRACT SERVICES	5,052		5,052			
TRANSFER TO OTHER FUNDS	1,212		1,212			
TOTAL EXPENDITURES	10,394		10,394			

DEPARTMENT OF PUBLIC SAFETY ALFRED SKOLFIELD, COMMISSIONER

Central Office: 36 HOSPITAL ST, AUGUSTA, ME, 04330 Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME, 04333 FAX: (207) 624-8637 Established: 1971 Telephone: (207) 624-7074 Reference: Policy Area: 06; Umbrella: 16 Unit: 219; Citation: T0025 M.R.S.A., Sect. 000002901 Average Count--All Positions: 631.5 Legislative Count: 506.0 Units: BUREAU OF HIGHWAY SAFETY BUREAU OF CAPITOL SECURITY MAINE HIGHWAY SAFETY COMMISSION MISSING CHILDREN INFORMATION CLEARINGHOUSE STATE BUREAU OF IDENTIFICATION MAINE CRIMINAL JUSTICE ACADEMY BUREAU OF LIQUOR ENFORCEMENT BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE BUREAU OF STATE POLICE ACADEMY MAINE DRUG ENFORCEMENT AGENCY EMERGENCY MEDICAL SERVICES BOARD E-9-1-1 COUNCIL EMERGENCY SERVICES COMMUNICATION BUREAU

PURPOSE:

OFFICE OF THE STATE FIRE MARSHAL

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 and other public safety programs of the State as vested in the State Police, the Maine Criminal Justice Academy, the Bureau of Capitol Security, the Office of the State Fire Marshal, the Bureau of Liquor Enforcement, the Maine Drug Enforcement Agency, Maine Emergency Medical Services, the Bureau of Highway Safety, and the Emergency Services Communications Bureau.

ORGANIZATION:

The Department of Public Safety was created in 1971, which consolidated the former Department of State Police, the Enforcement Division of the State Liquor Commission, the 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 Bureau of Capitol Security was added to the organization of the Department. The responsibility for the administration of the Highway Safety Program from the Department of Transportation was added and in 1990 the Legislature changed the name to the Bureau of Highway Safety.

The Maine Drug Enforcement Agency and The Maine Drug Enforcement Agency Advisory Board were created by the 113th Legislature to develop and carry out a Statewide Drug Enforcement Program. Beginning on January 1, 1989 the E911 Advisory Committee was established to assist and advise the Department in the implementation of a statewide E911 System. Chapter 566, P.L. 1993, created the Emergency Services Communications Bureau within the Department which is responsible for statewide implementation and management of the E911 System and the E911 Advisory Board was changed to the E911 Council. Chapter 588, P.L. 1991, transferred the responsibility for Emergency Medical Services from the Department of Human Services to Public Safety.

During 1993, the 116th Legislature created the Missing Children Information Clearinghouse requiring the Department to collect and disseminate complete information related to missing children. July of 1993 saw all liquor licensing functions transferred from the Bureau of Alcoholic Beverages and Lottery Operations to the Bureau of Liquor Enforcement.

PROGRAM:

Other than Administration of the Department, the activities during 1995 are discussed in the individual reports of its Bureaus. The financial array for the Administration of the Department also includes the Bureau of Capitol Security, Emergency Medical Services, Departmental TQM, and Motor Vehicle Inspection financial information.

TDD: (207) 287-4478

DEPARTMENT OF PUBLIC SAFETY

Administration. Effective with the fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office" following the appointment of the first non-law enformcement officer as Commissioner. This program included the Commissioner and the Director of 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, Human Resources, Audit, and Public Information.

Finance Office: Provides all accounting and budget control services for the Department.

Personnel Office: Administers the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations. The Personnel Office is presently engaged in the trooper recruitment process and has processed almost 1700 applications.

Audit: This office is responsible for the external audit of National Highway Traffic Administration and U.S. Department of Justice sub-grants issued by the Department for compliance with the Office of Management and Budget Circulars A-102, A-87, and A-128.

Public Information Office: Serves as the spokesman for the Department in response to major news events and advisor to the Commissioner and Bureau Heads.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF PUBLIC SAFETY	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	20,343,724	3,388,070	4,334,068	11,947,674	673,912	
HEALTH BENEFITS	2,448,524	254,037	544,517	1,569,066	80,904	
RETIREMENTS	6,469,117	716,992	1,282,827	4,354,842	114,456	
OTHER FRINGE BENEFITS	345,556	27,940	80,394	228,434	8,788	
OTHER CONTRACT SERVICES STATE	2,620,747	863,502	394,641	156,550	1,030,452	175,602
COMPUTER SERVICES STATE	453,705	76,515	55,605	224,074	32,759	64,752
OTHER CONTRACT SERVICES	3,991,759	877,321	656,331	2,197,292	255,101	5,714
RENTS	664,006	235,791	162,841	249,109	16,265	
COMMODITIES	1,013,194	210,648	164,796	564,233	73,517	
GRANTS, SUBSIDIES, PENSIONS	1,970,424	22,816	167,426	1,452,606	327,576	
PURCHASE OF LAND	19,700			19,700		
EQUIPMENT	1,886,528	145,263	404,669	1,081,491	157,018	98,087
INTEREST-DEBT RETIREMENT	4,557	3,073	136	1,347	1	
TRANSFER TO OTHER FUNDS	585,046		122,792	434,869	27,385	
TOTAL EXPENDITURES	42,816,587	6,821,968	8,371,043	24,481,287	2,798,134	344,155

DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	724,762	170,517	109,949	313,494	130,802	
HEALTH BENEFITS	104,111	14,717	18,210	55,161	16,023	
RETIREMENTS	125,892	32,264	18,665	53,398	21,565	
OTHER FRINGE BENEFITS	10,074	1,858	1,763	4,603	1,850	
OTHER CONTRACT SERVICES STATE	772,584	501,453	73,153	2,870	19,506	175,602
COMPUTER SERVICES STATE	72,195	2,360		5,083		64,752
OTHER CONTRACT SERVICES	147,617	74,911	29,905	29,150	7,937	5,714
RENTS	63,422	29,444	33,649	329		
COMMODITIES	35,329	7,832	17,781	9,280	436	
GRANTS, SUBSIDIES, PENSIONS	604	186	123	295		
EQUIPMENT	120,087		22,000			98,087
TRANSFER TO OTHER FUNDS	648			648		
TOTAL EXPENDITURES	2,177,325	835,542	325,198	474,311	198,119	344,155

BUREAU OF CAPITOL SECURITY

DONALD SUITTER, DIRECTOR

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333 Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1977 Reference: Policy Area: 06 ; Umbrella: 16 Unit: 219C; Citation: T0005 Average Count-All Positions: 12.00 Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333 Telephone: (207) 287-4357 M.R.S.A., Sect. 000002904 Legislative Count; 11.00

PURPOSE:

The Bureau of Capitol Security is responsible for the parking enforcement in all State House and Augusta Mental Health parking areas and security of all buildings and property owned by the State in the Augusta area.

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 functions of the Bureau were the responsibility of the Bureau of Public Improvements.

PROGRAM:

During the fiscal year 1995, the Bureau processed over 3,400 incidents, investigated 36 automobile accidents, issued over 750 parking tickets, and dealt with several controversial legislative hearings.

The major objective to the Bureau continues to be "meeting the security needs for designated state facilities".

LICENSES:

Capitol Area Activity Permit

PUBLICATIONS:

Capitol Area Security Regulations Rules and Regulations Relating to Parking **FINANCES, FISCAL YEAR 1995:** 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 & WAGES	268,476	262,515	5,961			
HEALTH BENEFITS	36,254	36,254				
RETIREMENTS	45,463	44,534	929			
OTHER FRINGE BENEFITS	4,589	4,589				
OTHER CONTRACT SERVICES	13,654	13,605	49			
RENTS	844	844				
COMMODITIES	2,386	2,386				
GRANTS, SUBSIDIES, PENSIONS	251	229	22			
TOTAL EXPENDITURES	371,917	364,956	6,961			

MISSING CHILDREN INFORMATION CLEARINGHOUSE

ALFRED SKOLFIELD, COMMISSIONER

Central Office:36 HOSPITAL STREET, AUGUSTA, ME 04330Mail Address:42 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1993Reference:Policy Area: 06 ; Umbrella:16 Unit:562 ; Citation:T0025M.R.S.A., Sect.000002155

PURPOSE:

The Missing Children Information Clearinghouse was established as an operating unit of the Maine State Police and central repository of information for missing and exploited children.

ORGANIZATION:

The Missing Children Information Clearinghouse, by law, is the responsibility of the Commissioner of Public Safety. The Clearinghouse is staffed by a Clerk Typist II, which is a federally funded position.

PROGRAM:

The purpose of the Clearinghouse is to establish a system for communication of information related to children who are determined missing by their parents, guardians, legal custodians, or by a law enforcement agency, and to provide a centralized file for missing children within the state.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE CRIMINAL JUSTICE ACADEMY

STEVEN GIORGETTI, DIRECTOR

Central Office:93 SILVER ST, WATERVILLE, ME 04901Mail Address:142 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:1973Telephone:Reference:Policy Area: 06;Umbrella:16 Unit:228;Citation:T0025M.R.S.A., Sect.000002801AAverage Count--All Positions:22.00

PURPOSE:

The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement 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

DEPARTMENT OF PUBLIC SAFETY

various law enforcement and criminal justice agencies.

ORGANIZATION:

The Maine Criminal Justice Academy was created in 1969 as the Maine Police Academy, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed the Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal officers employed after September 30, 1971, complete a basic police school at the Academy within one year of their appointment. The Academy is overseen by a 17 Member Board of Trustees.

PROGRAM:

During FY 1995 the Trustees certified 110 Law Enforcement Officers, 14 State Law Enforcement Officers, 128 Corrections Officers, and 273 Pre-Service Officers. They waived 5 law enforcement training requirements and issued 51 Instructor Certificates, recognized 7 Chiefs and Sheriffs. The Academy sponsored 314 specialized and in-service courses that were conducted for 6,870 law enforcement and corrections officers.

LICENSES:

Doppler Traffic Radar Certificate Intoxilyzer Operation Certificate Aircraft Speed Enforcement Observer Certificate Accident Reconstruction Specialist Certificate Canine Handler Team Certification Canine Handler Team Evaluator's Certification Drug Recognition Technician Certification

PUBLICATIONS:

Administraive Provisions Manual Newsletter All Points Bulletin Report to Legal Affairs

FINANCES, FISCAL YEAR 1995: 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 & WAGES	535,499	248,877	148,286		138,336	
HEALTH BENEFITS	76,947	38,353	20,832		17,762	
RETIREMENTS	90,107	42,485	24,857		22,765	
OTHER FRINGE BENEFITS	4,886	2,804	1,181		901	
OTHER CONTRACT SERVICES STATE	243,025	90,770	89,715		62,540	
COMPUTER SERVICES STATE	22,219	105	15,438		6,676	
OTHER CONTRACT SERVICES	199,527	84,270	94,610		20,647	
RENTS	16,105	8,767	7,138		200	
COMMODITIES	77,915	26,042	45,490		6,383	
GRANTS, SUBSIDIES, PENSIONS	105,487	307	131		105,049	
EQUIPMENT	39,756		11,826		27,930	
INTEREST-DEBT RETIREMENT	14	3	11			
TRANSFER TO OTHER FUNDS	5,884		3,890		1,994	
TOTAL EXPENDITURES	1,417,371	542,783	463,405		411,183	

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

RICHARD HARBURGER, CHAIRPERSON

 Central Office:
 93 SILVER ST, WATERVILLE, ME 04901

 Mail Address:
 93 SILVER ST, WATERVILLE, ME 04901
 FAX:
 (207) 877-8027

 Established:
 1969
 Telephone:
 (207) 877-8000

 Reference: Policy Area: 06; Umbrella:
 16 Unit:
 227; Citation:
 T0025
 M.R.S.A., Sect.
 000002802

PURPOSE:

The primary responsibilities to the Board of Trustees are: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and to prescribe the content of the curriculum. 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:

The Academy Board of Trustees currently consists of 17 members: 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, are all ex officio. The following members are appointed by the Governor: a commissioned officer of the Maine 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, three citizens, a municipal officer and one non-supervisory corrections officer representing a state or county correctional facility. All board members serve three year terms except ex officio members who remain on the board during their term of office.

PROGRAM:

See the Maine Criminal Justice Academy

LICENSES:

See the Maine Crininal Justice Academy

PUBLICATIONS:

See the Maine Criminal Juistice Academy

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE DRUG ENFORCEMENT AGENCY

ROGER STRICKER, DIRECTOR

Central Office:565 CONGRESS ST, PORTLAND, ME 04101Mail Address:42 STATE HOUSE STATION, AUGUSTA, ME 04333FAX: (207) 822-0381Established:1987Telephone: (207) 822-0380Reference:Policy Area: 06 ; Umbrella:16 Unit: 230 ; Citation: T0025M.R.S.A., Sect. 000002955Average Count-All Positions:12.00Legislative Count: 8.00

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 Agency are drawn from the ranks of state, county, and local law enforcement agencies. In addition to the consolidation of investigatory resources, the Maine Drug Enforcement Agency also integrates state and federal prosecuting personnel with the day-to-day case work investigators. The prosecutors assist in the development of priorities and establishment of investigatory strategies.

DEPARTMENT OF PUBLIC SAFETY

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 Agency was established by the Anti-Drug Abuse Act of 1986. This Agency has been placed within the organizational structure of the Department of Public Safety and is managed by a Director who reports to the Commissioner of Public Safety. In 1991 the Legislature changed the Agency name to the Maine Drug Enforcement Agency.

PROGRAM:

MDEA's goals are to: 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.

FINANCES, FISCAL YEAR 1995: 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 DRUG ENFORCEMENT AGENCY	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	353,592	250,083	103,509			
HEALTH BENEFITS	41,516	30,132	11,384			
RETIREMENTS	63,370	46,008	17,362			
OTHER FRINGE BENEFITS	5,489	4,277	1,212			
OTHER CONTRACT SERVICES STATE	1,279,231	227,799	120,714		930,718	
COMPUTER SERVICES STATE	60,351	59,563	788			
OTHER CONTRACT SERVICES	457,066	276,656	39,213		141,197	
RENTS	123,091	103,708	11,295		8,088	
COMMODITIES	39,141	37,965	1,176			
GRANTS, SUBSIDIES, PENSIONS	8,751	8,664	87			
EQUIPMENT	49,230		19,470		29,760	
INTEREST-DEBT RETIREMENT	1,003	1,002			1	
TRANSFER TO OTHER FUNDS	12,263		i,513		10,750	
TOTAL EXPENDITURES	2,494,094	1,045,857	327,723		1,120,514	

EMERGENCY MEDICAL SERVICES BOARD

KEVIN MCGINNIS, DIRECTOR

Central Office:16 EDISON DRIVE, AUGUSTA, ME 04330Mail Address:42 STATE HOUSE STATION, AUGUSTA, ME 04333Established:FAX:Reference:Policy Area: 06 ; Umbrella:16 Unit:163 ; Citation:TotalM.R.S.A., Sect.000000088

PURPOSE:

Maine Emergency Medical Services is responsible for training, licensing and the coordination of all ambulance services and the emergency medical technicians who staff them.

ORGANIZATION:

The 13 member Maine Emergency Medical Services Board is the sole EMS rulemaking authority and provides policy direction for Maine EMS. There are six regional councils to provide training and coordination.

Maine has 250 ambulance and first responder services providing emergency medical care through Paramedic levels, special air medical and rescue transportation services, 4,000 licensed EMS personnel, 41 acute care hospitals, 450 EMS vehicles, and 1500 emergency physicians, nurses, vehicle operators, and dispatchers.

PROGRAM:

The Maine EMS system conducts hundreds of training programs for ambulance services and EMT's who staff them.

All of the activities support a system which responds to 130,000 calls annually, a number which has steadily increased over the last decade.

LICENSES:

Ambulance Vehicle Licenses Emergency Medical Service Vehicle Authorization Ambulance and First Responder Service Licenses and Permits First Responder, Ambulance Attendant, Emergency Medical Technician, EMT-Intermediate, EMT-Critical Care, and Paramedic Licensure EMS Instructor-Coordinator Certification EMS Training Facility Authorization Air Ambulance and Water Ambulance Service and Vehicle Licenses

PUBLICATIONS:

Laws and Regulations - Maine EMS System Journal of Maine EMS Maine EMS Prehospital Treatment Protocols Standard Operating Policies and Procedures Model Manual Maine EMS Data System Manual Prehospital "Comfort Care/Do Not Resuscitate" Maine EMS "Comfort Care/Do Not Resuscitate" oatient/provider information kit Spine Injury Management

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

E-9-1-1 COUNCIL

ALFRED SKOLFIELD, COMMISSIONER

WATS: (800) 452-4664

Central Office:36 HOSPITAL ST, AUGUSTA, ME 04330Mail Address:42 STATE HOUSE STATION, AUGUSTA, ME 04333FAX:Established:Telephone:(207) 624-7137Reference:Policy Area:06 ; Umbrella:16 Unit:241 ; Citation:T0025M.R.S.A., Sect.000002925

PURPOSE:

The E-9-1-1 Council is composed of 15 members and was established to advise the Emergency Services Communication Bureau on the activities relating to the establishment of an E-9-1-1 system, review and comment on rules proposed by the Bureau, and assist the Bureau in providing public information about implementation and operation of the E-9-1-1 system.

ORGANIZATION:

The membership of the committee is: one person appointed by the Public Utilities Commission, one person appointed by the Commissioner of Public Safety, and 13 Appointed by the Governor from nominations as detailed in 25 MRSA, Section 2925.

PROGRAM:

The Committee shall advise and assist the Emergency Services Communication Bureau in the implementation of the E-9-1-1 system.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

EMERGENCY SERVICES COMMUNICATION BUREAU

STEPHAN BUNKER, DIRECTOR

Central Office: 36 HOSPITAL STREET, AUGUSTA, ME 04333 Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1994 Reference: Policy Area: 06; Umbrella: 16 Unit: 574; Citation: T0025 Average Count-All Positions: 3.00 Central Office: 36 HOSPITAL STREET, AUGUSTA, ME 04333 FAX: (207) 624-7088 Telephone: (204) 624-7004 Rescale Count-All Positions: 3.00

PURPOSE:

The Emergency Services Communication Bureau was established within the Department of Public Safety in 1994 to implement and manage the E-9-1-1 system. The Bureau, in consultation with the E-9-1-1 Council, will develop all system elements, standards and cost estimates necessary to provide for the installation and operation of a statewide E-9-1-1 system.

ORGANIZATION:

The Bureau is staffed by the Director and two other positions. Its funded by a two cent per month subscriber telephone charge.

PROGRAM:

The committee has focused on implementation of the E-9-1-1 system based on a plan submitted by a consultant in 1992. During 1995, an additional contract has been issued to assist municipalities in the naming and numbering streets and plans are underway to initiate an information program to assist the public safety community of progress made in the development of the system.

FINANCES, FISCAL YEAR 1995: 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

EMERGENCY SERVICES COMMUNICATION BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,379		1,379			
HEALTH BENEFITS	129		129			
RETIREMENTS	291		291			
OTHER FRINGE BENEFITS	24		24			
OTHER CONTRACT SERVICES	6,354		6,354			
RENTS	220		220			
COMMODITIES	640		640			
GRANTS, SUBSIDIES, PENSIONS	66		66			
TOTAL EXPENDITURES	9,103		9,103			

OFFICE OF THE STATE FIRE MARSHAL

DENNIS LUNDSTEDT, STATE FIRE MARSHAL

Central Office: 18 MEADOW ROAD, AUGUSTA, ME 04330 Mail Address: 52 STATE HOUSE STATION, AUGUSTA, ME 04333 Established: 1973 Reference: Policy Area: 06 ; Umbrella: 16 Unit: 224 ; Citation: T0025 Average Count-All Positions: 42.50 Kentral Office: 18 MEADOW ROAD, AUGUSTA, ME 04330 FAX: (207) 289-5163 Telephone: (207) 287-3473 M.R.S.A., Sect. 000002396

PURPOSE:

The primary function of the State Fire Marshal is to protect lives and property through an inspectional program aimed at identifying and correcting life safety hazards as well as through the investigation of explosions, suspicious and fatal fires.

DEPARTMENT OF PUBLIC SAFETY

ORGANIZATION:

The Division of State Fire Prevention was created in 1937 to combat an increasing number of fraudulent insurance claims resulting from set fires. Since then there has been a substantial growth in the areas of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention in 1972. The scope of statutory authority has broadened to include a number of activities related to life safety as well as fire prevention.

PROGRAM:

The Office of the State Fire Marshal enforces all laws, rules and regulations concerned with the protection of the public in the following areas: prevention of fires; suppression of arson and investigations of cause, origin, and circumstances of fires and explosions; storage, installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment; construction, maintenance, and regulation of fire escapes; construction permits and plans review; and gathering and evaluation of statistics concerning the number, cause, and other related information of fires occuring in the state.

LICENSES:

Licenses Fire Sprinkler System Contractor License Traveling Circuses, Carnivals, Amusement shows, & Mechanical Rides Theaters & Motion Picture Houses Motor Vehicle Racing Fireworks Display Fireworks, Competent Operator Dance

Permits Construction Permits & Plans Review Explosives, User Flammable Liquids, Above-Ground Fire Sprinkler System Permits and Plans Review Barrier-Free construction Permits and Plans Review

Certificates Explosive Transportation Explosive Storage

PUBLICATIONS:

Rules and Regulations for Flammable and Combustible Liquids Rules for the Manufacture, Transportation, Storage and Use of Explosives Laws for the Fire Service Rules and Regulations Governing Storage and Display of Fireworks Maine Safety Rules for Amusement Devices and Midways Rules and Regulation Governing the Tents and Equipment of Circuses and Traveling Amusements Rules and Regulations Relating to Structures Used by the Public as Spectators During Motor Vehicle Racing FINANCES, FISCAL YEAR 1995: 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 THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,153,154		1,153,154			
HEALTH BENEFITS	166,290		166,290			
RETIREMENTS	196,311		196,311			
OTHER FRINGE BENEFITS	22,007		22,007			
OTHER CONTRACT SERVICES STATE	23,991		23,991			
COMPUTER SERVICES STATE	23,462		23,462			
OTHER CONTRACT SERVICES	204,559		204,559			
RENTS	70,639		70,639			
COMMODITIES	54,095		54,095			
GRANTS, SUBSIDIES, PENSIONS	50,727		50,727			
EQUIPMENT	166,334		154,858		11,476	
INTEREST-DEBT RETIREMENT	94		94			
TRANSFER TO OTHER FUNDS	20,207		20,207			
TOTAL EXPENDITURES	2,151,870		2,140,394		11,476	

BUREAU OF HIGHWAY SAFETY

RICHARD E PERKINS, DIRECTOR

Central Office:397 WATER ST, GARDINER, ME 04345Mail Address:42 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1980Reference: Policy Area: 06 ; Umbrella:16 Unit: 221 ; Citation: T0025Average Count--All Positions:9.00

PURPOSE:

The Bureau of Highway Safety is responsible for the state's highway safety program and is authorized: to develop and implement a process for obtaining information about highway safety programs of other state and local agencies; to provide technical assistance to other agencies and political subdivisions for development of highway safety programs; and to provide financial and technical assistance to other state agencies and political subdivisions in carrying out highway safety programs.

ORGANIZATION:

The Bureau of Highway Safety began in the Department of Transportation in 1974 and placed within the Department of Public Safety in December 1980. In 1990, the Legislature changed the name to the Bureau of Highway Safety.

PROGRAM:

The Bureau of Highway Safety's major objective is the planning, development, implementation, and evaluation of Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. The Bureau is involved in motor vehicle occupant restraint, child restraint, 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 also directs the Defensive Driving program in the State of Maine.

PUBLICATIONS:

Maine Highway Facts What's So Different About Winter Driving Don't Guess, Call EMS Vince and Larry on Belts and Bags Maine's Youth Drunk Driving Law

DEPARTMENT OF PUBLIC SAFETY

Maine's Tougher OUI Law Maine's Safety Seat Law A Guide to Understanding Maine's Liquor Laws Drugs and Driving in Maine Motorcycling in Maine Child Safety Seat and Air Bag Warning Were You Saved By the Belt

FINANCES, FISCAL YEAR 1995: 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	247,713		14,594	162,380	70,739	
HEALTH BENEFITS	26,838		1,869	23,005	1,964	
RETIREMENTS	36,479		2,422	31,466	2,591	
OTHER FRINGE BENEFITS	2,838		262	2,296	280	
OTHER CONTRACT SERVICES STATE	9,930		8,438	133	1,359	
COMPUTER SERVICES STATE	180,787		99	176,302	4,386	
OTHER CONTRACT SERVICES	85,680		5,745	29,994	49,941	
RENTS	29,040			21,868	7,172	
COMMODITIES	9,666		926	2,848	5,892	
GRANTS, SUBSIDIES, PENSIONS	502,247		68,355	211,540	222,352	
EQUIPMENT	7,316		7,316			
TRANSFER TO OTHER FUNDS	7,080		387	5,069	1,624	
TOTAL EXPENDITURES	1,145,614		110,413	666,901	368,300	

MAINE HIGHWAY SAFETY COMMISSION

RICHARD PERKINS, DIRECTOR

Central Office:397 WATER STREET, GARDINER, ME 04345Mail Address:42 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1957Reference: Policy Area: 06 ; Umbrella:16 Unit: 256 ; Citation: T0025M.R.S.A., Sect.000002902

PURPOSE:

The Maine Highway Safety Commission is established to advise the Commissioner of Public Safety on matters relating to highway safety. The objective is to reduce the number of deaths and injuries caused by motor vehicle accidents and to promote highway safety programs.

ORGANIZATION:

The Maine Highway Safety Commission was established in 1957 with members appointed by the Governor and was transferred to the Department of Public Safety in 1972. The Commission presently has 21 members.

PROGRAM:

Major objectives have been to assist in lowering alcohol-related accidents, promotion of occupant restraint use, and increasing highway safety activities.

PUBLICATIONS:

See Bureau of Highway Safety

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE BUREAU OF IDENTIFICATION

COL. ALFRED SKOLFIELD, COMMISSIONER

Central Office:36 HOSPITAL ST, AUGUSTA, ME 04330Mail Address:42 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1937Reference:Policy Area: 06 ; Umbrella:16 Unit:223 ; Citation:TotalTotalM.R.S.A., Sect.000001541

PURPOSE:

The State Bureau of Identification, a Division of the Maine State Police, is the central repository of criminal history record information for the State of Maine. The Bureau provides information to agencies and persons authorized by law to receive such information, gathers data and provides statistics on crime in Maine, and maintains all State Police criminal and civil investigative reports.

ORGANIZATION:

The Bureau is comprised of three divisions: the Identification Division was created in 1937 as the central repository of criminal history record information, the Uniform Crime Reporting Division was created in 1974 to gather data and provide statistical information, and State Police Investigative Records Division which maintains all State Police criminal and civil investigative reports.

PROGRAM:

The Bureau is developing and implementing software to computerize its record systems. These systems will maintain and provide complete and accurate criminal history record information. Also the system will capture the information in a way that enables the Bureau to provide statistical and research data on crimes, offenders and the criminal justice process to the criminal justice community and to others.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF LIQUOR ENFORCEMENT

JOHN S MARTIN, DIRECTOR

Central Office:193 STATE ST, AUGUSTA, ME 04330Mail Address:87 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1972Reference:Policy Area: 06 ; Umbrella:Average Count-All Positions:20.50

PURPOSE:

The mission of the Bureau of Liquor enforcement is to regulate and enforce Maine State Liquor Laws and the Rules and Regulations governing licensed liquor establishments. In 1993 all licensing authority of the Maine State Liquor Commission and the collection of excise taxes was transferred to the Bureau. The Bureau also licenses agency liquor stores and holds hearings on appeals from cities and towns which deny liquor licenses. The Bureau adopts rules and regulations for the operation of licensed premises and licenses 4,000 liquor establishments and 185 agency stores.

Liquor Enforcement Officers investigate complaints of alleged violations in a covert capacity. This method has proven to be successful in the area of illegal sale (selling without a license) and furnishing (providing alcoholic beverages to underage 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:

In 1953, the Division of Liquor Enforcement and Licensing was created within the State Liquor Commission, and in 1971 the Enforcement Division was

placed under the newly created Department of Public Safety and renamed the Bureau of Liquor Enforcement.

In 1973 the Bureau devised a Standard Operating Procedure Manual establishing Bureau procedures. The Bureau began an inspection program whereby all premises are inspected annually for compliance. All liquor licensing authority was transferred to the Bureau from the Bureau of Alcoholic Beverages and Lottery Operations in 1993.

PROGRAM:

The Bureau of Liquor Enforcement, in July 1990, developed a training program for sellers and servers of alcoholic beverages. In 1993, the Legislature mandated that the Bureau provide training on Maine Liquor Laws to the instructors of Alcohol Seller/Server Educational Course.

The "Officers as Agents" is a new program in which Liquor Enforcement Officers work with retail sellers of alcohol by posing as a clerk or customer inside the store. This allows the officer to check ID's and check for intoxicated persons trying to purchase alcohol with an additional officer, in uniform, outside the store.

LICENSES:

B.A.S.I.C. Program Certification

PUBLICATIONS:

New Licenses Quick Reference Booklet Retail Licensee List Lawbook and Rules

FINANCES, FISCAL YEAR 1995: 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	1,029,403	1,019,899			9,504	
HEALTH BENEFITS	124,182	124,182				
RETIREMENTS	199,611	197,637			1,974	
OTHER FRINGE BENEFITS	13,401	13,401				
OTHER CONTRACT SERVICES STATE	300	300				
COMPUTER SERVICES STATE	138	138				
OTHER CONTRACT SERVICES	88,504	86,920	422		1,162	
RENTS	11,845	11,471			374	
COMMODITIES	20,273	7,720	275		12,278	
GRANTS, SUBSIDIES, PENSIONS	11,082	11,082				
EQUIPMENT	25,796	25,796				
INTEREST-DEBT RETIREMENT	18	18				
TRANSFER TO OTHER FUNDS	281		8		273	
TOTAL EXPENDITURES	1,524,834	1,498,564	705		25,565	

BUREAU OF STATE POLICE

COL ALFRED SKOLFIED, CHIEF

Central Office:36 HOSPITAL ST, AUGUSTA, ME 04330Mail Address:42 STATE HOUSE STATION, AUGUSTA, ME 04333Established:1925Reference:Policy Area: 06 ; Umbrella:Average Count--All Positions:483.50FAX:(207) 624-7047Legislative Count: 426.00

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

WATS: (800) 452-4664

DEPARTMENT OF PUBLIC SAFETY

times of need and crisis. The Bureau was established to patrol the highways, especially outside the compact portion of cities and towns without local law enforcement agencies. The Bureau also provides security 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. 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. In 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State Police into six districts. Because of the increased demands for State Police services, the Department was reorganized in 1954, 1961, 1966 and again in 1968. In 1971 the Legislature incorporated the State Police into the Department of Public Safety. The Bureau now is under the direct supervision of the Commissioner.

PROGRAM:

The programs of the Maine State Police have primary goals of 1) Patrolling rural areas of Maine without organized police departments for the purpose of preventing and investigating criminal activity; 2) Enforcing traffic safety laws in rural areas, Maine Turnpike and Interstate System; 3) Overseeing the Motor Vehicle Inspection Program and enforcing the Commercial Motor Vehicle laws and rules; 4) Investigating homicides that occur outside Portland and Bangor; 5) Investigate child abuse cases; 6) Provide crime laboratory services to all law enforcement agencies; 7) Provide a repository for criminal history and records information; 8) Provide specialized administrative and enforcement services.

FINANCES, FISCAL YEAR 1995: 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 POLICE	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY		MISC.
STRENDTLDEG	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	16,029,746	1,436,179	2,797,236	11,471,800	324,531	
HEALTH BENEFITS	1,872,257	10,399	325,803	1,490,900	45,155	
RETIREMENTS	5,711,593	354,064	1,021,990	4,269,978	65,561	
OTHER FRINGE BENEFITS	282,248	1,011	53,945	221,535	5,757	
OTHER CONTRACT SERVICES STATE	291,686	43,180	78,630	153,547	16,329	
COMPUTER SERVICES STATE	94,553	14,349	15,818	42,689	21,697	
OTHER CONTRACT SERVICES	2,788,798	340,959	275,474	2,138,148	34,217	
RENTS	348,800	81,557	39,900	226,912	431	
COMMODITIES	773,749	128,703	44,413	552,105	48,528	
GRANTS, SUBSIDIES, PENSIONS	1,291,209	2,348	47,915	1,240,771	175	
PURCHASE OF LAND	19,700			19,700		
EQUIPMENT	1,478,009	119,467	189,199	1,081,491	87,852	
INTEREST-DEBT RETIREMENT	3,428	2,050	31	1,347		
TRANSFER TO OTHER FUNDS	538,683		96,787	429,152	12,744	
TOTAL EXPENDITURES	31,524,459	2,534,266	4,987,141	23,340,075	662,977	

PUBLIC UTILITIES COMMISSION

CHRISTOPHER SIMPSON, ADMIN DIR PUC

WATS: (800) 452-4664

Central Office:242 STATE ST (OLD MV BLDG), AUGUSTA, ME,
Mail Address:FAX: (207) 624-7088
Telephone:Stablished:19131913Reference:Policy Area:01;Umbrella:Gount--All Positions:68.5Legislative Count:68.500000103Legislative Count:68.5

PURPOSE:

PURPOSE: The Public Utilities Commission's purpose is to protect the public by ensuring that utilities in the State of Maine provide adequate and reliable service to the public at rates that are reasonable and just. The Commission acts as a quasi-judicial body which decides 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 155 water utilities, 13 electric utilities, 1 gas utility, 19 telephone utilities, 10 water carriers, 136 COCOTS and 9 competitive interchange carriers. The Commission is divided into five operating divisions with respective powers and duties as follows:

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 CONSUMER ASSISTANCE DIVISION (CAD) receives, analyzes and responds to complaints from Maine utility customers. 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.

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 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.

ORGANIZATION:

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 p[owers 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.

Public Laws 1991, chapter 342 exempted cellular telephone providers, from regulation as public utilities, as long as one provider does not "exclusively control" the assigned service area and unless the Commission determines that the cellular provider is engaged in providing basic exchange telephone 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 Senate, 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:

The Commission regulates the State's electric, telephone, gas and water utilities as well as water carriers. The basic purpose of this regulatory system is to assure safe, reasonable and adequate service at rates which are just and reasonable to customers and public utilities. During the 12 months ending June 30, 1995, 487 cases were filed with the Commission and 463 cases were closed by the Commission. The Commission will be deciding a number of important cases in the next year including: an investigation into Central Maine Power Company's (CMP) long-term avoided cost of producing energy, and an investigation in Integrated Resource Planning Activities of Northern Utilities, Inc.

Major decisions issued by the Commission during fiscal year 1995 include: approval of CMP's buyout of Fairfield Energy Venture, approval of Bangor Hydro-Electric Company's (BHE) buyout of two Ultrapower contracts, approval of BHE's flexible pricing and marketing plan, approval of the merger of BHE and Union River Electric Cooperative, approval of BHE's Residential Space Heating rate, approval of the formation of a municipal power district in the Town of Jay, approval of Northern Utilities sales agreement with Auburn VPS and Transportation agreement with Specialty Products, implementation of new Basic Service Calling Areas for local telephone exchanges, an investigation of Regulatory Alternatives for NYNEX, an investigation into NYNEX's rates and determination of rates for a number of Maine's water companies and districts.

The Commission's Consumer Assistance Division (CAD) is charged with ensuring that consumers and utilities receive fair and equitable service through CAD educational and complaint resolution programs. During the 12 months ending December 1994, CAD handled 5,346 consumer contracts, including 4,147 information requests and 1,189 complaints. The vast majority of complaints (90%) were related to the electric and telephone utilities with half relating to actual or threatened disconnection and a third related to billing problems. CAD issued 73 decisions ordering over \$26,000 in abatements to customers. Finally, CAD received 733 requests from utilities to disconnect customers from service during the winter of 1993-1994, representing a 41% increase over 1993.

LICENSES:

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:

PUBLICATIONS: Annual Report to Joint Standing Committee on Utilities of the Maine Legislature. (No Charge) Rules (No Charge). Additional sets of rules with binders -- \$25.00 *Decisions and Orders -- (Semi-Annual Fee \$120.00 -- mailed monthly) *Agenda -- (Annual Fee \$72.00 -- mailed weekly) *Docket --

PUBLIC UTILITIES COMMISSION

(Annual Fee \$28.00 -- 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) * There is no charge to receive copies of documents from the Commission such as orders, briefs, and recommendations and the like, for parties or interested persons in cases.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

PUBLIC UTILITIES COMMISSION TOTAL FOR SPECIAL ALL GENERAL REVENUE HIGHWAY FEDERAL MISC. EXPENDITURES FUNDS FUND FUNDS FUND FUNDS FUNDS SALARIES & WAGES 2,664,078 2,664,078 HEALTH BENEFITS 276.518 276.518 RETIREMENTS 489,869 489.869 OTHER FRINGE BENEFITS 29,388 29,388 OTHER CONTRACT SERVICES STATE 417,001 417,001 COMPUTER SERVICES STATE 18.826 18,826 OTHER CONTRACT SERVICES 398.695 398.695 RENTS 31,202 31,202 COMMODITIES 87,010 87,010 GRANTS, SUBSIDIES, PENSIONS 84,795 84,795 EOUIPMENT 95,794 95,794 INTEREST-DEBT RETIREMENT 7 7 TRANSFER TO OTHER FUNDS 199.850 199,850 TOTAL EXPENDITURES 4,793,033 4,793,033

PUBLIC UTILITIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,664,078		2,664,078			
HEALTH BENEFITS	276,518		276,518			
RETIREMENTS	489,869		489,869			
OTHER FRINGE BENEFITS	29,388		29,388			
OTHER CONTRACT SERVICES STATE	417,001		417,001			
COMPUTER SERVICES STATE	18,826		18,826			
OTHER CONTRACT SERVICES	398,695		398,695			
RENTS	31,202		31,202			
COMMODITIES	87,010		87,010			
GRANTS, SUBSIDIES, PENSIONS	84,795		84,795			
EQUIPMENT	95,794		95,794			
INTEREST-DEBT RETIREMENT	7		7			
TRANSFER TO OTHER FUNDS	199,850		199,850			
TOTAL EXPENDITURES	4,793,033		4,793,033			

BILL DIAMOND, SECRETARY OF STATE

 Central Office:
 NASH SCHOOL, FLOOR 2, AUGUSTA, ME, 04333-0148

 Mail Address:
 148 STATE HOUSE STATION, AUGUSTA, ME, 04333-0148

 Established:
 1820

 Reference:
 Policy Area: 00 : Umbrella: 29 Unit: 250 ; Citation: T0005

 MARESTATIVE SERVICES DIVISION (MOTOR VEHICLES)
 MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

 MAINE STATE ARCHIVES
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 DUVISION OF MOTOR VEHICLES

DIVISION OF ARCHIVES SERVICES DIVISION OF CORPORATIONS AND ELECTIONS COMMERCIAL VEHICLES AND RECIPROCITY DIVISION BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS DRIVER LICENSING AND CONTROL DIVISION ENFORCEMENT AND REGULATION DIVISION DIVISION OF INFORMATION SERVICES MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS) DIVISION OF MOTOR VEHICLES PUBLIC SERVICES DIVISION DIVISION OF RECORDS MANAGEMENT SERVICES DIVISION OF RULES, COMMISSIONS AND NOTARIES

PURPOSE:

The purpose of the Office of the Secretary of State is to provide administrative and policy oversight for the Department of the Secretary of State. The Office of the Secretary of State is provided for in the Constitution of the State of Maine and is therein required to attend the Governor, the Senate and the House of Representatives as they shall respectively require, to keep and preserve the records of all their official acts and proceedings, and to perform such other duties as required by law.

Maine statute provides for additional duties of the Secretary of State as follows: Title 4 (notaries); Title 5 (archives, notaries, boards and commissions, executive disclosure, and the Administrative Procedures Act); Title 10 (service and trade marks); Title 11 (Uniform Commercial Code filings); Titles 13, 13-A, and 13-B (corporations); Title 21-A (elections and citizen initiated legislation); Title 29-A (motor vehicles); Title 30-A (election of county officers) and Title 31 (limited partnerships and limited liability companies). In all, 870 separate sections of Maine law make reference to duties of the Secretary of State.

Specifically, the Office of the Secretary of State is responsible for the overall administration, including finances, personnel and programs, of the Department of the Secretary of State's respective bureaus: the Maine State Archives; the Bureau of Corporations, Elections and Commissions; and the Bureau of Motor Vehicles.

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 related to elections.

The Bureau 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 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF THE SECRETARY OF STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	10,615,157	1,508,030	395,203	8,711,924		
HEALTH BENEFITS	1,629,079	204,079	73,974	1,351,026		
RETIREMENTS	1,775,513	264,340	65,167	1,446,006		
OTHER FRINGE BENEFITS	141,480	14,591	8,037	118,852		
OTHER CONTRACT SERVICES STATE	1,101,139	60,176	2,100	941,674	97,189	
COMPUTER SERVICES STATE	693,952	87,036	9,967	596,949		
OTHER CONTRACT SERVICES	2,345,781	600,657	33,489	1,696,905	14,730	
RENTS	2,052,694	53,873	24,800	1,974,021		
COMMODITIES	1,492,002	125,830	9,017	1,356,234	921	
GRANTS, SUBSIDIES, PENSIONS	176,779	345		176,434		
EQUIPMENT	610,142	129,989	102,967	366,006	11,180	
INTEREST-DEBT RETIREMENT	303			303		
TRANSFER TO OTHER FUNDS	1,384,643		48,759	1,327,276	8,608	
TOTAL EXPENDITURES	24,018,664	3,048,946	773,480	20,063,610	132,628	
DEPARTMENT OF THE SECRETARY OF STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES STATE	38,739			38,739		
COMPUTER SERVICES STATE	95			95		
OTHER CONTRACT SERVICES	55,203	62		55,141		
COMMODITIES	2,158	85		2,073		
TRANSFER TO OTHER FUNDS	7,327			7,327		
TOTAL EXPENDITURES	103,522	147		103,375		

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES) PETER C. BRAZIER, DIRECTOR

Central Office:101 HOSPITAL STREET, AUGUSTA, ME 04333-0029Mail Address:29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029FAX:Established:1943Telephone:Reference:Policy Area: 00 ; Umbrella:29 Unit:250D; Citation:T0029M.R.S.A., Sect.00000051

PURPOSE:

The Division of Administrative Services provides those services that are supportive to the other organizational elements of the Bureau of Motor Vehicles. Included are financial and management support to all Divisions in the areas of budgeting, accounting, payroll, personnel management, data processing, central files, micro filming, plate manufacturing, central stores and supply, mail handling and facilities management.

ORGANIZATION:

The 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 functions and activities of the division were continued during the past year and highlighted by work on a registration agent electronic

reporting system and a "point of sale" reporting system for branch offices. The division continued to review and make improvements in the areas of fiscal management, budget and work programs during FY95.

PUBLICATIONS:

World Wide Web: http//www.state.me.us/sos/bmv_hmp.htm

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE STATE ARCHIVES

JAMES HENDERSON, STATE ARCHIVIST

Central Office:CULTURAL BLDG, AUGUSTA, ME 04333-0084Mail Address:84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084FAX: (207) 287-5739Established:1965Telephone: (207) 287-5790Reference:Policy Area: 00 : Umbrella:29 Unit:255 ; Citation:T0005M.R.S.A., Sect.000000094Average Count--All Positions:15.00Legislative Count:15.00

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.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized technology 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 request, publication by microfilm or printing of selected records having a high public demand.

The Division of Records Management Services audits State microfilm and other imaging applications for feasibility and economy with the Photoduplication Laboratory serving as a standards laboratory to ensure that all State filming of records meet standards of quality established by Maine State Archives rules.

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 together with the State Archivist is solely responsible for authorizing the destruction of government records.

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 continues. The State Archivist and the Director of Records Management Services actively participated in Bureau of Information Services sponsored programs 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.

The Archives completed, in 1994, the initial planning funded by the National Endowment for the Humanities US Newspaper Project. It is now cooperating in the implementation phase, which is administered by the State library. Publications designed to foster coordinated, cooperative planning to preserve the state's cultural resources were distributed to several hundred historical societies, museums, and libraries throughout Maine. 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 Archives (NEA). Continuing education opportunities are provided for professional staff. Connections to the Internet have expanded professional contacts dramatically.

The agency actively supports and participates in the activities of the broader cultural community. Cooperative agreements were made with the Maine State Library in pursuing and receiving an NEH grant for newspaper preservation and with the Maine State Museum in continuing support for the Cultural Resources Information Center. Records management consulting and manuals are available to all government agencies including counties and municipalities, free of charge. A lecture/slide presentation is also available. A free, publicly accessible computer bulletin board provides electronic access to information about the Archives and its holdings. Users may call 207-287-5797 to log on. The Archives has established a World Wide Web site on the Internet which includes information about our collections, related cultural organizations, and how to contact the Archives through electronic mail. Its address is http://www.state.me.sos/.us/sos/maww001.htm. It will soon contain reference information

PUBLICATIONS:

Informational brochures describing record holdings related to general public interest, including milatary 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

Documentary Pulications

Dubros Times: Selected Depositories of Maine Revolutionary War Veterans. \$3.00

FINANCES, FISCAL YEAR 1995: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	421,509	421,509				
HEALTH BENEFITS	57,855	57,855				
RETIREMENTS	72,125	72,125				
OTHER FRINGE BENEFITS	2,147	2,147				
OTHER CONTRACT SERVICES STATE	10,269	8,169	2,100			
COMPUTER SERVICES STATE	765	765				
OTHER CONTRACT SERVICES	34,064	31,714	2,350			
RENTS	16,248	16,028	220			
COMMODITIES	16,311	11,828	4,483			
EQUIPMENT	1,829		1,829			
TOTAL EXPENDITURES	633,122	622,140	10,982			

DIVISION OF ARCHIVES SERVICES

SYLVIA J. SHERMAN, DIRECTOR

Central Office:CULTURAL BLDG, AUGUSTA, ME 04333-0084Mail Address:84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084FAX:Established:1971Telephone:Reference:Policy Area: 00 ; Umbrella:29 Unit:255A; Citation:T0005M.R.S.A., Sect.00000095

PURPOSE:

The Division of Archives Services is established under the authority of the State Archives to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

The elimination of the position of Conservator has meant that certain basic conservation responsibilities such as monitoring temperatures, humidity, and other environmental controls, and performing very basic repairs or other preservation measures have been undertaken by various staff members

ORGANIZATION:

The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM:

The creation of finding aids in the form of computerized indices for important record series has continued. Among these are the early records of the Executive Council, the Legislature, Washington and Kennebec County Courts as well as the agency's extensive collection of maps. Preliminary sorting of correspondence from officer of Maine Civil War regiments and other materials relating to the impact of the Civil War on Maine has been nearly completed. Interest in the agency's Civil War holdings has increased dramatically due to the popularity of the motion picture "Gettysburg" and the documentary series "Civil War Journal" on the Arts & Entertainment network. One segment of this series featured Maine General Joshua Chamberlain for which the Maine State Archives provided material.

Other recent books and films researched, in part, at the Archives are BOOKS: "A Lobster in Every Pot" by The Women of the Lobster Industry, Susan K. White, Ed., Yankee Books, 1990; "The Midwife's Tale: The Life of Martha Ballard, Based on Her Diary, 1785-1812" by Laura Ulrich, Random House, 1990; "In the Hands of Providence: Joshua L. Chamberlain & The American Civil War" by Alice Rains Trulock, University of North Carolina Press, 1992; "No Rich Man's Sons: The Sixth Maine Volunteer Infantry" by James H. Mundy, Harp Publications, 1994; "The Forts of Pemaquid, Maine: An Archaeological and Historical Study" by Robert L. Bradley, Maine Department of Parks and Recreation, 1994; "Stand Firm

Ye Sons of Maine: The Twentieth Maine At Gettysburg" by Thomas A. Desjardin, Thomas Publications, 1995. FILMS: "The Reenactors" a documentary on Civil War reenactings, and "The Midwife's Tale" now in production for showing in the PBS series "The American Experience".

Other researchers using the Archives facility continued to reflect a broad variety of interests, with a significant increase in the number of individuals seeking information about birth parents, adopted children and other living relatives. The staff has continued to explore ways to facilitate research via computerized informational systems including making available a 680,000 record database of marriages from 1892-1966. Patrons may review it and copy portions to computer disk at the Archives. It is now also available through the electronic bulletin board. Staff have participated in or conducted various workshops, seminars and other meetings relating to archival research, conservation and other specialized topics.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF CORPORATIONS AND ELECTIONS

JULIE FLYNN, DIRECTOR

Central Office:STATE OFFICE BLDG., ROOM 221, AUGUSTA, ME 04333Mail Address:101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101FAX:(207) 287-5874Established:1989Telephone:(207) 287-3676Reference:Policy Area:00; Umbrella:29 Unit:250Q; Citation:T0005M.R.S.A., Sect.000000081

PURPOSE:

The purpose of the Division of Corporations and Elections is to serve as a repository for all records relating to the 43,000 corporate entities operating in the State and 156,000 liens filed on personal property.

Specifically, this division files all originating documents, amendments and cancellations relating to corporations, limited partnerships, and limited liability companies, and reviews proposed entity names against those on file for availability prior to filing; files 37,000 annual reports disclosing officer information for all corporate entities; assesses penalties for late reports; and suspends or revokes entities which fail to file. The division maintains 3,500 service and trade marks on file, and reviews the design and text of proposed marks against those on file for availability prior to filing. The division also annually files 67,400 original records and renewals of security interests in personal property under the Uniform Commercial Code and the Food Security Act.

This division also supervises and administers all State elections for federal, state and county offices and referenda, and in that capacity advises election officials from 500 municipalities, 600 candidates and the general public regarding election laws and procedures; conducts training sessions for municipal election officials; prepares, proofreads and distributes 1,800 separate ballot types and other election materials; tabulates official election results; supervises recounts of contested races; oversees the application of the State's laws pertaining to candidate and citizen initiative petitions; and coordinates the statewide implementation of the National Voter Registration Act, a federally mandated program.

ORGANIZATION:

The Director of Corporations and Elections is responsible for the functions of the division, including the selection, supervision, rating and discipline of personnel. The Director reports directly to the Deputy Secretary of State.

The Corporations and Elections Division is comprised of four functional sections, each reporting to the Division Director. They are: the Corporate Examining Section, the Corporate Reporting and Information Section, the Uniform Commercial Code (UCC) Filing Section, and the Elections Section.

PROGRAM:

The Bureau installed four public access workstations in the Reception area to allow walk-in users direct access to the corporate and UCC information on the Bureau's Local Area Network (LAN). The Legal Advisory Committee was created to

advise on corporate and UCC filing policies. The Elections section provides municipalities with extensive assistance in elections practices, and strives for the best possible procedures to ensure fair and efficient elections. Training of local elections officials is conducted by the division in conjunction with the Municipal Clerks Association through regional workshops and an annual conference. The Elections Advisory Committee was created to assist and advise on elections.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

COMMERCIAL VEHICLES AND RECIPROCITY DIVISION

GARRY R. HINKLEY, DIRECTOR

TDD: (207) 287-8626

Central Office:101 HOSPITAL STREET, AUGUSTA, ME 04333-0029Mail Address:29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029FAX:(207) 622-5332Established:1992Telephone:(207) 287-8600Reference:Policy Area: 00 ; Umbrella:29 Unit:250C; Citation:T0029M.R.S.A., Sect.000000051A

PURPOSE:

The purpose of the Division of Commercial Vehicles and Reciprocity is to administer commercial vehicle laws. These include registration requirements, the International Registration Plan, General Weight Permits, Short Term Gross Weight Increase permits, Long Term Trailers, and Fuel Use Identification Decals including the Regional Fuel Tax Agreement with the State of New Hampshire and Vermont. Further, the Division administers the Federal Heavy Vehicle Use Tax Program, other tax programs, Operating Authority Permits, For-hire Insurance, and 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 Division of Commercial Vehicles and Reciprocity was established in 1984 as a result of the increased responsibility and requirements relating to the licensing and regulation of commercial vehicles. The Division also staffs the Motor Carrier Review Board.

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 administrative efficiency; and to improve the State's database on commercial vehicles.

PROGRAM:

The Division continues to administer the Regional Fuel Tax Agreement with the States of New Hampshire and Vermont. Maine presently has over 4,000 companies as RFTA members, with approximately 108,000 decals issued for New Hampshire and 104,000 for Vermont. The Division also administers the Fuel Use Identification program. In all, over 390,000 vehicles are licensed for fuel use reporting in Maine, and licensing fees generate nearly \$2.0M for the Highway Fund.

The Division oversees the issuance of various commerical vehicle credentials for highway use including commerical vehicle registrations, long term trailer registrations, and general commodity permits. Commercial vehicle registrations and permits generate approximately \$20M annually for the Highway Funds. 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 7,400 vehicles registered in Maine for which proof must be submitted.

In 1989 Maine entered into the New England 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-divisable, 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 states developed a uniform set of procedures for the movement of overlimit non-divisable loads. The compact is considered a national model. The Division continues to implement the International Registration Program for the base state registration of interstate trucks. Maine has approximately 2,300 IRP accounts representing 7,250 trucks. The division maintains continuous proof of liability insurance coverage for for-hire vehicles and continues to implement Single Point Contact to provide better service to the trucking industry.

LICENSES:

Fuel Use Identification Decals; 3 day trip permits Regional Fuel Tax Agreement Decals (ME, NH & VT) Long-term Trailer Registrations Short-term Gross Weight Increase Permits Commercial Vehicle Registrations; IRP Registrations and Trip Permits 100K General Permits Operating Authority Permits, including SSRS receipts Overdimensional Permits 53 Foot Trailer Permits

PUBLICATIONS:

Laws for the Operation of Commercial Vehicles International Registration Plan Manual Rules for the Operation of Overlimit Vehicles Operating Authority Rules Other rules relative to the Operation of Commercial Vehicles Single State Registration System Rules Fuel Tax License Procedures

World Wide Web: http://www.state.me.us/sos/bmv_hmp.htm

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS GARY COOPER, DEPUTY SECRETARY OF STATE

 Central Office:
 STATE OFFICE BLDG, ROOM 221, AUGUSTA, ME

 Mail Address:
 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101
 FAX:
 (207) 287-5874

 Established:
 1989
 Telephone:
 (207) 287-3676

 Reference:
 Policy Area: 00 ; Umbrella:
 29 Unit:
 250P ; Citation:
 T0005
 M.R.S.A., Sect.
 000000081

 Average Count--All Positions:
 44.00
 Legislative Count: 40.50

PURPOSE:

The Bureau of Corporations, Elections, and Commissions is the portion of the Department of the Secretary of State responsible for elections, corporations, and a variety of central filing activities. The Bureau has significant contact with the public in many areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code (UCC) filings; oversight of the Administrative Procedure Act (state agency rule-making); recording of appointments to state offices, boards and commissions, secretariat to the Governor's Clemency Board; notaries public; and disclosure of financial information by state agency executive employees. In addition, the Bureau provides administrative support to the Maine State Archives, the Office of the Secretary of State and the Commission on Governmental Ethics and Election practices.

ORGANIZATION:

The Bureau executes its responsibilities through a Divisional structure. The Deputy Secretary of State is the Administrative head of the Bureau and the

Directors of the two 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. Overall operational responsibility for the Bureau rests with the Deputy.

PROGRAM:

Annual traffic includes over 80,000 inquiries in person, over the phone and by mail, and the receipt of over 120,000 documents requiring action. The Bureau also recently installed four public access workstations in the Reception area to allow walk-in users direct access to the corporate and UCC information on the Bureau's Local Area Network (LAN).

LICENSES:

Filings and Commissions Administrative Rules and Regulations Business Corporations Candidate Petitions Executive (state agency) Financial Disclosure Initiative and People's Veto Petitions Limited Liability Companies Limited Partnerships Marks Miscellaneous Filings Required by Law Nonprofit Corporations Uniform Commercial Code Liens Notary Public Commissions

PUBLICATIONS:

Board and Commission Vacancies Candidate's Guide to Running for Office Candidate Lists for Current Election; Tabulations; Officeholders Citizen's Guide to the Referendum Election; Voter Information Guide Constitution of the State of Maine Guide to the Rulemaking Process for State Agencies House, Senate & Congressional District Maps; Voting Districts by Municipality Incorporating in the State of Maine Information on the Citizen Initiative & People's Veto Petition Processes Maine Law on subjects under the jurisdiction of the Bureau Notary Public Guide Registered and Enrolled Voters Listing World Wide Web: http: //www.state.me.us/sos/sos/htm FINANCES, FISCAL YEAR 1995: 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 & WAGES	1,130,241	1,086,521	43,720			
HEALTH BENEFITS	155,009	146,224	8,785			
RETIREMENTS	199,247	192,215	7,032			
OTHER FRINGE BENEFITS	13,035	12,444	591			
OTHER CONTRACT SERVICES STATE	52,007	52,007				
COMPUTER SERVICES STATE	96,238	86,271	9,967			
OTHER CONTRACT SERVICES	572,906	568,881	4,025			
RENTS	62,425	37,845	24,580			
COMMODITIES	115,954	113,917	2,037			
GRANTS, SUBSIDIES, PENSIONS	345	345				
EQUIPMENT	231,127	129,989	101,138			
TRANSFER TO OTHER FUNDS	7,684		7,684			
TOTAL EXPENDITURES	2,636,218	2,426,659	209,559			

DRIVER LICENSING AND CONTROL DIVISION ROBERT E. O'CONNELL, JR., DIRECTOR

TDD: (207) 287-4476

Central Office:101 HOSPITAL STREET, AUGUSTA, ME 04333-0029Mail Address:29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029FAX:Established:1920Telephone:Reference:Policy Area: 00 ; Umbrella:29 Unit:250 Control29 ControlControlControl000000531

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; issuance of operators licenses, including the photo license and identification card program; 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 individuals involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

ORGANIZATION:

The Division was established as a result of a 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 the Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examinations 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. In 1991 the Examination Section was transferred to the Division.

PROGRAM:

The primary functions and activities of the Driver Licensing and Control Division are the examination of drivers for licensure; processing abstracts of convictions or adjudications of violations of the motor vehicle laws as

transmitted from the District or Superior Courts, and applying those convictions or adjudications to driver history records. Case review of individual driver records for appropriate action against repeat violators under the point system or suspending the license or registration as mandated by law; reviewing individual report of traffic accidents and invoking the provisions of the Financial Responsibility Law against motorists involved.

The divison also suspends 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 any amount of alcohol in the blood; conducts 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 revised the Maine Point System with an effective date of 7/1/90. Also in FY90 the Division began conducting Lemon Law hearings.

LICENSES:

Motor Vehicle Operator's License; Class A, B, & C Motor Vehicle Learner's Permits

PUBLICATIONS:

All Rules are provided at no fee.

Rules & Regulation The Maine Point System and Administrative License Suspension Rules for Hearings Driver License Examination Rules Functional Ability Profiles Governing the Physical, Mental and Emotional Competence to Operate a Motor Vehicle Rules for the Suspension of Commercial Drivers License Rules for the Suspension of Licenses for Failure to Comply with Child Support Orders

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ENFORCEMENT AND REGULATION DIVISION

WILLIAM DOWLING, DIRECTOR

Central Office:101 HOSPITAL STREET, AUGUSTA, ME 04333-0029Mail Address:29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029FAX:(207) 287-8282Established:1980Reference:Policy Area:00;Umbrella:29 Unit:250E;Citation:Total00000081

PURPOSE:

The Division of Enforcement and Regulation was established to provide servcies in the areas of Title and Anti-theft, auto theft, dealer licensing, salvage yard licensing and the enforcement of dealer, title and license law fraud on a state-wide basis. Such operations include the issuance of vehicle titles upon receipt of proper ownership requirements, and to perform investigations and enforce laws in areas responsible to the Secretary of State.

ORGANIZATION:

The Division was established by the reorganization of Examinations and Enforcement in FY83. This reorganization was required because of the additional functions of Title and Anti-theft and Salvage Yard licensing requirements. The entire function of the Division is related to regulation and enforcement of several areas established by law under the jurisdiction of the Secretary of State.

The Division has four major functions; Dealer Licensing, Title and Anti-theft, Salvage Yard Licensing, and Investigations. In FY82, Title and Anti-theft was added to the 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 of State.

LICENSES:

New and Use Car Dealer Equipment Dealer Motorcycle Dealer Boat and Snowmobile Trailer Dealer Heavy Trailer Loaner Transporter Salvage Vehicle Auction

PUBLICATIONS:

Rules and Regulations Title Manual World Wide Web: http://www.state.me.us/sos/bmv hmp.htm

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF INFORMATION SERVICES

DAVID A. SCHULZ, DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029 Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 287-8705 Established: 1993 Telephone: (207) 287-8590 Reference: Policy Area: 00 ; Umbrella: 29 Unit: 2501 ; Citation: T0029 M.R.S.A., Sect. 000000051A

PURPOSE:

The Information Services Division provides those data processing services that are supportive to the other organizational elements of the Bureau of Motor Vehicles. Included are computer programming and systems analysis. The Division also maintains the BMV computer equipment and software.

ORGANIZATION:

The Information Services Division separated from the Administrative Services Division in 1993. The keypunch operation remains with the Administrative Services Division.

PROGRAM:

The Information Services Division maintained all current DP programs and worked with contractors to install a new communication systems to exchange data with the DDP mainframe and to support a Point of Sale system. The Division is also developing a dail-in record check system and continues to support BMV's involvement with the Problem Driver Pointer System and the Driver License Reciprocity program.

PUBLICATIONS: World Wide Web: http://www.state.me.us/sos/bmv hmp.htm

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS) DR. TED JOZEFOWICZ, CHAIRMAN

 Central Office:
 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029
 TDD:
 (207) 287-4476

 Mail Address:
 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029
 FAX:
 (207) 287-5455

 Established:
 1981
 Telephone:
 (207) 287-2879

 Reference:
 Policy Area: 00 ; Umbrella:
 29 Unit:
 259 ; Citation; T0029
 M.R.S.A., Sect.
 000000547

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 license, he may obtain the advice of the Board. The Board formulates its advice from records and report or may cause an examiniation and confidential report to be made by one or more members of the board or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the board by a physician of his choice, which must be given due consideration by the Board.

ORGANIZATION:

The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State. To date, there are 9 members on the Board.

PROGRAM:

The last meeting of the Medical Advisory Board was held in Augusta on July 14, 1995.

PUBLICATIONS:

Rules and Regulations Functional Ability Profile

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF MOTOR VEHICLES

GREGORY C. HANSCOM, DEPUTY SECRETARY OF STATE

TDD: (207) 287-4476

Central Office:101 HOSPITAL STREET, AUGUSTA, ME 04333-0029Mail Address:29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029FAX:Established:1905Telephone:Reference:Policy Area:00;Umbrella:Quantities Count-All Positions:384.00Legislative Count:

PURPOSE:

The Bureau of Motor Vehicles was established to provide public safety and better regulation of traffic through administration of the laws of the State relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Bureau provides the general public with an avenue, through a main office and thirteen branch office locations throughout the State, where motor vehicle registration and operator's licenses may be obtained.

The Bureau insures that applicants applying for operators licenses have the ability, knowledge and necessary skills for safe vehicle operation; investigates and license 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 should be suspended, withheld or revoked and also determines when reinstatement is permissible.

The Bureau provides a method of titling motor vehicles and collects sales tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION:

The Bureau 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 Bureau had grown to the extent that it was headed by a Chief Clerk, had a Registration and Licensing Section and a Court Records Section. In 1935, the requirements for semi-annual inspection of motor vehicle became a responsibility of the Bureau and in 1939 an Examination Section was added to administer the required rule on new licenses.

In 1942 the Bureau was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director name in 1943. This organizational structure remained until 1970 when the Bureau was reorganized into four bureaus; 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 Bureau was reorganized into the Executive Section and three Bureaus. Duties and responsibilites were added and the Bureau evolved into its present structure, the Office of the Deputy and six divisions; Administrative Services, Commercial Vehicles and Reciprocity, Driver Licensing and Control, Enforcement and Regulation, Information Services and Public Services.

PROGRAM:

The Bureau continues to provide licensing, registration and title services through 13 branch office locations, 28 examination stations, 6 mobile examination stations, 2 mobile photo-licensing unit, the main office and 450 municipal agents.

LICENSES:

Operators License/Learners Permit - See Driver Licensing & Control Division Commercial Registrations/Permits - See Commercial Vehicle Division All Other Registrations/Permits - See Public Services Division State Identification Cards - See Public Services Division Car Dealer Licensing - See Enforcement & Regulation Division

PUBLICATIONS:

Title 29A - Motor Vehicle Laws - \$16.96 (includes tax & shipping) For copies contact: Swan Island Press PO Box 930 Dresden, Maine 04342 Tel: 207-737-2120

World Wide Web: http://www.state.me.us./sos/bmv_hmp.htm

FINANCES, FISCAL YEAR 1995: 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 & WAGES	9,063,407		351,483	8,711,924		
HEALTH BENEFITS	1,416,215		65,189	1,351,026		
RETIREMENTS	1,504,141		58,135	1,446,006		
OTHER FRINGE BENEFITS	126,298		7,446	118,852		
OTHER CONTRACT SERVICES STATE	1,000,124			902,935	97,189	
COMPUTER SERVICES STATE	596,854			596,854		
OTHER CONTRACT SERVICES	1,683,608		27,114	1,641,764	14,730	
RENTS	1,974,021			1,974,021		
COMMODITIES	1,357,579		2,497	1,354,161	921	
GRANTS, SUBSIDIES, PENSIONS	176,434			176,434		
EQUIPMENT	377,186			366,006	11,180	
INTEREST-DEBT RETIREMENT	303			303		
TRANSFER TO OTHER FUNDS	1,369,632		41,075	1,319,949	8,608	
TOTAL EXPENDITURES	20,645,802		552,939	19,960,235	132,628	

PUBLIC SERVICES DIVISION

CATHERINE DIBENEDETTI, DIRECTOR

 Central Office:
 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

 Mail Address:
 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029

 FAX:
 (207) 287-5219

 Established:
 1970

 Reference:
 Policy Area: 00 ; Umbrella:

 29 Unit:
 250S ; Citation:

 TOD:
 (207) 287-5219

 Mail Address:
 00 ; Umbrella:

 29 Unit:
 250S ; Citation:

 TOD:
 000000051A

PURPOSE:

The purpose of the Division of Public Services is to administer those motor vehicle laws of this State pertaining to the registration of all types and classes of motor vehicles. The division is responsible for the delivery of all registrations and many license services to the general public through 13 motor vehicle branch offices, 3 express mall offices, and 450 town offices.

ORGANIZATION:

The Division of Public Services was established as one of four Bureaus in 1970 and reorganized in 1978 into a Division. The Division is presently organized to include the registration unit which supports the branch offices, mobil units and satellite locations, and the municipal registration program which provides training and guidance to the 450 towns in Maine authorized to issue motor vehicle credentials.

PROGRAM:

During the past fiscal year, this division was involved in providing general day to day services in registration and licensing. Highlights of the operation include plans to improve branch office efficiency and improve customer service. During FY95 the issuance of the University of Maine system plates began. The electronic exchange of registration data from 14 branch offices to the Bureau was implemented. Partnerships with banks and grocery stores were established for the issuance of driver license renewals.

During FY95 the issuance of the University of Maine system plates began.

The electronic exchange of registration data from 14 town offices to the Bureau was implemented. Partnerships with banks and grocery stores were established for the issuance of driver license renewals.

LICENSES:

Fuel Use Identification Decals Highway Crossing Permits (golf carts, etc.) Island Use Only Registrations Motor Vehicle Operators License (all classes) Short Term Gross Weight Permit (booster) Special Gross Weight Increase State Identification Card Transit Plate (allows one-way trip of unregistered vehicle) Vehicle Registrations (all classes)

PUBLICATIONS:

Brochures covering registration & license requirements World Wide Web: http://www.state.me.us/sos/bmv_hmp.htm

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF RECORDS MANAGEMENT SERVICES

NINA OSIER, DIRECTOR

Central Office:CULTURAL BLDG, AUGUSTA, ME 04333-0084Mail Address:84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084FAX: (207) 287-5739Established:1971Telephone: (207) 287-5790Reference:Policy Area: 00 ; Umbrella:29 Unit: 255R; Citation: T0005M.R.S.A., Sect. 00000095

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 semicurrent 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. It includes the State Records Center and the Photoduplication Laboratory.

PROGRAM:

Emphasis is placed on the development of retention-disposition schedules for records generated by all State agencies including a continuance of review of prior-approved schedules. These provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the general retention-disposition schedules that apply to large classes of records common to all agencies. Most scheduling is accomplished through a network of Departmental Records Officers and Assistant Records Officers throughout the Executive Branch. A principal tool is the Records Management Expenditure Request, without which records storage equipment and imaging equipment (micrographics) or digital image processing can neither be purchased nor leased. The Bureau of Purchases has cooperated in requiring this form, which is issued after it has been determined that the equipment is needed, that it is cost-effective and that the records involved are scheduled.

During Fiscal Year 1995 more than 100,000 references were provided to State agencies by the State Records Center. The Center provides safe, environmentally controlled storage for semicurrent records (including computer tapes, computer disks, and microform records as well as paper files). Court records have continued to arrive, alleviating severe storage problems at the various court buildings throughout the state. Staff continued development of retention schedules for local government records and provided records retention advice and assistance to the Administrative Office of the Courts. 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 1995 the Photoduplication Labortory 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 Labortory 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 lisiting of Official Records by Agency). Free

Available to State employees: "Guidelines for Your Records Management Program" (instructions on how to correctly complete retention schedules and other Records Management forms - useful only to Executive Branch employees). Free

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF RULES, COMMISSIONS AND NOTARIES DON WISMER, DIRECTOR

Central Office: STATE OFFICE BLDG., ROOM 221, AUGUSTA, ME 04333 Mail Address: 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 FAX: (207) 287-5874 Established: 1989 Telephone: (207) 287-3676 Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250R; Citation: T0005 M.R.S.A., Sect. 000000081

PURPOSE:

The purpose of the Division of Rules, Commissions and Notaries is to administer the appointment, renewal and continuing education of 24,000 notaries public; administers the application process of Dedimus Justice candidates for the Governor's Office; record appointments to 256 boards and commissions and publish vacancy listings; maintain records of approximately 2,000 rules filed under the Administrative Procedure Act for all State agencies and arrange for the publication of rule-making notices; file all documents relating to pardons; process authentications, apostilles and incumbencies certifying the acts of public officials; and administer the Executive Financial Disclosure requirements for 200 State agency officials.

ORGANIZATION:

The Director of Rules, Commissions and Notaries is responsible for the functions of the division, including the selection, supervision, rating and discipline of personnel. The Director reports directly to the Deputy Secretary of State.

Employees of this division have discrete functional responsibilities; there are no subsidiary supervisory units within its operation.

PROGRAM:

Under the Administrative Procedure Act (A.P.A.), the division ensures that A.P.A. rulemaking procedures mandated by statute are followed by state agencies and makes rules accessible to the public through newspaper advertising and, eventually, through promulgation by electronic formatting. The Division implements and enforces the Executive Financial Disclosure requirements for State executives and makes the statements accessible for public scrutiny. The Division maintains signature and oath records for notaries public, various state officials, and appointees to boards and commissions, both as an official record and for authentications and apostilles; provides an accurate report of vacant and filled appointed positions; issues notary commissions and provides continuing education for notaries; coordinates paperwork by case for pardon hearings and tape records those hearings for public access.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain

DEPARTMENT OF THE SECRETARY OF STATE

comprehensive fiscal data relative to this unit

JOHN G. MELROSE, COMM DOT

 Central Office:
 TRANSPORTATION BLDG, AUGUSTA, ME, 04333-0016

 Mail Address:
 16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016
 FAX:
 (207) 287-5874

 Established:
 1972
 Telephone:
 (207) 287-2551

 Reference:
 Policy Area: 07;
 Umbrella:
 17 Unit:
 229;
 Citation:
 T0023
 M.R.S.A., Sect.
 000004205

 Average Count--All Positions:
 2585.0
 Legislative Count:
 1006.0

 Units:
 BUREAU OF FINANCE AND ADMINISTRATION
 BUREAU OF PLANNING

 (TRANSPORTATION)
 OFFICE OF POLICY ANALYSIS

(TRANSPORTATION) MAINE AERONAUTICAL ADVISORY BOARD OFFICE OF ENVIRONMENTAL SERVICES MAINE STATE FERRY ADVISORY BOARD OFFICE OF HUMAN RESOURCES OFFICE OF INTERNAL AUDIT OFFICE OF LEGAL SERVICES BUREAU OF MAINTENANCE AND OPERATIONS BUREAU OF FLANNING OFFICE OF POLICY ANALYSIS MAINE PORT AUTHORITY BUREAU OF PROJECT DEVELOPMENT BUREAU OF TRANSPORTATION SERVICES

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, environmentally compatible, 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, environmental and 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 monies 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 sub-bureaus, plan road improvements and let contracts for road construction. In 1913, both the Department 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 Bureau 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, consolidating all the various bureaus into one location.

In 1979, the legislature created the Bureau of Public Transportation and in December, 1980, the Bureau of Safety, the Vehicle Safety Commission and the Maine Highway Safety Committee were transferred to the Department of Public Safety. In February, 1981, the Legislature authorized the Commissioner to organize the Department into such bureaus, 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:

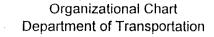
The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

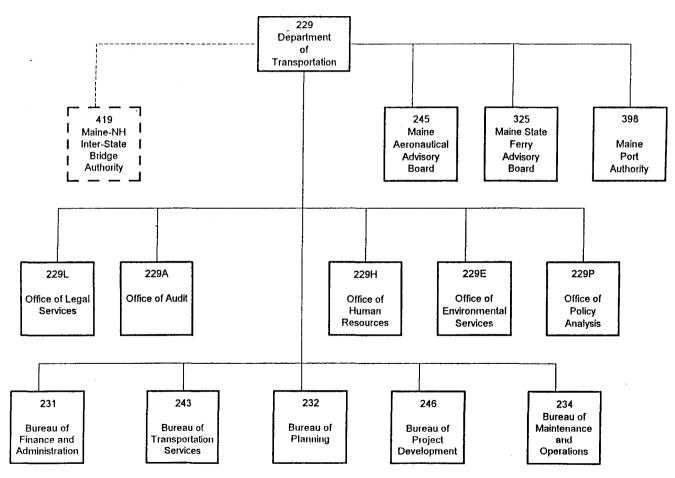
LICENSES:

Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF TRANSPORTATION	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	70,154,169	160,453	409,647	49,815,383	11,432,215	8,336,471
HEALTH BENEFITS	10,572,457	18,566	55,423	7,847,506	1,282,703	1,368,259
RETIREMENTS	11,715,404	28,665	67,048	8,392,076	1,847,556	1,380,059
OTHER FRINGE BENEFITS	896,726	2,108	539	767,612	- 30	126,497
OTHER CONTRACT SERVICES STATE	16,087,298	20,436	500,822	1,262,769	9,610,646	4,692,625
COMPUTER SERVICES STATE	- 8,754,847	83,430	- 12,691	913,106	128,218	- 9,866,910
OTHER CONTRACT SERVICES	27,510,378	23,438	80,826	6,156,296	1,840,027	19,409,791
RENTS	26,280,909	1,638	179,189	20,193,896	106,201	5,799,985
COMMODITIES	15,161,555	1,373	40,571	9,870,230	1,540,938	3,708,443
GRANTS, SUBSIDIES, PENSIONS	31,296,883	491,811	37,939	23,399,903	5,671,789	1,695,441
PURCHASE OF LAND	10,199,430		40,193	4,705,924	3,655,648	1,797,665
EQUIPMENT	93,371,641		3,982,585	20,182,773	67,527,344	1,678,939
INTEREST-DEBT RETIREMENT	25,420,080	1		25,232,042	2	188,035
TRANSFER TO OTHER FUNDS	3,833,975	1,287,979	- 77,592	2,402,090	926	220,572
TOTAL EXPENDITURES	333,746,058	2,119,898	5,304,499	181,141,606	104,644,183	40,535,872





BUREAU OF FINANCE AND ADMINISTRATION (TRANSPORTATION)

H. GREGORY SHEA, DIR FINANCE & ADMIN

Central Office:TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016Mail Address:16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016Established:1972Reference:Policy Area: 07 ; Umbrella:17 Unit:231 ; Citation:TotalM.R.S.A., Sect.Merage Count--All Positions:206.50Legislative Count:205.00

PURPOSE:

The Bureau of Finance and Administration is established to provide administrative and financial management support and services essential to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The responsibilities of the Bureau include technical assistance and support that enables maximum utilization of computer services in both engineering and data processing fields, accounting and budgetary functions, purchasing services, services of the DOT Library, Central Supply Reproduction, and the Photographic Lab.

ORGANIZATION:

The Bureau of Finance and Administration originated as the Bureau 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 Bureau 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 is in the process of developing uniform systems to standardize all financial subsystems within the areas of Financial Management, Accounting, and Budgeting. Models are being developed to assist in the areas of financial projections and cash management. Through professional and technical training, the Bureau continues to become more capable of effectively and efficiently maintaining a high level of accountability of the Transportation Programs.

The Computer Services Division is continuing deployment of Computer Aided Drafting, Design, Mapping and Geographic Information Systems capability within the Department. Conversion to the metric system has been completed for automated project plan development. The Division this year was given Traffic Accident Record processing responsibilities, previously performed by the Department of Public Safety. Increased utilization and deployment of Local Area Network and Wide Area Network continues, broadening the Department's uses of information systems technology. Restructuring of the Department, organizationally and functionally, has increased the Department's reliance on information systems and the Division's personnel.

Financial information and position counts for other units is also included in this program.

PUBLICATIONS: Specification Books Plans FINANCES, FISCAL YEAR 1995: 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 & WAGES	6,297,945		153,447	5,133,344	1,011,154	
HEALTH BENEFITS	770,846		21,523	636,226	113,097	
RETIREMENTS	1,089,453		27,148	936,557	125,748	
OTHER FRINGE BENEFITS	58,157		539	57,618		
OTHER CONTRACT SERVICES STATE	1,127,015		184,585	98,388	844,042	
COMPUTER SERVICES STATE	50,001		- 31,517	80,522	996	
OTHER CONTRACT SERVICES	1,193,238		20,785	1,121,694	50,759	
RENTS	752,635		161,287	579,941	11,407	
COMMODITIES	312,829		37,090	261,769	13,970	
GRANTS, SUBSIDIES, PENSIONS	75,051			75,051		
PURCHASE OF LAND	171,497		21,793	149,704		
EQUIPMENT	375,171		15,000	317,306	42,865	
INTEREST-DEBT RETIREMENT	57			57		
TRANSFER TO OTHER FUNDS	1,286,851		- 82,782	1,369,633		
TOTAL EXPENDITURES	13,560,746		528,898	10,817,810	2,214,038	

MAINE AERONAUTICAL ADVISORY BOARD

RONALD L. ROY, DIR AIR TRANSP BUREAU

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 Established: 1978 Telephone: (207) 287-3185 Reference: Policy Area: 07 ; Umbrella: 17 Unit: 245 ; Citation: T0006 M.R.S.A., Sect. 000000302

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 Bureau 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.

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 makes recommendations and proposes initiatives to improve the air transportation system and will make recommendations on potential legislation.

OFFICE OF ENVIRONMENTAL SERVICES

WILLIAM REID, DIRECTOR

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 Established: 1992 Reference: Policy Area: 07 ; Umbrella: 17 Unit: 229E; Citation: M.1

Telephone: (207) 287-5735 *M.R.S.A., Sect.*

PURPOSE:

To advise the Commissioner of Transportation on environmental matters; to recommend environmental policy; to support the Bureaus of Project Development, Maintenace & Operations, and Transportation Services in protecting and enhancing resources by recommending/participating in environmental/cultural resource protection/enhancement mitigation efforts, providing technical services, developing/constructing mitigation and landscape projects, coordinating environmental policies, providing liaison with regulatory and resource agencies, obtaining permits, and providing assistance regarding compliance with environmental laws and regulations.

ORGANIZATION:

The Office of Environmental Services was created in OCtober 1992 in order to better serve the public's environmental and transportation interests and has department-wide responsibilities and authority. The Office has nine major areas of operational responsibility. They are: 1) Administrative/Clerical; 2) Environmental Studies; 3) Planning/NEPA; 4) Permits; 5) Water Resources; 6) Mitigation; 7) Landscape; 8) Hazardous Wastes; and 9) Compliance Assistance.

PROGRAM:

The Office acomplished the following: 124 project field reviews; 96 compliance assistance reviews; 59 project hazardous waste reviews, 21 site assessments, 4 site cleanups, 4 moitoring efforts, 3 project health/safety plans; 87 project water quality reviews, 494 water samples collected/analyzed, 36 wells monitored regarding salt storage effects; 5 investigations of petroleum/salt contamination, 2 facility groundwater cleanups; 23 well claim investigations, 4 replacement wells drilled; 81 environmental documentation (NEPA) submissions, 94 approvals secured; 103 historic/archeological submissions, 184 approvals secured; 5 federal historic recordations; 200 permit submissions, 184 approvals secured; 49 EPA notifications; 11 interagency permit meetings conducted; and 18 training sessions held.

The Office had 74 landscape planting projects estimated at \$3,484,000; 30 erosion/sedimentation control projects estimated at \$1,506,000; 7 other landscape related projects estimated at \$2,155,000; and 44 wetland mitigation projects estimated at \$10,000,000. The Office managed about 50 consultant contracts having an estimated value of about \$11,000,000.

The Office helped manage/support the roadside vegetation management (11,200 roadside miles, \$624,000) and hazardous waste programs. It had a key role in developing the department's Hazardous Waste Policy and in two major consultant efforts relating to mitigation banking and hazardous waste. The Office represented the department on the State Wetlands Task Force/Work Groups, Great Pond Task Force, Maine Well Drilling Commission, CONEG Compost Work Group, and Maine Historic Preservation Commission. It participated on Bureau of Project Development task forces, review teams, partnering groups, and design teams and on the department's CADD/GIS advisory committee.

Finances for this unit are included within other programs.

MAINE STATE FERRY ADVISORY BOARD RUSSELL W SPINNEY, DPTY COMM-DOT

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 Established: 1975 Telephone: (207) 287-2841 Reference: Policy Area: 07 ; Umbrella: 17 Unit: 325 ; Citation: T0023 M.R.S.A., Sect. 000004301

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 tothe 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 financial status of the Ferry Service, use of contract employees, fares, tariff changes, and transportation of propane.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF HUMAN RESOURCES

JANE L LINCOLN, DEPUTY COMMISSIONER

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 Established: Telephone: (207) 287-2551 Reference: Policy Area: 07 ; Umbrella: 17 Unit: 229H; Citation: T0023 M.R.S.A., Sect. 000004206

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 affimative 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 Divisions indicated under Organizational Units.

PROGRAM:

Labor Relations represents the Department in all contract Administrative issues, also participates in Collective Bargaining Process. The Division of Equal Opportunity 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 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.

DIVISION OF PERSONNEL AND TRAINING, HEALTH AND SAFETY. This Division 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.

DIVISION OF PUBLIC AFFAIRS AND MAPPING. The Division is responsible for creating, conducting and evaluating external and internal public information programs providing support services for various special events; and, other special projects as assigned. In addition, the Division creates and distributes general and specialized maps for Departmental use and distribution to the general public. and provides graphic arts support for all MDOT Bureaus, Offices and Divisions.

The Director of the Division 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 ad hoc committees.

Finances for this unit are included within other programs.

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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF INTERNAL AUDIT

JOHN C SEELEY, DIR TRANS AUDIT

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 Established: 1981 Reference: Policy Area: 07 ; Umbrella: 17 Unit: 229A; Citation: T0023 M.R.S.A., Sect. 000004206

PURPOSE:

To provide advice to the Commissioner of Transportation on audit matters; perform financial and performance 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 its 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, 1994, 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 sub-bureaus.

The Office represents the Department through appointment to the advisory committee assisting the Commissioner of Administrative and Financial Services 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 for this unit are included within other programs.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF LEGAL SERVICES

THOMAS G REEVES, CHIEF COUNSEL

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 Established: 1972 Telephone: (207) 287-2681 Reference: Policy Area: 07; Umbrella: 17; Unit: 229L; Citation: T0023 M.R.S.A., Sect. 000004206

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 Workmens' Compensation claims was transferred from the Bureau of Safety to this office. In June, 1981, the name of the Division was changed to the Office of Legal Services by administrative action.

PROGRAM:

During this fiscal year the Office represented the Department in eminent domain, tort, contract and administrative litigation and workers' compensation claims. The Office rendered advice and counseling services, drafted contracts, leases and legislative documents, wrote opinions and performed research in connection with the activities of the Department. The Office processed 244 new State Claims Commission referrals; 70 cases were presented for hearing and 102 were settled. The Office also completed and updated for the Department 4,500 title abstracts. Ninety-eight real estate related projects comprising 84 title abstracts were prepared for the Land for Maine's Future Board (Bureau of Planning); Depts. of Inland Fisheries & Wildlife, Environmental Protection, Human Services and Public Safety; and Bureaus of Public Lands, Parks & Recreation and General Services. \$92,171.75 of outstanding accounts receivable are currently being handled by the Office.

Finances for this unit are included within other programs.

BUREAU OF MAINTENANCE AND OPERATIONS

JOHN E DORITY, DIR MAINT & OPER

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 Established: 1980 Reference: Policy Area: 07 ; Umbrella: 17 Unit: 234 ; Citation: T0023 Average Count--All Positions: 1604.00 Legislative Count: 166.00

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 approximately 2,800 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, consisting of the Divisions of Highway Maintenance, Bridge Maintenance, Traffic Engineering, Motor Transport Service, Engineering and Management Services, and the Radio Operations section, has remained the same, undergoing no changes in structure of mission since the last report.

PROGRAM:

HIGHWAY MAINTENANCE: This past winter had less than a normal number of storms with less severe weather than normal. Most of these storms involved a mixture of ice and snow and occurred during nights and weekends. This resulted in more overtime than would be expected with such a mild winter. With the joint Contractor/MDOT paving effort, some 500 miles of Hot Maintenance Mulch was produced and placed. Routine maintenance activities were carried on to the extent possible with the present work force. The Radio Operations section repaired and/or serviced over 1,000 two-way radios this year, and kept the Department's radio system in good working order.

BRIDGE MAINTENANCE: In addition to the spring cleaning of bridges, approximately 400 bridges received various degrees of maintenance and repair, including repairs to 15 wearing surfaces, complete painting of 8 bridges; and rail curbing and substructure rehabilitation to a number of other structures. A written compliance program for lead abatement was implemented, allowing for the repainting of steel structures. Bridge inspection, including underwater inspections, continued this year in compliance with inspection requirements.

ENGINEERING AND MANAGEMENT SERVICES: This Division continues its functions of budget development and monitoring, Collector Road program development and budgeting, and the oversight of the bureau's Highway Inventory Program.

TRAFFIC ENGINEERING: This Division performed striping and signing maintenance responsibilities on a significant portion of the State and State Aid Highway system, producing its own signs in the Augusta Sign Shop. Some 30 Traffic signal projects, three signing projects and signing details for 175 projects were prepared by this Division's engineering staff.

MOTOR TRANSPORT SERVICE: This Division continues to service and repair a fleet of some 1,200 pieces of mobile equipment including some 484 trucks, 156 loader/backhoes and loaders, 39 motor graders, 510 sedans, pick-ups and light service trucks, with mechanics located at some 43 locations in the State, stationed to support the Department's maintenance activities. FINANCES, FISCAL YEAR 1995: 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 & WAGES	42,921,947		256,200	35,091,005	883,973	6,690,769
HEALTH BENEFITS	7,225,589		33,900	6,038,900	30,765	1,122,024
RETIREMENTS	7,074,694		39,900	5,817,157	112,303	1,105,334
OTHER FRINGE BENEFITS	658,406			560,855		97,551
OTHER CONTRACT SERVICES STATE	1,251,518		144,000	967,622	43,955	95,941
COMPUTER SERVICES STATE	- 9,191,824			838,400	1,632	- 10,031,856
OTHER CONTRACT SERVICES	22,470,090			3,701,969	149,338	18,618,783
RENTS	20,875,462		15,000	18,736,585	19,733	2,104,144
COMMODITIES	12,313,174			9,088,124	1,247,428	1,977,622
GRANTS, SUBSIDIES, PENSIONS	22,026,081			21,826,564		199,517
PURCHASE OF LAND	423,596			419,463	4,133	
EQUIPMENT	6,591,484		300,000	6,186,744	104,740	
INTEREST-DEBT RETIREMENT	194,292			6,289		188,003
TRANSFER TO OTHER FUNDS	863,687		3,591	699,914	853	159,329
TOTAL EXPENDITURES	135,698,196		792,591	109,979,591	2,598,853	22,327,161

BUREAU OF PLANNING

PAUL J MINOR, DIR PLANNING

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 Established: 1972 Telephone: (207) 287-3131 Reference: Policy Area: 07; Umbrella: 17; Unit: 232; Citation: T0023 M.R.S.A., Sect. 000004206

PURPOSE:

The Bureau of Planning, within the Maine Department of Transportation has taken on expanded responsibilities to adequately address the planning requirements defined in ISTEA and the CAAA Amendments at the Federal level and the Sensible Transportation Policy Act (STPA) at the State level. In order to accomplish the requirements as referenced in the above legislation, the Bureau of Planning reorganized. The three (3) major areas of reorganization include the Transportation Information Systems Division, Statewide Multimodal Planning Division and the Transportation Improvement Program/Management Division.

Through these Divisions, the Bureau is responsible for conducting systematic and comprehensive transportation planning activities with the ultimate goal of providing for the safe, efficient, economical and environmentally sound movement of people and goods over the State's transportation network. This effort is being carried out by actively soliciting citizens input into the planning process through the so-called Regional Transportation Advisory Committee (RTAC) process and the Metropolitan Planning Organization (MPO) process.

In addition to responding to requests for professional and technical assistance in the transportation planning realm from other State agencies, municipalities, and development groups, the Bureau provides guidance to top management in addressing immediate action or response to transportation issues as they arise.

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. Reorganization is being accomplished to comply with and meet the challenge of the Federal Intermodal Surface Transportation Efficiency Act, the Clear Air Act Amendment and the State's new Sensible Transportation Policy Act.

PROGRAM:

The Bureau is continuing to restructure for the purpose and mandate of the transportation planning function of the Department and the programs of its divisions are as follows:

STATEWIDE MULTIMODAL PLANNING DIVISION. 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 urbanized areas. Special transportation studies are also undertaken in rural and urban areas when necessary. Efforts required by this Division have been greatly expanded to include the development of management systems, Regional Transportation Advisory Committee (RTAC) coordination and multi-modal planning. In addition, this Division provides the Department of Environmental Protection with traffic engineering reviews in connection with the Site Location Law. This Division completed and published the 20 year statewide Transportation Plan.

PROGRAM MANAGEMENT. This Division is responsible for the development of the Federal/State highway MDOT biennial Transportation Improvement Program and for Planning Bureau oversight of the implementation of programmed projects by the Bureau of Project Development. This function includes 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 1996-97 biennium Transportation Improvement Program and provided planning information to the Bureau of Project Development for implementation of the 1996-97 program.

TRANSPORTATION INFORMATION SYSTEMS DIVISION: 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 FY95, the Division developed: the annual Highway Performance Monitoring System (HPMS) Report; the Highway Safety Improvement Program (HSIP) Report; and the annual certifications and reports for the 55/65-Speed Monitoring Program, and the Size and Weight Enforcement Program. Finances for this unit are included within other programs.

PUBLICATIONS :

Transportation Investment Program, Free Highway Safety Improvement Program, Free Traffic Volume Report, Free 20 year Statewide Transportation Plan, Free

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF POLICY ANALYSIS

GEDEON G PICHER, DIR POLICY ANALYSIS

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 Established: 1980 Telephone: (207) 287-2827 Reference: Policy Area: 07; Umbrella: 17 Unit: 229P; Citation: T0023 M.R.S.A., Sect. 000004206

PURPOSE:

To provide intensive analysis of selected areas concerning transportation 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 and an Engineering Technician V were added. Appropriate personnel from within other Bureaus and Divisions are assigned on a temporary basis to satisfy the analysis requirements.

PROGRAM:

The Office of Policy Analysis provides staff assistance or actively represents the Department in the following areas: implementation of the Intermodal Surface Transportation Efficiency Act of 1991 requirements; nationwide uniformity efforts in commercial vehicle regulation; state, regional, and federal truck issues activity in truck size and weight, fuel tax evasion, NAFTA, and border crossing; the Maine Experimental Vehicle Program; research efforts and project sponsorship by the 5 state New England Transportation Consortium; a tri-state study of the use of intelligent transportation systems (ITS) technology in commercial vehicle regulation; container vehicle permitting; the Interstate 95 Corridor Coalition; and the New England Transportation Initiative regional transportation study.

The Office provides staff assistance to the front office and to the Commissioner in analyzing the impact of proposed state and federal legislation or rules and in responding to inquiries from the public and other governmental agencies on Department policies. The office also conducts special studies of issues that are of concern to the Department using agency personnel or outside consultants.

Recently completed projects included a Highway Cost Allocation Study, studies of the 100,000 pound General and Special Commodity vehicles and a study of motor fuel tax evasion. Future planned efforts include a study of oversize/overweight commercial vehicle permitting and an analysis of weigh-in-motion data.

Finances for this unit are included within other programs.

LICENSES:

Experimental Vehicle Permits

PUBLICATIONS:

Maine Highway Cost Allocation Final Report, February, 1989 Laws for the Operation of Commercial Vehicles, Revised October 1995 Motor Fuel Tax Evasion Committee Final Report, February 1991 Report On Compliance with Vehicle Weight Laws, January 1990 Experimental Vehicle Program - Guidelines for Application, Office Review, and Vehicle Testing - 1989

Publications are available and free upon request.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE PORT AUTHORITY

JOHN G. MELROSE, COMMISSIONER

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 Established: 1951 Telephone: (207) 287-2551 Reference: Policy Area: 07 ; Umbrella: 17 Unit: 398 ; Citation: T0023 M.R.S.A., Sect. 000004421

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 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF PROJECT DEVELOPMENT

THEODORE H KARASOPOULOS, DIR PROJ DEV, CHIEF ENG

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 Established: 1972 Telephone: (207) 287-2055 Reference: Policy Area: 07 ; Umbrella: 17 Unit: 246 ; Citation: T0023 M.R.S.A., Sect. 000004206 Average Count--All Positions: 700.00 Legislative Count: 627.50

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, 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 Design, Right-of-Way, Program Management, 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. Extensive Unit Reviews are underway, substantial resource savings will likely be identified.

PROGRAM:

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 transportation improvement projects continues at a steady pace. However, Federal funds for these projects remain in very short supply.

DESIGN. This division continues to deliver projects for construction to contract award with the help of consultant engineering services and computer aided design drafting (CADD). The last two major contracts of the \$165,000,000 for the Portland bridge replacement project were awarded. Design work was completed and most of the contract work awards on the \$35,000,000 Waterville-Winslow By-pass and the \$44,000,000 Topsham-Brunswick By-pass. Preliminary design for the \$200,000,000 replacement of the Carlton Bridge in Bath has progressed towards a public hearing for the Fall of 1995. The Division has been and will continue to implement the philosophy of Total Quality Management into the operation of the Division and the production of its product.

Financial information for other units is also included in this program.

LICENSES:

Permit: Outdoor Advertising Utility Location

PUBLICATIONS:

Computer Mediated Decision Making - Phase I Flowable Fill Shoulder Rumble Strips - rural Interstates Silica Fume Admixture in PCC Evaluation of Lateral Squeeze Rehab of Large Diameter Steel Culverts

FINANCES, FISCAL YEAR 1995: 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	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	18.970.160			9,591,034	9,379,126	
HEALTH BENEFITS	2,291,335			1,172,380	1,118,955	
RETIREMENTS	3,220,422			1,638,362	1,582,060	
OTHER FRINGE BENEFITS	149,109			149,139	- 30	
OTHER CONTRACT SERVICES STATE	11,937,160			196,759	8,240,401	3,500,000
COMPUTER SERVICES STATE	119,674			- 5,816	125,490	
OTHER CONTRACT SERVICES	2,941,410			1,332,633	1,608,777	
RENTS	4,452,431			877,370	75,061	3,500,000
COMMODITIES	2,107,975			520,337	87,638	1,500,000
GRANTS, SUBSIDIES, PENSIONS	2,366,474			998,288	1,368,186	
PURCHASE OF LAND	7,685,465			4,136,757	3,548,708	
EQUIPMENT	85,240,583		3,432,000	13,678,723	66,629,848	1,500,012
INTEREST-DEBT RETIREMENT	25,225,698			25,225,696	2	
TRANSFER TO OTHER FUNDS	332,543			332,543		
TOTAL EXPENDITURES	167,040,439		3,432,000	59,844,205	93,764,222	10,000,012

BUREAU OF TRANSPORTATION SERVICES RUSSELL W SPINNEY, DPTY COMM TRANS SVC

 Central Office:
 TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

 Mail Address:
 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

 Established:
 1981

 Reference: Policy Area: 07; Umbrella:
 17 Unit: 243; Citation: T0023

 M.R.S.A., Sect.
 000004206

 Average Count--All Positions:
 74.50

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 on the needs of low income families, elderly persons, and handicapped individuals. The Bureau conducts a continuing analysis of the quality of air service being probided in the State, promotes the advancement of aviation interests and airport development, and administers the operation and maintenance of the Augusta State Airport.

Responsibilities include administering the operation and maintenance of marine infrastructure projects, the State Ferry Service, and the port and pier facilities within the jurisdiction of the Department, directing 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 continuing analysis of the Maine Port traffic, peir, and wharf construction, and cruise ship activities.

The Bureau administers the Local Rail Assistanc eprograms and Railroad/Highway Grade Crossing Improvement Program, both of the Federal Railroad Administration, the rail safety laws of the State, and manages leased, abandoned railroad right of ways and state-owned rail lines. Also, the Bureau reviews, in corporation 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 to the greates possible extent.

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 the fiscal year, combined Federal, State and local funds allowed for a total program of \$15.4 million for Capital Improvements to airports. The Division registered 1,103 aircraft, 68 airports, and 3 heliports, collected \$158,717 in excise taxes, and concentrated on implementation of the State of Maine Aviation Systems Plan and the upgrade of facilities at the Augusta State Airport.

Highway Mass Transportation Division: During the fiscal year the Division continued to provide for the development and maintenance of a surface transportation system. The Division administers programs funded by Federal Transit Administration and the State's General Fund in cooperation with Metropolitan Planning Organizations and private and public transit providers throughout the State.

Ports & Marine Transportation Division:During fiscal year 1995, the Division continued efforts to improve cargo shipping opportunities by participating in expansion of Eastport's cargo facilities, further advancing the permitting of the Sears Island Dry Cargo Terminal and assistance to the City of Portland in expansion of its International Marine Terminal. The Maine State Ferry Service continued its facility modernization program. Major reconstruction of docking facilities at Bass Harbor, Swans Island and North Haven began. New terminals are presently under construction at North Haven and Rockland.

Rail Transportation Division: During fiscal year 1995, the State reconstructed the 1.5-mile Atlantic Branch in Rockland, assisted overseeing construction of a \$2.5 million rail/truck intermodal facility on SLR in Auburn, provided safety inspections over the entire State rail system at least twice, and continued efforts towards initiation of AMTRAK passenger service between Boston and Portland.

LICENSES:

Permits: 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 Regisgration 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

FINANCES, FISCAL YEAR 1995: 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 TRANSPORTATION	TOTAL					
SERVICES	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	1,964,117	160,453			157,962	1,645,702
HEALTH BENEFITS	284,687	18,566			19,886	246,235
RETIREMENTS	330,835	28,665			27,445	274,725
OTHER FRINGE BENEFITS	31,054	2,108				28,946
OTHER CONTRACT SERVICES STATE	1,771,605	20,436	172,237		482,248	1,096,684
COMPUTER SERVICES STATE	267,302	83,430	18,826		100	164,946
OTHER CONTRACT SERVICES	905,640	23,438	60,041		31,153	791,008
RENTS	200,381	1,638	2,902			195,841
COMMODITIES	427,577	1,373	3,481		191,902	230,821
GRANTS, SUBSIDIES, PENSIONS	6,829,277	491,811	37,939	500,000	4,303,603	1,495,924
PURCHASE OF LAND	1,918,872		18,400		102,807	1,797,665
EQUIPMENT	1,164,403		235,585		749,891	178,927
INTEREST-DEBT RETIREMENT	33	1				32
TRANSFER TO OTHER FUNDS	1,350,894	1,287,979	1,599		73	61,243
TOTAL EXPENDITURES	17,446,677	2,119,898	551,010	500,000	6,067,070	8,208,699

(OFFICE OF) TREASURER OF STATE

(OFFICE OF) TREASURER OF STATE

MAURICE F STICKNEY, DPTY TREAS

 Central Office:
 STATE OFFICE BLDG, AUGUSTA, ME,

 Mail Address:
 39 STATE HOUSE STATION, AUGUSTA, ME, 04333

 Established:
 1820

 Telephone:
 (207) 287-2771

 Reference:
 Policy Area: 00; Umbrella:
 28 Unit:
 248; Citation:
 Tolopot

 Average Count--All Positions:
 19.0
 Legislative Count:
 19.0

 Units:
 19.0
 19.0
 19.0

PURPOSE:

The efficient collection, recording, investment, and management of all State cash resources is the primary mission of the Treasury Department. 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 balances and temporarily investing idle funds; to sell bonds of the State provided by law and keep records pertaining to such debt; 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. Treasury also administers the State Municipal Revenue Sharing Program and the Abandoned Property Program.

The Treasurer serves on the boards of the Maine Municipal Bond Bank, Maine State Housing Authority, Maine State Retirement System, Finance Authority of Maine, Adaptive Equipment Loan Program, Health and Higher Education Loan Authority, 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 for all State agencies is a function of the Treasury. All cash, checks, money orders, deposit tickets, and bank wires are processed through the Treasury on Cash Receipt Statements. These documents originate in the receiving agencies and are forwarded to Treasury along with the funds or deposit tickets from banks. With over 31,000 processed annually these reports become the official record of revenue received. Over 3,000,000 checks are distributed each year by the Treasurer's Office. A full range of banking services is coordinated through the Treasury for all agencies. These include wire transfers, stop payments, deletes and make-overs, letters of credit, deposit access to over 35 Maine banks, and others.

Cashflow is continually monitored and money moved to assure adequate coverage for outstanding checks. Any funds not needed for cashflow or to compensate the banks for services are invested through the Treasurer's Cash Pool in prime commercial paper, U.S. Government securities which mature in less than 24 months, certificates of deposit with Maine banks, and repurchase agreements. Safety, liquidity, and yield are the determining factors in the selection of investment options and maturity dates. Earnings from investments are distributed monthly to participants in the pool on a prorata basis. Three long-term investments, the Governor Baxter Trust, Land Reserved Trust, and the Common Trust are managed through a contract with a third party. A trust committee led by the Treasurer provides policy advice and authorization for transactions to the contractor.

(OFFICE OF) TREASURER OF STATE

Treasury is responsible for issuing notes and bonds to provide funds for State needs. This office prepares the proposals, obtains approvals, prints the bonds or notes, receives bids, and closes the sale. Records are maintained of all issues. Payments to fiscal agents for notes, bonds, and coupons that mature are initiated here. The Treasurer works closely with the rating agencies to assure they are fully informed on all State economic and financial issues. Keeping the Legislature and the citizens of Maine aware of the impact of bond issues on the State's finances is an important function of the Treasurer.

PUBLICATIONS:

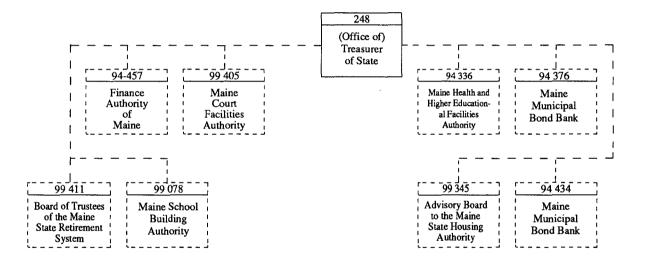
Official Statements prior to sales of State bonds and notes Abandoned Property Listing of Maine Citizens

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

(OFFICE OF) TREASURER OF STATE	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	562,517	525,034	37,483			
HEALTH BENEFITS	69,829	64,027	5,802			
RETIREMENTS	95,631	89,431	6,200			
OTHER FRINGE BENEFITS	5,166	4,520	646			
OTHER CONTRACT SERVICES STATE	203,583	15				203,568
COMPUTER SERVICES STATE	5,638	5,633				5
OTHER CONTRACT SERVICES	330,688	179,945	2,514			148,229
RENTS	1,190	969				221
COMMODITIES	25,518	25,274				244
GRANTS, SUBSIDIES, PENSIONS	72,997,000		72,997,000			
EQUIPMENT	6,953	6,953				
INTEREST-DEBT RETIREMENT	87,410,488	87,410,488				
TRANSFER TO OTHER FUNDS	4,330		4,330			
TOTAL EXPENDITURES	161,718,531	88,312,289	73,053,975			352,267

(OFFICE OF) TREASURER OF STATE	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	562,517	525,034	37,483			
HEALTH BENEFITS	69,829	64,027	5,802			
RETIREMENTS	95,631	89,431	6,200			
OTHER FRINGE BENEFITS	5,166	4,520	646			
OTHER CONTRACT SERVICES STATE	203,583	15				203,568
COMPUTER SERVICES STATE	5,638	5,633				5
OTHER CONTRACT SERVICES	330,688	179,945	2,514			148,229
RENTS	1,190	969				221
COMMODITIES	25,518	25,274				244
GRANTS, SUBSIDIES, PENSIONS	72,997,000		72,997,000			
EQUIPMENT	6,953	6,953				
INTEREST-DEBT RETIREMENT	87,410,488	87,410,488				
TRANSFER TO OTHER FUNDS	4,330		4,330			
TOTAL EXPENDITURES	161,718,531	88,312,289	73,053,975			352,267

ORGANIZATIONAL CHART (OFFICE OF) TREASURER OF STATE UMB 28



BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

ROBERT L. WOODBURY, INTERIM CHANCELLOR

Central Office: 107 MAINE AVE U OF M SYSTEM, BANGOR, ME, 04401 Mail Address: 107 MAINE AVE U OF M SYSTEM, BANGOR, ME, 04401 Established: 1865 Reference: Policy Area: 02 ; Umbrella: 78 Unit: 421 ; Citation: S1967 M.R.S.A., Sect. 000000229 Units:

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 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, subsection 2251). The University of Maine System Board of Trustees is authorized to provide

The University of Maine System 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 equivalents 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 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 the former State colleges and OPAL - Orono, Portland, Augusta, Law School - into a consolidated University of Maine, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus' 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 Unversity of Maine at Orono's name was changed to the University of Maine.

PROGRAM:

INSTRUCTION. The multicampus University of Maine System offers the associate, baccalaureate, master's, and doctoral degrees plus the certificate for advanced study and the professional degree in law. Academic programs include the arts and sciences, agriculture, forestry, technology, business, education, life sciences, engineering, law, and nursing. Specific responsibilities are assigned to each of the seven universities based on such goals as: 1) assuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

particular cultural, agricultural, and industrial needs of regions. Fall 1994 enrollment totaled 31,220, including many part-time and adult learners, and 4,989 persons were awarded degrees in 1993/94.

PUBLIC SERVICE. In addition to its instructional programs, the University System uses its campus facilities, research capabilities, and faculty talent in direct support of community and individual needs throughout the State. A major example: University of Maine Cooperative Extension, supported by federal, state, and county governments, provides education and information directly to young people, homemakers, families, farmers and other individuals, and communities. Public service activities are 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. The research mission of the University System includes expanding faculty skills and teaching competence, increasing knowledge of Maine resources and improving their practical use, and assisting the state and regional economies. Research is encouraged at all campuses but is emphasized more at the University of Maine and the University of Southern Maine, which have been designated major centers for basic and applied research within the System. Contributions have been particularly strong in pulp and paper technology, forestry, engineering, law, applied science, public policy, and quaternary studies. University research unquestionably has benefited Maine's business, agriculture and government.

PUBLICATIONS:

- (1) The Chancellor's Report, University of Maine System (free)
- (2) Chancellor's Newletter, University of Maine System (free)
- (3) University of Maine System Profile (free)
- (4) University of Maine System Admissions Brochure (free)
- (5) Financial Report, University of Maine System (free)
- (6) Directory of Public Service Programs in the University of Maine System (free)
- (7) University of Maine System Facts & Figures (free)

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	133,041,487	131,725,585				1,315,902
TOTAL EXPENDITURES	133,041,487	131,725,585				1,315,902
BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES GRANTS, SUBSIDIES, PENSIONS TOTAL EXPENDITURES	133,041,487 133,041,487	131,725,585 131,725,585				1,315,902 1,315,902

ORGANIZATIONAL UNITS

Board of Trustees Office of the Chancellor Systemwide Services University of Maine (UM) University of Souther Maine (USM) University of Maine at Farmington (UMF)

University of Maine at Fort Kent (UMFK) University of Maine at Machias (UMM) University of Maine at Presque Isle (UMPI) University of Maine at Augusta (UMA) University of Maine at Augusta (UMA)

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UNIVERSITY OF MAINE SYSTEM FULL-TIME REGULAR EMPLOYEES JUNE 1995

BY EMPLOYEE CATEGORY	
Faculty	1,222
Professional and Administrative	1,251
Classified	1,649
Total	4,122
BY SOURCE OF FUNDING	
Educational and General	3,047
Auxiliary Enterprise	321
Restricted	754
Total	4,122

ANIMAL WELFARE BOARD

CARL FLORA, DIRECTOR

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME, 04333-0028 Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME, 04333-0028 Established: 1974 Telephone: (207) 287-3219 Reference: Policy Area: 01 ; Umbrella: 90 Unit: 021 ; Citation: T0007 M.R.S.A., Sect. 000003903A

PURPOSE:

The Animal Welfare Board is authorized to enforce both criminal and civil statutes regarding the humane treatment of pet animals. Its staff of full and part-time humane agents investigates complaints of cruelty to pet 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 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

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 the 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 or his designee. Legislation separating the Animal Welfare Board from the Department of Agriculture, Food and Rural Resources (P.L. 1990, c. 308) became effective July 14, 1990, making the Animal Welfare Board an independent agency. P.L. 1991, c. 779 moved the AWB back to the Department of Agriculture, Food and Rural Resources effective April 1, 1992.

Effective April 1, 1992, the Board's membership was changed to five members; two members representing humane societies; two members representing the general public; one veterinarian with experience in both large and small animal practice who is or has been licensed to practice in this State; and the Commissioner of Agriculture or his designee. The Animal Welfare Board meets the third Tuesday of each month. (Date and meeting place designated in Public Advertisement).

CHILDREN'S RESIDENTIAL TREATMENT COMMITTEE

DAWN STILES,

Central Office:STATE HOUSE STATION # 11, AUGUSTA, ME, 04333Mail Address:DEPARTMENT OF HUMAN SERVICES, AUGUSTA, ME, 0433FAX:(207) 287-7548Established:1985Telephone:(207) 287-5060Reference:Policy Area: 03 ; Umbrella:90 Unit:484 ; Citation: T0022M.R.S.A., Sect.000008151

PURPOSE:

The Childrens Residential Treatment Committee is an interdepartmental committee. It is a subcommittee 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 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE BOARD OF EDUCATION

MARJORIE MEDD, CHAIR

Central Office:EDUCATION BLDG, AUGUSTA, ME, 04333-0023Mail Address:23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023Established:1949Telephone:(207) 287-5813Reference:Policy Area: 02 ; Umbrella:90 Unit: 077 ; Citation: T0020A M.R.S.A., Sect.000000401

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 grant permission for administrative units to enter into agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of applied technical centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to obtain information regarding applications for granting degrees and make recommendations to the Legislature;

Also to serve as the State agency for administering Carl Perkins 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 DOE 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 initiated a plan for results-based initial certification, which led to Maine being chosen to be in the National Network for Teacher Licensure Reform sponsored by the National Association of State Boards of Education. This included a grant from Met Life Foundation, technical assistance from National Association of State Boards of Education and other national experts, and other financial support from the Maine Department of Education, the University of Maine System and the Maine State Board of Education. Three pilot sites were funded to develop a new system of initial certification; and, they have completed year two of the three-year project.

Legislation gave the State Board responsibility to set goals for education in Maine and established a Task Force on Learning Results to assist in the process. The task force is developing a plan for education in Maine using Maine's Common Core of Learning.

In 1994-95, the State Board reviewed and approved teacher education programs at institutions of higher education; and reviewed and approved programs offered in Maine by out-of-state postsecondary institutions; presented "Making the Grade" awards to schools that encourage community and parental involvement; and hosted the teacher of the year ceremony.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units 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
SALARIES & WAGES	17,490	17,490				
OTHER FRINGE BENEFITS	165	165				
OTHER CONTRACT SERVICES STATE	98,595	98,595				
OTHER CONTRACT SERVICES	112,805	112,805				
RENTS	7,600	7,600				
COMMODITIES	11,321	11,321				
GRANTS, SUBSIDIES, PENSIONS	25,600	25,600				
INTEREST-DEBT RETIREMENT	21	21				
TOTAL EXPENDITURES	273,597	273,597				

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

JUDITH MALCOLM, DIR HIGHER ED SVCS

Central Office:EDUCATION BUILDING, AUGUSTA, ME 04333-0023Mail Address:23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023Established:1963Telephone:(207) 287-5803Reference:Policy Area: 02 ; Umbrella:90 Unit:080 ; Citation:TO020A M.R.S.A., Sect.000010501

PURPOSE:

The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resourses through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct, either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities 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. Read 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 Division of Higher Education Services, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

PROGRAM:

Financial assistance to construct or remodel facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY 94 no funds were actually appropriated and thus, no activity was conducted.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

CAROLYN MANSON, DIR ENERGY CONSERV DIV

 Central Office:
 33 STONE STREET, AUGUSTA, ME, 04333

 Mail Address:
 59 STATE HOUSE STATION, AUGUSTA, ME, 04333

 Established:
 1979

 Telephone:
 (207) 287-8484

 Reference:
 Policy Area:01; Umbrella:
 90 Unit:
 347; Citation:
 Toolo

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:

The ten member Advisory Council is appointed by the Governor, and consists of a divergent representation of building/energy sector expertise and interest. These include: industry and commercial representatives, an engineer, a building inspector, two elected county or municipal officials, a residential and a non-residential building contractor, and an architect.

PROGRAM:

The Advisory council developed rules for "Energy Efficiency in Subsidized Multi-Family Housing," in 1993. The Council did not meet during FY'95, as no changes to the Energy Efficiency Standards were proposed.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE HEALTH CARE FINANCE COMMISSION

W. JOHN WIPFLER, EXEC DIR

Central Office: 9 GREEN STREET, AUGUSTA, ME, 04333 Mail Address: 102 STATE HOUSE STATION, AUGUSTA, ME, 04333-0102 Established: 1983 Reference: Policy Area: 03 ; Umbrella: 90 Unit: 460 ; Citation: T0022 M.R.S.A., Sect. 000000383 Average Count-All Positions: 30.0

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; (3) assure that the essential financial requirements of all Maine hospitals are met; and (4) establish and maintain clinical and financial databases.

The 1st Regular Session of the 117th Legislture repealed the Commissions cost containment functions effective June 30, 1995. The Task Force to Monitor the Deregulation of Hospitals was established to make recommendations and report to the second session of the 117th Legislature on the future of the Commission's data collection functions and hospital restructuring activities.

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: Rosalyne S. Bernstein of Portland, Chair; Elinor Goldblatt of Auburn, Vice-Chair; Harvey Picker of Camden; Richard Dalbeck of Cape Elizabeth and Robert Strong of Bangor.

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 staff is divided into three componets. The Division of Financial Operation's staff is responsible for developing a financial database, for financial analysis of hospitals, for the computation of the revenue limits 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 Policy, Research and Data Management's staff is responsible for the development and administration of the clinical data systems that the Commission is required to establish and for the formulation and refinement of health care policy issues. The Legal Division represents the Commission and the Executive Director in all Legal proceedings involving the Commission and provides legal assistance in 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 physicans, two osteopathic physicans, two registered nurses and a hospital employee, other than a nurse or a physican, who is directly engaged in the delivery of patient care. The Consumer Advisory Committee is composed of seven members who are broadly representative of consumer interests and concerns.

PROGRAM:

The Commission administered a hospital financial regulatory system which established revenue limits and was in effect from October 1, 1984 to June 30, 1995. The system had four principle purposes: 1) to limit appropriately the rate of increase in the cost of hospital care; 2) to protect the quality and accessibility of hospital care by assuring a financially viable hospital system; 3) to provide for greater equity among payors; 4) to assure access to hospital services regardless of ability to pay. The Commission is also responsible for the development and maintenance of an inpatient hospital discharge database, an ambulatory services database, a hospital outpatient services database and a hospital financial database. The Commission still retains the authority to maintain the databases.

The manner in which the Commission limited the rate of increase in hospital costs is by establishing an annual revenue limit, or ceiling, for each hospital.

Each hospital's limit was the maximum amount that hospital could charge in the given year for the services it rendered to all patients. Since the establishment of the system, hospital costs in Maine have increased at a slower rate than in its neighboring states, New Hampshire and Vermont, or the United States as a whole. For example, hospital net patient service revenue per capita increased 74% in Maine from 1984 to 1992, as compared with increases of 108%, 96% and 85% in New Hampshire, Vermont and the United States respectively.

With revenue limits set by the Commission, Maine hospitals statewide were able to earn operating margins of \$21 million and \$39 million in the two years for which complete data are available. The constraints imposed by the regulatory system apparently have been sufficient to assure lower rates of increase in the cost of hospital services in Maine while assuring the financial viability of an efficient and effective hospital system.

PUBLICATIONS:

- The rules promulgated by the Commission are available upon request. A fee will be charged to defray the cost of copying and postage.
- 2) Health Care Matters is a quarterly newsletter reporting on trends and
- issues affecting the hospital industry and the regulatory system.
- 3) The Annual Report.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units 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 & WAGES	1,032,575		1,032,575			
HEALTH BENEFITS	103,517		103,517			
RETIREMENTS	180,226		180,226			
OTHER FRINGE BENEFITS	12,567		12,567			
OTHER CONTRACT SERVICES STATE	67,232		23,002		44,230	
COMPUTER SERVICES STATE	12,740		12,740			
OTHER CONTRACT SERVICES	104,697		104,697			
RENTS	73,270		73,270			
COMMODITIES	45,419		45,419			
GRANTS, SUBSIDIES, PENSIONS	358		358			
EQUIPMENT	98,384		63,915		34,469	
TRANSFER TO OTHER FUNDS	7,719		7,510		209	
TOTAL EXPENDITURES	1,738,704		1,659,796		78,908	

HOSPITAL ADVISORY COMMITTEE (TO MHCFC)

W. JOHN WIPFLER, EXEC DIR

Central Office: 9 GREEN STREET, AUGUSTA, ME 04333 Mail Address: 102 STATE HOUSE STATION, AUGUSTA, ME 04333-0102 Established: 1983 Reference: Policy Area: 03 ; Umbrella: 90 Unit: 470 ; Citation: T0022 M.R.S.A., Sect. 000000396P

PURPOSE:

The Hospital Advisory Committee (to The Maine Health Care Finance Commission) is composed of representatives of the hospital community. The Committee advises the Commission on matters before the Commission, especially rules and policy changes being considered.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

PAYOR ADVISORY COMMITTEE (TO MHCFC)

W. JOHN WIPFLER, EXEC DIR

Central Office: 9 GREEN STREET, AUGUSTA, ME 04333 Mail Address: 102 STATE HOUSE STATION, AUGUSTA, ME 04333-0102 Established: 1983 Reference: Policy Area: 03 : Umbrella: 90 Unit: 471 ; Citation: T0022 M.R.S.A., Sect. 000000396P

PURPOSE:

The Payor Advisory Committee (to The Maine Health Care Finance Commission) is composed of members of the payor community. The Committee advises the Commission on matters before the Commission, especially rules and policy changes being considered.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

PROFESSIONAL ADVISORY COMMITTEE (TO MHCFC) W. JOHN WIPFLER, EXEC DIR

Central Office: 9 GREEN STREET, AUGUSTA, ME 04333 Mail Address: 102 STATE HOUSE STATION, AUGUSTA, ME 04333-0102 Established: 1983 Reference: Policy Area:03 ; Umbrella: 90 Unit: 469 ; Citation: T0022 M.R.S.A., Sect. 000000396P

PURPOSE:

The Professional Advisory Committee (to The Maine Health Care Finance Commission) is composed of representatives of the professional community. The Committee advises the Commission on matters before the Commission especially rules and policy changes being considered.

WORK CENTER PURCHASES COMMITTEE

RICHARD THOMPSON, CHAIRMAIN

Central Office:STATE OFFICE BUILDING, AUGUSTA, ME, 04333Mail Address:9 STATE HOUSE STATION, AUGUSTA, ME, 04333-0009Established:1985Telephone:(207) 287-3521Reference:Policy Area: 03 ; Umbrella:90 Unit:486 ; Citation:TotosM.R.S.A., Sect.000001826C

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 director of the Division of Purchases, 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:

The Committee drafted rules for qualifying work centers, identifying products and services for set aside, competitive bidding, awarding contracts, and settling grievances. Activity of the Committee remains centered around custodial services contracts. Several large contracts are in place, benefiting work centers in the Augusta, Lewiston and Portland area.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE HIV ADVISORY COMMITTEE

KATE PERKINS, CHAIR

Central Office:STATEHOUSE STA 11, AUGUSTA, ME, 04333Mail Address:11 STATE HOUSE STATION, AUGUSTA, ME, 04333FAX: (207) 287-6578Established:1993Reference:Policy Area: 03 ; Umbrella:92 Unit: 510 ; Citation: T0005M.R.S.A., Sect. 000019202

PURPOSE:

This committee was originally mandated to advise the Department of Human Services on content and dessemination of educational materials, crises that may develop, coordination of services to people living with AIDS, AIDS related policy and proposed rules. In 1993, the Legislature revised the committee's mandate and organizational structure to more effectively provide input and guidance around HIV/AIDS related issues to encompass all of state government. As acknowledgement of the broader interface sought by the legislative reform, the committee was redesigned under its new title: THE HIV ADVISORY COMMITTEE TO THE STATE OF MAINE (ME HIVAC).

ORGANIZATION:

This committee is comprised of 36 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 any state agency; it represents a wide cross section of persons knowledgable of issues and problems in their fields; it may only make recommendations based on review and consideration of issues of concern brought before the committee via public issue and/or governmental inquiry. It is expected that this committee assists in aquiring support, including funding, for essential services and problems.

PROGRAM:

The committee currently meets on a monthly basis to consider areas covered under the "Purpose" section of the document. The Committee is broken down into several sub-committees: Executive, Legislative, Education and Prevention, and Treatment Issues and Provider Concerns.

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 State on HIV/AIDS legislation and policy. Long range plans involve collaboration with both governmental and non-governmental agencies and organizations.

ROLE OF THE DEPARTMENT: As a result of 1993 legislative action DHS is no longer the exclusive focus of the committee's attention, and is no longer responsible for providing any staff support for the committee's activities. As of January 1, 1994, all staff support obligations were assumed by the Portland Chapter of the American Red Cross, through its ME HIVAC Staff Liaison, Ms. Trish Macomber, under the direction of Ms. Kate Perkins, Chair, ME HIVAC. The Department has retained its seat on the committee, with the Bureau of Health (BOH) Director of the HIV/STD Programs serving as the formal DHS representative.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ARCHIVES ADVISORY BOARD

SUMNER WEBBER, CHAIRMAN

Central Office: CULTURAL BUILDING, AUGUSTA, ME, 04333-0084 Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME, 04333-0084 Established: 1965 Telephone: (207) 287-5788 Reference: Policy Area: 00 ; Umbrella: 92 Unit: 257 ; Citation: T0005 M.R.S.A., Sect. 000000096

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 approved by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and therafter 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:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State and local government records having no permanent value (M.R.S.A., Title 5, section 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 Schedules (Form MSA 22.1073).

MAINE ADVISORY COMMITTEE ON CHILDREN WITH SPECIAL NEEDS

JANE WEIL, CHAIRPERSON

Central Office:RM 411 STATE OFFICE BLDG, AUGUSTA, ME, 04333Mail Address:40 STATE HOUSE STATION, AUGUSTA, ME, 04333Established:1985Telephone:(207) 287-4250Reference:Policy Area: 03 ; Umbrella:92 Unit:482 ; Citation:Total M.R.S.A., Sect.000006241

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 committe 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 bi-monthly. The Committee monitors legislation related to children's services and, as appropriate, provides information to the Commissioner and the legislature on significant proposals related to programs or funding. The Committee, as required by law, conducts an extensive survey of the status of services to children with special needs and their families and is presenting same to the Executive Department and the Legislature. The Committee reviews the Bureau of Children with Special Needs Biennial Plan and the Maine Comprehensive Mental Health Services Plan(PL 102-321).

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

COUNCIL OF ADVISORS ON CONSUMER CREDIT

NEIL SHANKMAN, ESQ., COUNCIL CHAIR

Central Office: 122 NORTHERN AVE, GARDINER, ME, 04345 Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME, 04333-0035 Established: 1973 Telephone: (207) 624-8527 Reference: Policy Area: 01 ; Umbrella: 92 Unit: 435 ; Citation; T0009A M.R.S.A., Sect. 006-00301

PURPOSE:

The council advises and consults with the administrator of the Bureau of Consumer Credit Protection concerning the exercise of the Superintendent's powers under the law and may make recommendations to the Superintendent. 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 is designated by the Governor as chair. 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.

INDEPENDENT AGENCIES - ADVISORY

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

Public Law 390 (1995), "An Act to Reduce Government and Consolidate the Regulation of Banks and Credit Unions," will change the organization of the council effective January 1, 1996. The council will cease to exist as a formal government entity, but may be appointed and convened by the Director of the Office of Consumer Credit Regulation as needed to assist and advise the Director.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

CONTINUING EDUCATION ADVISORY COMMITTEE

BRIAN K. ATCHINSON, SUPERINTENDENT

Central Office: 124 NORTHERN AVENUE, GARDINER, ME, 04345 Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: Telephone: (207) 624-8475 Reference: Policy Area: 01 ; Umbrella: 92 Unit: 518 ; Citation: T0024A M.R.S.A., Sect. 000001876

PURPOSE:

The purposes of the Continuing Education Advisory Committee are to review and recommend courses submitted to the Bureau by Course Providers for the use of agents, brokers, and consultants in the fulfillment of the Continuing Education Requirements as a prerequisite to license renewal.

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 that person is active, full-time insurance agent, broker or consultant, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality, education and nature of the services performed by agents, brokers and consultants.

Lastly, the members of the board may 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:

During Fiscal Year 94-95, the Continuing Education Advisory Committee met monthly to review courses and recommend approval or disapproval of courses.

LICENSES:

This board issues no licenses itself, but participates in the review of and recommendations for continuing education courses used as a basis for renewing licenses by the Bureau of Insurance.

MAINE CRIMINAL JUSTICE COMMISSION

JOSEPH GROFF II, CHAIRMAN

Central Office:UNIVERSITY OF MAINE, ORONO, ME, 04469Mail Address:241A NORTH STEVENS HALL, ORONO, ME, 04469-5754FAX:Established:1991Telephone:Reference:Policy Area: 06 ; Umbrella:92 Unit:549549 ; Citation:T0005M.R.S.A., Sect.000003358

PURPOSE:

The major duties of the Maine Criminal Justice Commission are to monitor and evaluate the State's criminal justice system on an ongoing basis and to provide recommendations regarding changes in that system to the appropriate state departments and the Legislature. The commission submits an annual report of the results of its studies, findings, and recommendations to the Governor and committees of the Legislature having jurisdiction over criminal justice matters by December 31st.

ORGANIZATION:

The Maine Criminal Justice Commission consists of 25 members: 15 appointed by the Governor; 2 appointed by the President of the Senate; 3 appointed by the Speaker of the House of Representatives. The Attorney General or his/her designee sits and he/she also appoints one member from the Criminal Law Advisory Commission. In addition, the Commissioner of Corrections or designee, The Commissioner of Public Safety or designee, and the Director of the Maine Criminal Justice Academy or designee are members. The Chief Justice of the Maine Supreme Court serves as advisor. The Chair is chosen from among members and can be done annually. The commission is authorized to seek, accept and expend outside sources of funding to carry out its activities.

PROGRAM:

The commission advises the Governor, the Legislature, the Judicial Department, and the Attorney General and provides: a detailed assessment of existing and needed resources within the criminal justice system; evaluation of existing programs for incarcerated and nonincarcerated offenders and the method used to determine the needs of offenders and the risks they present; recommendations for effective management of resources within the state's system, appropriate prevention stategies, evaluation methodology, offender-based tracking systems. The commission meets on the second Wednesday of each month in Augusta.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE CRIMINAL JUSTICE COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	20,000	20,000				
TOTAL EXPENDITURES	20,000	20,000				

CRIMINAL LAW ADVISORY COMMISSION

N. PAUL GAUVREAU, CHAIR

Central Office: STATE OFFICE BUILDING, AUGUSTA, ME, 04333 Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: Telephone: (207) 626-8511 Reference: Policy Area: 00 ; Umbrella: 92 Unit: 139 ; Citation: T0017A M.R.S.A., Sect. 000001351

PURPOSE:

To study Maine criminal and juvenile crime laws and submit to the Legislature proposed changes.

ORGANIZATION:

Commission is composed of 9 members appointed by the Attorney General. At least two must have knowledge of juvenile laws and others must have knowledge of the civil law or experience in the prosecution or defense of criminal cases.

PROGRAM:

Commission meets as a body numerous times a year. In FY 1995, the Commission met 15 times and submitted to the Legislature eight legislative proposals.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

JANET WALDRON, COMM DAFS

Central Office:STATE OFFICE BLDG, AUGUSTA, ME,Mail Address:78 STATE HOUSE STATION, AUGUSTA, ME, 04333Established:1973Reference:Policy Area: 00 : Umbrella:92 Unit:311 ; Citation:TotalM.R.S.A., Sect.000000884

PURPOSE:

Administration of the deferred compensation program with State departments, agencies, boards, commissions or institutions is under the direction of the Department of Administrative and Financial Services. 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 Administrative and Financial Services as Chairman, the Insurance Superintendent and the Superintendent of Banking, ex officios, or their designees, the Executive Director of the Maine State Retirement System, 3 classified State employees appointed by the Governor as follows: one employee from the Maine State Employee Association, one employee of the American Federation of State, County and Municipal Employees, and one employee from the Maine Troopers Association. Employee representatives are appointed for terms of 3 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 Administrative and Financial Services conducted open enrollment on a monthly basis.

PUBLICATIONS:

Maine State Employees Deferred Compensation Plan Booklet, Rev. 1989

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE DEVELOPMENTAL DISABILITIES COUNCIL

RUTH SHOOK, CHAIR

Central Office: NASH BLDG., AUGUSTA, ME, 04333 Mail Address: SHS#139, NASH BLDG., AUGUSTA, ME, 04333 Established: 1974 Telephone: (207) 287-4213 Reference: Policy Area: 03 ; Umbrella: 92 Unit: 050 ; Citation: T0034B M.R.S.A., Sect. 000001211

PURPOSE:

The primary purpose of the Maine Developmental Disabilities Council 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 persons with developmental disabilities.

ORGANIZATION:

The Maine Developmental Disabilities Council was established in 1971 by an Executive Order and by statue in 1981 as the Maine State Planning and Advisory Council on Developmental Disabilities. In 1994 its name was changed to its present designation. The Council consists of twenty-one 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 Government and Public Affairs Committee is responsible for reviewing legislation relating to persons with developmental disabilities and for formulating the Council's federal and state legislative program. The Planning and Evaluation 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 Council had many activities it addressed for its year one objectives of the Three Year State Plan for meeting the needs and preferences of people with developmental disabilities. Priority areas are Child Development Community Living, Employment and System Coordination and Community Education. Family support services network development is the Council's major emphasis.

Examples of year one activities are: (1) A Family Support Conference to provide educational opportunities for people with disabilities and their families; (2) financial assistance to York County Parent Awareness to expand Maine Meeting Place, an electronic bulletin board which provides accurate, timely, up-to-date information for people with disabilities and their families; (3) funding Maine Advocacy Services to train parents of children with disabilities in federal and state laws pertaining to special education and advocacy strategies; (4) funding the Bureau of Children with Special Needs to provided counseling services to families who have a child(ren) in need of treatment and to the families who have a member with mental retardation and/or autism; (5) funding Maine Parent Federation for the development and enhancement of family support groups to provide both informational as well as emotional support to parents who have children with disabilities;

(6) financial assistance to family support groups concerned with issues affecting a family member with a disability; and (7) funding UMO's Center for Community Inclusion, University Affiliated Program (UAP), to expand the UAP's capacity to serve people with mental retardation in a self-advocacy movement.

PUBLICATIONS:

ALL FREE (limited availability on asterisked items)

-DD Dispatch (published bi-monthly)

-Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition) \star

-Three Year 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE COMMISSION ON DOMESTIC ABUSE

ALFRED SKOLFIELD, COMMISSIONER

Central Office: 36 HOSPITAL STREET, AUGUSTA, ME, 04330 Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1990 Reference: Policy Area: 03 ; Umbrella: 92 Unit: 539 ; Citation: T0019 M.R.S.A., Sect. 000000770B

PURPOSE:

The Maine Commission advises and assists the executive, legislative and judicial branches of State Government on issues related to domestic abuse. The commission may make recommendations on legislative policy actions, including training of various law enforcement officers, prosecutors and judicial officers responsible for enforcing and carrying out the statutory provisions relating to domestic abuse.

ORGANIZATION:

The Commission is composed of 12 members appointed by the Governor.

PROGRAM:

The Commission undertakes activated in the areas of criminal justice, legislation and medical education and strongly believes that it is essential to educate the public and policy makers on the negative effects of domestic abuse or violence. The Commission recognizes that there is a lack of factual data concerning incidences of domestic abuse and is working toward developing data sources.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

EDUCATIONAL LEAVE ADVISORY BOARD

NANCY J. KENNISTON, DIRECTOR

Central Office:STATE OFFICE BLDG, AUGUSTA, ME, 04333Mail Address:4 STATE HOUSE STATION, AUGUSTA, ME, 04333-0004FAX: (207) 624-7137Established:1973Telephone: (207) 287-3761Reference:Policy Area: 02 ; Umbrella:92 Unit: 284 ; Citation: T0005M.R.S.A., Sect. 000000723

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 for educational programs that require position leave for thirty (30) days or more. With this amendment, educational leaves for less that 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, member ship 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 The State employee members are appointed by the Governor for a employee. three-year term. Members of the Board receive no compensation for their services.

PROGRAM:

During FY 94-95, the Educational Leave Advisory Board processed eight requests for educational leave. All requests were approved.

Six requests were submitted by employees of the Department of Human Services, one request was submitted by an employee of the Department of Corrections, and one request was submitted by an employee of the Department of Four requests were for a Masters in Social Work, two requests were Education. for a Bachelors in Rehabilitation Services, one request was for a Masters in Counselor Education and one request was for a Doctorate in Special Education and Administration.

Leave terms are summarized as follows: One request was approved for full-time leave with half pay for a year. One request was approved for full-time leave without pay for a year. Three requests were approved for full-time leave without pay for three months.

One request was approved for full-time leave with pay for one month followed by full-time leave without pay for two months.

One request was approved for part-time leave with pay (20 hours) for one year.

One request was approved for part-time leave, sixteen hours with pay and eight hours without pay, for one year.

PUBLICATIONS:

Guidelines for Educational Leave (first issued 7/2/74)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY COMMITTEE FOR THE TRAINING OF FIREFIGHTERS

WAYNE H. ROSS, PRESIDENT

Central Office: HOWE HALL, SMTC, SOUTH PORTLAND, ME, 04106 Mail Address: FORT ROAD, SOUTH PORTLAND, ME, 04106 1959 Telephone: (207) 287-5854 Established: Reference: Policy Area: 02; Umbrella: 92; Unit: 326; Citation: T0020A M.R.S.A., Sect. 000009002

PURPOSE:

The Advisory Committee provides the Maine Technical College System and Southern Maine Technical College with recommendations for the Firefighter's Training Program.

ORGANIZATION:

The committee consists of 17 members appointed by the President of the Maine Technical College System as follows: one municipal chief, one call chief, and one volunteer chief recommended by the Maine Fire Chiefs Association, Inc.; one municipal firefighter, one call firefighter, and one volunteer firefighter recommended by the Maine State 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 Professional Firefighters of Maine; 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 Technical College System's Advisory Committee on Fire Training and Education met once during FY 95, 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, 4 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.

LICENSES :

Provisional Firefighter I Firefighter I Provisional Firefighter II Firefighter II Provisional Fire Instructor I Fire Instructor IV

PUBLICATIONS :

Maine's Fire Chiefs Directory - \$5.00 Firefighter I Curriculum - \$50.00 Driver/Operator Curriculum - \$30.00 Fire Fighter I Student Manual - \$25.00 Fire Command - Student Manual - \$10.00

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE AREA HEALTH EDUCATION CENTERS ADVISORY COMMITTEE

SHIRLEY A. WEAVER, PHD, PROGRAM DIRECTOR

Central Office: 11 HILLS BEACH ROAD, BIDDEFORD, ME, 04005 Mail Address: 112 WATER STREET, HALLOWELL, ME, 04347 Established: 1991 Reference: Policy Area: 02; Umbrella: 92 Unit: 548; Citation: T0020A M.R.S.A., Sect. 000012856

PURPOSE:

The concept for a Maine AHEC Program was developed in 1985 via a cooperative agreement between the University of New England College of Osteopathic Medicine and the U.S. Department of Health and Human Services (DHHS). In 1991, the Maine State Legislature by statute designated the AHEC Program and its related regional center(s) as the Maine Statewide AHEC System.

As stated in the enabling legislation: "The mission of the (AHEC) system is to improve the distribution, supply, quality, utilization and efficiency of the health personnel in underserved geographical, cultural or medical specialty areas of the state..."

This mission is accomplished through the development of clinical preceptorships in underserved areas; assistance in the recruitment of targeted health professionals; provision of comtinuing education opportunities to support retention of health professionals; and the development of collaborative support ventures with service delivery networks, educational resources and national/state health policy and planning agencies.

ORGANIZATION:

In 1985, teh University of New England College of Osteopathic Madicine (UNECOM) contracted to develop the Maine AHEC Program. In 1987, UNECOM established the Maine AHEC Program Office and the Katahdin Health Education Center (KAHEC) was incorporated as a community-based non-profit education service organization, with four regional offices, serving Aroostook, Franklin, Hancock, Oxford, Penobscot, Piscatquis, Somerset, Waldo and Washington Counties.

In 1991, KAHEC and the Maine Consortium for Health Professions Education (MCHPE) merged forming the Acadia Health Education Coalition. The Acadia Coalition and the AHEC Program then constituted the Maine Statewide AHEC System as proscribed by law.

PROGRAM:

Since 1991, the Maine Statewide AHEC System has carried out its federal/state mandates through supporting clinical training opportunities for a variety of health professional students including Osteopathic and Allopathic physicians; physician assistants; nurse prcatitioners; registered nurses; occupational and physical therapists and clinical social workers.

The AHEC system also provides continuing health/medical education to these, and other health providers, administrative personnel and community leaders as part of meeting its health professional retention and health delivery systems development goals.

And finally, the AHEC system continues to collaborate with other related agencies/organizations (i.e. Bureau of Health; Office of Primary Care; Finance Authority of Maine; Health Care Reform Commission; Health Professions Regulations Task Force; Maine State Nurses Association; Maine Medical Assocaiation, and Maine Osteopathic Association) in helping to create and maintain designated underserved populations and communities of Maine.

PUBLICATIONS:

"Linking Health Professions Education to Rural Health Services," 1992 "Maine Health Centers: A Guide to Health Professional Education Programs," 1993

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE HISTORICAL RECORDS ADVISORY BOARD

JAMES HENDERSON, STATE ARCHIVIST

Central Office:CULTURAL BUILDING, AUGUSTA, ME, 04333-0084Mail Address:84 STATE HOUSE STATION, AUGUSTA, ME, 04333-0084FAX:Established:Telephone:(207) 282-6379Reference:Policy Area: 00 ; Umbrella:92 Unit:533 ; Citation: GFY89M.R.S.A., Sect.000000007

PURPOSE:

The Maine Historical Records Advisory Board (MHRAB) was created by Executive Order in 1989, in accordance with the National Historical Publication and Records Commission (NHPRC) statutes and regulation to address historical records issues of statewide concern. The Board has responsibility for promoting the NHPRC grant programs, 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 years, 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 Board, through its grant from the National Historical Publications and Records Commission (NHPRC) held meetings in locations outside Augusta to Improve public understanding of its role and of the need to properly preserve historical documents for public use. The grant includes funds for workshops to train local citizens and repository staff. During the year meetings were held in Machias and Farmington, in addition to Augusta.

The Board meets for preliminary grant reviews and for final grant recommendations. It proposed and received a \$50,000 grant from the NHPRC for regranting to smaller, local historical records repositories. The grant also provides funds to help institutions connect to statewide computer networks and to develop curriculum ideas to bring historical records into expanded use. Acting as an advisory board to the State Archivist, the Board made recommendations for awards for archaeological research funded by the Odiorne Fund.

LICENSES:

Recommendations to National Historical Publications and Records Commission regarding Maine grant proposals to the Commission.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HISTORICAL RECORDS ADVISORY BOARD	TOTAL FOR		SPECIAL			
ADVISORI BOARD	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	6,427				6,427	
HEALTH BENEFITS	1,586				1,586	
RETIREMENTS	1,063				1,063	
OTHER FRINGE BENEFITS	80				80	
OTHER CONTRACT SERVICES	1,914				1,914	
RENTS	150				150	
GRANTS, SUBSIDIES, PENSIONS	23,642				23,642	
TRANSFER TO OTHER FUNDS	315				315	
TOTAL EXPENDITURES	35,177				35,177	

DISPLACED HOMEMAKERS ADVISORY COUNCIL

GILDA E NARDONE, DIRECTOR

Central Office:UNIVERSITY OF MAINE, AUGUSTA, ME,Mail Address:STODDARD HOUSE, UMA, AUGUSTA, ME, 04330-9410FAX:Established:1977Telephone:Reference:Policy Area: 04 ; Umbrella:92 Unit:390 ; Citation:T0026M.R.S.A., Sect.000001604

PURPOSE:

To provide comprehensive community-based workforce development and entrepreneurship training and services to assist Maine displaced homemakers in the transition to paid or self employment.

ORGANIZATION:

The Displaced Homemakers Program operates through a contractural agreement with the Maine Department of Labor in conjunction with the University of Maine System. A statewide Advisory Council, appointed by the Governor, works with Program staff.

PROGRAM:

In FY 95, the Maine Displaced Homemakers Program continued to offer a full range of pre-training/pre-employment and self-employment services through a statewide toll-free resource line and fourteen regional Resource Centers throughout the state.

Over 600 displaced homemakers were served by the Program through comprehensive intake assessment, information and referral, training courses and workshops, support groups, placement assistance, and follow up services.

The Program continued to work cooperatively with a wide range of human service, education and training, economic development, and advocacy

organizations on a community, state, regional, and national level. Collaborative workforce development projects were provided to AFDC recipients and other low income individuals in Somerset, York, and Androscoggin Counties; self-employment demonstration projects were planned and implemented with the Maine Department of Labor and Workforce Development Centers. The Program coordinated a Leadership Development Institute and hosted a New England Women Work Conference in Portland.

PUBLICATIONS:

Single copies of "Venturing Forth: A quide for Women Considering Starting a Small Business" and the Program's Annual Report are available free of charge.

All other expenditures for FY 95 were \$489,418. This fiscal data has been provided by the unit from its own accounting records.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INTERAGENCY TASK FORCE ON HOMELESSNESS & HOUSING OPPORTUNITIES

DANA W. TOTMAN, DEP. DIRECTOR, MSHA

Central Office: 353 WATER STREET, AUGUSTA, ME, 04330 Mail Address: 353 WATER STREET, AUGUSTA, ME, 04330-4633 1989 Established: Telephone: (207) 626-4671 Reference: Policy Area: 01; Umbrella: 92 Unit: 528; Citation: T0030A M.R.S.A., Sect. 000005041

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 identify resources available and gaps in the delivery of services to the the homeless and persons with special needs
- 3)
- 4)
- develop a Maine Plan to End Homelessness to set operating standards for shelters provide technical assistance on fair housing 5)
- 6) act as an information clearinghouse.

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 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 and the Maine State Housing Authority. 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.

New legislation passed in 1993 expanded the membership to 21. New members include Dept. of Agriculture, and homeless representatives.

PROGRAM:

The Task Force will continue its efforts to find solutions, new funding sources, or efficiencies. The goals for the new expanded Task Force are to develop recommendations to the Maine Legislature on the Consolidation of Homeless programs, to act as an information clearinghouse, and to improve access to services for people that are homeless.

PUBLICATIONS:

"...by Sundown," A Report on Homelessness in Maine, March 1991 "Consolidated Services for People That are Homeless," November 1995

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INFORMATION SERVICES POLICY BOARD

Central Office: STATE OFFICE BUILDING, AUGUSTA, ME, 04333 Mail Address: 61 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1986 Reference: Policy Area: 00 ; Umbrella: 92 Unit: 357 ; Citation: T0005 M.R.S.A., Sect. 000001891

PURPOSE:

This program is described in the Bureau of Information Services.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LOBSTER ADVISORY COUNCIL

DAVID COUSINS, CHAIRMAN

 Central Office:
 BAKER BLDG 98 WINTHROP ST, HALLOWELL, ME,

 Mail Address:
 21 STATE HOUSE STATION, AUGUSTA, ME, 04333

 Established:
 1979

 Reference:
 Policy Area: 01; Umbrella:

 92 Unit:
 340; Citation:

 Toology
 M.R.S.A., Sect.

 000006462

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 compensaiton, 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 two times during FY 1995. A total of up to \$202,142 was allocated from the Lobster Fund for the purchase of seed and female lobsters, for young-of-the-year and juvenile lobster research and for maintenance of the state's blue lobster stock.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE MARKETING ADVISORY BOARD

Central Office:744 MAIN STREET ROOM 1, PRESQUE ISLE, ME, 04769Mail Address:744 MAIN STREET ROOM 1, PRESQUE ISLE, ME, 04769FAX:Established:1983Telephone:Reference:Policy Area: 01 ; Umbrella:92 Unit: 463 ; Citation: T0007M.R.S.A., Sect.

PURPOSE:

The Maine Marketing Advisory Board advises the Commissioner on operation of the Potato Market Advisory 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 six members; three representing potato growers, two representing Maine potato dealers, and one representing an agricultural lending institution.

PROGRAM:

The Market Advisory Program was amended by the lllth 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 subscribers in the potato industry in twenty-three states, five Canadian provinces and the Netherlands. These newsletters provide up to the minute pricing information from all the major areas across the country and supply the reasons for many 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.

PUBLICATIONS:

Weekly Newsletter to potato growers, \$75 per year.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OIL SPILL ADVISORY COMMITTEE

MICHAEL HASTINGS, CHAIR

WATS: () -

Central Office: AMHI RAY BUILDING, AUGUSTA, ME, 04333 Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1992 Reference: Policy Area: 05; Umbrella: 92 Unit: 567; Citation: T0038 M.R.S.A., Sect. 000000551A

PURPOSE:

The Oil Spill Advisory Committee was established by 38 M.R.S.A. 551-A and Title 5 M.R.S.A. 12004-I(24-B) to advise the Department of Environmental Protection in carrying out the policies and purposes of Subchapter 11-A, Oil Discharge Prevention and Pollution Control.

ORGANIZATION:

The Committee consists of 14 members, appointed for staggered terms of 3 years including: three members representing marine fisheries interests, (including the lobster, aquaculture and sardine industries), two of whom are appointed by the President of the Senate and one appointed by the Speaker of the House of Representatives; three members representing the general public, one appointed by the President of the Senate and two appointed by the Speaker of the House of Representatives; two members representing the petroleum industry both appointed by the Governor; one member familiar with oil spill technology appointed by the Governor; one naval architect appointed by the Governor; one member with expertise in coastal geology appointed by the Governor; one member with expertise in coastal wildlife habitat appointed by the governor; and one member who is a licensed state pilot or merchant marine officer appointed by the Governor.

The Department of Environment Protection provides staff support to the Committee.

PROGRAM:

The Committee is charged with: tracking implementation of and regulations related to the Federal Oil Pollution Act of 1990 and recommending any appropriate statutory changes to the Legislature or any appropriate regulatory changes to the Board; monitoring the adequacy of the federal Oil Spill Liability Trust Fund; monitoring the effects of the State's oil spill liability laws on oil spill prevention; reviewing expenditures and spending priorities of the Maine Coastal and Inland Surface Oil Clean-up Fund, making recommendations to the commissioner on how the fund should be allocated; reviewing the commissioner's program for identifying areas sensitive to oil spills in the marine environment and the development of resource protection priorities.

The Committee is also charged with: reviewing and commenting on the State's marine oil spill contingency plan; monitoring oil spill planning and prevention activities by industry, oil spill response organizations and the United States Coast Guard; monitoring the commissioner's assessment of adequate oil spill response equipment and vessels for the State; reviewing implementation of a plan for rehabilitating wildlife resources including those training programs and opportunities for volunteers and state and federal personnel, and any preliminary agreements or identification of treatment centers or facilities; monitoring scientific, engineering and technical advances in oil spill response and prevention techniques and making recommendations on their use; and reviewing

and monitoring issues for oil spill prevention and response and recommending any appropriate statutory changes to the Legislature or any appropriate regulatory changes to the Board.

LICENSES:

None

PUBLICATIONS :

None

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

PETROLEUM ADVISORY COMMITTEE

Central Office: 6 STATE HOUSE STATION, AUGUSTA, ME, 04333-0006 Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME, 04333-0006 Established: 1992 Reference: Policy Area: 01; Umbrella: 92 Unit: 552; Citation: T0010 M.R.S.A., Sect. 000001678

PURPOSE:

To assist the Department of the Attorney General in formulating recommendations to the Legislature as to whether additional legislation is needed to further limit or curtail the activity of refiners operating retail outlets.

ORGANIZATION:

The Petroleum Advisory Committee is composed of seven members. The Governor appoints five members as follows: one refiner, one wholesaler, one retailer, one member of the Maine Oil Dealers Association and one member of the Petroleum Association from nominations by each of those associations. The President of the Senate appoints one Senator and the Speaker of the House appoints one legislator serving on the joint standing committee of the Legislature having jurisdiction over business legislation matters.

PROGRAM:

The Petroleum Advisory Committee meets on an as needed basis. During the past year meetings were held to discuss amendments to the Petroleum Market Share Act and to review the annual report describing the concentration of retail outlets in the State or in sections of the State without disclosing the name of any particular retailer or retail outlet.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

PINELAND CENTER BOARD OF VISITORS

RICHARD FARNSWORTH, CHAIRPERSON

Central Office: 4TH FL STATE OFFICE BLDG, AUGUSTA, ME, 04333 Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1983 Reference: Policy Area: 03 ; Umbrella: 92 Unit: 452 ; Citation: T0034B M.R.S.A., Sect. 000001403B

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 FY95 the Board of Visitors at Pineland Center met regulary 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

POLICY REVIEW BOARD

JANET E. WALDRON, COMMISSIONER

Central Office: STATE OFFICE BUILDING, AUGUSTA, ME, 04330 Mail Address: 78 STATE HOUSE STATION, AUGUSTA, ME, 0433-0078 Established: 1986 Telephone: (207) 624-7800 Reference: Policy Area: 00 ; Umbrella: 92 Unit: 358 ; Citation: T0005 M.R.S.A., Sect. 000007041

PURPOSE:

The Policy Review Board was established to advise and assist the Commissioner of Administration and Financial Services and the Director f Human Resources on matters affecting personnel lin 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 Administrative and Financial Services serves as a ex-officio, non-voting member. The private sector members serve a two-year term.

PROGRAM:

As the result of the State's commitment to the Total Quality Management (TQM) approach to improving programs and services, the Policy Review Board did not convene during FY 94-95. The Board unanimously supports TQM and anticipates that thisapproach will be effective in improving the human resource management programs and services that it oversees.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

POLLUTION PREVENTION ADVISORY COMMITTEE ROBERT DAIGLE, CHAIR

Central Office: AMHI RAY BLDG, AUGUSTA, ME, Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME, 04333-0017 Established: 1992 Reference: Policy Area: 05 ; Umbrella: 92 Unit: 557 ; Citation: T0038 M.R.S.A., Sect. 000000343D

PURPOSE:

The Pollution Prevention Advisory Committee serves as a review body to assess the progress in the reduction of toxics use, toxics release, and hazardous waste. The Committee also advises the Commissioner on the effectiveness of the Office of Pollution Prevention, the Toxic Use and Hazardous Waste Reduction Program, and the Technical and Environmental Assistance Program.

ORGANIZATION:

The Committee consists of 16 voting members. The Governor appoints 2 representatives from the business community, 2 elected or appointed municipal officials, and 2 representatives of organized labor. The President of the Senate and Speaker of the House each appoints one member from a public health organization, one member from an environmental organization, and one member from a small business. The Senate Minority Leader and House Minority Leader each appoint a member from a small business. The Director of the Bureau of Air Quality Control or the Director's designee is a voting member. The Director of the Bureau of Air Quality Control or the Director of the Maine Emergency Management Agency serve as ex officio members and do not vote on Committee matters.

PROGRAM:

In 1994, the Committee worked with the Office of Pollution Prevention in the implementation of the Toxic and Hazardous Waste Reduction Law and Small Business Technical Assistance Program. The Committee also reviewed regulations for consistency with pollution prevention philosophies and provided direction and support in developing a small business compliance assistance policy.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE

JOHN W. LIBBY, CHAIRPERSON

Central Office: STATE OFFICE BLDG, AUGUSTA, ME, Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1981 Telephone: (207) 287-4080 Reference: Policy Area: 06; Umbrella: 92 Unit: 400; Citation: T0037B M.R.S.A., Sect. 000000954 Average Count--All Positions: 3.0 Legislative Count: 3.0

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 \$180,406 for FY95. The monies are obtained by a fee which is paid by the nuclear reactor license holders.

Rulemaking (Rule Number 87-462) established secondary emergency planning zones around nuclear power plants. The committee allocated funds in the FY95 budget for secondary EPZ Planning.

The REP Committee has completed its fourteenth annual budget. Monies from the budget (\$180,406), 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 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:

MEMA issues Training Certificates to offsite emergency preparedness personnel when they accomplish training objectives.

PUBLICATIONS:

 Planning information for an emergency at the Maine Yankee Plant or other regional emergency (free-distributed to 30,000 residents).
 Maine Yankee Radiological Incident Plan-eight volumes. (Not for general distribution to public).

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units 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 & WAGES	42,835		42,835			
HEALTH BENEFITS	7,849		7,849			
RETIREMENTS	6,231		6,231			
OTHER FRINGE BENEFITS	410		410			
OTHER CONTRACT SERVICES STATE	3,513		3,513			
OTHER CONTRACT SERVICES	25,690		25,690			
RENTS	13,156		13,156			
COMMODITIES	7,316		7,316			
GRANTS, SUBSIDIES, PENSIONS	109,912		109,912			
EQUIPMENT	1,430		1,430			
TOTAL EXPENDITURES	218,342		218,342			

ADVISORY COMMISSION ON RADIOACTIVE WASTE

JAMES MITCHELL, CHAIR

Central Office: CASCO BANK BUILDING, AUGUSTA, , Mail Address: 120 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1985 Reference: Policy Area: 05 ; Umbrella: 92 Unit: 433 ; Citation: T0038 M.R.S.A., Sect. 000001453A

PURPOSE:

The Advisory Commission has two purposes: to advise the Governor, the Legislature and other pertinent state agencies on radioactive waste management issues; and to provide public information and opportunities for public input in order to increase public understanding of radioactive waste issues. To achieve its purposes, it is authorized to monitor, report on and, when appropriate, make recommendations concerning developments in Maine and elsewhere.

ORGANIZATION:

The Legislature established the Advisory Commission on Radioactive Waste in 1985 as a successor to the Low-Level Waste Siting Commission. In 1994, the Legislature revised the Advisory Commission's membership and responsibilities.

The Advisory Commission has 16 members, appointed by three authorities for varying terms. There are 3 members of the Executive Branch of State Government - the Commissioner of Environmental Protection, the Commissioner of Human Services and the State Geologist. Each may appoint a designee and each serves while holding state office. There are also six legislators - three Senators appointed by the President of the Senate, and three Representatives appointed by the Speaker of the House. From each house, two commission members must represent the majority pack and one the minority party; all serve two-year terms ending a month after November elections.

The Commissioner also has three licensee members - one appointed by the Governor from a commerical nuclear power facility in Maine, one appointed by the President of the Senate and one appointed by the Speaker of the House, each serves a staggered two-year term. Finally, there are four public members - two appointed by the Governor, one appointed by the President of the Senate and one appointed by the Speaker of the House. Each serves a staggered two year term.

PROGRAM:

The Advisory Commission on Radioactive Waste follows local, national and international developments in both high-level and low-level radioactive waste management. It provides information and recommendations to state officials, radioactive waste generators and the general public.

The Advisory Commission's duties include monitoring and reporting on progress on the Texas disposal facility. If it appears that Texas will be unable to provide a facility, the Advisory Commission is authorized to propose legislation to re-start Maine's in-state siting program.

The Advisory Commission publishes a newsletter approximately monthly and provides fact sheets and other documents as needed. A 24-hour telephone answering machine lets constituents ask questions and express concerns any time. Visitors are welcome to use the library in the Advisory Commission's Augusta office.

PUBLICATIONS:

Update-newsletter on Radioactive Waste published monthly -free

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

REGION II CRISIS INTERVENTION ADVISORY BOARD

Central Office: ,, ME, Mail Address: ,, ME, Established: 1993 Reference: Policy Area: 03 ; Umbrella: 92 Unit: 572 ; Citation: T0034B M.R.S.A., Sect. 000003624

PURPOSE:

Inactive

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

RESIDENTIAL TREATMENT CENTERS ADVISORY GROUP DAWN STILES,

Central Office: DEPARTMENT OF HUMAN SERVICES, AUGUSTA, ME, 04333 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1985 Reference: Policy Area: 03 ; Umbrella: 92 Unit: 485 ; Citation: T0022 M.R.S.A., Sect. 000008154

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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

COMMISSION ON SAFETY AND HEALTH IN THE MAINE WORKPLACE

ELIZABETH K. STOWELL, CHAIR

Central Office: HALLOWELL ANNEX CENTRAL BUILD, HALLOWELL, ME, 04347 Mail Address: 45 STATE HOUSE STATION, AUGUSTA, ME, 04333-0045 Established: 1985 Telephone: (207) 624-6400 Reference: Policy Area: 04 ; Umbrella: 92 Unit: 489 ; Citation: T0026 M.R.S.A., Sect. 000000051

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 November 20, 1987) 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 9 meetings during the year. The group reviewed 5 Occupational Safety Loan requests and recommended that the Commissioner of Labor approve all 5 loans. On loan was withdrawn. These loans totaled \$68,873.

The Commission issued a study of the State as an Employer as an advisory to the Governor and the Legislature. Chief among the recommendations was the strengthening of top level commitment to occupational safety and health. Also, the Commission assisted the Bureau of Labor Standards in developing and

presenting a week-long program for secondary school instructors aimed at improving their teaching of safety and health issues. The Commission began an extensive review of the current status as the beginning of a planning process for the next two years.

The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards, Department of Labor.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

SUBSTANCE ABUSE SERVICES COMMISSION

JACK MARA, INTERIM CHAIRPERSON

Central Office:24 STONE STREET, AUGUSTA, ME, 04330Mail Address:159 STATE HOUSE STATION, AUGUSTA, ME, 04333Established:1994Telephone:(207) 287-2595Reference:Policy Area: 00 ; Umbrella:92 Unit: 577 ; Citation: T0005M.R.S.A., Sect.000020065

PURPOSE:

The Substance Abuse Services Commission was established for the following purposes: (1) to oversee the Office of Substance Abuse in the development and implementation of significant policy matters relating to substance abuse; (2) to advise, consult and assist State Government officials and agencies and the Judicial Council; and (3) to serve as an advocate on substance abuse prevention, review and evaluate state and national policies and programs and inform the public about substance abuse issues by means of studies, reports, workshops, and/or conferences.

ORGANIZATION:

The Substance Abuse Services Commission was established in 1993, and replaces the Maine Council on Alcohol and Drug Abuse Prevention and Treatment. The Commission consists of 17 members selected from the fields of medicine, law, public elementary, secondary and post-secondary schools, nongovernmental substance abuse prevention and treatment agencies, private sector employers, and persons affected by or recovering from alcoholism or drug dependency. One member is chosen from nominations made by the National Council on Alcoholism and Other Drug Dependency in Maine, Inc. One member must be a current Representative, one a member of the Senate, and the chair is designated by the Governor.

The Maine Council on Alcohol and Drug Abuse Prevention and Treatment is no longer in existence, as it was replaced in 1993 by the Maine Substance Abuse Services Commission.

PROGRAM:

During Fiscal Year 1995, the Commission has developed its operational structure and established working committees. The Commission has reviewed policy issues, and recommended support of legislation. It has held two conferences on substance abuse issues utilizing Interactive Television, and has co-sponsored other forums on related subjects.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY BOARD FOR THE LICENSING OF TAXIDERMISTS

PARKER K TRIPP, CHF WARDEN SVCE (IF&W)

Central Office: 284 STATE STREET, AUGUSTA, ME, Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME, 04333-0041 Established: 1990 Telephone: (207) 287-2766 Reference: Policy Area: 05 ; Umbrella: 92 Unit: 540 ; Citation: T0012 M.R.S.A., Sect. 000007355

PURPOSE:

The Advisory Board for the Licensing of Taxidermists was established to advise the Commissioner regarding implementation of Section 7354, 7355, 7356, and 7357, and any related rules and assist in the development of and in conducting examinations.

ORGANIZATION:

The Advisory Board for the Licensing of Taxidermists, established by Title 5, subsection 12004-I, subsection 23A, shall consist of the following five residents of Maine:

A. Two employees of the Department, appointed by the Commissioner;B. Two licensed taxidermists with expertise in the art of taxidermy appointed

by the Governor; and

C. One member of the general public with no affiliation to the art of taxidermy appointed by the Governor.

All members, except State employees, are entitled to receive compensation as provided in Title 5, Chapter 379.

PROGRAM:

The Advisory Board for the Licensing of Taxidermists met 3 times in FY95. The Board passed 7 applicants and denied 2. The categories of licenses are as follows: General-2 Birds-1 Fish-1 Mammals & Head-3 Birds and Mammals/Head-0 Fish and Mammals/Head-0

LICENSES:

General Taxidermy License Mammal & Head Taxidermy License Bird Taxidermy License Fish Taxidermy License

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

TELECOMMUNICATIONS RELAY SERVICES ADVISORY COUNCIL

WILLIAM NYE, CHAIRPERSON

 Central Office:
 PO BOX 799, PORTLAND, ME, 04104-0799

 Mail Address:
 PO BOX 799, PORTLAND, ME, 04104-0799

 Established:
 1990

 Reference:
 Policy Area: 03; Umbrella:

 92
 Unit:

 538<; Citation:</td>
 T0035A M.R.S.A., Sect.

 000008704

PURPOSE:

The Maine Telecommunications Advisory Council, as established by Title 5 Section 12004-a, subsection 74-A-1, is an independent agency to evaluate telecommunications relay services in the State of Maine and provide advice to providers of telecommunications relay services. It also reviews the development of training standards and the quality and availability of relay services.

In 1990 legislative mandate, PL 851, created the statewide telecommunications relay services known as the Maine Relay Services. Through the bidding process, the Public Utilities Commission selected AT&T to provide the relay services on January 1, 1991. The original center was established in Clinton Park, NY moved to Virginia in 1994 and to the National Relay Center in Providence, Rhode Island in September, 1995 to improve the services to Maine. The center is at 15 LaSalla Square, Floor 3, Providence, Rhode Island 02903. Voice telephone is 1-800-457-1220; by TTY it is 1-800-437-1220. R. Dean Jenkins is the center manager.

ORGANIZATION:

The Maine Telecommunications Relay Services Advisory Council consists of 11 members as follows: Director of the Division of Deafness, Chair of the Advisory Council to the Division of Deafness, Representative from the Public Utilities Commission, Representative from the Public Advocates Office, Representative from the Governor Baxter School for the Deaf, Representative from the State Association for the Deaf, Representative from the Maine Center of Deafness, Representative from AT&T Relay Center, Representative from Telephone Association of Maine and two members from the General Public who relay on TTY's for telecommunications.

The PUC provides technical assistance to the advisory council when required. Members do not receive compensation for their services. Members annually elect chair and vice-chair persons. The council meets at the call of the chair but no fewer than 4 times during the calendar year.

PROGRAM:

The AT&T Dual Relay Services provides assistance through relay operators known as "communication assistants" or CA's to deaf, hard of hearing, or speech impaired persons who rely on telecommunications devices.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM MCFARLAND, SUPV R/W CONTROL

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME, 04333-0016 Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016 Established: 1977 Reference: Policy Area: 07 ; Umbrella: 92 Unit: 379 ; Citation: T0023 M.R.S.A., Sect. 000001904

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, and annotated maps.

LICENSES:

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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF VISITORS - MAINE CORRECTIONAL CENTER

ROBERT BOURQUE, CHAIRMAN

Central Office: ROOM 400, STATE OFFICE BLDG, AUGUSTA, ME, 04333 Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1982 Telephone: (207) 287-2711 Reference: Policy Area: 03 ; Umbrella: 92 Unit: 449 ; Citation: T0034A M.R.S.A., Sect. 000003002

PURPOSE:

To visit the Maine Correctional Center and provide the 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF VISITORS - MAINE STATE PRISON

PETER JONITIS, CHAIRPERSON

Central Office: 431 MAINE STREET, LEWISTON, ME, 04240 Mail Address: 431 MAINE STREET, LEWISTON, ME, 04240 Established: 1982 Telephone: (207) 782-8994 Reference: Policy Area: 03 ; Umbrella: 92 Unit: 450 ; Citation: T0034A M.R.S.A., Sect. 000003002

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. Appointments to the Board of Visitors, Maine State Prison, Thomaston have not been made under this administration.

PROGRAM:

Board members would periodically visit the facility as a committee and individually. Concerns perviously addressed were overcrowding, new legislation and program improvements. The Advisory Committee is not active at this time.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF VISITORS - MAINE YOUTH CENTER

PRISCILLA HARE, CHAIRPERSON

Central Office: STATE OFFICE BLDG, ROOM 400, AUGUSTA, ME, 04333 Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1982 Telephone: (207) 287-2711 Reference: Policy Area: 03 ; Umbrella: 92 Unit; 448 ; Citation: T0034A M.R.S.A. Sect. 000003002

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.Meeting 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 Vistors 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

WASTE MANAGEMENT ADVISORY COUNCIL

Central Office: 286 WATER STREET, AUGUSTA, ME, 04330 Mail Address: 154 STATE HOUSE STATION, AUGUSTA, ME, 04333 1987 Established: Reference: Policy Area: 05 ; Umbrella: 92 Unit: 531 ; Citation: T0038 M.R.S.A., Sect. 000002104

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 three-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 the past fiscal year, the Council continued to hold regular monthly meetings. As in the past years, the Council continued to provide input to Waste Management Agency Staff in updating Maine's Waste Management and Recycling Plan, and offered its recommendations for the various recycling education, legislative and other initiatives carried out by the Agency during the year. Of singular importance, however, much of the Council's attention and concern - especially this Spring - focused on the Governor's decision to recommend to the Legislature that the Waste Management Agency be abolished and its functions distributed among other State offices.

The Council prepared a list of its concerns and recommendations for the future, and incorporated them in a February letter to Governor King. Among those issues were: a) The need to assure continued ease of public access to solid waste management information and support, especially for businesses and municipalities; b) Need for strong coordination of functions after their re-distribution among the State Planning Office, Maine's D.E.P. and the Department of Economic and Community Development; c) Continued support of recycling and source reduction education in Maine's schools; d) Continued support of the Maine Recycling Cooperative.

The Council is confident that, with its own termination, Maine's effective solid waste management program will continue to serve to maintain and improve upon what has become one of the Nation's leading recycling and source reduction success stories.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

WHITEWATER SAFETY COMMITTEE

PARKER K TRIPP, CHF WARDEN SVCE (IF&W)

Central Office: 284 STATE STREET, AUGUSTA, ME, Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME, 04333-0041 Established: 1983 Telephone: (207) 287-2766 Reference: Policy Area: 05 ; Umbrella: 92 Unit: 453 ; Citation: T0012 M.R.S.A., Sect. 000007367

PURPOSE:

The Committee advises the Commissioner of Inland Fisheries and Wildlife in establishing and revieweing safety requirements for whitewater trips, develop a safety information program and review the safety records of whitewater guides and outfitters. The Committee submits a written report annually on each outfitter's safety record to the Commissioner of Inland Fisheries and 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 are

INDEPENDENT AGENCIES - OTHER

staggered so that the term of one member in each category expires each year.

PROGRAM:

The Committee held one meeting in FY95 discussing such matters as the review of safety records of the various companies in the industry, possible regulation changes that would be aimed at public safety, and preparation of the annual safety report to the Commissioner.

PUBLICATIONS:

The Committee prepares an annual report (Whitewater Safety Committee Report) to the Commissioner summarizing and analyzing accidents and recommending changes in statutes, regulations, and policies concerning whitewater safety.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE ARTS COMMISSION

ALDEN C. WILSON, DIRECTOR MAINE ARTS COMM.

TDD: (207) 287-6740

Central Office: 55 CAPITOL STREET, AUGUSTA, ME, 04333-0025 Mail Address: STATEHOUSE STA# 25, AUGUSTA, ME, 04333 Established: 1966 Reference: Policy Area: 02; Umbrella: 94 Unit: 088; Citation: T0027 Average Count-All Positions: 11.0 Legislative Count: 8.0

PURPOSE:

The Maine Arts Commission was established by the Legislature 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...and to encourage and assist freedom of artistic expression and the well being of the arts." The Commission is an independent state agency and has developed the following mission statement. The Maine Arts commission provides leadership in developing quality in the arts. The Commission supports art that both affirms and challenges our culturally diverse communities. The Maine Arts Commission recognizes the dynamic relationship among artists, presenters, and audiences, and supports the essential role of the artist.

ORGANIZATION:

The Maine Arts Commission, an independent state agency, is governed by a Board appointed by the Governor for their interest in the arts and related fields. The commission's programs and services are administered by the Agency's professional staff. Advisory panels review grant applications and artists programs and make recommendations to the Commission, regarding the arts in Maine.

PROGRAM:

The Agency's Advocacy and Information component addresses concerns for improved communication between the Commission and the arts field, particularly through the use of new technologies. The Commission plans a broad-based cultural census in partnership with other organizations, studying the in-depth economic, demographic and anecdotal study of Maine's cultural life.

The Community Arts Development program consists of support for cultural assessment and planning, grants to rural and underserved communities and traditional arts mentor programs. The Maine Arts Commission makes Grants to Artists and Organizations through the following four programs: Project grants fund arts projects on a competitive basis which are consistent with the Agency mission; Advancement grants fund arts organization on a competitive basis to advance their organizational, artistic, financial and/or managerial futures; Education grants fund artist in residence projects, collaborations betweeen artists, schools and cultural institutions, professional development in the arts for teachers, ethnic arts education initiatives and Maine Touring Artist grants.; Direct grants provide support to individual Maine artists via the

INDEPENDENT AGENCIES - OTHER

Individual Artist Fellowship program and the Traditional Arts Apprenticeship program.

The corner stone of the Commission's Arts in Public Spaces program is the Percent for Art law enacted by the Maine State Legislature in 1979. The Law mandates that one percent of the construction costs of most state-funded buildings will be set aside for the purchase of art work for the building's public areas.

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.
Percent for Art Bulletin: provides news of Percent for Art Commissions, both competitions and awards. Published on as needed basis.
Additional publications regarding specific initiatives are regularly produced:
Basket Trees Basket Makers, 1992, Individual Artists Fellowship Documentation (1995) and Guide to Community Cultural Planning (1995).

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

TOTAL.

MAINE ARTS COMMISSION

FOR		SPECIAL			
ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
347,497	226,867			120,630	
38,188	24,778			13,410	
61,073	42,091			18,982	
4,080	2,733			1,347	
49,180	11,015			38,165	
88,138	27,759	435		59,944	
3,672	525	34		3,113	
6,947	319	487		6,141	
715,895	161,030	13,247		541,618	
5,064				5,064	
11,119		45		11,074	
1,330,853	497,117	14,248		819,488	
	FOR ALL FUNDS 347,497 38,188 61,073 4,080 49,180 88,138 3,672 6,947 715,895 5,064 11,119	FOR ALL GENERAL FUNDS FUND 347,497 226,867 38,188 24,778 61,073 42,091 4,080 2,733 49,180 11,015 88,138 27,759 3,672 525 6,947 319 715,895 161,030 5,064 11,119	FOR SPECIAL ALL GENERAL REVENUE FUNDS FUND FUNDS 347,497 226,867 7 38,188 24,778 6 61,073 42,091 4 4,080 2,733 49,180 49,180 11,015 88,138 27,759 3,672 525 34 6,947 319 487 715,895 161,030 13,247 5,064 11,119 45	FOR SPECIAL ALL GENERAL REVENUE HIGHWAY FUNDS FUND FUNDS FUND 347,497 226,867 38,188 24,778 61,073 42,091 40,80 2,733 49,180 11,015 88,138 27,759 435 3,672 525 34 6,947 319 487 715,895 161,030 13,247 5,064 11,119 45	FOR ALL SPECIAL GENERAL REVENUE PUNDS HIGHWAY PEDERAL FUNDS FUND FUNDS FUNDS FUNDS 347,497 226,867 120,630 38,188 24,778 13,410 61,073 42,091 18,982 4,080 2,733 1,347 49,180 11,015 38,165 88,138 27,759 435 59,944 3,672 525 34 3,113 6,947 319 487 6,141 715,895 161,030 13,247 541,618 5,064 5,064 5,064

ATLANTIC SEA RUN SALMON COMMISSION

RAY BOWEN, JR, CHAIRMAN IF&W

Central Office:HEDIN HALL, BMHI, BANGOR, ME,
Mail Address:FAX:(207) 287-2335Established:1947FAX:(207) 941-4449Reference:Policy Area: 05;Umbrella:94 Unit:289;Citation:Tol12M.R.S.A., Sect.000006251AAverage Count--All Positions:12.0Legislative Count:3.0

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.

A bilaterial Cooperative Agreement between the Atlantic Salmon Commission and the U.S. Fish and Wildlife Service was executed in 1990. 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 Commission and 4 members assigned by the U.S. Fish and Wildlife Service, and a 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:

The Commission continued an intensive research program funded by a grant from the National Marine Fisheries Service (NMFS) on the Atlantic salmon population and habitat of the Narraguagus River and adult salmon returns to the Penobscot River. This program involves enumerating adult salmon returns annually, enumerating and tagging wild salmon parr, and detailed salmon habitat and water quality monitoring studies. The Commission received federal funding through the USFWS-Endangered Species Program to carry out monitoring and assessment studies of Maine's native Atlantic salmon runs. The magnitude and scope of these studies was delineated in a Prelisting Recovery Plan which was prepared by the ASRSC and USFWS in 1992. Much of the ongoing assessment activities involve providing historical and current Maine Atlantic salmon habitat and population data to the two federal agencies which must act upon an existing petition to list the Atlantic salmon in New England under the Endangered Species Act.

LICENSES:

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:

 Maine Atlantic Sea Run Salmon Commission, Regulations, 1995, (no cost).
 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 Str.)

- 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 1995: The following financial display was generated from this units 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 & WAGES	280,480	55,640	- 25		224,865	
HEALTH BENEFITS	33,820	5,165	- 308		28,963	
RETIREMENTS	44,367	7,712	38		36,617	
OTHER FRINGE BENEFITS	2,379	188	- 34		2,225	
OTHER CONTRACT SERVICES STATE	19,016	254			18,762	
COMPUTER SERVICES STATE	64	29			35	
OTHER CONTRACT SERVICES	32,808	3,467	575		28,766	
RENTS	19,565	3,619	322		15,624	
COMMODITIES	14,722	1,343	- 992		14,371	
GRANTS, SUBSIDIES, PENSIONS	288				288	
EQUIPMENT	10,954				10,954	
INTEREST-DEBT RETIREMENT	426	9	4		413	
TRANSFER TO OTHER FUNDS	5,089		- 6		5,095	
TOTAL EXPENDITURES	463,978	77,426	- 426		386,978	

BAXTER STATE PARK AUTHORITY

IRVIN C. CAVERLY, DIRECTOR

Central Office: 64 BALSAM DRIVE, MILLINOCKET, ME, 04462 Mail Address: 64 BALSAM DRIVE, MILLINOCKET, ME, 04462 Established: 1933 Reference: Policy Area: 05 ; Umbrella: 94 Unit: 293 ; Citation: T0012 M.R.S.A., Sect. 000000901 Average Count-All Positions: 33.0

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 restic log cabins within the 202,064 acre park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to conduct forest management in the 29,537 acre Scientific Forest Management Area; to receive and expend monies from the trusts and other income for maintenance and operation of the park; to aquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and presentation 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 presemt size of 201,018 acres. In 1992, 1046 acres were purchased from an ajoining landowner to bring the Park to its current size of 202,064 acres. In additon to the various gifts of land, he also left two sizable trust funds to carry out the operaion 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.

INDEPENDENT AGENCIES - OTHER

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 person 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 Trest oblitgations. Operation of the park is financed in part from use fees, entrance fees, ect. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the orginal trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trustr 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

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: Forestry; Park Operations; and Information Education.

PROGRAM:

Both the forever wild and forest management portions of Baxter State Park are managed according to the wishes of the $\bar{d}onor,$ Percival P. Baxter, as expressed in the Trust Deed Communications. As a large wilderness area, Baxter State Park faces many issues unique to the management of such an area. In all policy issues the preservation and protection of Park resources is considered above recreational needs. The process of policy and decision making of the Authority is assisted by Park staff and two Advisory Committees.

Within the 202,064 acres of the Park are ten campgrounds and numerous out-lying sites providing an overnight capacity of slightly over 1,000 campers with a seasonal capacity of 145,000. During peak summer use months of July and August the Park is often filled to capacity. The seasonal average use over the six months from May 15 to October 15 is usually around 50% of capacity.

LICENSES:

- * Non-resident fishing licenses.
- * Entrance Permits for day use, overnight use, and seasonal use.
- * Advance reservations for all overnight facilities in the Baxter State Park.
- * Permits to allow individuals to carry our research activities.
- * Award of Certificates of Appreciation for Park volunteers.
- * Contracts for the following services:
 - 1. Operation of Daicey Pond and Kidney Pond Campgrounds 2. Rubbish Removal and Janitorial

 - 3. Interpretive and Informational Educational Services
 - 4. Firewood Bundle Preparations
 - 5. Roadside Mowing and various Forest Management Operations.

PUBLICATIONS:

Annual Report - Baxter State Park - free Baxter State Park Management Plan - free Baxter State Park Maps (DeLorme) - \$5.20; (Steve Clark) - \$4.75 Legacy of a Lifetime - History of Baxter State Park - \$8.50 Numerous books and guides on Nature, Recreation, Ecology, ect - available at Baxter State Park Headquarters - \$2.00 to \$4.00

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

FOR SPECIAL	
ALL GENERAL REVENUE HIGHWAY FEDERAL	MISC.
EXPENDITURES FUNDS FUNDS FUND FUNDS	FUNDS
SALARIES & WAGES 835,287 835,287	
HEALTH BENEFITS 100,159 100,159	
RETIREMENTS 134,983 134,983	
OTHER FRINGE BENEFITS 9,639 9,639	
OTHER CONTRACT SERVICES STATE 223,903 223,903	
COMPUTER SERVICES STATE 5 5	
OTHER CONTRACT SERVICES 1,006,249 906,249	100,000
RENTS 80,954 80,954	
COMMODITIES 129,241 129,241	
PURCHASE OF LAND 18,214 18,214	
EQUIPMENT 60,457 60,457	
INTEREST-DEBT RETIREMENT 19 19	
TRANSFER TO OTHER FUNDS5,1165,116	
TOTAL EXPENDITURES 2,604,226 2,504,226	100,000

Statistical Use Information:

SUMMER SEASON (5/15 - 10/15)

SUMMER SEASON (5/15 - 10/	(0)					
	1994	1993	1992	1991	1990	1989
USE - BY TYPE:						
Day Use	53,579	54,335	53,919	49,402	50,012	49,195
Transient	3,202	4,249	4,122	5,177	4,318	6,570
Campers	23,362	24,508	24,197	24,755	23,205	24,869
TOTAL PEOPLE	80,143	83,092	82,238	79,334	77,535	80,634
MISCELLANEOUS:						
Camper Days	73,676	70,595	73,960	68,147	64,823	65,033
Average Stay (Days)	3.24	2.88	3.00	2.70	2.20	2.62
Number of Vehicles	31,337	32,950	32,546	28,191	27,381	28,476
Recreation Visitor Days	156,297	153,687	157,108	149,465	123,790	120,798
WINTER SEASON (12/4 - 4/1)						
	1993/94	1992/93	1991/92	1990/91	1989/90	1988/89
USE - BY TYPE:						
Day Use				1,984	1,097	1,299
Campers	2,124	1,554	621	2,435	1,895	1,810
TOTAL PEOPLE	2,124	1,554	621	4,419	2,992	3,109
FINANCIAL INFORMATION	FY 94	FY 93	FY 92	FY 91	FY 90	FY 89
Revenue:						
Net from Operations	\$767,596	\$757,854	\$669,175	\$524,718	\$457,924	\$454,906
Trust Fund	889,162	879,196	710,000	1,093,309	1,028,000	860,000
Miscellaneous	6,243	7,195	13,357	15,427	18,740	14,186
TOTAL	\$1,663,000	\$1,644,245	\$1,392,532	\$1,633,454	\$1,504,664	\$1,329,092
Expenditures:						
Personal Services	\$979,563	\$1,003,933	\$951,343	\$892,346	\$833,273	733,488
All Other	609,035	510,121	471,690	423,554	463,540	371,416
Capital	55,467	85,233	90,155	125,255	130,537	116,460
TOTAL	\$1,644,065	\$1,599,287			\$1,427,350	1,221,364

COMMISSION ON BIOTECHNOLOGY AND GENETIC ENGINEERING

PETER N. MOSHER, EXECUTIVE DIRECTOR

Central Office: AMHI--DEERING BUILDING, AUGUSTA, ME, 04333-0028 Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME, 04333-0028 Established: 1988 Telephone: (207) 287-3117 Reference: Policy Area: 01; Umbrella: 94 Unit: 307; Citation: T0007 M.R.S.A., Sect. 000000231

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. The Commission determines the adequacy of Federal regulations and State rules affecting the biotechnology and genetic engineering industries.

The Commission serves as a liaison between State and Federal agencies on matters affecting biotechnology and genetic engineering industries; assesses potential risk to the public and to the environment created by the use of biotechnology and genetic engineering for products and waste products; studies, analyzes and reviews Federal and State laws governing the release of any by-products of these industries into the environment; establishes standards for the issuance and renewal of permits for the release into the environment of these by-products; and adopts rules pursuant to the Maine Administrative Procedures Act, Title 5, Chapter 375 and takes such other actions as determined appropriate to carry out the purpose of the 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 Biotechnology & Genetic Engineering was established in 1989 and a workplan was developed and submitted to the 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 was completed in 1992. The Commission has reviewed and approved several federal permits to move

genetically engineered potatoes into Maine and to release these potatoes into the environment in field trials.

The Commission in discussion with the Attorney General's Office concluded that it does not have rulemaking authority and subsequently the Department submitted legislation to give the Commission this authority. The Legislature passed legislation to create a Commission to study this issue. This Commission is presently reviewing this issue and will make recommendations to the Legislature.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE BLUEBERRY COMMISSION

ROBERT PHILLIPS, CHAIRPERSON

Central Office: 5715 COBURN HALL UNIV OF ME, ORONO, ME, 04469 Mail Address: 5715 COBURN HALL UNIV OF ME, ORONO, ME, 04469 FAX: (207) 287-7548 Established: 1977 Telephone: (207) 581-1475 Reference: Policy Area: 01 ; Umbrella: 94 Unit: 294 ; Citation: T0036 M.R.S.A., Sect. 000004312B Average Count-All Positions: 1.0

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 the allocation and administration of blueberry tax funds. Currently the tax is at the rate of 1/2 cent per pound from processors or shippers for a total of 1 cent per pound of blueberries produced 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.

The 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 legislaton 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 tripled from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 64 million pounds in 1994. The wild blueberry industry in Maine contributed approximately \$100 million to Maine's economy in 1994.

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

Other activities funded by the Commission include exhibits at trade shows, fairs and participation at 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.

PUBLICATIONS:

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

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FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	37,199		37,199			
HEALTH BENEFITS	2,367		2,367			
RETIREMENTS	7,687		7,687			
OTHER FRINGE BENEFITS	659		659			
OTHER CONTRACT SERVICES STATE	27,105		27,105			
OTHER CONTRACT SERVICES	7,992		7,992			
COMMODITIES	3,674		3,674			
GRANTS, SUBSIDIES, PENSIONS	791,604		791,604			
TRANSFER TO OTHER FUNDS	2,794		2,794			
TOTAL EXPENDITURES	881,081		881,081			

BLUEBERRY ADVISORY COMMITTEE

RAGNAR KAMP, CHAIRPERSON

Central Office:5715 COBURN HALL UMO, ORONO, ME 04469-5715Mail Address:5715 COBURN HALL UMO, ORONO, ME 04469-5715Established:1945Reference:Policy Area: 01 ; Umbrella:94 Unit:426 ; Citation:Total70036M.R.S.A., Sect.000004312

PURPOSE:

The Blueberry Advisory Committee was originally constituted in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplimental 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 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 successive 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 programs are included with the report of the Maine Blueberry Commission.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE BLUEBERRY COMMISSION

	TOTAL					
	FOR		Special			
	ALL	General	Revenue	Highway	Federal	Misc.
	FUNDS	Fund	Funds	Fund	Funds	Funds
EXPENDITURES						
Salaries and Wages	37,199		37,199			
Health Benefits	2,367		2,367			
Retirements	7,686		7,686			
Other Fringe Benefits	659		659			
Other Contract Services-State	27,105		27,105			
Other Contractual Service	7,992		7,992			
Commodities	3,674		3,674			
Grants-Subsidies-Pensions	791,604		791,604			
Transfers to Other Funds	2,794		2,794			
TOTAL EXPENDITURES	881,080		881,080			

STATE CIVIL SERVICE APPEALS BOARD

JANET E. WALDRON, COMMISSIONER

Central Office: STATE OFFICE BLDG, AUGUSTA, ME, 04333 Mail Address: 78 STATE HOUSE STATION, AUGUSTA, ME, 04333-0078 Established: 1986 Telephone: (207) 624-7800 Reference: Policy Area: 00 ; Umbrella: 94 Unit: 388 ; Citation: T0005 M.R.S.A., Sect. 000007081

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 three (3) times during FY 94. The meeting was held to hear and decide the Board's jurisdiction for an appeal case.

PUBLICATIONS:

State Civil Service Appeals Board Procedures for Appeal - Free May be obtained through the Office of the Commissioner.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE STATE CULTURAL AFFAIRS COUNCIL

STEPHEN PODGAJNY, CHAIRMAN

Central Office: C/O MAINE STATE LIBRARY, AUGUSTA, ME, 04333 Mail Address: 64 STATE HOUSE STATION, AUGUSTA, ME, 04330 Established: 1990 Reference: Policy Area: 02 ; Umbrella: 94 Unit: 546 ; Citation: T0012 M.R.S.A., Sect. 000000552

PURPOSE:

The Maine State Cultural Affairs Council shall ensure a coordinated, integrated system of cultural resources programs and projects, and shall ensure the support of cultural heritage institutions and activities of the State (Title 5, section 12004-G, subsection 7-A)

ORGANIZATION:

The Maine State Cultural Affairs council shall consists of the chair of the State Cultural Affairs Council, the chair and vice-chair from the Maine Arts Commission, the Maine Historic Preservation Commission, the Maine Library Commission and the Maine State Museum Commission. Nonvoting members include a staff member of the Office of the Governor and the directors of the four cultural agencies.

PROGRAM:

The Cultural Affairs Council in its fourth year of existence continued to implement the charge given in 27 MRSA Sect. 552 by: 1.Meeting on a regular basis to coordinate the broader programs and projects of state cultural agencies. 2.Planning for coordinated budget requests for the State Cultural

Agencies. 3.Publishing the annual report of the Cultural Affairs Council.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ECONOMIC DEVELOPMENT AND BUSINESS ASSISTANCE COORDINATING COUNCIL

THOMAS D. MCBRIERTY, COMMISSIONER

Central Office: 33 STONE STREET, AUGUSTA, ME, 04333 Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1993 Reference: Policy Area: 01; Umbrella: 94 Unit: 571; Citation: T0005 M.R.S.A., Sect. 000013001

PURPOSE:

The Economic Development & Business Assistance Coordinating Council was established to develop a long term economic development plan for the state and to coordinate and oversee economic development and business assistance services throughout the state. The Council's responsibilities include identification of regions throughout the state for the purpose of developing regional economic development strategies; and the creation of a regionally based delivery system for economic development and business assistance services.

ORGANIZATION:

The Council is composed of 17 members, specified by statute, which include the Commissioners of the Departments of Economic & Community Development, Labor, Education, Environmental Protection, and Transportation; the Director of the State Planning Office; the Chief Executive Officers of the Maine Development Foundation and the Finance Authority of Maine; the President of the Maine Science & Technology Foundation; the President of the Maine World Trade Association; 1 representative each from the Unviersity of Maine system, the University of Southern Maine, and the Maine Technical College system; and the Executive Directors of the Maine State Housing Authority and the Maine State Retirement system.

The Council is chaired by the Commissioner of the Department of Economic & Community Development for the term ending January 1, 1996. Thereafter, the Council will biennially elect a chair.

PROGRAM:

During FY'95, the Council met to develop a comprehensive rule to provide a framework for development of a state economic development plan. The development of the rule built upon the Council's work in the previous year to create regional boundaries and the paramenters of a regional economic development service delivery system. Federal funding supporting the Council's work ended in November of 1994.

PUBLICATIONS:

Council Report to the Legislature (free)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE ECONOMIC GROWTH COUNCIL

SENATOR ROCHELLE PINGREE, CO-CHAIR

Central Office:33 STONE STREET, AUGUSTA, ME, 04333Mail Address:59 STATE HOUSE STATION, AUGUSTA, ME, 04333Established:1993Reference:Policy Area: 01; Umbrella:94 Unit:573; Citation:TotalM.R.S.A., Sect.000000929A

PURPOSE:

The Maine Economic Growth Council was established to develop, maintain and evaluate a long term economic plan for the state. The Council's responsibilities include the development of a long range plan, goals, benchmarks and alternative strategies for a sustainable state economy. Additionally, the Council will monitor progress in accomplishing the State's goals and benchmarks, recommend changes in the Plan to reflect the dynamics of the international, national and state economy.

ORGANIZATION:

The Council is composed of 19 members, appointed for staggered terms. The Commissioner of the Department of Economic & Community Development is a permanent member. The remaining 18 members are jointly appointed by the Governor, President of the Senate and Speaker of the House of Representatives. Fourteen members are appointed from the public to represent a broad range of expertise in areas including labor, environment, business and education; also appointed to the Council are four members of the Legislature having a demonstrated interest in economic development.

The Council is staffed by the Maine Development Foundation, and is currently co-chaired by Senator Rochelle Pingree and Kevin Gildart, Bath Iron Works Corporation.

PROGRAM:

In FY'95, the Council issued its first report entitled Goals for Growth, Progress 95. In the report, the Council proposes to monitor progress in six key goal areas: Innovative Businesses; Productive Workers/Rewarding Employment; Vital Communities; Healthy Natural Resources; Efficient Government; and State of the Art Infrastructure. The report outlines specific measures and benchmarks to track and compare Maine's performance. To date, the Council has distributed 5,000 reports and has constructed briefings for 14 state-wide organizations and agencies (from Presque Isle to Portland) reaching approximately 500 people. In addition, the Council has been compiling baseline data for the benchmarks and will be conducting state-wide surveys of Maine businesses and citizens. A Progress Report 96 will be issued in the fall of 1995.

PUBLICATIONS:

Goals for Growth, Progress '95. (free)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE EDUCATIONAL LOAN AUTHORITY

RICHARD H PIERCE, EXEC DIR

 Central Office:
 526 WESTERN AVE, AUGUSTA, ME, 04330

 Mail Address:
 PO BOX 510, AUGUSTA, ME, 04332
 FAX: (207) 287-5701

 Established:
 1988
 Telephone: (207) 623-2800

 Reference:
 Policy Area: 02 ; Umbrella:
 94 Unit: 434 ; Citation: T0020A M.R.S.A., Sect. 000011414

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 appropriation from the Legislature for its operation. The Authority has 7 members, 5 of whom are appointed by the Governor. The 6th member is the president of the secondary market created persuant to section 11407; the 7th member 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 was 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. In May of 1992, the Authority refunded its initial offering and issued \$60,000,000 worth of tax exempt bonds in order to continue its loan program.

The MELA Loan Program makes loans in amounts up to the full cost of education 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 availanble to students and parents based solely on the credit worthiness of the applicant. Interest rates are both set or varable 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 (Educational Review Bonds - Series 1992A-1, 1992A-2, 1992A-3, and 1992A-4)

MELA (Maine Educational Authority): 1995 Educational Loan Information Brochure - Free

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF EMERGENCY MUNICIPAL FINANCE

ANTHONY J NEVES, ST TAX ASSESSOR

Central Office: STATE OFFICE BLDG, AUGUSTA, ME. Mail Address: 24 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1954 Telephone: (207) 287-2076 Reference: Policy Area: 00 ; Umbrella: 94 Unit: 319 ; Citation: T0030A M.R.S.A., Sect. 000006101

PURPOSE:

To enable municipalities that have fallen into financial difficulties to receive assistance from the State and to be reestablished on a sound financial basis and to assure the State of the collection of the taxes due from those municipalities to the State.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

522

WATS: () -

STATE EMERGENCY RESPONSE COMMISSION JOHN LIBBY, CHAIRPERSON

Central Office: 72 SHS, AUGUSTA, ME, 04333-0072 Mail Address: ,,, Established: 1987 Reference: Policy Area: 06 ; Umbrella: 94 Unit: 410 ; Citation: T0037B M.R.S.A., Sect. 000000792

PURPOSE:

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 Committees (LEPC).

PUBLICATIONS:

Various hazardous materials, publications for handling, storage, response and training.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF PEOPLE WITH DISABILITIES

RONALD F HANSON, EXECUTIVE SECRETARY

WATS: () -

Central Office: 35 ANTHONY AVENUE, AUGUSTA, ME, 04333-0150 Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME, 04333-0150 FAX: (207) 287-4079 Established: 1969 Telephone: (207) -62-4-53 Reference: Policy Area: 03 ; Umbrella: 94 Unit: 334 ; Citation: T0026 M.R.S.A., Sect. 000000799

PURPOSE:

The Committee conducts an on-going program to promote employment of disabled persons. In carrying out this function the Committee works with employers, public and private agencies, the community and consumers to identify needs and resources that affect employment opportunities for disabled citizens. The Committee is also charged with the provision of technical assistance as it relates to architecural 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 Employmnet 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 architecural barriers. To that end, voluminous materials are mailed to various individuals/organizations on issues of accessibility. The Committee reviews legislative proposals affecting the rights of people with disabilities, offers testimony, and introduces legislation to enhance the quality of life of Maine's citizens with disabilities and provides technical assistance and training on the effects and benefits of the Americans with Disabilities Act.

In addition, the Committee provides technical assistance to employers on job site modifications and how to utilize the Job Accomodation Network (JAN) that will provide information and data on how best to make a work site accessible. 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 Disability Employer Awareness Month.

LICENSES:

International Symbol of Access

PUBLICATIONS:

Parking Reminders (Free) Copies of the Uniform Federal Accessibility Standards (UFAS) (Free) Job Accommodation Network (JAN) (Free) Posters promoting disability issues. (Free)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD

SANDRA BLISS, CHAIRMAN

Central Office: C/O FAME 83 WESTERN AVE, AUGUSTA, ME, Mail Address: PO BOX 949, AUGUSTA, ME, 04332-0949 Established: 1988 Telephone: (207) 623-3263 Reference: Policy Area: 03 ; Umbrella: 94 Unit: 178 ; Citation; T0010 M.R.S.A., Sect. 000000373

PURPOSE:

To help persons with disabilities become more independent and more productive members of the community. This is accomplished with the help of an innovative lending program that was financed with proceeds from a general obligation bond approved by Maine voters in 1988. The program makes available direct loans to borrowers at rates and terms that are specifically tailored to meet the financial needs of individual borrowers.

Business entities may also borrow from the Adaptive Equipment Loan Fund to help make businesses accessible to disabled individuals and more suitable for employing individuals with disabilities.

ORGANIZATION:

The Adaptive Equipment Loan Board consists of nine (9) members. Seven (7) members are appointed by the Governor and confirmed by the Maine State Legislature. Of these, one member must be a commercial lender, one member must be a certified public accountant, and the remaining five must have a range of disabilities. The remaining two members are the Commissioner of the Maine Department of Human Services or the Commissioner's designee and the Treasurer of the State or the Treasurer's designee.

The Adaptive Equipment Loan Board contracts with Alpha One, a non-profit community based organization offering services to persons with disabilities, to provide initial assistance to program applicants and a detremination of the appropriateness of the equipment to be purchased. The Adaptive Equipment Loan Board contracts with the Finance Authority of Maine to provide administrative assistance, financial analysis and management, and legal counsel.

PROGRAM:

The Adaptive Equipment Loan Board provides low interest loans to assist disabled persons in becoming more productive members of the community. Businesses may also borrow from the Adaptive Equipment Loan Fund to make their facilities more accessible to physically challanged individuals. Proceeds from Adaptive Equipment Loans may also be used to enable a business to make physical and structural changes necessary to allow a business to hire disabled workers.

Loans under the Adaptive Equipment Loan Fund may be for up to \$50,000 for a term, of up to twenty (20) years. The interest rate on these loans varies from 0% to the prime rate and is determined based upon the borrower's ability to repay the loan.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

MARILYN E. CANAVAN, DIRECTOR

Central Office:STATE OFFICE BLDG. ROOM 114, AUGUSTA, ME,Mail Address:135 STATEHOUSE STATION, AUGUSTA, ME, 04333-0135FAX:(207) 623-0095Established:1976Telephone:(207) 287-6219Reference:Policy Area: 00 ; Umbrella:94 Unit:270 ; Citation: T0001M.R.S.A., Sect.000001002Average Count--All Positions:3.0Legislative Count:3.0

PURPOSE:

The Commission on Governmental Ethics and Election Practices is an independent Commission established to guard against corruption or undue influencing of the election 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; to administer and investigate any violations of the requirements for campaign reports and financing; to conduct, in conjunction with the Attorney General and the Chair of the Legislative Council, an ethics seminar for Legislators after the general election and before the convening of the Legislature, and to administer the lobbyist disclosure laws.

The law also authorizes the Commission 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 sources of income disclosure law.

ORGANIZATION:

The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by P.L. 1975, Chapter 621. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971, by P.L. 1971, Chapter 146. The Committee on Legislative Ethics 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 P.L. 1973, Chapter 773, although the basic organization of the Committee was not changed by that law. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices in 1976. Pursuant to P.L. 1993, Chapter 446, the Legislature transferred responsibility for the administration of the lobbyist disclosure laws from the Secretary of State to the Commission.

In 1992, the composition of the Commission was changed by P.L. 1991, Chapter 880. The statute increased the membership from 7 to 9, adding two minority appointments. Commission members are appointed by members of Legislative leadership as follows: the President of the Senate and the Speaker of the House each appoint one member; the floor leaders of the 2 major parties in both the Senate and the House each appoint one member; and the assistant Senate minority leader and assistant House minority leader each appoint one member. The Chair is selected by the affirmative vote of at least 6 of the 8 members. Each member serves a two-year term, or until a successor is appointed and qualified.

A person may not be appointed to the Commission who is a member of the Legislature or who was a member of the previous Legislature, or who was a declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or who holds an elective county, state or federal office, or who is an officer of a political committee, party committee or political action committee. By 1 M.R.S.A. Section 1006, the Commission may call for assistance in the performance of its duties from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine.

PROGRAM:

Advisory Opinions, Notices, Report Audits - During FY 1995, the Commission held 6 meetings and issued 23 advisory opinions. Fourteen of these opinions dealt with the financing of political campaigns, three with conflicts of interest, three with personal financial disclosure, and three involved lobbyist disclosure. The staff distributed approximately 3,400 filing notices, processed 6,550 filings, and filled 535 requests for copies of the laws administered by the Commission. Additionally, the staff conducted limited audits on the reports of 493 candidates and 99 political action committees.

Complaints, Late Filings, Penalties - During FY 1995, 23 complaints were filed with the Commission. Seventeen of these resulted in Commission determinations, one was continued in FY 1996, one was made part of a Commission study, and four were deemed outside the Commission's jurisdiction. Of those deemed relevant to the Commission's authority, 15 concerned disclaimer violations, 3 concerned alleged ethics violations; and one related to lobbyist disclosure. The Commission ruled on the lateness of the filings of 74 state and county candidates, 22 political action committees, 17 party committees, and 42 lobbyists. A total of \$21,173 in penalties was levied, including \$20,733 in late fees and \$440 in fees for disclaimer violations. Staff collections brought an additional \$120,875 in lobbyist registration and docket fees.

Ethics Seminar - In accordance with 1 M.R.S.A. Section 1008(3), the Commission, in conjunction with the Attorney General and the Chair of the Legislative Council, conducted an ethics seminar for members of the Legislature in December 1994.

PUBLICATIONS:

The Commission distributes copies of the campaign reports and finances laws, the laws governing political action committees (PAC) and lobbyists, the Maine Code of Fair Campaign Practices, and the legislative ethics law. Other publications include:

Filing schedules for registered lobbyists, PACs, party committees, and candidates for state, county, and federal office

Registration and reporting forms for lobbyists, PACs, party committees, and candidates; sources of income statements for legislators and legislative candidates

Rosters of registered PACs; and rosters of candidates/treasurers Docket of registered lobbyists/employers Candidate compliance manual Summaries of campaign contributions/expenditures Annual report of lobbyist compensation FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units 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 & WAGES	83,178	83,178				
HEALTH BENEFITS	11,290	11,290				
RETIREMENTS	13,758	13,758				
OTHER FRINGE BENEFITS	861	861				
OTHER CONTRACT SERVICES STATE	145	145				
COMPUTER SERVICES STATE	968	968				
OTHER CONTRACT SERVICES	9,685	9,685				
RENTS	323	323				
COMMODITIES	4,969	4,969				
TOTAL EXPENDITURES	125,177	125,177				

FACILITY SITING BOARD

Central Office:286 WATER STREET, AUGUSTA, ME, 04333Mail Address:154 STATE HOUSE STATION, AUGUSTA, ME, 04333FAX:Established:1989Reference:Policy Area: 05 ; Umbrella:94 Unit: 532 ; Citation: T0038M.R.S.A., Sect.000002152

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE EDUCATION ASSISTANCE BOARD

WILLIAM H. BEARDSLEY, CHAIRMAN

Central Office: ONE WESTON COURT, AUGUSTA, ME, 04330 Mail Address: 119 STATE HOUSE STATION, AUGUSTA, ME, 04333-0119 Established: 1989 Telephone: (207) 287-2183 Reference: Policy Area: 01; Umbrella: 94 Unit: 458; Citation: T0010 M.R.S.A., Sect. 000001016

PURPOSE:

The Maine Educational Assistance Board was established as an advisory board to the Finance Authority of Maine to provide policy and administrative recommendations for the administration of a comprehensive, consolidated program of financial assistance to Maine students pursuing education beyond high school.

In addition to administering a variety of grant, loan and scholarship programs to assist students and parents with the costs of higher education, the Finance Authority of Maine and the Maine Education Assistance Board are responsible for establishing and overseeing a counseling and outreach program that is designed to encourage students to pursue education beyond high school.

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 Maine State 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 chief executive officers of punlic and private post-secndary institutions; a student financial aid administrator, a high school guidance counselor; 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 programs.

PROGRAM:

FAME maintains and administers the following programs:

FEDERAL FAMILY EDUCATION LOAN PROGRAM. This program includes the Stafford Loan Program, the Unsubsidized Stafford Loan Program, the Supplemental Loan for Students Program (SLS) and the Supplemental Loan for Parents Program (PLUS). These several programs provide educational loans to students and parents based on financial need. The loans are guaranteed by the Finance Authority of Maine and the federal government and, in some cases, repayment of these loans may be deferred until after the student has been out of school for six months.

MAINE STUDENT INCENTIVE SCHOLARSHIP PROGRAM. Through this program, grants are available to Maine residents based on financial need. Financial need is determined based upon financial information submitted by students and parents on the Free Application for Federal Student Aid (FAFSA). For FY 1995, grants will be \$500 for students attending public institutions and \$1,000 for students attending private institutions. For the school year that begins in September 1995, the Finance Authority of Maine will award grants totalling more than \$5,000,000 to more than 8,000 students.

PAUL DOUGLAS AND ROBERT C. BYRD SCHOLARSHIP PROGRAMS. The Maine Education Assistance Division administers two small federal programs with limited funding, one a loan for students training to become teachers and the other is a scholarship program for exceptional students in their freshman year of college.

TEACHERS FOR MAINE PROGRAM. This program is a state-funded program for graduating high school seniors and college students who want to pursue a teaching career. In addition, teachers and postbaccalaureate students pursuing graduate studies in education are eligible to apply. Full time students are eligible to receive \$3,000 per academic year. Students must be enrolled full-time to receive the maximum award. Postbaccalaureate students receive \$1,500 per academic year, adpending upon the costs they incur, and the amount of assistance they receive through their school districts. Recipients are selected based upon their academic performance, as well as on their potential as future educators. Financial need is not a selection criterion for this program. Applications are available at Maine high school guidance offices, college financial aid offices, and the Finance Authority of Maine. The filing deadline is April 1.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

FINANCE AUTHORITY OF MAINE TOTAL

	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	18,896,805	6,896,805				12,000,000
TOTAL EXPENDITURES	18,896,805	6,896,805				12,000,000

FINANCE AUTHORITY OF MAINE

RAY D. HEWS, CHAIRMAN

 Central Office:
 83 WESTERN AVE, AUGUSTA, ME 04330

 Mail Address:
 PO BOX 949, AUGUSTA, ME 04332
 FAX:
 (207) 623-0095

 Established:
 1983
 Telephone:
 (207) 623-3263

 Reference:
 Policy Area:01
 ; Umbrella:
 94 Unit:
 457
 ; Citation:
 Totlo
 M.R.S.A., Sect.
 000000964

PURPOSE:

The Finance Authority of Maine (FAME), an independent state agency, is Maine's business and higher education finance agency. The Authority was initially established in 1983 as Maine's business finance agency. In that role, the Authority was charged with supporting the start up, expansion and growth plans of Maine's business community by working with Maine's banking community to improve access to capital.

In April of 1990, FAME'S mission was significantly expanded when the Authority assumed responsibility for administering the State's higher education finance progrms. Through loans, grants and other scholarship programs, FAME helps students and their families to meet the costs associated with higher education. The Authority also oversees an extensive outreach and counseling program that is designed to encourage young people to aspire to and pursue higher education.

The Authority accomplishes this important charge by working closely with the State's higher education, banking, economic development and business communities in the formulation and implementation of financial services and programs that will help fill gaps that exist in the State's capital delivery system.

ORGANIZATION:

The Finance Authority of Maine is overseen by a fifteen member Board of Directors that has the following makeup;

two members with experience in natural resource based enterprizes
two veterans
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 nutural resource commissioner
 and the State Treasurer.

Members of the FAME Board are appointed by the Governor and are subject to review and confirmation by the State Legislature. Each member, other than the State members, serves for a term of four years. A Chief Executive Officer is appointed by the Governor, subject to review and confirmation by the Maine State Legislature, to supervise and direct the administrative and technical activities of the Authority on a day-to-day basis.

As organized, FAME consists of three broad divisions; Business Development, Natural Resources Financing and Marketing, and the Maine Education Assistance Division. These divisions are supported by a Division of External Affairs, and Division of Finance and Office of General Council.

PROGRAM:

BUSINESS DEVELOPMENT DIVISION: This statutorily established division maintains and administers several programs which are utilized individually, or in combination with other financing mechanisms, to assist business development in Maine. These programs include:

Small Business and Veterans' Small Business Loan Insurance Program Commercial Loan Insurance Program Working Capital Loan Insurance Program Economic Recovery Loan Program Occupational Safety Loan Program Underground Oil Storage Tank Removal & Replacement Program Overboard Discharge Replacement Program Waste Reduction and Recycling Loan Program Waste Oil Furnace Loan Program Revenue Obligation Securities Program Electric Rate Stabilization Program Regional Economic Development Revolving Loan Program Investment Banking Services SMART-E Bond Program SMART Bond Program NATURAL RESOURCES DIVISION: This statutorily established division

maintains and administers several programs which are utilized individually, or in combination with other financing mechanisms, to assist business development in Maine. These programs include:

Agricultural Operating Loan Insurance Program

Natural Resources Capital Investment Program Potato Marketing Improvement Fund Program Linked Investment Program for Agriculture and Small Business Export Financing Services Maine Seed Capital Tax Credit Program

FINANCES, FISCAL YEAR 1995: 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 AUTHORITY OF MAINE	TOTAL FOR All Funds	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	18,896,805	6,896,805				12,000,000
TOTAL EXPENDITURES	18,896,805	6,896,805				12,000,000

ADVISORY COMMITTEE ON MEDICAL EDUCATION

JOHN LACASSE, CHAIRMAN

Central Office:ONE WESTON COURT, AUGUSTA, MEMail Address:119 STATE HOUSE STATION, AUGUSTA, ME 04333-0119Established:1992Telephone:(207) 289-2183Reference:Policy Area: 01; Umbrella:94 Unit:093; Citation: T0020A M.R.S.A., Sect.000012106

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 diciplines 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 under served areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: PO BOX 2268, AUGUSTA, ME, 04338 Mail Address: PO BOX 2268, AUGUSTA, ME, 04338 Established: 1971 Telephone: (207) 622-9386 Reference: Policy Area: 03 ; Umbrella: 94 Unit: 336 ; Citation: T0022 M.R.S.A., Sect. 000002054

PURPOSE:

To assist private non-profit hospitals, non-profit nursing homes, community health facilities, for-profit nursing and boarding homes, and private, non-profit institutions for higher education within the State of Maine in both short and long term financing for the construction and equipping of health-care and educational facilities, and the refinancing of existing indebtedness by providing financial advisory services and access to the tax-exempt and taxable bond markets. To provide credit enhancement to assist these borrowers.

ORGANIZATION:

The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Education and the Treasurer of the 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 is responsible for the day-to day activities of the Authority.

PROGRAM:

Bonds, notes or any other obligations of the Authority while utilizing the moral obligation reserve fund make up of the State 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 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 or boarding home, or institution for higher education or may take a mortgage on the project. Each hospital, nursing or boarding 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 outstanding bonds.

The Authority does not receive any appropriation from the State. It derives its revenue from fees charged participating eligible borrowers using its financing capabilities. The Authority charged origination and loan servicing fees based on type of loan, financing, and borrower.

During FY95, the Authority issued \$86,790,000 in bonds on behalf of 4 hospitals, 2 community mental health facilities, 2 nursing and boarding homes, and 4 institutions of higher education.

PUBLICATIONS:

Annual Report - Audit

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE HIGH-RISK INSURANCE ORGANIZATION

JAMES DIVIRGILIO, CHAIRMAN

Central Office:11 STATEHOUSE STATION, AUGUSTA, ME, 04333-0011Mail Address:11 STATE HOUSE STATION, AUGUSTA, ME, 04333-0011FAX:(207) 623-5359Established:1987Telephone:(000) 000-0000Reference:Policy Area: 03 ; Umbrella:94 Unit:495 ; Citation: T0024A M.R.S.A., Sect.000006052

PURPOSE:

The Maine High Risk Insurance Organization began operations in September 1988. Over the course of its five year history its largest subscriber membership was 440 individuals, in 1991. Due to budget constraints, enrollment was capped at 375 enrollees in April 1992, achieved through attrition. With passage of Chapter 447, An Act to Amend the Laws Regarding Health Insurance and Health Care Services, in 1993, the MHRIO terminated coverage of its remaining enrollees on January 1, 1995. Provision was made in this legislation for MHRIO enrollees to convert to a private insurance plan, as of December 1993. The law protected those indivviduals from being rejected, or charged a premium rate, based on their health status. The MHRIO Board will terminate its administrative duties by January 1, 1997, once all administrative issues and outstanding payments are resolved.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE HISTORIC PRESERVATION COMMISSION EARLE G SHETTLEWORTH JR, EXEC DIR

Central Office: 55 CAPITOL ST, AUGUSTA, ME, 04333-0065 Mail Address: STATEHOUSE STA# 65, AUGUSTA, ME, 04333 Established: 1971 Reference: Policy Area: 02; Umbrella: 94 Unit: 089; Citation: T0027 Average Count--All Positions: 18.5 Legislative Count: 4.0

TDD: (207) 287-6740

PURPOSE:

The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966 to identify and protect significant architectural and archaeological resources. The Commission is charged with development of a comprehensive plan, conducting surveys statewide, and nominating all significant buildings, sites and districts to the National Register of Historic Places. In addition, the Commission reviews all federally-funded and federally-licensed projects for their effect upon historic resources.

ORGANIZATION:

The 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 Commission consists of 11 menbers 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. 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. The term of office of each member is 5 years. Each member serves for the

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, 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 94, the Commission expanded the National Register of Historic Places by nineteen individual sites and three historic districts. The Commission sponsored three prehistoric archaeological surveys, three historic archaeological surveys, and eight architectural inventories of Maine communities.

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.

LICENSES:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed in the National Register of Historic Places which is state-owned or is subject to a preservation agreement between the landowner and the Commission, must apply in writing for an Excavation Permit to the Director of the Commission. If such a permit is granted, it must be co-signed by the Director of the Comission, 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 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, Statehouse Station # 65, Augusta, Maine 04333-0065.

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 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MPASIS System

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	401,306	122,049	113,485		165,772	
HEALTH BENEFITS	59,946	12,165	20,041		27,740	
RETIREMENTS	71,125	22,992	18,641		29,492	
OTHER FRINGE BENEFITS	3,771	940	1,705		1,126	
OTHER CONTRACT SERVICES STATE	30,981	2,594	12,867		15,520	
OTHER CONTRACT SERVICES	88,031	3,420	11,135		73,476	
RENTS	3,793		30		3,763	
COMMODITIES	51,517	21,154	2,302		28,061	
GRANTS, SUBSIDIES, PENSIONS	117,305	28,084	- 8,482		97,703	
EQUIPMENT	8,286				8,286	
TRANSFER TO OTHER FUNDS	11,615		4,206		7,409	
TOTAL EXPENDITURES	847,676	213,398	175,930		458,348	

MAINE HUMAN RIGHTS COMMISSION

PATRICIA RYAN, EXEC DIR

Central Office: STEVENS SCHOOL HAYDEN BLDG, HALLOWELL, ME, Mail Address: 51 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1971 Telephone: (207) 624-6050 Reference: Policy Area: 03 ; Umbrella: 94 Unit: 348 ; Citation: T0005 M.R.S.A., Sect. 000004561 Average Count-All Positions: 13.0 Legislative Count: 9.5

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 disability, religion, ancestry, or national origin, and in employment, descrimination on account of age; and in housing, discrimination on account of source of income and familial status; and in extension of credit, on account of age, race, color, sex, maritial status, ancestry, religiion or national origin; and in education, discrimination because of sex, physical or mental disability, 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.

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 with confirmation by the legislature, 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.

PROGRAM:

DISCRIMINATION COMPLAINTS. During the fiscal year '95, 814 new complaints were filed with the Maine Human Rights Commission. In addition, 865 complaints were carried over from the previous fiscal year. The Commission closed 856 cases, leaving a total of 823 cases active at year end.

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.

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.

PUBLICATIONS:

Maine Human Rights Act - \$5.00 plus tax Procedural Regulations Employment Regulations & Poster Sexual Harassment Poster - \$2.00 plus tax Sexual Harassment Brochure Pre-employment Inquiry Guide Equal Educational Opportunity Regulations / Procedural Rules Public Accommodation Regulations Relating to Handicap Discrimination in Public Conveyances Accessibility Requirements for Public Accommodations and Places of Public Employment - \$2.50 plus tax

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MPASIS System

MAINE HUMAN RIGHTS	COMMISSION	TOTAL FOR		SPECIAL			
		ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES		FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES		381,892	278,027			103,865	
HEALTH BENEFITS		40,604	24,600			16,004	
RETIREMENTS		64,502	45,833			18,669	
OTHER FRINGE BENEFITS	S	1,766	1,297			469	
OTHER CONTRACT SERV	ICES STATE	4,601				4,601	
OTHER CONTRACT SERV	ICES	45,240	31,431	1,019		12,790	
RENTS		2,123	1,710			413	
COMMODITIES		7,365	2,860			4,505	
GRANTS, SUBSIDIES, PEN	SIONS	12	12				
TRANSFER TO OTHER FU	INDS	9,125		57		9,068	
TOTAL EXPENDITU	RES	557,230	385,770	1,076		170,384	

MAINE INDIAN TRIBAL-STATE COMMISSION

DIANA C SCULLY, EXEC DIR

Central Office: 6 MAYFLOWER ROAD, HALLOWELL, ME, 04347 Mail Address: PO BOX 87, HALLOWELL, ME, 04347 Established: 1980 Reference: Policy Area: 00 ; Umbrella: 94 Unit: 409 ; Citation: T0030 M.R.S.A., Sect. 000006212

PURPOSE:

The Maine Indian Tribal-State Commission was created as part of the Maine Indian Claims Settlement Act of 1980 to "continually review the effectiveness of

this Act and the social, economic, and legal relationship between the Passamaquoddy Tribe and the Penobscot Indian Nation and the State." The Commission also has a number of specific mandates, including the promulgation of fishing regulations on certain bodies of water and making recommendations concerning the aquisition of lands to be placed in trust for the tribes.

The settlement is a treaty. This means that it cannot be amended unilaterally by any of the parties.

ORGANIZATION:

The Commission is an inter-governmental entity. Four of its members are appointed by the Governor of Maine and confirmed by the Legislature; two are appointed by the Passamaquoddy Tribe; two are appointed by the Penobscot Indian Nation; and the ninth, who is the chairperson, is selected by the eight appointees.

The Commission's budget is based on a long-standing, mutual agreement between the Tribes and the State. It is comprised of 50% tribal dollars and 50% state dollars. The Commission is staffed by a private consultant, who serves as part-time Executive Director.

PROGRAM:

The Commission's over-riding priorities are to deepen the understanding by Tribal and State leaders of the key concepts and issues underlying both the settlement and on-going Tribal-State relations; to promote a relationship between the State and Tribes that is based on open communications and mutual trust and respect; and to increase the public's understanding and appreciation of the Wababaki People.

To address these over-riding priorities, the Commission sponsors meetings and workshops, presents testimony and proposes legislation, helps to increase access by the Tribes to state and federal resources, and is involved in educational activities.

PUBLICATIONS:

"Maine Indian Claims Settlement: Concepts, Context, and Perspectives" Wabanaki: A New Dawn" (video)

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units 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 & WAGES	1,500	1,500				
GRANTS, SUBSIDIES, PENSIONS	13,500	13,500				
TRANSFER TO OTHER FUNDS	139		139			
TOTAL EXPENDITURES	15,139	15,000	139			

JUDICIAL COUNCIL

MURROUGH H. O'BRIEN, EXECUTIVE SECRETARY

Central Office:38 HIGH STREET, PORTLAND, ME, 04112Mail Address:BOX 370, PORTLAND, ME, 04112Established:1935Reference:Policy Area: 00 ; Umbrella:94 Unit:356 ; Citation:Totology Area:00 ; Umbrella:94 Unit:356 ; Citation:Totology Area:00 ; Umbrella:94 Unit:356 ; Citation:Totology Area:0095 Control of the state of the s

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 is also charged with the responsibility to monitor, adopt as necessary and work to implement the recommendations of the Commission to Study the Future of Maine's Courts. 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 School of Law, 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, six laypersons, and four persons who served on or participated in the activities of the Commission to Study the Future of Maine's Courts, 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 improving the operations of the courts. These have included study of the at Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various 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 courts.

During 1994 - 95 the Council continued the work of the Commission to Study the Future of Maine's Courts and, through its Futures Implementation Committee continued the process of implementing the Study's many recommendations for court reforms and improvements.

PUBLICATIONS:

A Citizen's Guide to the Maine Courts, 1987. Out of Print.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE STATE LIBRARY

J GARY NICHOLS, ST LIBRARIAN

(207) 287-6740 Central Office: CULTURAL BLDG, AUGUSTA, ME, 04333-0064 Mail Address: STATEHOUSE STA# 64, AUGÚSTÁ, ME, 04333 FAX: (207) 774-5018 Established: 1837 Telephone: (207) 287-5600 Reference: Policy Area: 02 ; Umbrella: 94 Unit: 075 ; Citation: T0027 M.R.S.A., Sect. 000000001 Legislative Count: Average Count--All Positions: 69.0 55.0

WATS:

TDD:

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PURPOSE:

The purpose of the Maine State Library is to lead in efforts that will provide, broaden and improve access to information regardless of locations or residency of individual citizens.

The purpose 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. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

ORGANIZATION:

The Maine State Library includes Administration, Reader and Information Services, Library Development Services, and Special Acquisition.

The Maine Library Commission 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. The Maine Library Commission is a policy-making authority and part of the Maine State Cultural Affairs Council.

PROGRAM:

The program of the Maine State Library is reported by several components. ADMINISTRATION provides leadership for development of library services in Maine; coordinates the work of all staff; prepares and supports necessary legislative action concerning libraries; and provides all necessary fiscal information. LIBRARY DEVELOPMENT provides leadership and support for library development in all types of libraries throughout the state. Specific programs include Maine Regional Library System, Handicapped Services; Institutional Library Services, Books-By-Mail, Video Services, Instructional Television, School Library/Media Services and the Information Exchange.

READER AND INFORMATION SERVICES provides the delivery of quality information reference and loan services to state agency personnel and the general public. This includes supporting and complementing the collections of all types of libraries throughout the state. Specific programs include Reference, Circulation, Collection Services and Interlibrary Loan.

The Maine Library commission held 6 meetings during FY 95. Areas of special interest included the following: a ruling by the PUC to allow up to \$4.0 million of a mandated rate reduction to be used to reduce telecommunications rates and/or provide additional services or equipment to libraries and schools: the development of a statewide information network, (Maine Info Net); the development of a plan to expand Maine's telecommunications and distance learning system; a legislative proposal to create a new statewide policy to promote public access to new telecommunications technologies and information networks; the sharing of resources among libraries; back-up reference regarding the allocation of state and federal funds; and the development of a strategic plan, known as Vision 2003.

PUBLICATIONS:

THE MAINE ENTRY - A cooperative publication for Maine libraries and media centers. (Maine State Library/Maine Library Association/Maine Educational Media Association) MAINE LIBRARY DIRECTORY

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE STATE LIBRARY	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,580,554	1,321,350			259,204	
HEALTH BENEFITS	217,640	171,553			46,087	
RETIREMENTS	268,646	223,724			44,922	
OTHER FRINGE BENEFITS	11,948	9,591			2,357	
OTHER CONTRACT SERVICES STATE	50,857	28,992			21,865	
OTHER CONTRACT SERVICES	318,171	64,725	11,177		242,269	
RENTS	10,563	4,545	808		5,210	
COMMODITIES	182,137	84,051	21,093		76,993	
GRANTS, SUBSIDIES, PENSIONS	478,735	255,389	3,802		219,544	
EQUIPMENT	6,259				6,259	
TRANSFER TO OTHER FUNDS	45,317		1,782		43,535	
TOTAL EXPENDITURES	3,170,827	2,163,920	38,662		968,245	

MAINE LIBRARY COMMISSION

J GARY NICHOLS, ST LIBRARIAN

Central Office:CULTURAL BLDG, AUGUSTA, ME,Mail Address:STATEHOUSE STA# 64, AUGUSTA, ME, 04333FAX:Established:1973Telephone:Reference:Policy Area: 02; Umbrella:94 Unit:082; Citation:TotalTotal94 Unit:082; Citation:TotalTotal94 Unit:082; Citation:TotalTotal94 Unit:082; Citation:

PURPOSE:

See Maine State Library.

ORGANIZATION:

See Maine State Library.

PROGRAM:

See Maine State Library.

PUBLICATIONS:

See Maine State Library.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LOBSTER PROMOTION COUNCIL

SUSAN BARBER, EXECUTIVE DIRECTOR

 Central Office:
 382 HARLOW STREET, BANGOR, ME, 04401

 Mail Address:
 382 HARLOW STREET, BANGOR, ME, 04401

 Established:
 1991

 Telephone:
 (207) 847-2966

 Reference:
 Policy Area: 01 ; Umbrella:
 94 Unit:
 097 ; Citation:
 T0012
 M.R.S.A., Sect.
 000006455

PURPOSE:

To market and promote the sale of Maine lobster in local, regional, national and world markets year-round; to encourage education and training of all customers including wholesale, retail, and food service as well as end consumers, about how to handle, prepare, serve, promote and sell Maine lobster.

ORGANIZATION:

The Maine Lobster Promotion Council, a non-profit, professional organization of the Maine lobster industry, was founded in 1991 by mandate of the 115th Legislature. The Council is made up of three (3) harvesters, three (3) dealers, three (3) public members, and the Commissioner of the Department of Marine Resources as an Ex Officio member.

PROGRAM:

Ads promoting the Maine lobster industry were placed in five national and international publications. The MLPC represented the industry at three national and international trade shows and sent promotional materials to five other shows in Europe and Asia. The MLPC participated in educational conferences for professional chefs, supermarket seafood buyers and other consumers. Monthly communications with the press are the way that the MLPC communicates the wide variety of uses of lobster through the food pages of 600 newspapers nationwide. Several magazines ran feature articles about the work of the MLPC. Ten 30 and 60 second radio messages were produced and distriuted to every radio station in Maine, airing over 1600 times from Memorial Day to Labor Day. The MLPC promoted Maine lobster on television newscasts in Maine, as well as on out-of-state TV talk shows. Lobster sales increased when the MLPC assisted supermarket chains conducting Maine lobster promotions.

In its efforts to increase services to members of the lobster industry, the MLPC submitted an application for Market Promotion Program (mpp) funds to increase exports of Maine lobster to overseas markets; it again worked with the Rockland-Thomaston Chamber of Commerce and renewed its Mobile Billboard program to promote tourism in mid-coast Maine, attendance at the Lobster Festival in

Rockland and awareness about Maine lobster; and the MLPC participated in the promotion of Maine products with nine commodity groups through the Maine Department of Agriculture. The MLPC led a seafood industry trade mission to Japan and Korea. Funding was provided by the Eastern United States Agricultural and Food Export Council. The MLPC hosted training workshops addressing the issue of seafood inspection that will become mandatory in 1996.

The MLPC initiated meetings with lobster coops to share the activities of the Council with its constituents, as well as meeting with most of the lobster industry associations to maintain communications with all segments of the industry.

PUBLICATIONS:

Consumer Brochure - single copy free, SASE* Nutritional and Recipe Brochure - single copy free, SASE* Lobster Cutout - single copy free, SASE* Stovetop Lobster Bake Recipe Card - single copy free, SASE* "Lobster Tales" Newsletter - single copy free, SASE* List of Direct Shippers to Consumers - single copy free, SASE* List of Promotional Materials - single copy free, SASE* Promotion Calendar - single copy free, SASE* Directory of Dealers & Processors (updated annually) Annual Report, available for on location review at MLPC office Press Kit (For Media Distribution Only) Poster - \$5.00 includes postage Lobster Bake Kit - \$2.00 for postage and handling - single copy free, SASE*

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

TOTAL

LOBSTER PROMOTION COUNCIL

	FOR	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
COMMODITIES	225		225			
GRANTS, SUBSIDIES, PENSIONS	455,283		455,283			
TRANSFER TO OTHER FUNDS	4		4			
TOTAL EXPENDITURES	455,512		455,512			

MAINE WASTE MANAGEMENT AGENCY

JOHN S. WILLIAMS, EXECUTIVE DIRECTOR

Central Office:184 STATE STREET, AUGUSTA, ME, 04330Mail Address:38 STATE HOUSE STATION, AUGUSTA, ME, 04333-0038FAX:Established:1989Telephone:(207) 287-3261Reference:Policy Area: 05;Umbrella:94 Unit:310;Citation:Tools8M.R.S.A., Sect.000002102Average Count-All Positions:16.0

PURPOSE:

The Maine Waste Management Agency was created in 1989 to improve the way the state manages its solid waste. The Agency's responsibilities are to implement an integrated approach to solid waste management and to assist Maine's municipalities, businesses, and citizens with managing waste according to the state's hierarchy, in priority order: waste reduction, reuse, recycling, volume reduction, and land disposal. The agency develops a biennial state waste management and recycling plan to develop strategies for achieving state goals; provides recycling assistance in order to accomplish the state's 50% recycling goal; and sites public waste disposal facilities. The agency was abolished effective June 30, 1995.

ORGANIZATION:

In FY 95, the agency was part of the Executive Department and was organized into three offices: 1) Office of Planning; 2) Office of Waste and Recycling; and 3) Office of Siting and Disposal Operations.

PROGRAM:

In FY95, the agency had three central areas of responsibility: 1) data collection and statewide planning; 2) financial and technical assistance; and 3) siting solid waste disposal facilities. Data Collection - The agency calculated a statewide 33% recycling rate for 1993; administered theannual municipal solid waste reporting program to assess municipal recycling progress; published an annual report for the Governor and Legislature; conducted a compost market analysis; and began collecting and analyzing data for the biennial state recycling and waste management plan.

Financial and Technical Assistance - The agency awarded \$750,000 in grants to municipalities for implementing or expanding public recycling and composting programs; provided a program of technical assistance to municipalities and businesses on waste reduction, recycling, composting, and buying recycled; established a pilot program to assess the costs of managing household hazardous waste; disseminated Maine's K-12 waste management curriculum to 200 classroom and community educators; and maintained a public information clearinghouse of fact sheets, technical publications, and newsletters.

Siting Disposal Facilities - The agency conducted extensive evaluations of a landfill site in T2-R8, Penobscot County, and filed an application for permits from DEP and LURC.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

TOTAL

MAINE WASTE MANAGEMENT AGENCY

	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	525,675		525,675			
HEALTH BENEFITS	52,240		52,240			
RETIREMENTS	71,132		71,132			
OTHER FRINGE BENEFITS	7,185		7,185			
OTHER CONTRACT SERVICES STATE	919,970		911,519		8,451	
COMPUTER SERVICES STATE	126,700		126,700			
OTHER CONTRACT SERVICES	173,383		160,413		12,970	
RENTS	41,655		41,641		14	
COMMODITIES	14,279		14,279			
GRANTS, SUBSIDIES, PENSIONS	1,686,105		192,090		2,525	1,491,490
EQUIPMENT	4,696		4,696			
TRANSFER TO OTHER FUNDS	6,213		6,072		141	
TOTAL EXPENDITURES	3,629,233		2,113,642		24,101	1,491,490

MARINE RESEARCH BOARD

CHRISTOPHER HEINIG, ACTING CHAIRMAN

Central Office: 87 WINTHROP STREET, AUGUSTA, ME, 04330 Mail Address: 147 STATE HOUSE STATION, AUGUSTA, ME, 04333-0147 FAX: (207) 287-6489 Established: 1989 Telephone: (207) 621-6350 Reference: Policy Area: 01 ; Umbrella: 94 Unit: 522 ; Citation: T0005 M.R.S.A., Sect. 0000013127

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 addreess 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 technology development or technology transfer.

ORGANIZATION:

As provided by 1989 P.L. 529, the Board is a functional unit within the Maine Science and Technology Foundation. The Board is composed of 15 members.

The membership includes one representative of the University of Maine System, one representative of the Association for Research in the Gulf of Maine, 2 representatives of nonprofit environmental organizations, one representative of independent higher education institutions, one representative from the public-at-large, 2 representatives of the scientific community, and 2 representatives of marine resource industry. Serving ex-officio are the Commissioners 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 is annually appointed by the Governor. Board members are appointed for 3-year terms and may not serve for more than two consecutive terms.

PROGRAM:

The Marine Research Board is responsible for 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, sponsorship or hosting of conferences or publication of periodic reports relating to marine research, and the competitive marine research grants program.

PUBLICATIONS:

"Marine Research Priority and Action Plan." 1991

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE ADVISORY COMMITTEE ON MENTAL RETARDATION BARBARA MARGIN, CHAIRPERSON

Central Office: 4TH FL STATE OFFICE BLDG, AUGUSTA, ME, 04333 Mail Address: 48 STATE HOUSE STATION, AUGUSTA, ME, 04333 Established: 1989 Reference: Policy Area: 03 ; Umbrella: 94 Unit: 375 ; Citation: T0034B M.R.S.A., Sect. 000001210

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 Division 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.

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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE MUNICIPAL BOND BANK

ROBERT O LENNA, EXEC DIR

Central Office: PO BOX 2268, AUGUSTA, ME, Mail Address: PO BOX 2268, AUGUSTA, ME, 04338 Established: 1972 Telephone: (207) 622-9386 Reference: Policy Area: 00 ; Umbrella: 94 Unit: 376 ; Citation: T0030A M.R.S.A., Sect. 000005951

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 empowerd 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 attractve 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, a pro-rated share of underwriters' sales commission and any negative arbitrage on the moral obligation reserve fund. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM:

In September, 1994, the Maine Municipal Bond Bank issued \$15,885,000 which assisted 11 governmental units finance to assume pro rata shares of the settlement of a solid waste facility and its debt. In October, 1994, the Bond Bank issued \$21,845,000 which assisted 16 governmental units finance its capital project. In May of 1995 another bond offering was issued in the amount of \$10,645,000 which helped 13 governmental units finance their capital projects. All issues were rated Aa by Moody's Investors Service, Inc., and A+ by Standard & Poors. Concurrently with the bond issues, the Maine Muncipal 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 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE MUNICIPAL BOND BANK	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	113,637	113,637				
TOTAL EXPENDITURES	113,637	113,637				

MAINE STATE MUSEUM

JOSEPH R. PHILLIPS, ST. MUSEUM DIRECTOR

WATS: () -TDD: (207) 287-6740

Central Office:CULTURAL BLDG, AUGUSTA, ME, 04333-0083Mail Address:STATEHOUSE STA# 83, AUGUSTA, ME, 04333FAX:(207) 623-5359Established:1972Reference:Policy Area: 02; Umbrella:94 Unit:073; Citation:Total25.5Legislative Count:24.5

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.

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:

The basic concept of a State Museum was approved by the Legislature in 1836 and established in 1837. That early musuem, however, was subject to the availability of display space in the Capitol and the willingnes 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. It was transferred to the State Park and Recreation commission in 1963.

The Maine State Museum became an independent, professionally-staffed agency with the creation of the Maine State Museum Commission in 1965. In 1990, the Maine State Cultural Affairs Council was established to coordinate the resources, programs and projects of the Maine State Museum Commission, Maine Arts Commission, Maine Historic Preservation Commission, and Maine State Library.

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. 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:

EDUCATION; Exhibit gallery attendance increased to 76,686 visitors in Fiscal Year 1995, of whom nearly 29,000 came in groups from 389 Maine communities. Museum educators provided 1,060 live demonstrations and hands-on gallery programs. Our third annual winter lecture series, "Maine at 175 Years: Selected topics of Maine History on the Anniversary of Statehood 1820-1995", extended the learning into the evening. EXHIBITS: A special two month show, ONE PIECE AT A TIME; EARLY MAINE QUILTS FROM THE COLLECTION OF THE MAINE STATE MUSEUM, was well received. The changing exhibit areas displayed Maine glass, informal furniture, the work of Maine artisan John Upton (1897-1978) and a history of the spruce gum industry. COLLECTIONS; The Museum acquired 133 groups of historic artifacts consisting of 682 items in this year. Archaeological collections from six sites were also acquired.

PUBLIC-PRIVATE PARTNERSHIPS; The growth of museum collections has always depended upon private gifts from Maine people. VOLUNTEERS and professional associates have assisted the museum for many years. Pine Tree Quilters Guild volunteers made the Quilt Show possible this year. The MEMBERSHIP PROGRAM offers an opportunity for those interested in Maine history to participate actively in the Museum's growth. 1,700 members received the Museum newsletter Broadside and other services funded exclusively by annual dues. The non-profit support organization FRIENDS OF THE MAINE STATE MUSEUM, completed its third year of service "to benefit the Maine State Museum and its mission to preserve Maine's heritage." The Friends' most significant contributioins this year include sponsorship of the Winter Lecture Series and Insiders Tour, plus establishment of a week-long archaeological Field School. They also secured a two year challenge grant from the Legislature in support of the historic flag collection.

OUTREACH; The Cultural Resources Information Center, a collaborative effort with the Maine State Archives and Maine Association of Museums, further extends the effectiveness of all three sponsors. This center, managed on a half time basis by a Museum Educator, has completed its third year as an information clearinghouse, outreach and support services provider for the archival and historical institutions of Maine.

LICENSES:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land (inlcluding submerged lands beneath the ocean up to three miles off shore, beneath navigable rivers, lakes, and great ponds) shall submit a written application for a permit to the Maine State Museum, the Maine Historic Preservation Commission and to the agency controlling the property. (27 MRSA s371-378 inclusive).

PUBLICATIONS:

Churchill, Edwin A.: HAIL BRITANNIA; MAINE PEWTER AND SILVERPLATE, 1992, Illustrated 69 PP. ISBN 0-913764-22-1 Cloth binding 19.99 ISBN 0-913764-21-3 9.99 Rivard, Paul E.: LION 1987. Illus. 64 pp. 1.50 Rivard, Paul E : MAINE SAWMILLS, 1990 Illus. 62 pp.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

TOTAL

4 50

MAINE STATE MUSEUM

ISBN 0-913764-20-5

	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	678,914	658,412	20,502			
HEALTH BENEFITS	75,254	71,421	3,833			
RETIREMENTS	118,350	114,959	3,391			
OTHER FRINGE BENEFITS	5,275	4,908	367			
OTHER CONTRACT SERVICES STATE	39,343	32,734	6,609			
OTHER CONTRACT SERVICES	66,737	61,635	4,610		492	
RENTS	7,890	7,741	149			
COMMODITIES	139,504	60,723	78,781			
GRANTS, SUBSIDIES, PENSIONS	65,071	3,400	40,113		21,558	
TRANSFER TO OTHER FUNDS	17				17	
TOTAL EXPENDITURES	1,196,355	1,015,933	158,355		22,067	

MAINE STATE MUSEUM COMMISSION

JOSEPH R PHILLIPS, ST MUSEUM DIR

Central Office:CULTURAL BLDG, AUGUSTA, ME,Mail Address:STATEHOUSE STA# 83, AUGUSTA, ME, 04333FAX: (207) 287-6633Established:1965Telephone: (207) 287-2301Reference:Policy Area: 02 ; Umbrella:94 Unit: 085 ; Citation: T0027M.R.S.A., Sect. 00000082

PURPOSE:

See Maine State Museum.

ORGANIZATION:

See Maine State Museum.

PROGRAM:

See Maine State Museum.

LICENSES:

See Maine State Museum.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE BOARD OF PROPERTY TAX REVIEW

JAMES BORN, CHAIR

Central Office: STATE OFFICE BUILDING, AUGUSTA, ME, 04333 Mail Address: 49 STATE HOUSE STATION, AUGUSTA, ME, 04333-0049 Established: 1986 Telephone: (207) 287-4699 Reference: Policy Area:00 ; Umbrella: 94 Unit: 391 ; Citation: T0036 M.R.S.A., Sect. 000000271 Average Count-All Positions: 0.5 Legislative Count: 0.5

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 & 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 member 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:

The Board held its annual meeting on May 23, 1995.

Information relating to Fiscal Year 1995:

Petitions Received: Hearings held:77 Written Decisions Issued:30 Cases settled prior to hearing:14

Comprehensive Docket Information: Cases Pending Hearing:58 Cases Pending Appeal:10 164

Cases pending written decisions for cases heard:25 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 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE BOARD OF PROPERTY TAX	TOTAL FOR		SPECIAL			
	ALL	GENERAL FUND	REVENUE	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES	FUNDS	FORD	FORDS	FORD	FORDS	FORDS
SALARIES & WAGES	20,243	20,243				
HEALTH BENEFITS	482	482				
RETIREMENTS	1,479	1,479				
OTHER FRINGE BENEFITS	145	145				
OTHER CONTRACT SERVICES STATE	17,994	17,994				
COMPUTER SERVICES STATE	2,608	2,608				
OTHER CONTRACT SERVICES	12,206	12,206				
RENTS	2,515	2,515				
COMMODITIES	844	844				
EQUIPMENT	2,409	2,409				
TOTAL EXPENDITURES	60,925	60,925				

MAINE PUBLIC UTILITY FINANCING BANK

LAWRENCE DWIGHT, CHAIRMAN

 Central Office:
 PO BOX 2268, AUGUSTA, ME, 04338

 Mail Address:
 PO BOX 2268, AUGUSTA, ME, 04338
 FAX: (207) 287-4032

 Established:
 1981
 Telephone: (207) 622-9386

 Reference:
 Policy Area: 01 ; Umbrella:
 94 Unit: 401 ; Citation: T0035A M.R.S.A., Sect. 000002904

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 Commissioner 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 Moodys Investors' Service, Inc.

PUBLICATIONS:

Audit Report

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

(BRD OF TRUSTEES OF THE) ME STATE RETIREMENT SYSTEM

CLAUDE R PERRIER, EXECUTIVE DIRECTOR

WATS: () -TDD: (207) 287-8446

Central Office: 2 CENTRAL PLAZA, AUGUSTA, ME, 04330 Mail Address: 46 STATE HOUSE STATION, AUGUSTA, ME, 04333-0046 Established: 1942 Reference: Policy Area:00 : Umbrella: 94 Unit: 411 : Citation: T0005 M.R.S.A., Sect. 000017101 Average Count-All Positions: 95.0

PURPOSE:

As of June 30, 1995, the Maine State Retirement System administered over one hundred retirement systems. These include the Legislative Retirement System, the Judicial Retirement System, and the system that covers both public school teachers and State employees. Systems that cover various political subdivisions (which under MSRS law are called participating local districts (PLDS)) that chose to participate in the MSRS are also administered by the MSRS.

These systems include the PLD Consolidated Plan (which is being implemented over a three-year period ending July 1, 1996, and currently covers approximately 100 PLDs) and the separate plans for approximately 150 individual PLDs. The MSRS is also responsible for the payment of benefits from the Governor's Retirement Fund.

In addition to administering these public pension systems, the MSRS is also responsible for administering the State Group Life Insurance Program. This program provides life insurance benefits for both active and retired State employees, public school teachers, and many PLD employees, and for members and retirees of the Legislative and Judicial Retirement Systems.

ORGANIZATION:

The responsibility for the operation of the MSRS, including all the various retirement systems and the State Group Life Insurance Program, is held by the MSRS Board of Trustees, which is composed of eight members. State law specifies the Board's composition. The State Treasurer fills the one non-voting position.

The seven voting positions include three that are to be filled by MSRS members. One of these is to be a teacher member elected by the Maine Education Association; the second is to be a State employee elected by the Maine State Employees' Association; the third is to be a PLD member appointed by the Maine Municipal Association. The remaining four voting members are all appointed by the Governor. Two of them are to have training or experience in investments, accounting, banking, or insurance, or as actuaries; one is to be chosen from nominees submitted by the Maine Retired Teachers' Association; and one is to be an MSRS retiree, chosen from nominees of State and PLD retirees.

The Board employs an actuary, which as of June 30, 1995, is the firm of Milliman and Robertson. The actuary prepares annual valuations of the assets and liabilities of each system. For the State employee and teacher system, the PLD Consolidated Plan, and the Judicial and Legislative systems, the actuary also provides information and recommendations as to sound and appropriate actuarial assumptions, which are used with valuation information to determine the System's funding requirements. The Board's management of MSRS investments is governed by its detailed investment policy, which states the Board's underlying investment philosophy and goals, and establishes guidelines and criteria for choice of investment types, for asset allocation among investment types, for fund investment managers. The Board employs the firm of Ennis and Knupp to assist in development and implementation of investment policy.

The Board is the final administrative decision-maker in matters involving the rights, credits, and benefits of members. It has established an administrative appeals process for the making of such decisions, through which the relevant factual information and legal requirements are identified and analyzed. In decisions on disability retirement appeals, a statutorily created three-person Medical Board provides recommendations as to the medical aspects of disability. The Board of Trustees appoints the Executive lirector of the MSRS, who is responsible for the work of the MSRS staff, including the Information Systems, Finance, Human Resources, Communications, Basic Services and Ancillary Services Divisions. The Executive Director also oversees the System's

investments and the work of the System's investment advisors, and coordinates actuarial work with the System's consulting actuary.

PROGRAM:

Membership in the MSRS includes both active and inactive members. Active members are those who are currently working for an MSRS participating employer and who are, therefore, contributing to the MSRS. As of June 30, 1995, there are approximately 47,800 active members in the MSRS. Inactive members are those who have contributed in the past and whose contributions remain with the System but who are not contributing presently because they are not working for an MSRS participating employer. As of June 30, 1995, there are approximately 41,800 inactive members in the MSRS.

The MSRS benefits payroll has increased in recent years, with a total of 26,310 people receiving benefits either as service retirees, beneficiaries, or disability retirees. The total monthly benefits payroll as of June 30, 1995, was \$21 million.

Those looking for more details concerning the membership, finances, or benefits of the MSRS are invited to contact the System's Communications Division for information.

PUBLICATIONS:

"Maine State Retirement System Laws" - free "Maine State Retirement System Rules" - free "Annual Report of the Maine State Retirement System" - free "Maine State Retirement News for Members and Retirees" (quarterly) - free "Maine State Retirement Report for Employers" (quarterly) - free "PLD Consolidation Member Update" - free

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

(BRD OF TRUSTEES OF THE) STATE RETIREMENT SYSTEM	1)TAL FOR ALL GENEH JNDS FUN		HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES GRANTS, SUBSIDIES, PENSIONS TRANSFER TO OTHER FUNDS TOTAL EXPENDITURES	4,08	0,291 90, 2,739 4,082, 3,030 4,173,	39			

SACO RIVER CORRIDOR COMMISSION

DENNIS FINN, EXECUTIVE DIRECTOR

Central Office: MAIN ST, CORNISH, ME, 04020 BOX 283, CORNISH, ME, 04020 FAX: (207) 287-1032 Mail Address: Telephone: (207) 625-8123 Established: 1973 Reference: Policy Area: 05; Umbrella: 94 Unit; 412; Citation: T0038 M.R.S.A. Sect. 000000954

PITRPOSE:

The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. The Act 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 floods 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 the land and water within this area."

WATS: () -

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 with responsibility 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 provisions of this Act and to ensure the continuing land and water guality of the Saco River Corridor.

ORGANIZATION:

The Saco River Corridor Commission is a single-unit agency consisting of regular and one alternate member from each of the twenty municipalities in one 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, while the staff, presently consisting of an Executive Director and a part-time administrative assistant, 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. With available resources, the Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary permit application forms. During this fiscal year, the Commission conducted 4 public hearings and 8 regular meetings. Members considered a toal of 50 applications for permits or variances for deveopment activities within the Corridor and also considered 12 amendments to permits previously granted. Commission staff traveled 4,749 miles in performing site inspections and other Commission business.

The development proposals reviewed by the Commission 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 incompatable uses.

During the fiscal year, the Commission adopted amendments to its performance standards governing multi-unit residential dwellings. The Commission continues to coordinate any enforcement efforts with the Office of the Attorney General. Although the Commission's primary function is regulatory, it also continues its historic role as an advocate fot the river and its surrounding environment.

LICENSES:

Permits:

Building - within the statutorily defined corridor Filling or excavating - within the statutorily defined corridor Amendments: Changes in activity proposed in original permit

Extension of deadline for completion of construction

Certificates of Compliance:

(where required by conditions of the permit or variance)

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" (\$10.00)

- "The Saco River Corridor: The View From the Valley" the original plan 2. 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 \$16.95.
- 3. "The Saco River: A Survey of Recreational Use" 1977 \$14.95
- 4. Informational pamphlet free

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE SARDINE COUNCIL

JEFFREY H KAELIN, EXECUTIVE DIRECTOR

Central Office: 470 NO MAIN ST, BREWER, ME, Mail Address: P O BOX 337, BREWER, ME, 04412-0337 Established: 1951 Reference: Policy Area: 01 ; Umbrella: 94 Unit: 414 ; Citation: T0032 M.R.S.A., Sect. 000004167

PURPOSE:

The Maine Sardine Council was established in 1951 by the Maine Legislature, in cooperation with the industry, to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing and merchandising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, and cooperation and joint projects with state and federal agencies and national and international trade and service organizations. In addition to pursuing other related activities, the Council staffs and maintains headquarters, purchases necessary suplies and equipment and employs contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage contractors for all but routine activities.

ORGANIZATION:

In 1951, Maine sardine packers asked the Maine Legislature to tax them at a rate of 25 cents a standard case (100 cans) to provide the industry - made up mostly of small firms - with much needed marketing, quality control, and government relations services which could be financed only on a cooperative basis. The Maine Sardine Council, seven active packers appointed by the Commissioner of Sea and Shore Fisheries (now. Marine Resources), to serve five-year terms, was then established. The Council was charged with responsibility for administering various industry development programs and allocating excise tax funds in conformance with general State fiscal regulations. An office was established in Augusta and, in 1955, a rented Quality Control and Research Laboratory was organized in Bangor. In 1963, a building was purchased in Brewer to house this activity. In 1976, the Council's office and laboratory were consolidated in the Brewer building where these activities continue to be carried out today.

In 1981, at the request of the industry, the sardine tax was increased to 30 cents per case to help make up part of the budgetary shortfall that was a result of the low volume of sardine production in recent years. The 113th Legislature modified the number of packers making up the Council to no fewer than five since only six companies were producing sardines in Maine at that time. The 114th Legislature reduced that number to no fewer than three since the number of companies operating in the state had been reduced to five. At that time, the appointment of alternate members was authorized to make it easier for the Council to establish a quorum at their business meetings. During 1993, after one sardine company diversified into other seafood products, the number of sardine companies operating in Maine was reduced to four.

In 1991, the 115th Legislature, at the request of the industry, increased the sardine tax to 35 cents per case and broadened it to include other canned herring products, at 15 cents per case, for the first time. In 1994, the 116th Legislature agreed to reorganize the Maine Sardine Council as an incorporated public instrumentality of the State. Council employees are no longer state employees and the organization is no longer constrained by the budget, accounts and control, and purchasing requirements of Maine State Government. With these changes, the Legislature transferred to the Council, from the State, all of its property, land and buildings. All funds derived from the sardine excise tax are collected by the State Tax Assessor and transferred to the Council on a monthly basis. A fee continues to be paid by the Council to the Tax Assessor's Office for this service.

PROGRAM:

The activities of the Maine Sardine Council were pursued during FY 94 with varying degrees of emphasis as required. Major items of expense include the financing and operation of the industry's Quality Control and Research Laboratory and the development and maintenance of programs to meet State and Federal requirements for pollution control, plant sanitation and safety, and food inspection and labeling requirements. In recent years, formerly actively consumer and market research and advertising programs have been curtailed. During fiscal years 1987 and 1988, however, the Council developed a new quality promotion campaign, producing new promotional material for the first time in several years. During fiscal year 1992, the Council completed a video for use in classrooms which was designed to increase demand for sardines with young people in markets across the country.

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 industry at various New England Fishery Management Council meetings. In recent years, more emphasis has been placed on coastal state management of the region's herring resource and, accordingly, the Atlantic States Marine Fisheries Commission is also active in coordinating the management of this fisheries resource today. 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 realize significant economic benefits. Current activities continue to support these goals.

SARDINE INDUSTRY PRODUCTION: During the 1994 season, ending January 1, 1995, the industry's production of sardines increased slightly to 665,674 cases from the 612,908 cases packed in 1993. Steak, kipper, and other canned herring production during 1994 decreased from the 311,390 cases during 1993 to 269,012 cases. A conservative estimate of the wholesale value of the Maine sardine industry's production again exceeded \$45 million during the 1994 season making the sardine industry one of the most significant value-added natural resource industries in the state.

LICENSES:

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, and the establishment of quality control rules, for use in the production of sardines, kippers, steaks, and other canned herring products. 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 at the time to include the mandatory grading of canned herring products, other than sardines, packed in Maine. The industry's quality control program is now being used to certify the quality of product being exported to certain foreign markets. During 1994, new rules regulating the Maine Sardine Quality Grading Program were implemented by the Council.

PUBLICATIONS:

Comic Book: "Ricky and Debbie in Sardineland" - Free Nutrition and Recipe Brochure: "The Maine Sardine Story" - Free Video Promotion Kit: "The Sardine Show" - Free

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE SARDINE COUNCIL	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	397,881		397,881			
TOTAL EXPENDITURES	397,881		397,881			

MAINE SCIENCE AND TECHNOLOGY FOUNDATION ROBERT M KIDD, EXEC DIR

Central Office:STATE HOUSE, AUGUSTA, ME,
Mail Address:FAX:(207) 989-2154
Telephone:I STATE HOUSE STATION, AUGUSTA, ME, 04333FAX:(207) 989-2154
Telephone:Established:1993Telephone:(207) 287-3703Reference:Policy Area: 00;Umbrella:94 Unit:112;Citation:T0005M.R.S.A., Sect.00013122A
Legislative Count:3.5

PURPOSE:

The Maine Science and Technology Foundation is a partnership between business, research, education and government. The purpose of the Foundation is to encourage, stimulate, and support: research and development of relevance to the State; technology transfer activities that increase the competitiveness of businesses and public institutions of higher education in the State; effective and efficient application of technologies in the public and private sectors; scientific and technological education and training; and the development of new commercial products and the fabrication of such products in the State.

ORGANIZATION:

The Foundation is governed by a board of directors representing industry, research, education, and government. The board consists of a minimum of 12 directors from the private sector, a maximum of 10 directors from the public and educational sectors, and one director from labor. In addition, the board includes two members from the joint standing committee having jurisdiction over economic development matters who are appointed by the President of the Senate and the Speaker of the House of Representatives.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE SCIENCE AND TECHNOLOGY FOUNDATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	2,340,000	2,340,000				
TOTAL EXPENDITURES	2,340,000	2,340,000				

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
- A Science and Technology Vision for Maine-1991
- Maine's Science and Technology Plan: A first Step Towards a Productive Future-1992
- Maine Energy Education and Research Plan-1992
- A Survey of Select Research and Development Strengths in Maine-1992
- Directory of Extension Service Providers-1992
- Implementation Plan Developing a Balanced Environment for Sciences, Engineering, Mathematics, and Technology—1993
- A Study of 27 Selected Maine Firms with Defense and Commercial Markets-1994
- An Assessment of Maine Service Providers and Four Maine Defense Companies Offering Technology, Management, and Marketing Assistance-1994
- Modernization Partnership Provider Profiles-1994
- 1994 Annual Report
- Critical Mass-Quarterly Newsletter

FINANCES, FISCAL YEAR 1995: 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.

ME. SCIENCE & TECHNOLOGY FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES			· · · ·			
Contracts & Grants	3,750,091	1,960,536			1,789,555	
General & Administrative	749,147	436,554			312,593	
TOTAL EXPENDITURES	4,499,238	2,397,090			2,102,148	

WELLS NATIONAL ESTUARINE RESEARCH RESERVE MANAGEMENT AUTHORITY

JAMES T. LIST, MANAGER

Central Office: LAUDHOLM FARM, WELLS, ME, 04090 Mail Address: 342 LAUDHOLM FARM ROAD, WELLS, ME, 04090 Established: 1990 Reference: Policy Area: 05 ; Umbrella: 94 Unit: 335 ; Citation: \$1989 M.R.S.A., Sect. 00000108

PURPOSE:

The Wells National Estuarine Research Reserve was established in 1984 pursuant to Section 315 of the Federal Coastal Zone Management Act of 1972, as amended. The objective of the Act is protection and management of estuarine resources. Wells Reserve addresses this mission through environmental education, research, and resource management programs. The Wells National Estuarine Research Reserve Management Authority was established in 1990 by Private and Special Law 108. As an instrumentality of the State, the Authority supports and promotes the interests of Wells Reserve through managing and sustaining the coastal lands and other resources within the reserve; furthering coordination and cooperation among state agencies, the Town of Wells and the U.S. Fish and Wildlife Service, and the Laudholm Trust; developing and implementing programs for estuarine research and education; and providing public access.

ORGANIZATION:

The Wells National Estuarine Research Reserve Management Authority was established by the State Legislature in 1990. The Authority is governed by a board of Directors composed of the Commissioner of Conservation, or the Commissioner's designee; the Regional Director of Region 5 of the United States Fish and Wildlife Service or the director's designee; a representative of the town of Wells, as designated by the town's board of selectmen; a representative of the Laudholm Trust, as designated by the Board of Trustees; and a public member with an established reputation in the field of marine or estuarine research, appointed by the Governor for a term of 3 years. In additon, the following member are ex officio nonvoting members: The Director of the State Planning Office or the director's designee and the Director of the Office of Coastal Resource Management, National Oceanic and Atmospheric Administration or the director's designee.

A Reserve Manager serves as chief executive to the Authority. He supervises staff with program responsibility in the areas of research and education. Committees to the Authority assist the staff in program administration.

Partial program funding is provided by the Sanctuaries and Reserves Division/Office of Coastal Resource Management/National Ocean Service/National Oceanic and Atmospheric Administration. Laudholm Trust, a public charity with 2,700 members, provides match funds for federal grants and further program funding.

PROGRAM:

OPERATIONS AND MANAGEMENT. Headquarters and a visitor center are located at historic Laudholm Farm. Visiting hours are 10:00 a.m. to 4:00 p.m., 7 days a week July-October and May-June; week-days the rest of the year. Parking is available 7 days a week all year from 8:00 a.m. to 5:00 p.m. Seven miles of interpretive trails are open dawn to dusk year round. Annual visitation is approximately 35,000. Reserve staff and volunteers post and patrol nesting habitat for endangered piping plovers and least terns on Laudholm Beach. The Town of Wells reinforced a recently reconstructed dune at the Laudholm Beach ocean access with sandbags and furnished a covering of sand. Reserve personnel participated on a Wells beach erosion task force. Interns documented ecological changes accompanying resumption of tidal flow in a saltmarsh within the Reserve.

RESEARCH AND MONITORING. Staff deployed water quality monitoring instrumentation in the Webhannet River estuary; organized local volunteer water quality monitoring projects; and reviewed a plan to manage nutrient enrichment in Maine coastal waters. Staff surveyed migratory fishes in the Little River estuary, finding striped bass, Atlantic salmon, brook trout, alewife, blueback herring, American shad, menhaden, bluefish, Atlantic silversides, winter flounder, and eels. Staff also analyzed fish habitat in the Little River watershed. University of Maine researchers studyed brown trout distribution, abundance, feeding and growth in Wells Reserve.

EDUCATION. We collaborated with the University of Southern Maine to conduct a summer teacher institute that featured our outreach curriculum to exemplify math and science teaching techniques. High schools in 12 districts enrolled in TERMS, a joint enterprise of Wells Reserve and the Maine Math and Science Initiative to reform math and science instruction. School programs in 9 districts incorported the Reserve's DEPTHS K-8 environmental science curriculum into their teaching syllabuses. Wells Reserve co-hosted a fisheries conference with the University of New England. In a regional collaboration, Wells Reserve produced practioner workshops on non-point source pollution, best management practices, and shoreline surveys. The Reserve employed 2 students and a teacher through the Maine Science and Technology Commission's MERITS program, which provides practical laboratory experience for outstanding individuals.

PUBLICATIONS:

- 1. "Comparison of Salt Marsh Restoration and Creation Techniques in Promoting Native Vegetation and Functional Values."
- "A Survey of Meiobenthos and Ichthyoplankton in Two Contrasting Estuaries at the Wells National Estuarine Research Reserve."
- Hydrology of a Portion of the Great Sanford Outwash Plain, Wells Maine."
- 4. "Catagories, Criteria, and Ranking to Analyze Management of Lands Under Control of Wells Reserve."
- "DEPTHS Discovering Ecology: Pathway to Science," (7th and 8th grade portions of Wells Reserve's environmental science curriculum)
- 6. "The Watershed," newsletter of Wells Reserve's DEPTHS outreach program.
- 7. "Birds of Wells Reserve," (brochure)

8. "Wells Reserve and Laudholm Trust Newsletter," (membership newsletter)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

	Program Services		Supporting <u>Services</u> General and	
	Education	<u>Research</u>	Administrative	<u>Total</u>
EXPENSES				
Salaries	\$102,652	\$ 54,532	\$105,787	\$262,971
Payroll taxes and benefits	23,624	14,906	36,055	74,585
Contracted services	17,499	24,802	4,620	46,921
Docent and volunteer expenses	1,579	_	1,747	3,326
Insurance	-	-	4,005	4,005
Miscellaneous	379	510	764	1,653
Monitoring materials	-	1,045	-	1,045
Postage	781		2,758	3,539
Printing	9,059	556	1,209	10,824
Professional fees	-	-	7,013	7,013
Repairs and maintenance	813	326	12,470	13,609
Staff development	2,968	309	1,728	5,005
Subscriptions and memberships	707	228	2,603	3,538
Supplies	13,173	5,091	8,507	26,771
Travel	3,671	1,639	6,281	11,591
Utilities			15,509	15,509
Total Expenses	\$ <u>176,905</u>	\$ <u>103,944</u>	\$ <u>211,056</u>	\$ <u>491,905</u>

MAINE WORLD TRADE ASSOCIATION

DANIEL MARRA, PRESIDENT

Central Office:77 SEWALL STREET, AUGUSTA, ME, 04330Mail Address:77 SEWALL STREET, AUGUSTA, ME, 04330Established:1980Reference:Policy Area: 01 ; Umbrella:94 Unit:534 ; Citation:TotalM.R.S.A., Sect.000000931

PURPOSE:

The mission of the Maine World Trade Association is to ensure that trade policy and assistance programs within Maine are driven by the State's international needs as determined by a working public/private partnership. The Association offers a continuing forum to share public and private expertise and exchange ideas, and it will ensure that quality educational and technical services are provided to Maine businesses that compete, or seek to compete, worldwide.

ORGANIZATION:

The Maine World Trade Association (MWTA) is a private non-profit organization set up to assist Maine companies that are doing business internationally, or seeking to do so. It provides counseling and training to both member and nonmember clients. The Association has a fifteen member Board of Directors. Seven are private sector representatives, seven are Cabinet level public representatives and the president serves as the fifteenth director. The private sector directors are elected by the Association's members from among its members, five public sector directors are automatically appointed by virtue of the departments they head, and two public sector directors are appointed by the Association's enabling legislation. This public/private effort, that is unique in the country, brings together the complementary resources and expertise of the two sectors.

In FY95 the Association provided over 500 cases of one-on-one technical assistance to Maine firms. The Association also provided training to over 1000 individuals through its training courses and seminars.

PUBLICATIONS:

*MAINE WORLD TRADE WISE - monthly newsletter

*MAINE WORLD TRADE ASSOCIATION INTERNATIONAL COMMERCE TRAINING GUIDE

*GUIDE TO INTERNATIONAL SERVICES AND DIRECTORY OF EXHIBITORS (15 Annual Maine World Trade Day)

*Written materials from any training course while supply lasts

- *Company Readiness to Export (CORE) Evaluation
- *FY 95 Training Courses and Seminars:
- 1. Maine Conference on International Trade 2. Export Licensing Workshop
- 3. An Introduction to International Finance
- 4. Business Briefing on Argentina
- 5. Letters of Credit and Other Tools of International Trade
- 6. Inter-American Development Bank Briefing
- 7. International Standards for Environmental Management Systems (EMS)
- 8. Maine World Trade Day Maine is on the Move...Globally!
- 9. Selling Abroad: Managing Foreign Exchange Differences: Canadian Sales as a Model

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE WORLD TRADE ASSOCIATION	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	150,000	150,000				
TOTAL EXPENDITURES	150,000	150,000				

ATLANTIC STATES MARINE FISHERIES COMMISSION

JOHN H DUNNIGAN, EXECUTIVE DIRECTOR

Central Office:1444 EYE ST NW 6TH FLOOR, WASHINGTON, DC, 20005Mail Address:21 STATE HOUSE STATION, AUGUSTA, ME, 04333FAX:Established:1942Telephone:Reference:Policy Area: 05 ; Umbrella:98 Unit:2000200004603

PURPOSE:

The Commissioner'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 commercial and recreational 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 agenciees 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. 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 American Sportfishing Association, 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.

Contract funds from NMFS and USWFS, as well as Congressional appropriations, are used to reimburse travel expenses for state biologists, law enforcement, managers, and administrators who participate in the various committees that have been established to develop regional management programs for interstate Atlantic coast species. Lobster, shrimp, striped bass, bluefish, Atlantic sturgeon, Atlantic sea herring, winter flounder, American shad and river herring programs are of special concern to Maine. The northern shrimp fishery in the Gulf of Maine continues to be managed by the commission through its Amendment One Authority. The ASMFC Northern Shrimp Section, comprised of the Commissioners from Maine, New Hampshire, and Massachusetts, promulgated regulations for the conduct of this fihsery for the 1994/95 season including mesh size regulations.

The Commission has continued its cooperative agreement with the NMFS to administer the Interjurisdictional Fisheries Management Program. This "Interstate Fisheries Management Program" includes state/federal projects involving Northern Shrimp, Shad, and River Herring, Sciaenids, Northern Lobster, Atlantic Menhaden, Striped Bass, Atlantic Sturgeon, Bluefish, Summer Flounder, Cooeprative Statistics Program, and related activities such as interstate shellfish transportation and fish/shellfish disease control. The major focus of the Commission's interstate program has expanded to implement P.L. 103-206, the Atlantic Coastal Fisheries Cooperative Management Act. The act establishes affirmative obligations on the states to implement the Commission's Fishery Management Plans or be subject to a federal moratorium on all fishing for the species at issue within the offending state until that state achieves compliance with the plan.

PUBLICATIONS:

Interstate Fisheries Management Plans for: Northern Shrimp, American Lobster, Atlantic Sturgeon, Striped Bass, Bluefish, Atlantic Croaker, Atlantic Menhaden, Atlantic Sea Herring, Red Drum, Scup, Black Sea Bass, Spanish Mackerel, Spot, Spotted Seatrout, Summer Flounder, Tautog, Weakfish, and Winter Flounder.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units 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 CONTRACT SERVICES	18,229	18,229				
TOTAL EXPENDITURES	18,229	18,229				

EDUCATION COMMISSION OF THE STATES

WAYNE L. MOWATT, ED.D., COMMISSIONER EDUCATION

TDD: (207) 287-2550

Central Office: EDUCATION BLDG, AUGUSTA, ME, 04333-0023 Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023 Established: 1966 Telephone: (207) 287-5114 Reference: Policy Area: 02 ; Umbrella: 98 Unit: 317 ; Citation: T0020A M.R.S.A., Sect. 000000603

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, Colorado, the commission has a staff of about 55 persons.

PROGRAM:

ECS implements its program through five departments. Policy and Program Studies, Re:Learning, State Relations and Clearinghouse, Communications and Administration. The four primary vehicles ESC uses to influence policy change and public opinion to carry out their mission of promoting a quality education for all students are: 1) Constituent Contacts, running the gamut from parents and teachers to governors and federal representatives; 2) Commissioners, 371 in the nation network, including all the governors, more than 130 state legislators, school board members, college presidents, educators, and other education leaders; 3) Networks, include five formal networks of education and political leaders, featuring state policy-makers, professional associations, legislators, governors; 4) Technical Assistance to States, on various education issues.

PUBLICATIONS:

State Education Leader Periodic Reports on Elementary, Secondary and Higher Education Finance, Governance and Legal Issues.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

CHARLES GADZIK, DIRECTOR, FORESTRY

TDD: (207) 287-2213

Central Office: AMHI HARLOW BLDG, AUGUSTA, ME, 04333-0022 Mail Address: 22 STATE HOUSE STATION, AUGUSTA, ME, 04333-0022 FAX: (207) 287-5802 Established: 1949 Telephone: (207) 287-2791 Reference: Policy Area: 05 ; Umbrella: 98 Unit: 327 ; Citation: S1949 M.R.S.A., Sect. 000000075

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 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 94 included the annual Commission meeting in Vermont, Emergency Management Training in Portland, Maine in February, and training for all member states. In addition, an equipment meeting was held for Compact Member States to test equipment compatibility and response.

A communication van was equipped with aid of the U.S. Forest Service and is available as a command post for the compact members.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

JOHN G MELROSE, COMMISSIONER OF TRANSP

Central Office:TRANSPORTATION BLDG, AUGUSTA, ME, 04333-0016Mail Address:16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016FAX: (207) 287-8422Established:1936Telephone: (207) 287-2551Reference:Policy Area: 07 ; Umbrella:98 Unit: 419 ; Citation: S1937M.R.S.A., Sect. 00000018

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 Hapmshire 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 conducted its activity in accordance with the above purpose.

LICENSES:

As this is a quasi-governmental authority, this category is not applicable.

PUBLICATIONS:

A history of the Maine-New Hampshire Interstate Bridge Authority is available at - selected libraries. Other Authority documents are generally internally oriented.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

NEW ENGLAND BOARD OF HIGHER EDUCATION

WAYNE L. MOWATT, Ed.D., COMMISSIONER EDUCATION

Central Office:EDUCATION BUILDING, AUGUSTA, ME, 04333-0023Mail Address:23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023Established:1955Telephone:(207) 287-5114Reference:Policy Area: 02 ; Umbrella:98 Unit:081 ; Citation:TO020A M.R.S.A., Sect.000011002

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 Education. 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 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 acual 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 purpose: 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 anticipated that the following basic programs will continue to be included among NEBHE's services to the region: 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.

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 '94 is as follows: Bennett Katz, Augusta, Chairman of the Maine Delegation; Robert Woodbury, Interim Chancellor, University of Maine System; Representative Stephen Simonds, Joint Committee on Education, Augusta, Maine; Senator John J. O'Dea, Senate Chair, Joint Committee on Education, Maine; John Fitzsimmons, President, Maine Technical College System; Sandra J. Kearns, Adjunct Faculty, St. Joseph's College, Kennebunk; Sally H. Maxwell, So. Portland; Wayne Mowatt, Commissioner, Maine Department of Education.

PUBLICATIONS:

Connection: New England's Journal of Higher Education & Economic Development New England Regional Student Program Enrollment Report New England Regional Student Program Offierings New England Higher Education and the Economy: Commission Prospectus

Issues Reports Preliminary Report, A Threat to Excellence Business and Academic, Hoy and Bernstein Financing Higher Education: The Public Investment Renewing Excellence Biomedical Research & Technology: A prognosis for International Economic Leadership Equity and Pluralism: The Report of the Task Froce on Black and Hispanic Enrollment and Retention in New England Higher Education Law & the Information Society New Choices Facing College & University Pension Funds

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ST. CROIX INTERNATIONAL WATERWAY COMMISSION LEE SOCHASKY, PROGRAM MANAGER

Central Office: ST. STEPHEN, N.B., , , Mail Address: PO BOX 610, CALAIS, ME, 04619 Established: 1987 Telephone: (506) 466-7550 Reference: Policy Area: 05; Umbrella: 98 Unit: 497; Citation: T0038 M.R.S.A., Sect. 000000994

PURPOSE:

The Commission was established by State of Maine and Province of New Brunswick legislation to develop and to facilitate delivery of a cooperative resource and recreation plan for the boundary waters and shorelands of the St. Croix River system. Maine and New Brunbswick have agreed to cooperatively manage the resources of this international water corridor in order to preserve a shared heritage and increase mutual benefits.

ORGANIZATION:

The Commission is an independent, international body with eight members, four of which represent the State of Maine and four the Province of New Brunswick. The Commission maintains a two-person staff and, as warranted, is served by working committees or advisory bodies comprised of government personnel, private citizens and representatives of waterway interests.

PROGRAM:

The St. Croix's international management plan, accepted for implementation by Maine and New Brunswick in 1994, incorporates natural, cultural, recreational and economic goals. Among the Commission's actions to address these in FY95: In LAND MANAGEMENT, the Commission helped the Province of New Brunswick to implement landmark shoreland zoning the length of the St. Croix. In WATER MANAGEMENT, the Commission assisted quality monitoring programs on the lakes and estuary and took part in an international water regulation study. In RESOURCE AND RECREATION MANAGEMENT, the Commission coordinated a multi-year St. Croix sport fisheries development program, began planning for river campsites and helped communities plan water access. In ECONMIC DEVELOPMENT, the Commission participated in transportation, tourism and heritage planning activities. Further information is given in the Commission's annual report.

PUBLICATIONS:

"St Croix International Waterway: A Heritage - A Future." Plan for longterm cooperative management of the St. Croix International Waterway. 1993. 60p. "St. Croix International Waterway Commission 1994 Annual Report." 6p. FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units 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 TOTAL EXPENDITURES	10, 000 10,000	10,000 10,000				

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

EDWARD O. SULLIVAN, COMMISSIONER

Central Office: AMHI RAY BLDG, AUGUSTA, ME, Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME, 04333 Established: 1947 Reference: Policy Area: 05; Umbrella: 98 Unit: 428; Citation: T0038 M.R.S.A., Sect. 000000532

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 pursuing 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 numicipal 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 descriptive brochure NEIWPCC Annual Report Turn of Youth The State of Maine WPCF Directory Water Connection-newsletter NEI Environmental Info. Catalogue-all publications and materials listed The NEIETC-descriptive brochure Maine's JETCC Training Bulletin LUSTLine Bulletin

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE ADVOCACY SERVICES

PAUL K VESTAL JR. EXEC DIR

Central Office: 32 WINTHROP STREET, AUGUSTA, ME, 04338-2007 PO BOX 2007, AUGUSTA, ME, 04338-2007 Mail Address: 1977 Established: Telephone: (207) 626-2774 Reference: Policy Area: 03; Umbrella: 99 Unit: 475; Citation: T0005 M.R.S.A., Sect. 000019501

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:

- Advocacy assistance for: 1.
 - 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 disibility-rights related complaint;
- c. Recipients of independent living services; and
 d. Persons with learning disabilities.
 Information and referral for rights and services related to disability. 2.
- 3. Training on disibility-related rights and services for people with
- disabilities and their family members.
- Legal representation of eligible clients. 4.

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. In 1991, MAS was awarded a competitive federal grant to represent recipients of independent living services. With its state appropriation, MAS provides assistance to persons with learning disibilities, as mandated in its state enabling statute. In 1989, the Legislature amended the state Protection Advocacy statute, 5 M.R.S.A. Sec. 19501, 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 19, including 9 advocates, 3 attorneys, 3 program directors, 3 support staff, and 1 director.

PROGRAM:

In federal FY 92 and FY 93, MAS represented 1,142 individuals with disabilities. Approximately 3,000 additional persons with mental illness were represented as part of an ongoing settlement agreement of a class action suit. MAS also provided information and referral services to 1,292 persons who were eligible for or did not require direct representation. Training on legal not. rights and appropriate services were also provided to people with disabilities and family members.

PUBLICATIONS:

"Patents as Adsvocates: A Guide to Special Education in Maine" (free) "Questions and Answers on Toru Rights under the AMHI Settlement Agreement" (free) "Disability Civil Rights Education and Advocacy" (free)

The following financial display was generated from FINANCES, FISCAL YEAR 1995: this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE ADVOCACY SERVICES	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	45,000	45,000				
TOTAL EXPENDITURES	45,000	45,000				

BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED J. TERENCE BURNS, CHAIRPERSON

Central Office: 286 WATER STREET, AUGUSTA, ME, 04330 Mail Address: P.O. BOX 2850, AUGUSTA, ME, 04338-2850 FAX: (207) 621-1419 Telephone: (623) 546-0001 1994 Established: Reference: Policy Area: 03; Umbrella: 99 Unit: 576; Citation: T0022 M.R.S.A., Sect. 000003883

PURPOSE

The Maine Children's Trust, Inc. is established to provide a mechanism for voluntary contributions by individuals and groups for annual and long-term funding of prevention programs related to child abuse and neglect. Sources of funds include the State of Maine's Income Tax Check-off, Federal funding, and donated funds from the corporate, individual and foundations sectors. Funds are allocated to Maine's Healthy/Start program and other interested parties who respond to an annual request for proposal.

ORGANIZATION:

Established on July 1, 1994, the Board is comprised of 17 members, appointed as follows: 1 Maine State Senator, 1 Maine State Representative, 4 members of the Maine Association of Child Abuse and Neglect Councils, 2 representatives from the Department of Human Services, 3 members appointed by the Governor, 3 appointed by the Maine Chamber of Commerce and Industry, and 3 by majority vote of the Board.

MCTI is a non-profit corporation held to be an essential governmental function.

PROGRAM:

Responsibilities and concerns include:

- Through a joint venture with the Maine Association of Child Abuse and a) Neglect Councils, we take a leadership and collaborative position in managing our State's Healthy Families Initiative also known as healthy start.
- b) Create public awaremess in both the public and private sectors regarding prevention programs and prevention policies.
- c) Encourage active financial and in-kind participation from the public and private sectors carrying out our purposes.
- d) Develop, initiate, propose or recommend ideas or innovations in rules, laws, policies, and programs concerning child abuse and neglect to the Governor, Legislature, agencies, the business community, and other groups.
- Publicize criteria and review applications for grants and award grants to recipients that best address reduction of child abuse and neglect e) through prevention. Fiscal year begins July 1 and ends June 30.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	281,451		281,451			
TOTAL EXPENDITURES	281,451		281,451			

CIVIL AIR PATROL

COLONEL CRAIG R. TREADWELL, WING COMMANDER

WATS: () -

Central Office: NAVEL RESERVE CENTER, AUGUSTA, ME, Mail Address: PO BOX 10369, PORTLAND, ME, 04101-0369 Established: 1941 Telephone: (207) 622-7722 Reference: Policy Area: 06 ; Umbrella: 99 Unit: 238 ; Citation: T0006 M.R.S.A., Sect. 000000301

PURPOSE:

The Cival Air Patrol (CAP) provides an organization to aid United States citizens through 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, and disaster relief.

To accomplish the purposes for which it was chartered CAP: (1) Conducts a natinwide internal and external program of aerospace education, including coordination of workshops conducted at local schools and communities. (2) Conducts a conprehensive cadet program, including an international Air Cadet Exchange, special activities, and supervision of cadet encampments. (3) Maintains an emergency services capability to meet the requests of the Air Force and state and local officials for search & 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 anb manages an aircraft maintenance program for corporate owned aircraft. (7) Maintains a nationwide communications capability to support emergency services operations and 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 headquaters - Nothereast, 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 composed of a wing headquarters unit and all subordinate units within geographical boundries 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 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:

One of the primary missions of CAP is to save lives and relieve human suffering while protecting the lives and equipment of those involved in providing these services. The Emergency Services Mission includes search and rescue; civil defense and disaster relief oprerations (in support of local, state, federal and other emergency services organizations). Mutual support relationships exist with the National Association for Search and Rescue (NASAR); U.S. Coast Guard Auxiliary (USCGA); the Federal Emergency Management Agency (FEMA); Federal Aviation Administration (FAA); U.S. Army Forces Command (FORSCOM); various Army, Navy, Coast Guard, and other DOD agencies; American National Red Cross; Salvation Army; Volunteers of America (VOA); and other humanitarian organizations.

The Cadet Program provides opportunities for learning, maturing and accepting leadership to young Americans from 13 to 21 years of age. With advice and assistance from the United States Air Force, the Air Force Reserve, and CAP senior members at the national, regional, state, and local levels, cadets are exposed to a structured program of aerospace education leadership, physical fitness, and moral and ethical values in group and individual activities. As a cadet progresses through this structured program, he or she accomplishes a series of 15 achievements, each involving study and performance in the five program areas. Upon completion of each achievement, the cadet earns increased cadet rank, decoraions, awards, eligibility for national special activites, and an opportunity for both flight and academic scholarships.

Civil Air Patrol has an internal and external aerospace education program. The internal program is designed to provide aerospace education to the CAP membership, both senior and cadet. The external program provides the general public with the aerospace education necessary to ensure the development of aerospace and the maintenance of aerospace supremacy. The Aerospace Education Program provides all American citizens with an understanding of, and an appreciation for, the importance of aviation and space exploration to our society and to our national security.

PUBLICATIONS:

Publications concerning Civil Air Patrol and prices are available from "The Book Store," National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE DEVELOPMENT FOUNDATION

KEVIN GILDART, CHAIRMAN

Central Office:1 MEMORIAL CIRCLE, AUGUSTA, ME, 07330Mail Address:1 MEMORIAL CIRCLE, AUGUSTA, ME, 04330Established:1977Reference:Policy Area: 01 ; Umbrella:99 Unit:399 ; Citation:TotoloM.R.S.A., Sect.00000916

PURPOSE:

The Maine Development Foundation is a nonprofit economic development corporation created by the Maine legislature in 1977 to capitalize on the interests, resources, and efforts of the public and private sectors.

Today the foundation serves as Maine's nonpartisan advocate for a vital economy that has the capacity to grow and be self sustaining. The mission of the foundation is to help the economy grow by: Building leadership capacity of Maine people; Creating a vision and benchmarks for the economy that are broadly accepted by Maine people; Providing a common ground where diverse Maine people can share ideas, explore opportunities, and act on issues affecting the Maine economy; Promoting new ideas about the changing Maine economy.

ORGANIZATION:

Enabling legislation (10 M.R.S.A. Sec. 915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977.

The foundation has the power 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 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 additonal 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 the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth member.

The foundation is financed equally by membership dues, fee for service, contracts, and grants. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the foundation.

PROGRAM:

The foundation's programs for 1995 include the following: LEADERSHIP MAINE, builds the leadership capacity of CEOs and senior managers from business, government, and the non-profit community. Women and men from throughout Maine participate in an intensive, on-site, 11-day program to build leadership skills, learn about the Maine economy, and expand networks. Last year's graduates are part of a formal alumni association with special programs designed for their unique needs. The MAINE ECONOMIC GROWTH COUNCIL is working on a plan to develop, monitor, and evaluate Maine's economic growth. Staffed by the foundation, the council is unique in three ways: (1) its focus on accountability, establishing performance benchmarks for our economy; (2) its involvement of Maine citizens to ensure that the vision, goals, and benchmarks are widely understood and accepted; and (3) its independence and permanence, allowing it to monitor and evaluate the extent to which the vision is being achieved.

The ASPIRATIONS PROGRAM works to raise the aspirations of Maine youth by increasing their personal expectations; expanding their career, educational, and personal choices; and improving their academic performance. It is unique in its work in communities to establish partnerships of business people, educators, parents, and youngsters who receive assistance over several years to implement fundamental changes in support of youth aspirations. The program also runs Youth LEAD for high school students with untapped leadership potential.

The INSTITUTE ON THE MAINE ECONOMY provides training for policy makers to learn about the Maine economy. Modeled after an award-winning foundation effort from the mid-80's, this new program focuses on long-term issues and begins with a session and bus tours for newly elected legislators. In addition to legislators, participants include state agency chiefs as well as municipal officials. The MANUFACTURERS' ROUNDTABLE helps manufacturers obtain services from state and federal agencies as well as from nonprofit and educational organizations. It will provide assistance for joint purchasing of goods and services.

PUBLICATIONS:

"Success is Where You Make It", Maine Development Foundation "Goals for Growth", Maine Economic Growth Council "Shaping the 21st Century, A Guide to Building Community-Based Aspirations Partnerships", Aspirations program

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

HEALTH STATION

JANET E. WALDRON, COMMISSIONER

Central Office: STATE OFFICE BLDG, AUGUSTA, ME, 04333 Mail Address: 99 STATE HOUSE STATION, AUGUSTA, ME, 04333-0099 FAX: (207) 622-6346 Established: Telephone: (207) 624-7800 Reference: Policy Area: 03 ; Umbrella: 99 Unit: 903 ; Citation: M.R.S.A., Sect.

PURPOSE:

The State Health Station is responsible for coordinating occupational health and safety policies and programs; organize and deliver health education and risk reduction programs; and oversee health station services including providing direct patient care.

ORGANIZATION:

The State Employee Health Insurance Program provides centralized administration of the Health Station. A Public Health Nurse I provides professional nursing services in a generalized public health program, determining potential employee health care needs, and instruction/consultation to state employees in an assigned geographic location. Duties in this position have been expanded in compliance with the Bureau's statutory mandate to establish policies to provide programs to promote the health and safety of state employees.

PROGRAM:

Purpose of the Health Station is to provide emergency nursing care and first aid to employees/visitors of the Capitol complex, offer blood pressure screenings, and provide basic health education services.

In response to demand for expanded occupational health and safety services, the Health Station conducts CPR and first aid training, program development, and presents training and educational programs on occupational health risk exposure.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE HISTORICAL SOCIETY

SANDRA S. ARMENTROUT, INTERIM DIRECTOR

Central Office: 485 CONGRESS ST, PORTLAND, ME, Mail Address: 485 CONGRESS ST, PORTLAND, ME, 04101 Established: 1822 Telephone: (207) 774-1822 Reference: Policy Area: 02; Umbrella: 99 Unit: 176; Citation: S1822 M.R.S.A., Sect. 000000118

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. The Society is organized into three major areas: Library Services, Museum Services, and Administrative and Development Services. The MHS collections, educational programs, and publications support the study and teaching of state and community history. A Board of Trustees and twelve standing committees advise and support the Society staff of seven full-time and five part-time, in its work.

ORGANIZATION:

Just two years after Maine achieved statehood, the Legislature passed a bill in 1822 incorporating the Maine Historical Society, charging it to collect and preserve the history of the new State. Governor Albion K. Parris presided over the first meeting in Maine's first State House in Portland. During its first 100 years, the Society maintained a close relationship with Bowdoin College, housing its collections at the College until 1881 and conducting its Annual Meetings at commencement time until the early 20th century.

Throughout the 19th century, special State appropriations supported a variety of publication projects, including the 'Documentary History of Maine'. The State appropriation has been given since the 1940's in support of the Society's overall historical and educational endeavors. Through the 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. In 1907, the Society opened its Library at 485 Congress Street, adjacent to the Wadsworth-Longfellow House.

In 1992, the Society purchased 489 Congress Street and began plans to expand exhibition and program space, and provide additional storage for collections. In 1994, it initiated a capital campaign for the expansion of programs and services, creating the Center for Maine History. As of July 1995 the Campaign had reached \$2.4M toward its \$3.1M goal. Its Editorial Office for the "Quarterly" is at the University of Maine at Orono. The Society's trustees and membership are active in historical and genealogical groups around the State. Staff members participate in 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, the Society of Maine Archivists, the New England Studies Program at the USM, the Academic and Cultural Collaborative of Maine, the Costume Society of American Chapter, and New England Museum Association.

PROGRAM:

LIBRARY SERVICES. The Society maintains a research library, 100,000 books and 2 million archival items spanning the 15th to 20th centuries. All aspects of Maine's social, economic, political, and cultural history are documented. Of particular note are the personal papers of Maine's civic and business leaders, early proprietary and town records, shipping and maritime records, account books and business records, and genealogical research collections, cartographic and land surveys, architectural and engineering drawings, photographs, prints and broadsides. 1995 include a rare book collection from the Fleet Bank of Maine; drawings of Cumberland County Power & Light projects; and Ft. McKinley medical records. Recently a backlog of over 5,000 titles was cataloged, and entered into the MaineCat system. A computer workstation provides access to extensive CD-Rom files. The Library was open 226 days and served over 5,000 researchers.

MUSEUM SERVICES. The Society maintains the Wadsworth-Longfellow House, built in 1875-86, and later, childhood home of poet, Henry Wadsworth Longfellow. In addition to 1,000 artifacts and works of art original to the three generations who lived in the House from 1786 to 1901, the Museum collections also include 8,200 artifacts and works of art documenting Maine's material culture from colonial to modern times. 1995 interpretive exhibits at the Maine History Gallery adjacient to the Wadsworth-Longfellow House include "Victory on the Home Front: Maine During World War II," and "All the Arts that Please: Folk Art of the Maine Historical Society." Approximately 10,000 visitors and 1,750 school children toured the Longfellow House historic site and the Maine History Gallery. The House was open for guided tours June through October and a holiday open house. The Maine History Gallery is open year-round.

OTHER EDUCATIONAL SERVICES. In FY-1995, the Society continued its Albion K. P. Meserve Grants for the publication town histories to the Livermore-Livermore Falls Historical Society and the Islesford Historical Society. The Society hosted videos by Maine filmmakers as part of the New Year's Portland festivities. "The Children's Hour: Celebrating Longfellow's Birthday featured poetry readings for family audiences. The Society held its first annual Neal W. Allen, Jr. Memorial Lecture, "A Maine Pantheon of Heros and Worthies" given by Frank M. Coffin, U.S. Circuit Judge, in celebration of the 175th anniversary of Maine statehood. It also continued its technical support activities, with staff presentations to the Maine Association of Museums, Maine Genealogical Society, and several community groups. The Society held its 173rd Annual Meeting at the First Parish Church, Portland, followed by a reception at the Maine History Gallery.

PUBLICATIONS:

*The Society continued the "Maine Historical Society Quarterly", now "Maine History," (3 issues include articles on cattle pounds in rural Maine; Native American and Franco American stereotypes; treatment of the poor; and use of landscape to appeal to visitors at Poland Spring. Neill DePaoli won the James Phinney Baxter award for his article, "Beavers, Blankets, Liquor, and Politics: Pemaguid's Fur Trade 1614-1760." *"The Indians of Maine: A Bibliographic Guide," edited by Roger Ray and Gretchen Faulkner (\$9). *"My Best Wearing Apparrel: Maine Women and Fashion," edited by Laura F. Sprague (\$5). *"The Declaration of Independence: Vision for a Democratic Society" Teacher's Manual, edited by Elizabeth J. Miller (\$5). *"The Wadsworth-Longfellow House" book, 1995 (\$4.50). *"Maine in the Age of Discovery," Roger Howell, Jr. and Emerson W. Baker, II, (\$4). *"The Maine Bicentennial Atlas" (\$6) and various bibliographic guides (\$4). *"Research Guide to Genealogical and Family History" for patrons.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MISC.

FUNDS

MAINE HISTORICAL SOCIETY TOTAL ROR SPECTAL. ALL GENERAL REVENUE HIGHWAY FEDERAL EXPENDITURES FUND FUNDS FUND FUNDS FUNDS GRANTS, SUBSIDIES, PENSIONS 24,761 24,761 TOTAL EXPENDITURES 24,761 24,761

MAINE HOSPICE COUNCIL

KANDYCE POWELL, EXEUCTIVE DIRECTOR

Central Office:16 WINTHROP STREET, AUGUSTA, ME, 04330Mail Address:16 WINTHROP STREET, AUGUSTA, ME, 04330Established:1984Reference:Policy Area: 03 ; Umbrella:99 Unit:516 ; Citation:TotalM.R.S.A., Sect.000008611

PURPOSE:

The purpose of the Maine Hospice Council is to provide technical, administrative and educational support to the state's 26 hospices. The support takes the form of educational programs for hospice volunteers, staff and other 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 was not created by statute. It was incorporated in 1984. However, funding for the Council office was made possible by state government in 1989. The Council is overseen by a volunteer Board of Directors comprised of 13 members, representing various diciplines.

The full council is represented by members of all 26 hospices and the Board of Directors. The Council is staffed by one full-time director and one part-time administrative assistant.

PROGRAM:

This past year saw implementation of the Hospice Licensure Law. The Maine Hospice Council's focus was on education which took several forms - technical workshops; inservices for Hospices and other health care organizations; collaborative, statewide educational programs with CHEP; ITV classes for UMA; legislative hearings; annual events, such as the Blaine House Tea and Pain Symposium; television interviews; involvement with the Bioethics Network, as well as other academic presentations. The Council took a leadership role in

social policy issues and continued to offer internships for both graduate and undergraduate students. Universal access to Hospice remains a priority.

DEVELOPMENT: In September 1994, the Maine Cancer Pain Initiative became a committee of the Council. As part of a demonstration project with UMA, the Initiative has been designing a 12-month, 6 session course on pain management to be broadcast by ENM. The Council has also been writing a curriculum and putting together a proposal on Hospice & Palliative Care for first-year physician students at UNE. The Executive Director continued to participate on the National Hospice Organization (NHO) Legislative Committee and was appointed to an NHO task force on Access to Hospice Care by Minorities which gives Maine a voice regarding care for the terminally ill on a national level.

SUPPORT: Technical support to programs seeking Hospice program development, Medicare certification and licensure continues. The Council also continues to offer education and support to health care professionals in other agencies/institutions in order that they might work collaboratively with local Hospice programs. Resource materials and public education are ongoing services.

LICENSES:

"Certificate of Participation" (for Volunteer Trainees and/or education session participants

"LD 1821- An Act to Develop Standards for the Licensure of Hospice Programs", enacted April 15, 1994, Chapter 692 of Public Law.

PUBLICATIONS:

*Standards of a Hospice Program - (free)
*Maine Hospice Guide - (free)
*Hospice Resource Bibliography - (free to Hospices/\$2.50 others)
*ACS & NCI booklet - "Questions & Answers About Pain Control" - (free)
*Other ACS booklets - various topics - (free)
*"Women, Children & AIDS: A Time to Know" (E. Me. Aids Network) - Video
(2 wk rental) - \$5 to MHC members/\$10 to others (+s/h)
*Other videos/cassettes -2wk rental -\$5 to MHC members/\$10 to others (+s/h)
*NHO Medicare Certification Training Videos - 2 wk rental - \$5 to
MHC members/\$10 to others (+2 s/h)
*"On Life and Living: The Hospice Experience" - \$35 hospices/\$50 other
*"Helping to Control Cancer Pain" (Purdue Frederick) Video - 2 wk rental
*AHCPR Guidelines for the Management of Cancer Pain - (free)
*MHC's Newsletter, MAINELINK, published twice/yr - (free)

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HOSPICE COUNCIL	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	49,020	49,020				
TOTAL EXPENDITURES	49,020	49,020				

MAINE STATE HOUSING AUTHORITY

DAVID LAKARI, DIR & CHAIRMAN

 Central Office:
 353 WATER STREET, AUGUSTA, ME, 04330-4633

 Mail Address:
 353 WATER ST., AUGUSTA, ME, 04330-4633
 FAX:
 (207) 626-0651

 Established:
 1969
 Telephone:
 (207) 626-4600

 Reference:
 Policy Area: 03 ; Umbrella:
 99 Unit:
 346 ; Citation:
 T0030AM.R.S.A., Sect.
 000004722

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 additonal 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 general fund 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:

During FY95, the Maine State Housing Authority continued its position as one of the State's largest financial institutions. By year-end 1994, the Authority had assets of \$1,056,792,952 and fund balances of \$123,090,911. The Authority has participated in HUD's Section 8 program since 1974, and in calendar year 1994 received from HUD \$50,323,092 in Section 8 rent supplement funds. These subsidies are applied among newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards. The Funds are used 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 units subsidized under the Section 8 program must come from private sources or housing finance agencies such as Authority, as that part of the Section 8 program has been discontinued. At the end of 1994, the Authority had 7,400 such units occupied in approximately 200 apartment complexes.

In 1984, the Authority started the Rental Loan Program which has provided financing for more than 2,000 apartment units. The Authority also operated a single family loan program, providing low interest loans to low and moderate income families which, since 1982, has helped 27,000 families buy homes, including more than 18,000 first-time buyers. In 1994 this program provided \$89 million in low interest loans to help 1,400 Maine families become homeowners. The Authority also implimented the Housing Opportunities for Maine (HOME) Program which combines dedicated receipts from a portion of the real estate transfer tax with the Authority's tax-exempt bonding capacity to generate funds for single family and multi-family mortgage purchase or improvement loans, homeless shelters and other housing programs for low and moderate income Maine people. In 1994, the program used a total of \$4.3 million in funds, and generated more than \$100 million in low interest help 2,200 Maine households.

During 1990, MSHA began programs financed through General Obligation bonds. These programs help purchase land for affordable housing, preserve existing low-income housing, create municipal housing opportunity zones, provide mortgage insurance, and help house developmentally disabled people. The Authority also operates several other programs, including removing underground storage tanks, weatherization, low income home energy assistance, and replacing central heating systems in homes of low income people; making housing more accessible, providing reverse annunity mortgages for elderly, and transitional housing. The Authority plans to continue its efforts, making use of both existing and new programs, to "promote a concerted effort to upgrade housing conditions and standards within this State." One of the new efforts in 1994 - 1995 involved a program to repair low-income substandard homes with the "FIMME" program.

PUBLICATIONS:

Maine State Housing Authority Annual Reports (1973-1994 inclusive).
Maine State Housing Authority, Official Statements (Mortgage Bonds - 1972 Series A, through 1995 Series A.
MSHA Partners
Homebuyers Handbook
Maine Rental Housing Guide Various program brochures

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE STATE HOUSING AUTHORITY	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	9,867,419	735,294	2,000,000			7,132,125
TOTAL EXPENDITURES	9,867,419	735,294	2,000,000			7,132,125

MAINE INSURANCE GUARANTY ASSOCIATION

PAUL M. GULKO, EXECUTIVE SECRETARY

Central Office:551 MAIN STREET, PRESQUE ISLE, ME, 04769Mail Address:ONE BOWDOIN SQUARE, BOSTON, MA, 02114-2916FAX:Established:1970Telephone:Reference:Policy Area: 00 ; Umbrella:99 Unit:353 ; Citation:T0024A M.R.S.A., Sect.000004436

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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE COURT FACILITIES AUTHORITY

ROBERT O. LENNA, EXECUTIVE DIRECTOR

WATS: () -

WATS: () -

Central Office: 45 UNIVERSITY DRIVE, AUGUSTA, ME, 04338 Mail Address: PO BOX 2268, AUGUSTA, ME, 04338 Established: 1987 Reference: Policy Area: 00 ; Umbrella: 99 Unit: 405 ; Citation: T0004 M.R.S.A., Sect. 000001602

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 September, 1993 the Authority issueed \$16,255,000 in bonds for the purchase of a courthouse in York County. The 1988 and 1990 series of bonds were also advance refunded with approximately \$14,000,000 of the proceeds of the 1993 issue.

PUBLICATIONS:

Annual Report - Audit

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

PINE TREE LEGAL ASSISTANCE

NAN HEALD, EXECUTIVE DIRECTOR

Central Office: 4 MILK STREET, PORTLAND, ME, Mail Address: PO BOX 547 DTS, PORTLAND, ME, 04112 Established: 1983 Telephone: (207) 774-4753 Reference: Policy Area: 03 ; Umbrella: 99 Unit: 479 ; Citation: P1983 M.R.S.A., Sect. 000000477B

PURPOSE:

Pine Tree Leagl Assistance, Inc. is a Maine not-for-profit corporation incorporated to provide free legal 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 appointed by low income organizations. The program is administered by an Executive Director and Assistant Executive Director located in a Central Office in Portland and additionally maintains local servce offices in Augusta, (Androscoggin, Franklin, Kennebec, Knox, Lincoln, Oxford and Somerset Counties: 622-4731), Bangor, (Hancock, Penobscot, Waldo and Washington counties: 942-8241), Portland, (Cumberland, Sagadahoc, and York counties: 774-8211), Presque Isle (Aroostook county: 764-4349), Farmworker and Native American units in Bangor (942-0673); Lewiston Outreach (784-1588) and Machias Outreach (255-8656). PTLA is co-sponser of the Volunteer Lawyers Project (VLP) with the Maine Bar Foundation. The VLP has a toll gree number, (800) 442-4293.

PROGRAM:

Pine Tree Legal Assistance, Inc. receives its funding, about \$2.6 million in calendar 1994, 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 provides free legal assistance to Maine citizens and groups at or below 125% of the Federal poverty level and estimates a client eligible population of 230,000 persons or 19% of the state's population.

PTLA provides direct legal services to eligible clients thrroughout the state. In 1994 its area offices and special units (including volunteer Lawyers Project) closed 15,633 legal matters for eligible clients. Through the basic field offices, Farmworker Unit and Native American Unit, 7,097 eligible clients received legal assessment or sinple advice, printed informational materials, referral to another source of help or brief service by PTLA staff. Substantial legal representation was provided in 890 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 appelate courts, and federal agencies. The Volunteer Lawyers Project handled ???? calls; of those calls, ???? cases were referred to volunteer lawyers for representation. A total of 7,035 cases were closed by the VLP in 1994, substantial legal

Because staffing shortages prevent PTLA from representing all eligible clients with legal needs, PTLA accepts cases for representation based on a case acceptance priority plan. Cases involving termination or denial of government benefits and cases involving landlord/tenant and other housing problems generally receive the highest priority. Of all cases closed by PTLA's local service offices in 1994, 3,726 were in the housing area; 1,799 were in the government benefits area; 1,637 were in the family law area; 403 were in the consumer law area, and the remaining 1,033 cases in the aras 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 1994, 4,214 were in the family law area; 907 were in the consumer law area; 917 were in the government benefit area; 461 were in the housing area and the remaining 536 cases were in the areas of education,

PUBLICATIONS:

Pine Tree maintains client education materials, which are available at no charge to income eligible callers in several substantive areas of the law including consumer, family, housing, education, employment, government benefits and health care. These brochures may be obtained by calling any of Pine Tree's local service offices or by calling the Volunteer Lawyers Project at (800) 442-4293. The most popular brochures cover landlord-tenant and family law issues.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

PINE TREE LEGAL ASSISTANCE	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	148,050	148,050				
TOTAL EXPENDITURES	148,050	148,050				

PINE TREE LEGAL ASSISTANCE, INC. SUPPORT, REVENUE AND EXPENSES-STATE OF MAINE FUNDS JULY 1, 1994 - JUNE 30, 1995

SUPPORT & REVENUE State of Maine Grant Award	\$ 148,050
EXPENSES Salaries & Benefits Lawyers Non-Lawyers Employee Benefits & Payroll Taxes	36,339 50,665 27,442
Sub-Total	114,446
Contracted Services Travel & Meetings Space & Occupancy Office & Consumable Support Telephone Equipment Rental & Maintenance Litigation & Court Costs Library Maintenance Insurance Other Expenses	716 1,332 7,858 3,728 6,741 853 -0- 2,044 1,651 8,631
Sub-Total	33,604
TOTAL	\$ 148,050
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.

578

MAINE PUBLIC BROADCASTING CORPORATION

ROBERT H. GARDINER, PRESIDENT

Central Office:1450 LISBON STREET, LEWISTON, ME, 04240Mail Address:1450 LISBON STREET, LEWISTON, ME, 04240Established:1992Reference:Policy Area: 02 ; Umbrella:Witt:561 ; Citation:P1991M.R.S.A., Sect.000000848

PURPOSE:

The mission of Maine Public Broadcasting is to engage the minds and enrich the lives of people in Maine and beyond with programs that inform, educate, entertain and inspire.

ORGANIZATION:

The Maine Public Broadcasting Corporation is made up of: Maine Public Television, Maine Public Television PLUS and Maine Public Radio. Producing stations and administrative offices are located in Lewiston, Bangor and Portland.

PROGRAM:

Maine Public Broadcasting completed its third fiscal year as Maine's unified public broadcasting entity in a strong financial position and with over 44,000 members of Maine Public Television and more than 14,000 members of Maine Public Radio. Public use of Maine Public Television reached record levels with 285,000 households using the service every week. Public radio use also increased to 103,000 people per week with both Portland and Bangor stations ranking in the top five stations in the nation for cumulative reach.

Among the year's activities and programs designed to better serve the people of Maine are: Local programming efforts in public affairs coverage of local issues and political campaigns were expanded on both Maine Public Television and Maine Public Radio. Maine Public Radio's program "Maine Things Considered" received numerous awards. The most prestigious being the Best Newscast in the Nation award from the Public Radio News Directors Association.

During FY 95 Maine Public Television, in cooperation with the Maine Department of Education produced three interactive programs in professional development for Maine teachers. This series sought to enable Maine educators to share several high-quality professional development opportunities, without the burdens of travel, time and expense.

PUBLICATIONS:

Viewfinder - Program Guide, Maine Public Television - Membership fee, \$35.00 Airplay - Program Gude, Maine Public Radio - Membership fee, \$35.00 Directline - Periodic newsletter to teachers, librarians concerning educational program opportunities - free Annual Report - Free MPBC "Partnership Brochure" - Free Learning Blocks Brochure - Free

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE PUBLIC BROADCASTING CORPORATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	2,230,157	2,230,157				
TOTAL EXPENDITURES	2,230,157	2,230,157				

MAINE PUBLIC BROADCASTING CORPORATION

UNAUDITED REVENUE & EXPENSE STATEMENT

AS OF JUNE 30, 1994

Revenue		Expenses	
DEVELOPMENT		Broadcasting	3,059,339
Membership TV	2,515,693	Engineering	1,640,144
Membership Radio	778,649	Marketing & Development	2,294,705
Matching Gift TV	21,721	Administration	1,391,662
Matching Gift Radio	10,133	Misc. Projects & Services	1,408
Corp. Donations TV	9,500	Subtotal Operating Expenses	8,387,258
Underwriting TV	451,676	Grant Expenditures	313,881
Underwriting Radio	196,127	Subtotal Expenses	8,701,139
Major Gifts	238,572	•	
Foundations TV	63,590	Capital Improvement Fund	443,656
Town Donations TV	27,895		
Other Donations Radio	152	TOTAL EXPENDITURES	9,144,795
Subtotal Development	4,313,708		
		Estimated Revenue/Expense	180,836
MARKETING			
Auction	588,080		
Special Events TV	3,500		
Guide Ads TV	18,707		
Guide Ads Radio	576		
Subtotal Marketing	610,863		
GOVERNMENTAL			
State Appropriation	2,230,157		
CPB Grants Television	1,376,895		
CPB Grants Radio	358,443		
PBS Grants	3,530		
Subtotal Governmental	3,969,025		
OTHER			
Projects TV	8,026		
Projects Radio	5,625		
Projects Engineering	1,278		
Rentals	57,145		
Interest	25,647		
Miscellaneous	20,433		
Subtotal Other	118,154		
Subtotal Revenue	9,011,750		
GRANTS			
Early Childhood Project	313,881		
New FMHA			
Subtotal Grants	313,881		
TOTAL REVENUE	9,325,631		

GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION EDWARD LANGLOIS, CHAIRPERSON

Central Office: 10 FREE ST, PORTLAND, ME, 04112 Mail Address: P.O. BOX 4510, PORTLAND, ME, 04112 Established: Telephone: (207) 775-7271 Reference: Policy Area: 00 ; Umbrella: 99 Unit: 367 ; Citation: \$1945 M.R.S.A., Sect. 000000123

PURPOSE:

The mission of the Greater Portland Public Development Commission is to contribute to the creation and maintenance of employment opportunities in the cities of Portland and South Portland by providing assistance to private and public enterprises when conventional resources are not available. This may be accomplished through direct loans, loan guarentees, acquisition and leasing of facilities and grants to non-profit agencies to further the mission of the Commission.

ORGANIZATION:

The Commission was created by Special Act of the Legislature and is managed by five Commissioners appointed by the Governor upon consultation with the City Councils of Portland and South Portland.

PROGRAM:

The Commission completed payment of a grant to the Greater Portland Economic Development Council to support the organization's economic development efforts. Conditional approval for a three-year grant to help fund the Center for Environmental Enterprise was issued. The Commission invested in the North Atlantic Venture Fund II, a fund that will provide needed financing primarily to small and medium sized businesses. The Commission has continued to monitor its loan guaranties to the Narrow Guage Railroad and Yale Cordage, in Portland.

PUBLICATIONS:

Brochure describing the activities of the Commission. (No fee)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ENERGY TESTING LABORATORY OF MAINE

WAYNE H. ROSS, PRESIDENT

Central Office: FORT RD, SO PORTLAND, ME, 04106 Mail Address: FORT RD, SO PORTLAND, ME, 04106 Established: 1976 Telephone: (207) 287-3916 Reference: Policy Area: 02 ; Umbrella: 99 Unit: 424 ; Citation: T0020A M.R.S.A., Sect. 000010201

PURPOSE:

The Energy Testing Laboratory of Maine is a nationally recognized laboratory. Its reports are recognized by the International Conference of Building Officials (ICBO) and by the Southern Building Code Congress International, Inc. (SBCCI). In addition, ETLM-SMTC reports are accepted by twenty-four states, and the Province of Alberta, Canada.

ETLM was created in 1976 to safety test heating equipment for the Maine Oil and Solid Fuel Licensing Board. That program, which evolved from the heating and air conditioning program at SMTC, has led to expanded activities, including the testing of radiant stoves, chimney liners and waste oil heaters, as well as central heating appliances. Over the years ETLM has worked for hundreds of companies in the U.S. as well as in foreign countries.

ORGANIZATION:

Effective on July 5, 1983, ETLM became an integral part of Southern Maine Technical College and has the authority to conduct tests, list products, supply labels, provide consultation services, conduct educational programs, perform factory inspections, and provide services consistent with the overall goals and

objectives of ETLM.

The goals ond objectives of ETLM are to provide those services which, among others, will meet the safety needs of the industry and the public regarding the quality of construction and safe operation of products tested by ETLM, the maintenance of high testing standards, and the provision of educational and other consultant services, which merge with the educational goals and objectives of SMTC.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF TRUSTEES OF THE MAIL	NE TOTAL					
TECHNICAL COLLEGE SYSTEM	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	29,965,798	28,742,497	500,165			723,136
INTEREST-DEBT RETIREMENT	253,009					253,009
TOTAL EXPENDITURES	30,218,807	28,742,497	500,165			976,145

BOARD OF TRUSTEES OF THE MAINE TECHNICAL COLLEGE SYSTEM

JAMES W. DONOVAN, CHAIRMAN

Central Office: 323 STATE STREET, AUGUSTA, ME 04330 Mail Address: 131 STATE HOUSE STATION, AUGUSTA, ME 04333-0131 Established: 1985 Reference: Policy Area: 02 ; Umbrella: 99 Unit: 480 ; Citation: T0020A M.R.S.A., Sect. 000012702

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-catagory, operating budget; and to develop and adopt personnel policies and procedures.

ORGANIZATION:

The Board of Trustees of the Maine Technical College System, consists of 13 members. Twelve 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. P.L. 1985 Chapter 695, "An Act to Establish the Maine Vocational-Technical Institute System" was signed into law on April 16, 1986, seting 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.

In 1989 the 114th 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.

Maine law defines the basic mission of the Maine Technical College System in the following terms: "To provide associate degree, diploma, and certificate programs directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of postsecondary vocational 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 promote local, regional, and statewide economic development." The first institute was established after World War II to provide vocational and technical training to returning veterans. The most recent college, York County Technical College, was established by the 116th Legislature in 1994.

PROGRAM:

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, marine trades, welding technology, graphic arts, occupational safety & health, lineworker technology, boat building, fire science, law enforcement, plumbing, heating, air conditioning, and automotive technology.

The MTCS Office, set up by legislation to provide statewide coordination and leadership to the seven colleges, operates at 323 State Street, Augusta. The seven-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 College in South Portland, Washington County Technical College in Calais and Eastport, and York County Technical College in Wells.

PUBLICATIONS:

1993 - 1994 Annual Report of the Maine Technical College System - free Maine Technical College Viewbook Maine Technical College System: Contract Training for Business, Industry, and Service Organizations (brochure) - free Imagine Yourself: Careers for Women in Trades and Technology - free Maine Technical College System Brochure - free Course catalogs for each campus - free Skills for the 21st Century Report - free Maine Technical College System Newsletter (issued 3 times a year) - free

FINANCES, FISCAL YEAR 1995: 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 TECHNICAL COLLEGE SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	29,965,798	28,742,497	500,165			723,136
INTEREST-DEBT RETIREMENT	253,009					253,009
TOTAL EXPENDITURES	30,218,807	28,742,497	500,165			976,145

CENTRAL MAINE TECHNICAL COLLEGE

WILLIAM J. HIERSTEIN, PRESIDENT

Central Office: 1250 TURNER ST, AUBURN, ME 04210 Mail Address: 1250 TURNER ST, AUBURN, ME 04210 Established: 1964 Reference: Policy Area: 02 ; Umbrella: 99 Unit: 440 ; Citation: T0020A M.R.S.A., Sect. 000012714

PURPOSE:

The primary purpose of Central Maine Technical College (CMTC) is to provide individuals and the community with high quality, up-to-date technical and

vocational education, 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 a solid foundation in mathematics, science, communication and critical thinking skills, as well as the broader knowledge implied by the Associate Degree.

ORGANIZATION:

Central Maine Technical College was established as the Androscoggin State Vocational Institute on July 5, 1964, and enrolled students in four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. In 1965 the State Board of Education renamed the institution Central Maine Vocational-Technical Institute. Originally, the Institute leased a building in Lewiston. In January 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. In FY95, CMTC offered 21 programs and served about 2,000 students at its Auburn campus and at several off-campus sites.

The CMTC campus includes three residence halls, a vehicle maintenance building, and the initial building, Jalbert Hall, which has sustained five additions to house educational activities and administrative offices. A building to house the Culinary Arts program was completed in January 1989. Kirk Hall opened in 1993, and houses Nursing, Allied Health, and Occupational Health and Safety programs, child care facilities, classrooms, science, health and fitness facilities, a 230 seat auditorium and a large multi-purpose classroom. As with 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.

PROGRAM:

Central Maine Technical College's program offerings are divided into 3 catagories: catalog programs, continuing education coursework, and special community interest programs. The 21 catalog programs are: Architectural and Civil Engineering Technology, Automotive Technology, Automotive Technology Ford ASSET, Building Construction Technology, Business Administration and Management, Culinary Arts, Electromechanical Technology, General Technology, Graphic Arts/Printing Technology, Machine Tool Technology, Mechanical Drafting Technology, Medical Laboratory Technology, Medical Transcription, Nursing (includes PRN option), Occupational Health and Safety, Office Information Management, Radiologic Technology, Robotics Technology, Trade and Technical Occupations, and Welding/Fabrication Technology. CMTC awards certicicates, diplomas and associate degrees to those students who have sucessfully completed program requirements.

CONTINUING EDUCATION. Through this division, courses are offered to employed and unemployed individuals who are not formally enrolled in a program of the College. Courses are designed to increase the individual's options and abilities by providing instruction in new or advanced technology. Continuing education offerings 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. This division also provides customized training to business and industry and operates the Quality Center program in the College's primary service area.

SPECIAL COMMUNITY INTEREST PROGRAMS. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups including employers, labor organizations, national and local professional 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 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.

LICENSES:

Associate Degree in Applied Technology Diploma Certificate of Completion

PUBLICATIONS:

CMTC Catalog (issued annually)
CMTC Student Handbook (current each year)
CMTC Program and Services Brochures (illustrated folders which describe
 each of the programs and services offered; issued as needed)
CMTC Continuing Education Division Bulletin (issued three times a year)
CMTC 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 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

EASTERN MAINE TECHNICAL COLLEGE

JOYCE B. HEDLUND, PRESIDENT

Central Office: 354 HOGAN ROAD, BANGOR, ME 04401 Mail Address: HOGAN ROAD, BANGOR, ME 04401 Established: 1966 Reference: Policy Area: 02 ; Umbrella: 99 Unit: 441 ; Citation: T0020A M.R.S.A., Sect. 000012714

PURPOSE:

The Eastern Maine Technical College is dedicated to teaching the applied aspects of technology and 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 educational training, in their area of technology that enable them to obtain and hold jobs in their occupational area or in a related area. Second, mathematics, science 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 in September 1966 in space rented from the Bangor city school system. 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 fall 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September 1967. The classroom and administrative spaces were completed and occupied in January 1968. In June 1989, the 114th Legislature enacted a bill that changed the name of the college from Eastern Maine Vocational-Technical Institute to Eastern Maine Vocational Technical College. EMTC is governed by the Board of Trustees of the Maine Technical College System.

Further legislative appropriations made possible an addition to the Building Construction shop and a laboratory wing. These resulted in four new programs in 1971: Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. The first class in Radiologic Technology graduated in 1974. The first residence hall and dining facility opened in fall 1969. A second residence hall for men and women opened in 1975. A large building originally owned by the Bangor Mental Health Institute was donated to EMTC and converted into a much needed athletic facility. The Johnson Gym opened in 1974. Programs in Heating, Refrigeration/AirConditioning and Welding were implemented in 1979. A new Automotive and Heavy Equipment Shop was completed in 1986. As programs grew, Refrigeration/Air Conditioning and Foods Technology relocated to Rangeley Hall, the Renovated Diamond International building on Sylvan Road.

PROGRAM:

During FY 1995, Eastern Maine Technical College offered the following full time educational programs: Automotive Technology, Building Construction Technology, Business Management, Diesel, Truck, and Heavey Equipment Technology, Electrical Power Technology Electronics Technology, Foods Technology, General Technology, Machine Tool Technology, Medical Radiography, Nursing, Refrigeration and AirConditioning Technology, Trade and Technical Occupations, Welding/Pipe Fitting Fabrication Technology, and Workplace Technology. Enrollment for the Fall 1994 semester totaled 610 matriculated students

Enrollment for the Fall 1994 semester totaled 610 matriculated students while 775 part-time students were served through the evening programs. The Continuing Education Division provided customized training and education for over 16 area businesses. EMTC employs 54 full-time faculty members and 25 adjunct faculty. The graduating class of 1994 enjoyed a placement rate of 88 percent in spite of recessionary times. Over 490 students received \$1,397,000 in financial aid during 1994 - 95. 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 began the Tech Prep Program in October 1992. Articulation agreements were renewed with Thomas College, Husson College, and the University of Maine. The Electronics and Electrical Power programs have entered into articulation agreements with the University of Maine School of Engineering Technology. Through the state-funded Reskilling Project, the College added a one-year diploma Pipefitter program in the Welding Department and an Administrative Assistant program. The Welding Center has expanded and now offers tensile testing. The Automotive and Heavy Equipment Program has been approved to offer credentials in Automotive Technology and Truck, Diesel and Heavy Equipment Technology.

LICENSES:

Associate Degree in Applied Science Diploma Certificate

PUBLICATIONS:

Eastern Maine Technical College - Catalog 1994 - 1996 Student Handbook 1994 - 1995 Adult and Continuing Education. A listing of credit and non-credit courses (updated by semester) Residential Life Handbook All publications are available without charge at the college.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

KENNEBEC VALLEY TECHNICAL COLLEGE

BARBARA W. WOODLEE, PRESIDENT

Central Office: 92 WESTERN AVE, FAIRFIELD, ME 04937 Mail Address: 92 WESTERN AVE, FAIRFIELD, ME 04937-1367 Established: 1969 Telephone: (207) 453-5000 Reference: Policy Area: 02 ; Umbrella: 99 Unit: 442 ; Citation: T0020A M.R.S.A., Sect. 000012714

PURPOSE:

Kennebec Valley Technical College is dedicated to the belief that each individual be provided an opportunity for the development of skills and knowledge leading to productive employment and self-fulfilment. The College offers associate degree and diploma programs to meet the needs of part-time and full-time students. In addition, continuing education courses are offered to accommodate the changing needs of Maine's employers.

Kennebec Valley Technical College strives to create a skilled work force through cooperative efforts with regional industries, businesses, services, and health care organizations. The College endeavors to provide graduates with occupational and academic competencies which include analytical problem-solving, communication, and interpersonal skills critical in today's marketplace.

Further, Kennebec Valley Technical College strives to maintain the highest academic standards of teaching and learning through a continuous process of self-assessment and improvement. The College views as key to its mission an environment which is both physically safe and supportive of student growth and achievement.

ORGANIZATION:

Kennebec Valley Technical College (KVTC), formerly known as Kennebec Valley Vocational-Technical Institute, was authorized 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 This greatly enlarged the classroom, office and laboratory space 1978. 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.

In May 1993, construction was completed on a new classroom building, which provided much needed space as KVTC's enrollment continued to grow. The building houses academic programs and provides additional space for KVTC's Learning Center, computer laboratories, Admissions Office, and Financial Aid Office.

PROGRAM:

KVTC offers the following programs: Automated Technology, Business Administration, Medical Assistant, Respiratory Therapy, Health Information Technology, Radiologic Technology, Nursing, Physical Therapist Assistant, Industrial Electrical/Electronics Technology, Applied Electronics, Occupational Therapy Assistant, Educational Technician, the EMS Academy, the Lineworker Technology Program and the Pulp and Paper Technology Program. KVTC received approval to proceed with an Associate of Science degree in Biotechnology. 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/mill wrights/iron workers. Growth has been increasing to the point that KVTC's programs are fully subscribed.

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.

Provide opportunities and assistance for the economically and 2. educationally disadvantaged and disabled.

- 3
- Contribute to economic development and growth of the region and State. Strengthen the relationship with secondary and post-secondary schools. Continually strive to provide for the highest quality of educational 4.
- 5. instruction.
- 6. Provide quality administrative services.

The stated goals and objectives of KVTC's Strategic Plan provides for growth and expansion.

KVTC provided education to 822 degree/diploma candidates and 2,617 non-degree students during FY 1995. Placement of graduates has averaged 93 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 60 mile radius of Waterville. Continuing Education courses cover a wider

geographical area, from Jackman to Rockland. KVTC is fully accredited by the National League for Nursing and the Maine State Board of Nursing. The Physical Therapist Assistant Program is accredited by the Commission on Accreditation for Physical Therapy Education. The Business Administration and Automated Office Technology programs are accredited by the Association of Collegiate Business Schools and Programs.

LICENSES:

Assiciate Degree Diploma Certificate

PUBLICATIONS:

KVTC catalog is revised bi-annually - free Student Handbook - free Assorted brochures which provide general information on the College's regular and Continuing Education courses - free Newsletter (In-House) - quarterly College Viewbook - free

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

NORTHERN MAINE TECHNICAL COLLEGE

DURWARD R. HUFFMAN, PRESIDENT

WATS: (800) 535-NMTC

Central Office: 33 EDGEMONT DRIVE, PRESQUE ISLE, ME 04769 Mail Address: 33 EDGEMONT DRIVE, PRESQUE ISLE, ME 04769 Established: 1961 Reference: Policy Area: 02; Umbrella: 99 Unit: 443; Citation: T0020A M.R.S.A., Sect. 000012714

PURPOSE:

Northern Maine Technical College provides quality instruction in various technical and occupational specialties. Graduates receive specific technical occupational training and the general education necessary to obtain and/or upgrade their chosen occupation. These services are delivered to full and part-time students in many different settings on the main campus, six off-campus centers and at various businesses and industries in Northern Maine.

ORGANIZATION:

Northern Maine Technical College (NMTC), is a State of Maine supported, 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 adjacent to Skyway Industrial Park in Presque Isle. The first new permanent building was completed in 1970. The college continues to move forward in its efforts to replace the old obsolete airbase buildings. A new facility which houses the Nursing and Electrical-Electronics programs was occupied in 1987, and a classroom/administrative building was occupied in December 1992. A 46-bed residential life building was occupied in August 1993.

Four occuational programs were offered initially with an enrollment of 70 students. In 1994 - 95 NMTC offered instruction in 26 occupational programs. NMTC offers two-year Associate Degree, two-year Diploma and one-year or less Certificate programs.

PROGRAM:

NMTC served 1,043 full - and part-time students in 26 different technical programs during FY95. Commencement figures indicated that 275 students completed college programs. Annual job placement figures for the 1992 - 1993 year were favorable with over 74 percent of graduates gainfully employed. During FY95, over 120 people were served through courses at off-campus centers throughout Aroostock County.

Additionally, the Continuing Education Division continued to offer numerous special programs such as: National Electric Code Update, Tax Seminars, Class I Driving Academy, Electrical/Electronic Training, Customized Computer Instruction, Forty Hour Hazmat Training, Childcare Assistant Training, Ethics Seminars and Notary Public Classes.

About 800 students participated in non-credit courses. Over 8,000 individuals used campus facilities for general meetings, workshops, and seminars.

LICENSES:

Associate Degree Diploma Certificate

PUBLICATIONS:

Various publications describing the College and its programs are available free of charge.

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

SOUTHERN MAINE TECHNICAL COLLEGE

WAYNE H. ROSS, PRESIDENT

Central Office: FORT RD, SO PORTLAND, ME 04106 Mail Address: FORT RD, SO PORTLAND, ME 04106 Established: 1946 Reference: Policy Area: 02; Umbrella: 99 Unit: 444; Citation: T0020A M.R.S.A., Sect. 000012714

PURPOSE:

Southern Maine Technical College is dedicated to providing 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 a comprehensive work ethic and effective interpersonal skills. 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.

ORGANIZATION:

Southern Maine Technical College was founded in 1946 and was operated as a day school for six years in the Vicery-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 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 73 acres now consists of 47 buildings, ranging from the technical instruction facilities to residence halls. A total of 14 departments comprise the 35 technical programs on campus. 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.

The programs now being offered include: Applied Marine Biology & Oceanography, Automated Office Management, Automotive Technology, Building Construction, Business Administration, Cardiovascular Technology, Computer Technology, Culinary Arts, Dietetic Technician, Drafting, Early Childhood Education, Electrical Technology, Electronics Technology, Environmental Technology, Extended Studies, Heating and Air Conditioning,

Hotel-Motel-Restaurant Management, Industrial Electricity, Industrial Electronics Technology, Law Enforcement Technology, Local Government Administration, Practical Nursing, Machine Tool Technology, Marine Science Technology, Medical Assistant, Medical Transcriptionist, Nautical Science, Plant & Soil Technology, Plumbing, Pollution Abatement Technology, Radiation Technology, Radiologic Technology, Registered Nursing, Respiratory Therapy, Surgical Technology, Technical Graphics & Design Technology, and Video Technology.

PROGRAM:

The 1994-95 year at SMTC brought record levels of enrollment in both regular day programs and through the Continuing Education Division. Enrollment of regular day and evening students, deferred admissions, deferred degree and special students totaled 2,351 in the fall of 1994. Freshmen enrollment totaled 948. 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 29 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 were specifically designed for the industry.

Approximately 700 students received \$3 million in student financial aid during 1993-94. Needy students applied for a variety of student assistance programs, including Federal Pell Grant, Federal Supplimental Educational Opportunity Grant, Federal College Work Study, SMTC Student Labor, SMTC grants/scholarships, Federal Family Education Loan Programs, and various State Scholarships. Applications for student aid increased by 6% over the previous year to a record number of 1,695 applications.

In 1994, 90% of the graduates responding to the annual follow-up survey reported that they had found employment; of those graduates, 80% were working in jobs related to their major. Seventeen percent of the graduates responding to the survey indicated that they were persuing some level of additional education.

LICENSES:

Associate Degree in Applied Science Diploma Certificate of Completion

PUBLICATIONS:

No charge for any of the following publications:

SMTC Viewbook Admissions Policies, Procedures & Applications Tour Schedules Institutional Fact Sheet "The Point" Alumni Newsletter

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

WASHINGTON COUNTY TECHNICAL COLLEGE

RONALD P. RENAUD, PRESIDENT

Central Office: RIVER RD, CALAIS, ME 04619 Mail Address: RR 1, BOX 22C, CALAIS, ME 04619 Established: 1969 Reference: Policy Area: 02 ; Umbrella: 99 Unit: 445 ; Citation: T0020A M.R.S.A., Sect. 000012714

PURPOSE:

The mission of Washington County Technical College is to serve the State of Maine and the region with comprehensive, postsecondary technical education culminating with the associate degree, diploma, and certificate offered in a residential campus setting. The programs and services will prepare and sustain a diverse student body as competetive members of a world-class workforce and contributing members of society.

The role of Washington County Technical College is to: accelerate the development of academic technical and leadership skills of students seeking degrees in technology fields; instill in every graduate an appreciation for his or her individual responsibility for citizenship and leadership in a multicultural society; provide lifelong educational experiences for individuals; provide out-of-class learning experiences in the environment of a quality campus community; and develop strategic alliances and partnerships with government, business and industry that lead to enhanced economic development of the state and region.

ORGANIZATION:

Washington County Technical College (WCTC) was established in 1969 and is located on two unique campuses. The Calais campus, on the outskirts of town overlooking the St Croix River, ranges over 400 acres of rolling, open fields fringed by a thick evergreen forest. Modern, functional buildings house the classrooms, labs, library, gymnasium, and theater for use by students and the community. On-campus apartments provide residential housing for students. The second campus, the Marine Technology Center, is located on Deep Cove on the Passamaquoddy Bay in Eastport. In addition to classrooms, labs, administrative offices, library and all-purpose room, this facility includes a deep water pier and working boat yard.

WCTC 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. The President, Roland P. Renaud, is the chief executive officer, assisted by the Vice President/Academic Dean. In addition to the President and Vice President, the Management Team is made up of the Director of Finance, the Dean of Students, the Director of the Marine Technology Center, and the Physical Plant Director. The chairs of the six Academic Departments make up the Academic Council. The Departments are: General Education, Mechanical Technology, Marine Technology, Construction Technology, Business Studies, and Food and Hospitality Services. The Institutional Advisory Council, made up of community leaders, gives guidance to WCTC concerning future direction. Additionally, each program of study has a program advisory committee made up of employers and experts in the technology area who give input on curriculum, equipment and staffing.

PROGRAM:

WCTC, which is accredited by the New England Association of Schools and Colleges, enrolls approximately 450 students in credit programs. Surveys indicate most of the graduates of the college are employed in the occupation for which they were trained. Over 1,000 individuals are enrolled in educational activities provided by the Continuing Education Division.

WCTC offers the following programs. ASSOCIATE DEGREES IN APPLIED SCIENCE include: Construction Technology, with specialization in Building Construction; Food and Hospitality Service with specialization in Dietary Management; General Technology; Marine Technology with specialization in Boat Building Technology; Mechanical Technology with specialization in Vehicle Service; Office Information Systems; Trade and Technical Occupations; and Workplace Technology. DIPLOMA options include: Boatbuilding Technology, Building Construction Technology, Food and Hospitality Service, Mechanical Technology and Residential and Commercial Electricity Technology; Heating Technology; Heavy Equipment Maintenance Technology; Diesel Technology; Heating Technology; Medical Office Technology; Marine Mechanics Technology; Plumbing Technology; Office Professional Technology; and Welding Technology.

The Continuing Education Division partners with business and industry in the area to provide update and training to the workers of Washington County, in addition to providing avocational courses for the community. Additionally, the Calais Center of the University of Maine at Machias is housed on campus, providing upper division opportunities to residents of Calais and the surrounding area through ITV and live classes.

LICENSES:

Diploma Certificate Associate of Applied Science Degree PUBLICATIONS: WCTC Catalog 1995-96 (Free) WCTC Viewbook (Free) Scuttlebutt (WCTC Marine Technology Center Newsletter)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

YORK COUNTY TECHNICAL COLLEGE

DARRELL W. STAAT, PRESIDENT

 Central Office:
 WELLS, ME 04090

 Mail Address:
 P.O. BOX 529, WELLS, ME 04090-0529
 FAX: (928) 2

 Established:
 1994
 Telephone: (207) 646-9282

 Reference: Policy Area: 02 ; Umbrella:
 99 Unit: 580 ; Citation: T0020A M.R.S.A., Sect. 000012714

PURPOSE:

The mission of York County Technical College is three-fold: to provide education for individuals leading to jobs and self-fulfillment; to offer training for business and industry to meet upgrade and new hire standards; and to participate in economic development initiatives for York County and the State of Maine.

ORGANIZATION:

York County Technical College was established in April 1994 by the 116th Legislature pursuant to Public Law, Chapter 707, M.R.S.A., following a special study commissioned by the Legislature to examine the need for postsecondary technical education in York County. In the Fall of 1995, the College opened to its first class of students in rental facilities in Wells. A permanent campus is planned for completion in 1996. The College began with three degree programs and two certificate programs in Computer Applications Technology, Office Information Management, and Hospitality Management. Planning is underway for additional programs in Computer Aided Drafting, Culinary Arts, Electronics, Automotive Technology, Business Administration, and Heating, Ventilation & Air Conditioning.

York County Technical College 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:

YCTC will have an enrollment capacity of 600 day students and 600 evening students, for a total enrollment potential of 1,200. The College offers specialized training to business and industry throughout York County. A Continuing Education program is also available during the day, in the evenings and on weekends. The College's programs and courses were selected in response to the needs identified through a survey of 4,300 York County employers. This survey indicated that the greatest need for skilled employees in the region is in computer functions and applications. As a result, YCTC has purchased the latest computer technology available and all of its programs will require computer proficiency.

LICENSES: Certificate Associate Degree

PUBLICATIONS:

YCTC catalog YCTC brochures YCTC business and industry training brochure YCTC newsletter (Offered free of charge)

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE TURNPIKE AUTHORITY

JULIAN R. COLES, CHAIRMAN

Central Office:430 RIVERSIDE ST, PORTLAND, ME,Mail Address:430 RIVERSIDE ST, PORTLAND, ME, 04103FAX:Established:1941Telephone:Reference:Policy Area: 07; Umbrella:99 Unit:420; Citation:T0023M.R.S.A., Sect.000001965

PURPOSE:

The 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 supplimental selected D.O.T. programs for access roads to the Turnpike and along the corridor.

LICENSES:

The Maine Turnpike Authority issues permits which authorize loads and overlimit loads. The fee for the permit is \$10.00.

PUBLICATIONS:

"The Maine Turnpike Rules and Regulations Governing the use of Turnpike"

FINANCES, FISCAL YEAR 1995: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES JEFFERSON D. ACKOR, ADMIN ME VET'S HOME

Central Office: CONY ROAD, AUGUSTA, ME, Mail Address: CONY ROAD RFD # 2, AUGUSTA, ME, 04330 Established: 1977 Telephone: (207) 622-2454 Reference: Policy Area: 06 ; Umbrella: 99 Unit: 397 ; Citation: T0037B M.R.S.A., Sect. 00000603

PURPOSE:

The Board of Trustees of the Maine Veterans' Homes was established to plan, build and manage homes for veterans, their spouses, and widowers. There are currently five State Veterans Homes with a total of 490 beds.

The 115th Legislature approved construction of two additional Veterans Homes, one in Eastern and one in Western Maine, up to 120 beds each. At this time, a new 120-bed home at Bangor and a 90-bed home in South Paris are opening.

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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PROGRAM:

The Maine Vererans Home has a 120-bed nursing home in Augusta, a 40-bed nursing home in Caribou, a 120-bed nursing home in Scarborough, a 120-bed home at Bangor with a 40-bed special care unit, and a 90-bed home at South Paris with a 30-bed special care unit. All are Medicaid and Medicare certified Facilities.

The homes accept for admission war time veterans and the spouse, widow or widower of such veteran, in need of nursing home care.

The 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 speciality 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.

FINANCES, FISCAL YEAR 1995: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES	TOTAL FOR SPECIAL ALL GENERAL REVENUE HIGHWAY FEDERAI FUNDS FUND FUNDS FUND FUNDS	
EXPENDITURES		
INTEREST-DEBT RETIREMENT	173,925	173,925
TOTAL EXPENDITURES	173,925	173,925

WORKERS' COMPENSATION BOARD

JAMES MCGOWAN, EXEC DIR

Central Office: AMHI DEERING BLDG, AUGUSTA, ME Mail Address: 27 STATE HOUSE STATION, AUGUSTA, ME 04333-0027 Established: 1992 Telephone: (207) 287-3751 Reference: Policy Area: 01 ; Umbrella: ; Unit: 351 ; Citation: T0039A M.R.S.A., Sect. 000000151 Average Count--All Positions: 115.00

PURPOSE:

The Workers' Compensation Board, created by the Workers' Compensation Act of 1992, is responsible for administrating the duties and provisions outlined in the Act.

ORGANIZATION:

Policy is established by an eight-member Board having an equal number of employee and employer representatives. The Governor appoints these members from nominees submitted by the AFL-CIO and the Maine Chamber of Commerce and Industry or other bona fide organization or association of employers. These appointments are subject to review by the Joint Standing Committee on State and Local Government with confirmation by the Senate.

The agency is administered by an Executive Director. Regional Offices are located in Augusta, Bangor, Caribou, Lewiston, and Portland. The Central Office is in Augusta. Mediation and formal hearings are conducted at these and other offices. Some hearings are held at locations closer to the residence of the injured worker.

PROGRAM:

The Board was created by the Workers' Compensation Act of 1992 which took effect on January 1, 1993. The Board is the successor to the Workers' Compensation Commission. The Board is the repository of reports and claims regarding all injuries that occur in the State that are under the jurisdiction of the Maine Workers' Compensation Act. Among its responsibilities is the promulgation of rules and regulations to implement the various parts of the Act.

The Board takes an active role in monitoring benefit payment information, attempts to resolve disputes informally through troubleshooting and mediation, and schedules hearings in front of Hearing Officers in order to formally adjudicate disputes which could not be resolved informally. It also investigates fraud and abuse.

A total of 52 Board meetings was held during the fiscal year to work on a wide variety of issues related to the new Act. Examples include working on penalties required by the Act and promulgating rules in order to implement those provisions; revising all agency forms to comply with requirements of the new Act; continuing migration to a new computer system; promulgating rules on confidentiality and other rules clarifying and implementing the various parts of the Act; continuing study of the possible transfer of the Bureau of Labor Standard's Division of Safety to the Board; ongoing review and examination of the dispute resolution process including backlogs and caseloads; appointing a Deputy Director of Dispute Resolution; hiring a new Hearing Officer for the Lewiston vacancy; and reappointing a Hearing Officer whose term had expired.

Sessions were held on issues surrounding the appointment of independent medical examiners. Meetings were held by staff with representatives of the insurance industry regarding the assessment mechanism. This resulted in legislative changes to the assessment statute. P.L. 1995, Chapter 59 requires the Board to assess a rate rather than an amount for the insurance industry and it must be calculated on estimates of the premium base for the coming fiscal year. This law also amended the premium base to require use of the payroll times the filed manual rate times the employer's current experience modification factor, if applicable. The Board may adjust the rate up to three times during the fiscal year to ensure that receipts will equal its budget allocation. The assessment relating to self-insureds remained basically unchanged. Work continues on the expansion of electronic filing of data. The Board began developing goals and objectives for the agency and created a worker advocate pilot program. **FINANCES, FISCAL YEAR 1995:** 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 BOARD	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY		MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	3,299,342		3,299,342			
HEALTH BENEFITS	422,315		422,315			
RETIREMENTS	519,659		519,659			
OTHER FRINGE BENEFITS	46,408		46,408			
OTHER CONTRACT SERVICES STATE	76,996	4,951	72,045			
COMPUTER SERVICES STATE	25,298	630	24,668			
OTHER CONTRACT SERVICES	524,473	7,438	517,035			
RENTS	299,902	1,522	298,380			
COMMODITIES	79,720	3,924	75,796			
GRANTS, SUBSIDIES, PENSIONS	86,965		86,965			
EQUIPMENT	37,621		37,621			
INTEREST-DEBT RETIREMENT	48		48			
TRANSFER TO OTHER FUNDS	127,346		127,346			
TOTAL EXPENDITURES	5,546,093	18,465	5,527,628			

First Reports of Injuries

First Reports of Injuries are filed by employers whenever an injured employee loses one or more days from work. Calendar year statistics are shown here. They indicate that the number of disabling cases has been decreasing from a high of 26,693 in 1990 to a low of 16,089 in 1994 (see chart). These reports are processed by the Insurance Coverage Division.

<u>Year</u>	Disabling First Reports	Average
		Employment
1985	23,296	459,100
1986	24,336	477,400
1987	25,528	503,600
1988	26,431	527,500
1989	26,006	546,120
1990	26,693	539,250
1991	21,984	515,050
1992	19,418	513,570
1993	16,831	520,780
1994	16,089	531,200*

*Preliminary

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Dispute Resolution Process

The new statute established a three-tier dispute resolution process (troubleshooting, mediation, and formal hearing or arbitration) in an effort to reduce litigation. Notices of Controversy and Petitions which result in Claims Assigned (see below) are processed by the NOCS/Petitions Division. Statistics for 1993 and 1994 follow:

Troubleshooting

	Claims Assigned	Claims Disposed
1993	15,065	10,618
1994	14,140	15,509

The number of claims pending at troubleshooting as of June 20, 1995 is 2,272.

Mediation

	Claims Assigned	Claims Disposed
1993	4,439	2,688
1994	8,021	8,168

The number of claims pending at mediation as of June 20, 1995 is 1,780.

Formal Hearing

	Claims Assigned	Claims Disposed
1993	5,887	9,428
1994	5,283	1,839

The Board hired completely new Hearing Officers in 1994, explaining the lower number of claims disposed. Disposition will increase dramatically in 1995. The number of claims pending at the Formal Hearing level as of June 20, 1995 is 4,248.

Nature and Number of Forms Processed by Unit in Calendar Year 1994

Abuse Investigation Unit

This unit investigates complaints, allegations of fraud, illegal or improper conduct, and violations of the Workers' Compensation Act.

Reports of Abuse/Requests for Assessment of Penalties

758 (FY95)

Central Files Division

This division receives requests for files from Central Office and Regional Office staff. It also receives requests and/or inquiries from the public. The division maintains approximately 1.5 million files.

Insurance Coverage Division

This division monitors workers' compensation insurance coverage of employers. Electronic Data Interchange (EDI) has already been implemented with the State's largest carrier for the filing of insurance coverage data and First Reports. Requests for waivers of workers' compensation insurance are reviewed by this division. It also processes First Reports of Injury filed by employees and receives applications for the predetermination of independent contractors.

A.	Proof of Coverage	88,471
В.	First Reports	16,089
C.	Waivers Approved	3,680
D.	Independent Contractor Applications	657

Notices of Controversy and Petitions

This division receives, processes, and assigns Notices of Controversy and Petitions to Troubleshooters, Mediators, and Hearing Officers located in the Regional Offices.

Notices of Controversy and Petitions 17,065

Office of Medical/Rehabilitation Services

This division assists the Board in the promulgation of rules regarding medical protocols, independent medical examiners, and medical utilization reviews. Established and updates a medical fee schedule affecting charges allowed by the medical community, conducts hearings to determine eligibility and reasonableness of vocational rehabilitation services, and certifies Vocational Rehabilitation providers to serve as Board-appointed facilities.

Payments Division

This division monitors lost time cases, reviews Hearing Officer decisions, processes Wage Statements, Memoranda of Payments, Discontinuances, Interim and Final Reports, and audits files for employer/insurer compliance with the Act.

	<u>MOP</u>	<u>Wage</u> <u>Statements</u>	<u>Discon-</u> tinuanc	·	<u>ements</u>	<u>H.O.</u> Decisions
1993 1994	18,394 16,422	14,066 12,519	18,677 16,648	89 4 353		8,835 5,844
		<u>Interim/Final</u> <u>Reports</u>		<u>Miscellaneou</u> <u>Forms</u>		<u>imate # of</u> Processed
1993 1994		11,895 22,519		3,068 7,847		75,829 82,172

Licenses, Permits, etc.

Permission to self-insure as an individual and permission to self-insure as a group was transferred to the Department of Professional and Financial Regulation, Bureau of Insurance, effective July 3, 1980 per P.L. 1979, Chapter 577 (from the former Workers' Compensation Commission).

The Workers' Compensation Board issues optional predetermination of independent contractor status relating to workers' compensation coverage.

Publications

Annual Report on the Status of the Maine Workers' Compensation System, July 1993 (free) Facts About Maine Workers' Compensation Laws, pamphlet, 50 cents each Maine Workers' Compensation Act of 1992, booklet, \$3.50 per copy Maine Workers' Compensation Forms Manual, booklet, \$4.50 per copy Medical Fee Schedule, booklet, \$7.00 each Weekly Benefit Table, booklet, \$4.50 each

Assauntenast Darand Of	244
Accountancy, Board Of Accounts And Control, Bureau Of	344
·	345
Acupuncture Licensing Board Adaptive Equipment Loan Program Fund Board	524
	348
Adjuster License Advisory Board	309
Administration (Marine Res), Bureau Of	
Administration, Bureau Of	172
Administrative And Financial Services, Department Of	1
Administrative Court	250
Administrative Hearings, Division Of	262
Administrative Services Division (Agriculture)	28
Administrative Services Division (Conservation)	74
Administrative Services Division (Defense & Vet Svcs)	115
Administrative Services Division (Motor Vehicles)	432
Administrative Services Unit	140
Administrative Services (Bus Reg), Division Of	346
Administrative Services (If&W), Bureau Of	232
Adult Education, Division Of	141
Advisory Council (Inland Fisheries & Wildlife)	235
Advocacy Services, Maine	565
Advocacy (Corrections), Office Of	95
Advocacy (Mh&Mr), Office Of	324
Aeronautical Advisory Board, Maine	453
Agricultural And Rural Resources, Bureau Of	56
Agricultural Bargaining Board, State	29
Agricultural Marketing, Bureau Of	38
Agricultural Production, Bureau Of	49
Air Quality Control, Bureau Of	173
Alcoholic Beverages And Lottery Operations, Bureau Of	3
Animal Welfare Board	473
Applied Technology, Division Of	143
Apprenticeship And Training Council, State	263
Arbitration And Conciliation, State Board Of	265
Arborist Examining Board	349
Architects, Landscape Architects And Interior Designers,	350
Maine State Board Of Licensure Of	000
Archives Advisory Board	481
Archives Services, Division Of	435
Archives, Maine State	433
Aroostook Residential Center	325
Aroostook Water And Soil Management Board	30
Arts Commission, Maine	508
Athletic Commission, Maine	351
Atlantic Sea Run Salmon Commission	509
Atlantic States Marine Fisheries Commission	558
Attorney General, Department Of The	60 274
Auctioneers, Board Of Licensing Of	374
Audit, Department Of	65
Augusta Mental Health Institute	326
Bangor Mental Health Institute	328
Banking, Bureau Of	354

Bar Examiners, Board Of	250
Barbering And Cosmetology, Board Of	352
Bar, Board Of Overseers Of The	255
Bath Childrens' Home	330
Baxter State Park Authority	511
Biotechnology And Genetic Engineering, Commission On	515
Blind And Visually Impaired, Division For The	145
Blueberry Advisory Committee	516
Blueberry Commission, Maine	517
Boiler Rules, Board Of	268
Budget, Bureau Of The	5
Business Development, Office Of	128
Capitol Planning Commission	6
Capitol Security, Bureau Of	415
Central Maine Technical College	583
Central Motor Pool	7
Certificate Of Need Advisory Committee	202
Certification And Placement, Division Of	147
Charleston Correctional Facility	96
Child And Family Services, Bureau Of	202
Children With Special Needs (Mh & Mr), Bureau Of	332
Children With Special Needs, Maine Advisory Committee On	482
Children'S Residential Treatment Committee	474
Children'S Trust Incorporated, Board Of The Maine	566
Chiropractic Licensure, Board Of	356
Civil Air Patrol	567
Civil Service Appeals Board, State	519
Claims Commission, State	8
Coastal Island Registry	75
Commercial Driver Education, Board Of	357
Commercial Vehicles And Reciprocity Division	437
Commissioner, Office Of The	261
Commissioner, Office Of The	149
Community Development, Office Of	129
Community Support Systems, Office Of	334
Conservation, Department Of	71
Consumer Credit Protection, Bureau Of	358
Consumer Credit, Council Of Advisors On	482
Continuing Education Advisory Committee	483
Corporations And Elections, Division Of	436
Corporations, Elections And Commissions, Bureau Of	438
Correctional Center, Maine	98
Corrections, Department Of	93
Council On Vocational Education, Maine	196
Counseling Professionals Licensure, Board Of	360
Court Facilities Authority, Maine	575
Court Library Committee, State	253
Courts, Administrative Office Of The	249
Criminal Justice Academy, Board Of Trustees Of The Maine	418

Criminal Justice Academy, Maine	416
Criminal Justice Commission, Maine	484
Criminal Law Advisory Commission	484
Cultural Affairs Council, Maine State	519
Dairy And Nutrition Council, Maine	31
Dairy Promotions Board, Maine	32
Data Processing, Division Of	9
Deafness, Advisory Council For The Division Of	152
Deafness, Division Of	150
Defense And Veterans' Services, Department Of	112
Defense Realignment And The Economy, Task Force On	183
Deferred Compensation Plans, Advisory Council On	445
Dental Examiners, Board Of	361
Dental Health, Division Of	204
Department Of Agriculture, Food And Rural Resources	25
Departmental Bureau (Audit)	68
Development Foundation, Maine	568
Developmental Disabilities Council, Maine	445
Developmental Disabilities Office (Mh&Mr)	335
Dietetic Practice, Board Of Licensing Of	377
Disabilities, Governor'S Committee On Employment Of People With	523
Disability Determination Services, Division Of	206
Disease Control (Human Services), Division Of	206
Displaced Homemakers Advisory Council	491
District Attorneys	62
District Court For The State Of Maine	253
Domestic Abuse, Maine Commission On	487
Downeast Correctional Facility	99
Driver Licensing And Control Division	440
Drug Enforcement Agency, Maine	440
E-9-1-1 Council	410
Eastern Maine Technical College	585
Economic Analysis And Research, Division Of	268
Economic And Community Development, Department Of	125
Economic Conversion Division	131
Economic Development And Business Assistance Coordinating Council	520
Economic Development And Business Assistance Coordinating Council	520
Education Assistance Board, Maine	527
Education Commission Of The States	559
Education Unorganized Territory	166
	487
Educational Leave Advisory Board	521
Educational Loan Authority, Maine	139
Education, Department Of Education, State Board Of	474
•	207
Elder And Adult Services, Bureau Of	362
Electricians' Examining Board	271
Elevator And Tramway Safety, Board Of	336
Elizabeth Levinson Center	336 116
Emergency Management Agency, Maine	011

Emergency Medical Services Board	419
Emergency Municipal Finance, Board Of	522
Emergency Response Commission, Maine	523
Emergency Services Communication Bureau	421
Employee Health Commission, State	11
Employee Relations, Bureau Of	13
Employee Suggestion System Board	12
Employment And Training Programs, Bureau Of	273
Employment Security, Bureau Of	272
Energy Conservation Division	132
Energy Efficiency Building Performance Standards, Advisory Council On	476
Energy Testing Laboratory Of Maine	581
Enforcement And Regulation Division	441
	174
Environmental Protection, Board Of	
Environmental Protection, Department Of	168
Environmental Services, Office Of	454
Ethics And Election Practices, Commission On Governmental	525
Executive Clemency, Governor'S Board On	184
Executive Department	182
Facility Siting Board	527
Ferry Advisory Board, Maine State	455
Film Commission, Maine State	133
Finance And Administration (Transportation), Bureau Of	452
Finance Authority Of Maine	528
Finance, Division Of	152
Financial And Personnel Services, Division Of	14
Firefighters, Advisory Committee For The Training Of	488
Fiscal And Program Review, Office Of	301
Forest Fire Control, Division Of	75
Forest Management And Utilization, Division Of	77
Foresters, State Board Of Licensure For Professional	366
Forestry, Bureau Of (Aka Maine Forest Service)	78
	367
Funeral Service, State Board Of	
General Lines Agent Examination Advisory Board	368
General Services, Bureau Of	15
Geological Survey, Maine	80
Geologists And Soil Scientists, State Board Of Certicifation For	369
Governor Baxter School For The Deaf	153
Governor, (Office Of)	182
Guides, Advisory Board For The Licensing Of	236
Harness Racing Commission, State	33
Health And Higher Educational Facilities Authority, Maine	530
Health Care Finance Commission, Maine	477
Health Education Centers Advisory Committee, Maine Area	489
Health Engineering (Human Services), Division Of	213
Health Planning And Development (Human Services), Office Of	215
Health Promotion And Education(Human Svcs), Division Of	216
Health Station	570
Health, Bureau Of	211
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Hearing Aid Dealers And Fitters, Board Of	370
Higher Education Facilities Act Of 1963, Maine State Commission For	476
Higher Education, Division Of	155
Higher Education, New England Board Of	562
High-Risk Insurance Organization, Maine	531
Highway Safety Commission, Maine	424
Highway Safety, Bureau Of	423
Historian, (Office Of) State	156
Historic Preservation Commission, Maine	532
Historical Records Advisory Board, Maine	490
Historical Society, Maine	570
Hiv Advisory Committee, Maine	480
Homelessness & Housing Opportunities, Interagency Task Force On	492
Hospice Council, Maine	572
Hospital Advisory Committee (To Mhcfc)	479
House Of Representatives	298
Housing Authority, Maine State	573
Human Resource Development Council	274
Human Resources, Bureau Of	16
Human Resources, Office Of	455
Human Rights Commission, Maine	533
Human Services, Department Of	198
Identification, State Bureau Of	425
Income Maintenance, Bureau Of	209
Independent Agencies - Advisory	480
Independent Agencies - Interstate Compact	558
Independent Agencies - Not Part Of State Government	565
Independent Agencies - Other	508
Independent Agencies - Regulatory	473
Indian Tribal-State Commission, Maine	534
Information Services Policy Board	493
Information Services, Bureau Of	18
Information Services, Division Of	442
Inland Fisheries And Wildlife, Department Of	230
Insect And Disease Management	82
Instruction, Division Of	157
Insurance Guaranty Association, Maine	575
Insurance, Bureau Of	371
Internal Audit, Office Of	456
International Commerce Division	134
Interstate Cooperation, Commission On	304
Job Service Division	275
Judicial Appointments, Governor'S Select Committee On	185 535
Judicial Council	
Judicial Department	246
Judicial Responsibility And Disability, Committee On	254
Junior Maine Guides And Trip Leaders Curriculum Advisory Board	235
Juvenile Corrections, Bureau Of	101
Juvenile Justice Advisory Group	101

Kennebec Valley Technical College	586
Labor Relations Board, Maine	280
Labor Standards, Bureau Of	276
(Labor), State Advisory Council	261
Labor, Department Of	258
Land And Water Quality Control, Bureau Of	177
Land And Water Resources Council, Maine	186
Land For Maine'S Future Board	185
Land Use Regulation Commission, Maine	84
Law And Legislative Reference Library	291
Legal Services, Office Of	457
Legislative Council	299
Legislative Council, (Office Of) Executive Director Of The	300
Legislature	293
Library Commission, Maine	538
Library, Maine State	536
Licensing And Enforcement, Division Of	375
Life Agent Examination Advisory Board	378
Liquor Enforcement, Bureau Of	425
Lobster Advisory Council	493
Lobster Promotion Council	538
Lottery Commission, State	20
Maine Correctional Center, Board Of Visitors	505
Maine State Prison, Board Of Visitors	505
Maine Youth Center, Board Of Visitors	506
Maine-Canadian Legislative Advisory Commission	303
Maine-New Hampshire Interstate Bridge Authority	561
Maintenance And Operations, Bureau Of	458
Management And Budget (Human Services), Office Of	217
Management Information, Division Of	158
Manufactured Housing Board	379
Marine Development, Bureau Of	312
Marine Patrol, Bureau Of	314
Marine Research Board	540
(To Marine Resources), Advisory Council	312
Marine Resources, Department Of	306
Marine Sciences, Bureau Of	315
Maritime Academy, Maine	319
Market Development, Division Of	37
Marketing Advisory Board, Maine	494
Maternal And Child Health (Human Services), Division Of	218
Mediators, Panel Of	282
Medical Advisory Board (Re: Licensing Of Drivers)	443
Medical Education, Advisory Committee On	530
Medical Examiner For The State, Office Of The Chief	63
Medical Services (Human Services), Bureau Of	220
Medical Specialty Advisory Committee On Anesthesiology	383
Medical Specialty Advisory Committee On Emergency Medicine	384
Medical Specialty Advisory Committee On Obstetrics And Gynecology	384

Medical Specialty Advisory Committee On Radiology	406
Medicine, Board Of Licensure In	380
Mental Health And Mental Retardation, Department Of	321
Mental Health, Division Of	337
Mental Retardation, Division Of	339
Mental Retardation, Maine Advisory Committee On	541
Military Bureau	118
Milk Commission, Maine	39
Missing Children Information Clearinghouse	416
Motor Vehicles, Division Of	443
Municipal Advisory Council, Governor'S	187
Municipal Bond Bank, Maine	542
Municipal Bureau (Audit)	69
Museum Commission, Maine State	545
Museum, Maine State	543
Northeastern Interstate Forest Fire Protection Commission	560
Northern Maine Regional Juvenile Detention Facility	100
Northern Maine Technical College	588
Nursing Home Administrators Licensing Board	388
Nursing, State Board Of	385
Occupational Information Coordinating Committee, Maine	283
Occupational Safety And Health, Board Of	285
Occupational Therapy Practice, Board Of	389
Oil And Hazardous Materials Control, Bureau Of	175
Oil And Solid Fuel Board	390
Oil Spill Advisory Committee	495
Optometry, State Board Of	391
Osteopathic Licensure, Board Of	392
Parks And Recreation, Bureau Of	86
Parole Board, State	103
Payor Advisory Committee (To Mhcfc)	479
Pesticides Control, Board Of	41
Petroleum Advisory Committee	496
Pharmacy, Board Of Commissioners Of The Profession Of	394
Physical Therapy, Board Of Examiners In	395
Pilotage Commission, Maine State	396
Pine Tree Legal Assistance	576
Pineland Center	340
Pineland Center Board Of Visitors	496
Planning And Program Services, Division Of	88
Planning Office, State	188
Planning (If&W), Division Of	237
Planning, Bureau Of	459
Plant Industry, Division Of	42
Plumbers' Examining Board	397
Podiatrists, Board Of Licensure Of	399
Policy Analysis, Office Of	460
Policy And Legal Analysis, Office Of	301
Policy Review Board	497

Define Disarting And Information, Division Of	00
Policy, Planning And Information, Division Of	89
Pollution Prevention Advisory Committee	498
Pollution Prevention, Office Of	179
Port Authority, Maine	461
Portland Public Development Commission, Greater	581
Potato Board, Maine	36
Potato Marketing Committee, Maine	46
Potato Marketing Improvement Committee	47
Potato Quality Control Board, Maine	44
Prison, State	106
Probation And Parole, Division Of	107
Production Development, Division Of	48
Professional Advisory Committee (To Mhcfc)	479
Professional And Financial Regulation, Department Of	342
Professional Engineers, State Board Of Registration For	364
Programs (Human Services), Office Of	221
Project Development, Bureau Of	462
	545
Property Tax Review, State Board Of Psychologists, State Board Of Examinate Of	400
Psychologists, State Board Of Examiners Of	
Public Advocate, (Office Of)	190
Public Affairs And Communications (Human Svcs), Office Of	223
Public Broadcasting Corporation, Maine	579
Public Drinking Water Commission, Maine	221
Public Health Laboratory (Human Services)	224
Public Health Nursing, Division Of	225
Public Information And Education (If&W), Division Of	238
Public Lands, Bureau Of	90
Public Safety, Department Of	413
Public Services Division	445
Public Services, Bureau Of	50
Public Utilities Commission	428
Public Utility Financing Bank, Maine	546
Pull Events Commission	51
Quality Assurance (Afrr), Division Of	52
Radioactive Waste, Advisory Commission On	499
Radiologic Technology Board Of Examiners	401
Radiological Emergency Preparedness Committee	498
Real Estate Appraisers, Board Of	404
Real Estate Commission	402
Records Management Services, Division Of	446
Region li Crisis Intervention Advisory Board	500
Regional Administration (Human Services), Division Of	227
Regulation, Division Of	53
Rehabilitation Services, Office Of	159
Residential Treatment Centers Advisory Group	500
Resource Development, Division Of	55
Resource Management (If&W), Bureau Of	241
Respiratory Care Practitioners, Board Of	405
· ·	403 547
Retirement System, (Brd Of Trustees Of The) Me State	547

Revisor Of Statutes, Office Of The	302
Risk Management, Division Of	21
Rules, Commissions And Notaries, Division Of	447
Saco River Corridor Commission	548
Safety And Health In The Maine Workplace, Commission On	501
Sardine Council, Maine	550
School Business Services, Division Of	161
Science And Technology Foundation, Maine	552
Sealer Of Weights And Measures, (Office Of)	57
Secretary Of State, Department Of The	431
Securities Division	406
Seed Potato Board	44
Senate	297
Small Business Commission, Maine	135
Social Worker Licensure, State Board Of	407
Soil And Water Conservation Commission, State	58
Southern Maine Technical College	589
Special Services, Division Of	162
Speech Pathology And Audiology, Board Opf Examiners On	408
State Fire Marshal, Office Of The	421
State Horticulturist, (Office Of)	35
State House And Capitol Park Commission	303
State Police, Bureau Of	426
St. Croix International Waterway Commission	563
Substance Abuse Counselors, State Board Of	410
Substance Abuse Services Commission	502
Substance Abuse, Office Of	195
Superior Court	256
Support Services Unit	164
Supreme Judicial Court	256
Surveyors, Board Of Licensure For Professional Land	373
Taxation, Bureau Of	22
Taxidermists, Advisory Board For The Licensing Of	503
Technical College System, Board Of Trustees Of The Maine	582
Telecommunications Relay Services Advisory Council	503
Tourism Commission, Maine	137
Tourism, Office Of	136
Transportation Services, Bureau Of	464
Transportation, Department Of	449
Travel Information Advisory Council	504
Treasurer Of State, (Office Of)	466
Turnpike Authority, Maine	593
Twelve County Service Delivery Area	286
Underground Storage Tank Installers, Board Of	180
Unemployment Compensation Division	288
Unemployment Insurance Commission, Maine	287
Uniform State Laws, Commission On	305
University Of Maine System, Board Of Trustees Of The	469
	409
Unorganized Territory (Audit)	69

Veterans' Homes, Board Of Trustees Of The Maine	593
Veterans' Services, Division Of	121
Veterinary Medicine, State Board Of	411
Veterinary Services, Division Of	47
Victims' Compensation Board	64
Vital Statistics, Office Of	227
Warden Service (If&W), Bureau Of	244
Washington County Technical College	590
Waste Management Advisory Council	506
Waste Management Agency, Maine	539
Water Pollution Control Commission, New England Interstate	564
Wells National Estuarine Research Reserve Management Authority	554
Whitewater Safety Committee	507
Work Center Purchases Committee	480
Workers' Compensation Board	595
World Trade Association, Maine	557
York County Technical College	592
Youth Center, Maine	110