

MAINE STATE LEGISLATURE

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MAINE STATE GOVERNMENT ANNUAL REPORT 1995-1996



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

*Published at
Augusta, Maine
1996*



Angus S. King, Jr.
Governor of Maine

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

Printed Under Appropriation Number 756300-000-4929

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Statehouse Station 9, Augusta, Maine 04333

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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

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Bureau of the Budget

State House Station #58

Augusta, Maine 04333

ERRATA

Please be advised that two units, The Bureau of Taxation and the Maine International Trade Center, were inadvertently omitted from the printing of the Maine State Government Annual Report. These sections are attached for your use.

We apologize for any inconvenience this may have caused you.

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:* ; *Unit:* 125 ; *Citation:* T0005 *M.R.S.A., Sect.* 000021006

Average Count--All Positions: 267.000 *Legislative Count:* 258.50

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. 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: Compliance Division(Audit Unit)- Audits various individuals and individuals to determine their tax liability; assists taxpayers in the understanding necessary to comply with Maine tax law; and Compliance Division(Enforcement Unit)- 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 1997: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF TAXATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	4,175,042	4,133,159		25,206	16,677	
HEALTH BENEFITS	914,624	902,615		7,536	4,473	
RETIREMENTS	760,664	753,146		4,525	2,993	
OTHER FRINGE BENEFITS	46,084	45,377		423	284	
OTHER CONTRACT SERVICES STATE	952,906	945,212			7,694	
COMPUTER SERVICES STATE	1,319,744	1,319,744				
OTHER CONTRACT SERVICES	1,135,866	1,132,264		766	2,836	
RENTS	191,320	191,320				
COMMODITIES	241,290	241,290				
GRANTS, SUBSIDIES, PENSIONS	17,604,344	13,847,840	3,756,504			
EQUIPMENT	829,146	829,146				
INTEREST-DEBT RETIREMENT	9	9				
TRANSFER TO OTHER FUNDS	1,794			938	856	
TOTAL EXPENDITURES	28,172,833	24,341,122	3,756,504	39,394	35,813	

MAINE INTERNATIONAL TRADE CENTER

PERRY NEWMAN, PRESIDENT

Central Office: 511 CONGRESS STREET, PORTLAND, ME 04101-3428

Mail Address: , ME

Established: 1996

Reference: Policy Area:01 ; Umbrella: ; Unit: 587 ; Citation: T0010 M.R.S.A., Sect. 000000945

FAX: (207) 541-7420

Telephone: (207) 541-7400

PURPOSE:

The Maine International Trade Center a (the "Trade Center") was established to enhance the competitive advantage of state businesses desiring to compete in the international market. The Trade Center provides a source of leadership, coordination and a shared vision for international trade development in the State. The purpose of the Trade Center, through its private and public board, is to refine, revise and implement the State's international strategic plan by providing and enhancing services in coordination with the economic development activities of the private sector, community and regional activities of the private sector, community and regional agencies and State government.

ORGANIZATION:

The Trade Center is comprised of four private sector Directors and two private sector support staff who work under the direction of the Trade Center President, who is employed by the Maine Department of Economic and Community Development.

PROGRAM:

The Trade Center encourages and assists the growth of the State's international economic activities in the following ways:

The Trade Center provides a forum for the exchange of expertise, ideas and innovations between the public and private sectors.

The Trade Center offers quality education and technical services to businesses in the State that compete or seek to compete in worldwide markets.

The Trade Center acts as a catalyst in the development and coordination of international programs.

The Trade Center underscores the importance of international trade as a priority of public policy and enhances public appreciation of the relevance of the international economy.

The Trade Center provides information necessary to transact international businesses and makes effective decisions concerning international trade and policy.

The Trade Center supports the development and availability of an overall infrastructure conducive to international business.

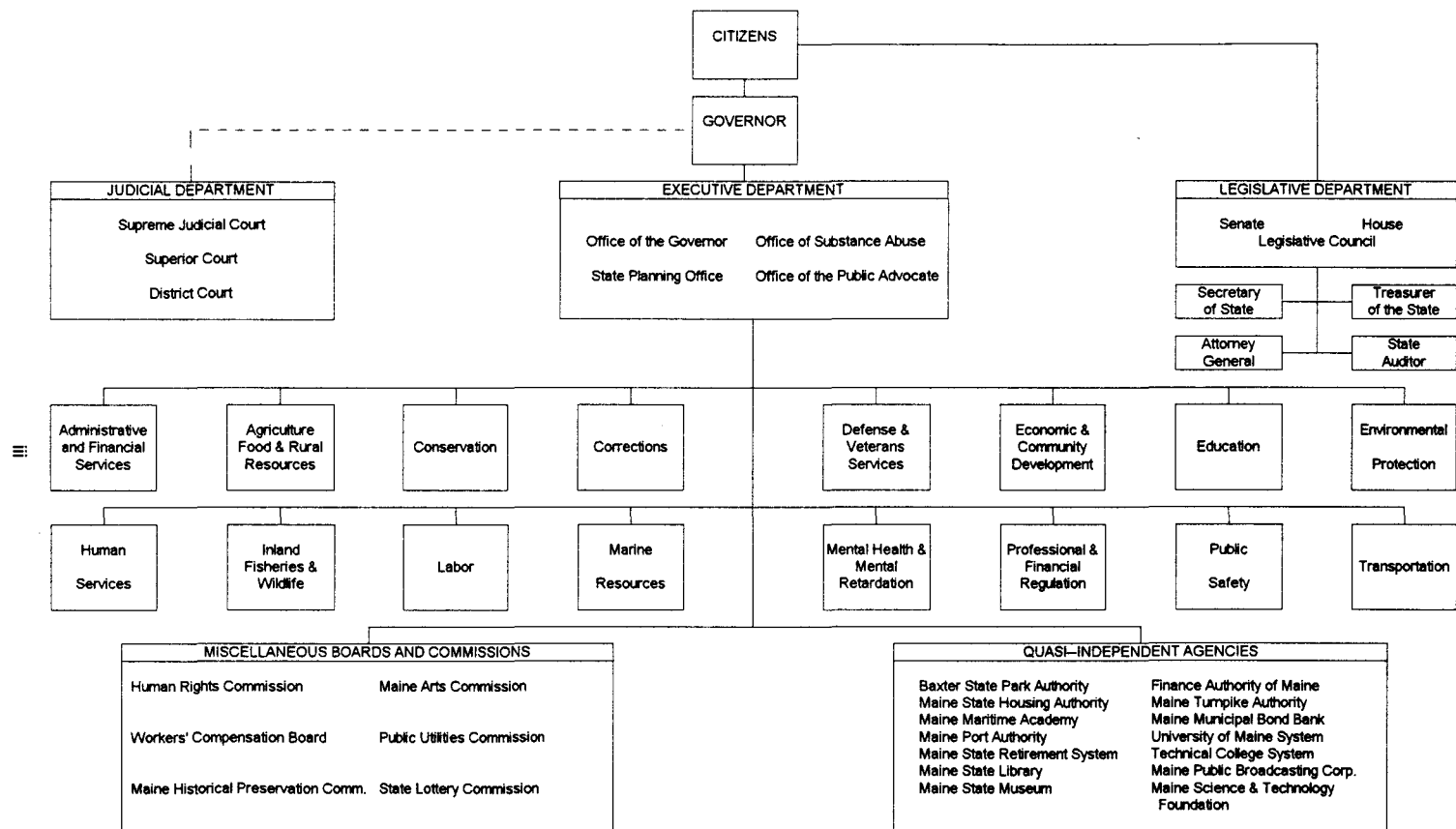
The Trade Center promotes the development and dissemination of education, training and technical assistance programs appropriate for foreign countries.

The Trade Center identifies market opportunities and potential contracts in foreign countries that match the technologies and expertise available in the State and coordinates and submits appropriate proposal responses.

The Trade Center maintains an international commerce data base to assist in making program decisions.

FINANCES, FISCAL YEAR 1997: The 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 INTERNATIONAL TRADE CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	381,116	381,116				
TOTAL EXPENDITURES	381,116	381,116				



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:

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

Umbrella. In order to make the list of 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 and 95 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 of Maine*, and *Agencies of Government, State of Maine, 1820 - 1971*, published by the Maine State Archives.

PROGRAM: Although the identification, administration and organization of State agencies are significant to the purposes of this report, 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 an effort to meet what is interpreted to be the intent of the Annual Report law.

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

Since the *MFASIS* system deals with "rounded" whole-dollars, some small dollar differences will exist between this report and the Financial Report issued by the State 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

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NEWLY CREATED ORGANIZATIONAL UNITS - FY96

Umb-Unit	Name	Citation
578	Maine Commission On Community Service	5 MRSA 7501
579	Maine Committee For Global And Geographic Education	20-A MRSA 9
581	State Poet Laureate Selection Advisory Panel	27 MRSA 421
583	Joint Practice Council On Advanced Practice Registered Nursing	32 MRSA 226
584	Northern New England Passenger Rail Authority	23 MRSA 811
585	Maine Outdoor Heritage Fund Board	12 MRSA 778
586	Ace Service Center	38 MRSA 245
071R	Regional Services Team	Admin Unit
182	Audit, Contracting And Licensing Service Center	22 mrsa 6C
587	Maine International Trade Center	10 MRSA 945
588	Maine State Film Office	5 MRSA 1308
589	Court Alternative Dispute Resolution Service Committee	4 MRSA 18B
590	Maine Health Data Organization	22 MRSA 870
591	Motor Carrier Review Board	29A MRSA 55
582	Propand and Natural Gas Board	32 MRSA 148

ABOLISHED ORGANIZATIONAL UNITS - FY96

Umb-Unit	Name	Repealing Citation
019	State Soil And Water Conservation Commission	C. 539, 1995
310	Maine Waste Management Agency	C. 465, 1995
433	Advisory Commission On Radioactive Waste	C. 642, 1995
435	Council Of Advisors On Consumer Credit	C. 309, 1995
461	Maine Tourism Commission	C. 560, 1995
501	Office Of Tourism	C. 560, 1995
588	Maine State Film Commission	C. 560, 1995
530	Energy Conservation Division	C. 560, 1995
531	Waste Management Advisory Council	C. 656, 1995
535	International Commerce Division	C. 560, 1995
249	Office of Community Support Systems	C. 560, 1995

INACTIVE UNITS - FY96

Umb-Unit	Name
471	Payor Advisory Committee (To MHCFC)
469	Professional Advisory Committee (To MHCFC)
470	Hospital Advisory Committee (To MHCFC)
522	Marine Research Board
102S	Governor's Municipal Advisory Council
579	Maine Committee For Global And Geographic Education

**ORGANIZATIONAL UNITS
THAT DID NOT SUBMIT A REPORT- FY96**

Umb-Unit

Name

532

Facility Siting Board

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

JANET E. WALDRON, COMMISSIONER

Central Office: STATE OFFICE BLDG, AUGUSTA, ME, 04333

Mail Address: 78 STATE HOUSE STATION, AUGUSTA, ME, 04333-0078

Established: 1992

Telephone: (207) 624-7800

Reference: Policy Area: 00 ; Umbrella: 18 Unit: 106 ; Citation: T0005 M.R.S.A., Sect. 000021002

Average Count--All Positions: 927.0

Legislative Count: 648.0

Units:

BUREAU OF ACCOUNTS AND CONTROL

BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY

OPERATIONS

BUREAU OF THE BUDGET

CAPITOL PLANNING COMMISSION

CENTRAL MOTOR POOL

STATE CLAIMS COMMISSION

DIVISION OF DATA PROCESSING

STATE EMPLOYEE HEALTH COMMISSION

EMPLOYEE SUGGESTION SYSTEM BOARD

BUREAU OF EMPLOYEE RELATIONS

DIVISION OF FINANCIAL AND PERSONNEL SERVICES

BUREAU OF GENERAL SERVICES

BUREAU OF HUMAN RESOURCES

BUREAU OF INFORMATION SERVICES

STATE LOTTERY COMMISSION

DIVISION OF RISK MANAGEMENT

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.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 1996: 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	26,697,206	13,953,589	871,701	481,514	30,227	11,360,175
HEALTH BENEFITS	5,351,863	2,768,709	181,411	124,248	7,271	2,270,224
RETIREMENTS	4,845,469	2,574,273	164,076	78,081	5,387	2,023,652
OTHER FRINGE BENEFITS	277,385	139,439	7,404	6,038	515	123,989
OTHER CONTRACT SERVICES STATE	3,812,933	1,847,701	466,399	7,758		1,491,075
COMPUTER SERVICES STATE	7,156,880	5,298,099	57,886	37,069		1,763,826
OTHER CONTRACT SERVICES	19,057,240	8,734,961	293,586	725,458	5,374	9,297,861
RENTS	14,032,039	3,032,755	291,996	48,072		10,659,216
COMMODITIES	2,016,139	1,070,485	30,561	88,692	1,982	824,419
GRANTS, SUBSIDIES, PENSIONS	35,605,047	17,473,009	5,684,819			12,447,219
PURCHASE OF LAND	2,008,346	1,566,875	441,471			
EQUIPMENT	956,899	905,769	30,872	9,964		10,294
INTEREST-DEBT RETIREMENT	1,188,890	659,450	69	940		528,431
TRANSFER TO OTHER FUNDS	154,090,996		4,380	13,631	1,324	154,071,661
COST OF GOODS SOLD	12,835,599	3,300,000				9,535,599
TOTAL EXPENDITURES	289,932,931	63,325,114	8,526,631	1,621,465	52,080	216,407,641

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	204,437	204,437				
HEALTH BENEFITS	22,272	22,272				
RETIREMENTS	43,478	43,478				
OTHER FRINGE BENEFITS	1,940	1,940				
OTHER CONTRACT SERVICES STATE	29,058	29,058				
COMPUTER SERVICES STATE	22,730	22,730				
OTHER CONTRACT SERVICES	4,024,588	4,024,588				
RENTS	398	398				
COMMODITIES	828	828				
GRANTS, SUBSIDIES, PENSIONS	209	209				
COST OF GOODS SOLD	3,300,000	3,300,000				
TOTAL EXPENDITURES	7,649,938	7,649,938				

BUREAU OF ACCOUNTS AND CONTROL

CAROL F. WHITNEY, STATE CONTROLLER

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 14 STATE HOUSE STATION, AUGUSTA, ME 04333-0014 *FAX:* (207) 626-8422

Established: 1931

Reference: Policy Area: 00 ; Umbrella: 18 Unit: 119 ; Citation: T0005 *M.R.S.A., Sect.* 000021006

Average Count--All Positions: 30.00

Legislative Count: 30.00

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.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 Maine Financial and Administrative Statewide Information systems (MFASIS) which includes the state's automated Accounting System, the Human Resource Management System and the Budget Management 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; 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. The Budget Management System provides assistance to the Bureau of the Budget in preparation and monitoring the State's budget process. It supports the budget process from the initial biennial budget to the preparing and monitoring of quarterly allotments.

PUBLICATIONS:

State of Maine Financial Report - Free

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	925,153	925,153				
HEALTH BENEFITS	180,295	180,295				
RETIREMENTS	170,809	170,809				
OTHER FRINGE BENEFITS	8,134	8,134				
OTHER CONTRACT SERVICES STATE	27,375	27,375				
COMPUTER SERVICES STATE	1,613,607	1,613,607				
OTHER CONTRACT SERVICES	99,591	99,591				
RENTS	211,162	211,162				
COMMODITIES	12,995	12,995				
GRANTS, SUBSIDIES, PENSIONS	15	15				
INTEREST-DEBT RETIREMENT	104	104				
TOTAL EXPENDITURES	3,249,240	3,249,240				

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY
OPERATIONS**

EBEN B. MARSH, DIRECTOR

Central Office: 10 - 12 WATER STREET, HALLOWELL, ME 04357

Mail Address: 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 *FAX:* (207) 287-6769

Established: 1992

Telephone: (207) 287-3721

Reference: Policy Area: 00 ; Umbrella: 18 Unit: 553 ; Citation: T0005 M.R.S.A., Sect. 000021006

Average Count--All Positions: 141.00

Legislative Count: 138.00

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.

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:

1. Annual Report - Free
2. Winner's Newsletter - Free
3. Information Kit: ME State Lottery - Free

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 1996: The 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	3,694,938					3,694,938
HEALTH BENEFITS	802,284					802,284
RETIREMENTS	635,016					635,016
OTHER FRINGE BENEFITS	25,888					25,888
OTHER CONTRACT SERVICES STATE	13,577					13,577
COMPUTER SERVICES STATE	427,399					427,399
OTHER CONTRACT SERVICES	3,576,592					3,576,592
RENTS	1,237,289					1,237,289
COMMODITIES	225,711					225,711
GRANTS, SUBSIDIES, PENSIONS	962					962
INTEREST-DEBT RETIREMENT	40,743					40,743
TRANSFER TO OTHER FUNDS	141,868,753					141,868,753
TOTAL EXPENDITURES	152,549,152					152,549,152

BUREAU OF THE BUDGET

JOHN R. NICHOLAS, STATE BUDGET OFFICER

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 58 STATE HOUSE STATION, AUGUSTA, ME 04333-0058 *FAX:* (207) 624-7826

Established: 1931

Telephone: (207) 624-7810

Reference: Policy Area:00 ; Umbrella: 18 Unit: 117 ; Citation: T0005 M.R.S.A., Sect. 000021006

Average Count--All Positions: 11.00

Legislative Count: 11.00

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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 1996, the Bureau participated as one of the lead agencies in the implementation of performance based budgeting. This effort included the provision of training and technical assistance to departments and agencies in the development of a strategic plan and pilot program budget.

The Bureau also produces 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. In addition, Public Law 1995, chapter 502, section G-2, "An Act to Implement the Recommendations of the Productivity Realization Task Force" transferred responsibility for the State Cost Allocation Plan from the Bureau of the Budget to the Division of Financial and Personnel Services of the Department of Administrative Financial Services.

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 1996: The 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	460,151	460,151				
HEALTH BENEFITS	66,983	66,983				
RETIREMENTS	99,558	99,558				
OTHER FRINGE BENEFITS	4,088	4,088				
OTHER CONTRACT SERVICES STATE	719	719				
COMPUTER SERVICES STATE	2,690	2,690				
OTHER CONTRACT SERVICES	21,915	21,915				
RENTS	1,456	1,456				
COMMODITIES	1,991	1,991				
EQUIPMENT	9,882	9,882				
TOTAL EXPENDITURES	669,433	669,433				

CAPITOL PLANNING COMMISSION

WARREN SWETZ, DIRECTOR

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 *FAX:* (207) 287-4008

Established: 1967

Telephone: (207) 287-4000

Reference: Policy Area: 00 ; Umbrella: 18 Unit: 134 ; Citation: T0005 M.R.S.A., Sect. 000000298

PURPOSE:

134The 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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

and the sale of lottery products through licensed lottery agents.

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 1996: 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: 12.50

PURPOSE:

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

PROGRAM:

The lease line provides over 1,100 passenger and light truck vehicles to using agencies across state government. Maintenance and repair is accomplished through a centralized Central Fleet Management service garage, other state maintenance facilities, contracted service providers and private maintenance facilities.

Central Fleet Management continues to work with the advisory group 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.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 1996: The 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	304,740					304,740
HEALTH BENEFITS	73,275					73,275
RETIREMENTS	54,339					54,339
OTHER FRINGE BENEFITS	7,934					7,934
OTHER CONTRACT SERVICES STATE	4,188					4,188
COMPUTER SERVICES STATE	55,573					55,573
Mail Address: OTHER CONTRACT SERVICES	1,654,439					1,654,439
RENTS	520					520
COMMODITIES	8,954					8,954
INTEREST-DEBT RETIREMENT	307,603					307,603
TRANSFER TO OTHER FUNDS	35,641					35,641
TOTAL EXPENDITURES	2,507,206					2,507,206

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 its 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.

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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 1996: The 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	60,829			60,829		
HEALTH BENEFITS	5,890			5,890		
RETIREMENTS	3,762			3,762		
OTHER FRINGE BENEFITS	1,083			1,083		
OTHER CONTRACT SERVICES STATE	6,168			6,168		
COMPUTER SERVICES STATE	4,961			4,961		
OTHER CONTRACT SERVICES	19,836			19,836		
RENTS	154			154		
COMMODITIES	1,513			1,513		
TRANSFER TO OTHER FUNDS	5,305			5,305		
TOTAL EXPENDITURES	109,501			109,501		

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: 137.00

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,

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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.

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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 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	4,314,798					4,314,798
HEALTH BENEFITS	771,187		206			770,981
RETIREMENTS	773,595		-38			773,633
OTHER FRINGE BENEFITS	55,839		-168			56,007
OTHER CONTRACT SERVICES STATE	885,092					885,092
COMPUTER SERVICES STATE	432,671					432,671
OTHER CONTRACT SERVICES	2,167,011					2,167,011
RENTS	1,705,349					1,705,349
COMMODITIES	494,508					494,508
GRANTS, SUBSIDIES, PENSIONS	1,133					1,133
INTEREST-DEBT RETIREMENT	95					95
TRANSFER TO OTHER FUNDS	312,367		-18			312,385
TOTAL EXPENDITURES	11,913,645		-18			11,913,663

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: 11.00

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 (18) labor and management representatives.

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; the Executive Director of Health Insurance, ex officio;

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one labor member from the Maine Technical College System faculty or administrative unit; and one member from the Maine Technical College System appointed by the President of the Maine Technical College System.

PROGRAM:

The Commission renewed its contract with Blue Cross and Blue Shield of Maine for the policy year ending June 30, 1996. The contract provided that a managed care health plan, HMO Choice, be introduced. Additionally, Green Spring of Maine provides managed care services for substance abuse and mental health treatment; PCS 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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE EMPLOYEE HEALTH COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	270,284		270,284			
HEALTH BENEFITS	51,840		51,840			
RETIREMENTS	51,843		51,843			
OTHER FRINGE BENEFITS	1,806		1,806			
OTHER CONTRACT SERVICES STATE	437,693		437,693			
COMPUTER SERVICES STATE	33,388		33,388			
OTHER CONTRACT SERVICES	72,410		72,410			
RENTS	45,995		45,995			
COMMODITIES	4,781		4,781			
INTEREST-DEBT RETIREMENT	5		5			
TOTAL EXPENDITURES	970,045		970,045			

EMPLOYEE SUGGESTION SYSTEM BOARD

JANET E. WALDRON, COMMISSIONER

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 78 STATE HOUSE STATION, AUGUSTA, ME 04333-0078 *FAX:* (207) 624-7804

Established: 1992

Telephone: (207) 624-7800

Reference: Policy Area:00 ; Umbrella: 18 Unit: 408 ; Citation: T0005 M.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.

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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 1996: 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: 7.00

Legislative Count: 7.00

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.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

PROGRAM:

In FY96, the Bureau continued negotiations for successor collective bargaining agreements for seven bargaining units for contracts which expired on June 30, 1995. The Bureau also continued to administer collective bargaining agreements, and was actively involved in cases before the Maine Labor Relations Board, 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.

FINANCES, FISCAL YEAR 1996: The 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	322,190	322,190				
HEALTH BENEFITS	39,502	39,502				
RETIREMENTS	66,623	66,623				
OTHER FRINGE BENEFITS	1,714	1,714				
OTHER CONTRACT SERVICES STATE	35,785	35,785				
COMPUTER SERVICES STATE	10,759	10,759				
OTHER CONTRACT SERVICES	18,761	18,761				
RENTS	6,793	6,793				
COMMODITIES	3,556	3,556				
EQUIPMENT	9,809	9,809				
TOTAL EXPENDITURES	515,492	515,492				

DIVISION OF FINANCIAL AND PERSONNEL SERVICES

EDWARD A. KARASS, DIRECTOR

Central Office: STATE OFFICE BUILDING, AUGUSTA, ME 04333

Mail Address: 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074 *FAX:* (207) 287-4032

Established: 1992

Telephone: (207) 287-6632

Reference: Policy Area: 00 ; Umbrella: 18 Unit: 551 ; Citation: T0005 M.R.S.A., Sect. 000000284

Average Count--All Positions: 27.00

Legislative Count: 9.00

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.

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PUBLICATIONS:

Affirmative Action - (Free)

Department Employee Information Booklet - (Free)

FINANCES, FISCAL YEAR 1996: The 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	845,707	296,782	548,925			
HEALTH BENEFITS	168,164	50,198	117,966			
RETIREMENTS	166,633	63,182	103,451			
OTHER FRINGE BENEFITS	7,021	2,137	4,884			
OTHER CONTRACT SERVICES STATE	3,374	822	2,552			
COMPUTER SERVICES STATE	14,769	7,699	7,070			
OTHER CONTRACT SERVICES	54,918	25,913	29,005			
RENTS	3,438	1,375	2,063			
COMMODITIES	19,577	5,736	13,841			
EQUIPMENT	19,465		19,465			
INTEREST-DEBT RETIREMENT	351,866	351,866				
TRANSFER TO OTHER FUNDS	7,150		7,150			
TOTAL EXPENDITURES	1,662,082	805,710	856,372			

BUREAU OF GENERAL SERVICES

WARREN SWETZ, DIRECTOR

Central Office: STATE OFFICE BUILDING, AUGUSTA, ME 04333

Mail Address: 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 *FAX:* (207) 287-4008

Established: 1991

Telephone: (207) 287-4000

Reference: Policy Area: 00 ; Umbrella: 18 Unit: 554 ; Citation: T0005 M.R.S.A., Sect. 000021006

Average Count--All Positions: 195.00

Legislative Count: 132.00

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.

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PROGRAM:

The Professional Services staff oversees renovations, maintenance and repairs of roughly 2,000 state buildings and state funded school projects and prepares the biennial Capital and repair budgets for all state agencies. 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 (CFM). The division is the designated state agency to receive and distribute federal surplus property. The Division of Purchases processed over 30,000 orders, totalling over \$60,000,000 in commodity purchases and approved approximately 4,600 contracts, grants and amendments totalling over \$250,000,000 in FY96.

The Risk Management Division provides insurance advice and services to the state government and administers all state insurance and self-funded plans and programs. Space Management obtains office space through the use of state facilities, or by leasing suitable space office from the private sector.

FINANCES, FISCAL YEAR 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	4,674,801	2,855,684	21,012	382,441		1,415,664
HEALTH BENEFITS	1,126,628	669,493	4,886	108,674		343,575
RETIREMENTS	822,174	493,573	3,736	67,396		257,469
OTHER FRINGE BENEFITS	50,179	29,704	180	4,303		15,992
OTHER CONTRACT SERVICES STATE	548,353	362,843	11,324	1,590		172,596
COMPUTER SERVICES STATE	295,781	29,032	13,092	27,308		226,349
OTHER CONTRACT SERVICES	3,733,008	2,150,614	175,045	704,158		703,191
RENTS	10,279,154	2,472,665	241,309	46,305		7,518,875
COMMODITIES	691,698	542,946	7,060	87,179		54,513
GRANTS, SUBSIDIES, PENSIONS	1,520	442				1,078
PURCHASE OF LAND	2,008,346	1,566,875	441,471			
EQUIPMENT	132,478	110,777	11,407			10,294
INTEREST-DEBT RETIREMENT	321,921	307,284	64	940		13,633
TRANSFER TO OTHER FUNDS	11,573,694		-4,090	6,737		11,571,047
TOTAL EXPENDITURES	36,259,735	11,591,932	926,496	1,437,031		22,304,276

BUREAU OF HUMAN RESOURCES

NANCY J. KENNISTON, DIRECTOR

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 4 STATE HOUSE STATION, AUGUSTA, ME 04333-0004

Established: 1987

Reference: Policy Area: 00 ; *Umbrella:* 18 *Unit:* 389 ; *Citation:* T0005 *M.R.S.A., Sect.* 000007033

Average Count--All Positions: 40.00

FAX: (207) 287-4414

Telephone: (207) 287-3761

Legislative Count: 30.00

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

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departments, and the Bureau's enacting legislation mandates a civil service system that is responsive to the needs of agencies and employees.

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

- .To provide agencies and departments 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 appellent 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 July 1991, the State Employee Health Insurance, Workers' Compensation and State Employee Health and Wellness programs were placed under the Bureau of Human Resources.

PROGRAM:

During FY 95-96, 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 provide the information needed by the Governor's Office, the Productivity Realization Task Force (PRTF) and State agencies to make sound strategic decisions for reorganizations and to provide the information needed to project and record savings for the Voluntary Cost Savings Programs. In addition, the MSO Division provided assistance and guidance to agencies and departments to ensure that reorganizations mandated by the PRTF were accomplished expeditiously and with minimum impact on employees and services. Other key accomplishments include organizing and administering statewide support and outplacement services for employees who were affected by downsizing and providing leadership in the development and implementation of a new performance management system for state 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 95-96, New Claims

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

totalled \$1,288; payments on New Claims totalled \$1,311,416; and Total Payments on All Claims totalled \$12,155,802. 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 3,667 employees (233 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 managers/employees, the facilitation of TQM-related meetings and Team Leader Training for 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 application of EEO laws, implementation of Affirmative Action Programs, complaint investigations 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)
- .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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF HUMAN RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,366,842	1,011,173	31,480			324,189
HEALTH BENEFITS	217,087	160,306	6,178			50,603
RETIREMENTS	289,759	216,726	5,587			67,446
OTHER FRINGE BENEFITS	9,945	6,931	534			2,480
OTHER CONTRACT SERVICES STATE	244,171	509	14,830			228,832
COMPUTER SERVICES STATE	54,923	6,322	4,336			44,265
OTHER CONTRACT SERVICES	167,026	127,105	17,126			22,795
RENTS	25,799	21,588	2,629			1,582
COMMODITIES	47,661	37,388	4,879			5,394
GRANTS, SUBSIDIES, PENSIONS	12,356,479					12,356,479
EQUIPMENT	57,362	57,362				
INTEREST-DEBT RETIREMENT	183	183				
TRANSFER TO OTHER FUNDS	15,056		1,648			13,408
TOTAL EXPENDITURES	14,852,293	1,645,593	89,227			13,117,473

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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: T0005 M.R.S.A., Sect. 000021006
Average Count--All Positions: 43.50 *Legislative Count:32.50*

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.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 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 1996: The 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 FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,146,550					1,146,550
HEALTH BENEFITS	198,559					198,559
RETIREMENTS	201,517					201,517
OTHER FRINGE BENEFITS	12,208					12,208
OTHER CONTRACT SERVICES STATE	103,414					103,414
COMPUTER SERVICES STATE	518,314					518,314
OTHER CONTRACT SERVICES	186,500					186,500
RENTS	193,782					193,782
COMMODITIES	23,616					23,616
INTEREST-DEBT RETIREMENT	166,355					166,355
TRANSFER TO OTHER FUNDS	24,476					24,476
COST OF GOODS SOLD	9,535,599					9,535,599
TOTAL EXPENDITURES	12,310,890					12,310,890

STATE LOTTERY COMMISSION

EBEN B. MARSH, DIRECTOR

Central Office: 10 - 12 WATER STREET, HALLOWELL, ME 04357

Mail Address: 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 *FAX:* (207) 287-6769

Established: 1993 *Telephone:* (207) 287-3721

Reference: Policy Area: 00 ; Umbrella: 18 Unit: 364 ; Citation: T0008 M.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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 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 1996: 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.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	159,296					159,296
HEALTH BENEFITS	30,947					30,947
RETIREMENTS	34,232					34,232
OTHER FRINGE BENEFITS	3,480					3,480
OTHER CONTRACT SERVICES STATE	83,376					83,376
COMPUTER SERVICES STATE	59,255					59,255
OTHER CONTRACT SERVICES	987,333					987,333
RENTS	1,819					1,819
COMMODITIES	11,723					11,723
GRANTS, SUBSIDIES, PENSIONS	213,981	126,414				87,567
INTEREST-DEBT RETIREMENT	2					2
TRANSFER TO OTHER FUNDS	245,951					245,951
TOTAL EXPENDITURES	1,831,395	126,414				1,704,981

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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) 287-4008

Established: 1952

Telephone: (207) 287-3871

Reference: Policy Area: 01 ; *Umbrella:* 01 ; *Unit:* 001 ; *Citation:* T0007 *M.R.S.A., Sect.* 000000001

Average Count--All Positions: 196.0

Legislative Count: 65.0

Units:

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

MAINE AGRICULTURAL BARGAINING BOARD

AROOSTOOK WATER AND SOIL MANAGEMENT BOARD

MAINE DAIRY AND NUTRITION COUNCIL

MAINE DAIRY PROMOTIONS BOARD

STATE HARNESS RACING COMMISSION

(OFFICE OF) STATE HORTICULTURIST

DIVISION OF MARKET DEVELOPMENT

BUREAU OF AGRICULTURAL MARKETING

MAINE MILK COMMISSION

BOARD OF PESTICIDES CONTROL

DIVISION OF PLANT INDUSTRY

MAINE POTATO QUALITY CONTROL BOARD

SEED POTATO BOARD

MAINE POTATO MARKETING COMMITTEE

POTATO MARKETING IMPROVEMENT COMMITTEE

DIVISION OF VETERINARY SERVICES

DIVISION OF PRODUCTION DEVELOPMENT

BUREAU OF AGRICULTURAL PRODUCTION

BUREAU OF PUBLIC SERVICES

PULL EVENTS COMMISSION

DIVISION OF QUALITY ASSURANCE (AFRR)

DIVISION OF REGULATION

DIVISION OF RESOURCE DEVELOPMENT

BUREAU OF AGRICULTURAL AND RURAL RESOURCES

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

PURPOSE:

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.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective July 1980, changed the department's name to the Department of Agriculture, Food and Rural Resources and authorized the reorganization of the department into four bureaus containing the existing divisions and agencies as depicted on the department's organization chart. In 1995, the Productivity Realization Task Force reorganized the department again. All Bureaus were eliminated and replaced by Divisions and Offices, whose directors report directly to the Commissioner. This change can be found in 1995 PL C. 502.

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:

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 1996: 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	4,909,898	2,292,928	1,663,538	37,574	536,772	379,086
HEALTH BENEFITS	964,008	440,030	320,899		117,694	85,385
RETIREMENTS	866,947	423,543	283,976		91,852	67,576
OTHER FRINGE BENEFITS	53,438	24,771	15,943		7,397	5,327
OTHER CONTRACT SERVICES STATE	796,034	201,022	359,993		189,256	45,763
COMPUTER SERVICES STATE	676,516	585,884	76,918		13,687	27
OTHER CONTRACT SERVICES	891,619	383,870	366,575		79,252	61,922
RENTS	449,428	263,034	143,254	- 416	7,302	36,254
COMMODITIES	306,573	88,683	82,306		11,936	123,648
GRANTS, SUBSIDIES, PENSIONS	9,357,681	87,954	9,224,437		20,290	25,000
EQUIPMENT	262,039	252,891	1,760	7,388		
INTEREST-DEBT RETIREMENT	67,935	77	217			67,641
TRANSFER TO OTHER FUNDS	297,547	235,083	42,301	592	12,775	6,796
TOTAL EXPENDITURES	19,899,663	5,279,770	12,582,117	45,138	1,088,213	904,425

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

RICHARD B. BURNHAM, 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: 1919

Telephone: (207) 287-3219

Reference: Policy Area: 01 ; Umbrella: 01 Unit: 001T; Citation: T0007 M.R.S.A., Sect. 000000003

Average Count--All Positions: 7.00

Legislative Count: 6.00

PURPOSE:

This Division was eliminated as a result of the Productivity Realization Task Force legislation enacted as 1995 PL C. 502. The primary areas of responsibility were distributed to various other divisions within the department and to the newly formed ACE Service Center. The duties of budgeting, financial reporting, providing assistance to department administration in the areas of

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

financial planning, program evaluation and management studies were transferred within Agriculture to the newly formed Office of Policy, Planning, Legislation and Information Services. The Accounts Receivable and Accounts Payable, personnel administration, position control and payroll were transferred out of the department to the ACE Service Center, effective January 1, 1996. Also effective due to C.502, the newly formed Office of Agricultural, Natural and Rural Resources was formed within this unit. In the future, this office will stand alone.

The programs of the Office of Policy, Planning, Legislation and Information Services, mentioned above, and the TEFAP (Temporary Emergency Food Assistance Program) will be reported under this unit until statutory changes can be made to realign programs within the unit structure of the department. This change is anticipated for the First Regular Session of the 118th Legislature.

The Office of Agricultural, Natural and Rural Resources (OANRR) was established by department reorganization in January 1996, pursuant to the 1995 report of the Productivity Realization Task Force. The office provides a broad range of technical and support services, serving as a repository of information and expertise to further adoption of agricultural practices which are efficient, profitable and environmentally sound.

ORGANIZATION:

The Office of Agricultural, Natural and Rural Resources has one organizational subunit, the Board of Pesticides Control (BPC), a citizen-member board which establishes policy in the areas of pesticide sales and use. Location of the Board in this office provides administrative consolidation. In addition, it provides access to the Board staff's technical expertise. This should strengthen OANRR's ability to assist Maine farmers in their efforts to adopt sound chemical management practices.

Additionally, the Board's staff of 10 full-time and 4 seasonal employees, a soil scientist, a rural resource specialist, an entomologist, a compliance officer and a secretary comprise the remainder of the OANRR team, which is led by an agronomist. This broad spectrum of expertise and experience provides the foundation for the programs listed below and under the separate section in this report for the Board of Pesticides Control and for a collegial and proactive approach to environmental concerns associated with Maine agriculture.

PROGRAM:

The Office of Policy, Planning, Legislation and Information Services works closely with the Commissioner and others on policy matters that affect Agriculture or Department operations. It coordinates development of, tracking and response to, legislation. It collects, analyses and published comprehensive information regarding the status of Maine agricultural commodities. The Office designs, develops, and maintains the Department's computer and information systems.

The unit coordinates special events, such as the Maine Agriculture Trade Show, Agriculture Day at the Legislature, Open Farm Day, and operates and maintains the Maine Building at the New England Eastern States Exposition (Big E). The acquisition, storage and distribution of federal surplus foods is handled within this unit. The Finance unit of this Office coordinates all budgeting matters and is liaison with the ACE Service Center, which provides accounting and personnel processing services to the Departments of Agriculture, Conservation and Environmental Protection. The Office provides administrative support to the Milk Commission and the Maine Agricultural Bargaining Board. The Potato Marketing Improvement Fund, a revolving fund designed to improve the storage and handling of potatoes, is managed by this Office.

The entomologist participates in an IPM program for the small but growing cranberry industry, performs research on blueberry insects and engages in interagency natural resource and environmental activities. The soil scientist assesses soil suitability for disposal of potato cull piles and livestock mortalities, addresses the soils components of manure management plans and water contamination issues, and a variety of other activities. The rural resources specialist is involved with composting as a waste management tool and works on demonstration projects as well as performing outreach work with farmers and compost producers. The compliance officer responds to a range of nuisance and contamination complaints. Most problems are resolved by utilizing a team approach involving OANRR and outside expertise to design site-specific Best Management Practices. The the director provides leadership and coordination of

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

diverse activities.

LICENSES:

FINANCES, FISCAL YEAR 1996: The 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	451,929	406,853	5,390		407	39,279
HEALTH BENEFITS	73,597	63,234	2,066		681	7,616
RETIREMENTS	90,954	83,202	857		-53	6,948
OTHER FRINGE BENEFITS	4,054	3,752	19		-389	672
OTHER CONTRACT SERVICES STATE	185,390	5,855			137,696	41,839
COMPUTER SERVICES STATE	154,159	154,159				
OTHER CONTRACT SERVICES	95,736	91,856	227			3,653
RENTS	58,832	49,168				9,664
COMMODITIES	35,092	33,786	239			1,067
GRANTS, SUBSIDIES, PENSIONS	495,570	2,225	449,002		19,343	25,000
EQUIPMENT	130,418	130,418				
INTEREST-DEBT RETIREMENT	67,404	7				67,397
TRANSFER TO OTHER FUNDS	1,576		139		-141	1,578
TOTAL EXPENDITURES	1,844,711	1,024,515	457,939		157,544	204,713

MAINE AGRICULTURAL BARGAINING BOARD

JAMES LEIBY, CHAIRMAN

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

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

Established: 1973

Telephone: (207) 287-3871

Reference: Policy Area: 01 ; Umbrella: 01 Unit: 020 ; Citation: T0013 M.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. Subsequent changes to the Act authorize an alternate to represent both the producer and handler interests.

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.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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.

This Board has been dormant from 1992 until 1996. During this period the term of office of several board members expired. The year 1996 has been a time of returning the board to full strength and of training for new and continuing members. 1996 also saw a request for a bargaining council to be certified to represent flax growers. An adjudicatory hearing was held and the bargaining council was found to qualify and was certified to represent flax growers.

LICENSES:

Certification of qualified associations.

FINANCES, FISCAL YEAR 1996: 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.

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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 1996: 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 *FAX:* (207) 287-7161

Established: 1975

Telephone: (207) 287-3621

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 nutrition 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. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and dairy products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

ORGANIZATION:

The Maine Dairy and Nutrition Council was originally established in 1949 under the name 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. In 1951, the Advisory Committee was renamed the Maine Dairy Council Committee. Cwt fees for nutrition 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.

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.

The Maine Dairy and Nutrition Council uses sequential nutrition education programs for children developed by the National Dairy Council. The early childhood nutrition education curriculum called CHEF COMBO is used by Headstart, daycare centers and day care 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, Eat the Five Food Group Way! and TASTE...YOUR

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

CHOICE for school lunch staff.

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:

Catalog and Order blank listing all available materials with a brief description of each

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE DAIRY AND NUTRITION COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	100,896		100,896			
HEALTH BENEFITS	19,066		19,066			
RETIREMENTS	17,394		17,394			
OTHER FRINGE BENEFITS	869		869			
OTHER CONTRACT SERVICES	19,612		19,612			
RENTS	6,730		6,730			
COMMODITIES	41,482		41,482			
GRANTS, SUBSIDIES, PENSIONS	3,695		3,695			
TRANSFER TO OTHER FUNDS	2,052		2,052			
TOTAL EXPENDITURES	211,796		211,796			

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: 01 ; 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

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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 Dairy Management Incorporated, a corporation 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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE DAIRY PROMOTION BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	51,478		51,478			
HEALTH BENEFITS	7,197		7,197			
RETIREMENTS	7,301		7,301			
OTHER FRINGE BENEFITS	517		517			
COMPUTER SERVICES STATE	10		10			
OTHER CONTRACT SERVICES	377,830		377,830			
RENTS	1,997		1,997			
COMMODITIES	7,768		7,768			
GRANTS, SUBSIDIES, PENSIONS	41,920		41,920			
TRANSFER TO OTHER FUNDS	2,708		2,708			
TOTAL EXPENDITURES	498,726		498,726			

STATE HARNESS RACING COMMISSION

Central Office: AMHE--DEERING BUILDING, AUGUSTA, ME 04333-0028

Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028

FAX: (207) 287-7548

Established: 1935

Telephone: (207) 287-3221

Reference: Policy Area: 01 ; Umbrella: 01 ; Unit: 017 ; Citation: T0008 M.R.S.A., Sect. 000000261

Average Count--All Positions: 8.00

Legislative Count: 5.00

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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 vacancy 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

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PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	201,397	180,888	20,509			
HEALTH BENEFITS	42,588	38,100	4,488			
RETIREMENTS	35,842	32,491	3,351			
OTHER FRINGE BENEFITS	1,785	1,705	80			
OTHER CONTRACT SERVICES STATE	338,753	164,723	174,030			
COMPUTER SERVICES STATE	219,283	219,283				
OTHER CONTRACT SERVICES	76,606	61,751	14,855			
RENTS	14,591	13,916	675			
COMMODITIES	21,624	13,702	7,922			
GRANTS, SUBSIDIES, PENSIONS	2,487,183		2,487,183			
INTEREST-DEBT RETIREMENT	17	2	15			
TRANSFER TO OTHER FUNDS	1,784		1,784			
TOTAL EXPENDITURES	3,441,453	726,561	2,714,892			

(OFFICE OF) STATE HORTICULTURIST

E. ANN GIBBS, STATE HORTICULTURIST

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

Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028

Established: 1910

FAX: (207) 287-7548

Telephone: (207) 287-3891

Reference: Policy Area: 01 ; Umbrella: 01 ; Unit: 010 ; Citation: T0007 M.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.

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.

1926 inspections were made at nurseries, greenhouses and plant dealers in 1995. More than 100 different diseases and insect pests were identified including a new pest to Maine, the Rose Stem Girdler. In 1995, 573 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

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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. Fifteen growers were licensed under the ginseng certification program in 1995.

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 copies per year (free)

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF MARKET DEVELOPMENT

JUDITH POWELL, 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: 1981

Telephone: (207) 287-3491

Reference: Policy Area: 01 ; *Umbrella:* 01 ; *Unit:* 001D ; *Citation:* T0007 *M.R.S.A., Sect.* 000000003

Average Count--All Positions: 6.50

Legislative Count: 6.00

PURPOSE:

The Division of Market and Production Development administers programs to enhance the competitive position of Maine growers statewide, regionally, nationally, and internationally by developing new crop and livestock enterprises and new and expanded markets for Maine agricultural products. Supporting the development of new crop and livestock diversification and new market opportunities is critical to the long-term sustainability of Maine agriculture.

The Division helps to promote the sale of Maine products domestically and internationally and to increase awareness of quality Maine products in the marketplace. The Division maintains data on producers and product availability, and using this information, publishes, promotes and distributes brochures, source lists, and directories to wholesale and retail buyers.

The Division provides technical expertise and support to improve production and genetic diversity in crops and livestock enterprises. Services include planning assistance, issues assessment, policy formulation and representation in such areas as financing, animal damage control, irrigation, labor hiring and protection, environmental regulations and other related concerns. The Division evaluates issues and reviews legislation affecting agricultural production, marketing, and economic development and represents agricultural interests in policy formulation and strategic planning. Technical expertise is provided in facilitating strategic planning for agriculture and food businesses and product associations through product associations and industry boards, including Agriculture Council of Maine and Maine Natural Resources Marketing Group, cross-commodity boards representing Maine food and agricultural businesses.

ORGANIZATION:

The Division of Production Development was established in 1985, pursuant to Chapter 501, as part of the reorganization of the Bureau of Agricultural Production. The Division of Market Development was established in 1980 as part of the Bureau of Agricultural Marketing, to expand and improve the domestic and foreign marketing of Maine agriculture and food products. The Divisions of Production Development and Market Development have been combined then again separated over the past several years. The Development Division Director

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

(vacant) supervises professional staff comprised of the Production Development Director, one Production Specialist, the Market Development Director, one Marketing Specialist and one secretary.

Effective January 1, 1996, the Division of Market Development has been merged with the Division of Production Development to form the Division of Market and Production Development. This action is a result of the Productivity Realization Task Force legislation enacted as 1995 PL C. 502.

PROGRAM:

Market Development provides marketing support to Maine farmers, food processors, and agricultural associations and promotes Maine food and agricultural products directly to consumers, wholesale and retail buyers. Programs are implemented to increase public awareness and interest in Maine products by providing information to the media on seasonal agricultural activities (farmers markets, Christmas trees, apple picking; by coordinating special marketing and promotional events (Maine Maple Sunday); and by promoting Maine products and businesses at local, national and international trade shows. The Division organizes cooperative marketing to enhance Maine's position in the national market, provides information and technical support to Maine businesses to take advantage of export assistance programs and to use funds available through the Foreign Agriculture Service of USDA.

Production Development develops and maintains programs to create and improve crop and livestock production and genetic diversity in Maine, by seeking out and advising growers on opportunities for new crops and livestock practices, management systems, and production facilities which will enhance Maine's competitive position and support critical long-term sustainability of Maine agriculture. Work includes cooperative development with the University of Maine, growers, and associations and with national and international experts, processors and partners. Staff research critical issues affecting industry development and represent agriculture in policy making and in the legislative process. Staff identify new technology for transfer to Maine and conduct special research projects focused on production development.

The Division develops programs in conjunction with commodity associations and businesses and writes grants to bring federal development funds into the state, to take advantage of opportunities to increase profitability. The Division has taken a lead role in coordinating the activities of Maine's agriculture and natural resource groups, through the development of cross-agency/cross-commodity state-wide boards. Finally, the Division provides staff support and technical assistance to agriculture and food marketing associations.

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* Me Speciality Food Wholesale Buyer's Guide
The Vegetable and Small Fruit Industry in Maine: Growing for the 1990's
Cranberry Agriculture in Maine: Growers Guide, October 1993
Me Apple Industry/Issues/Findings. Current Changes in Orchard Practices
Me Cranberry Industry/Issues/Findings-Crnbrly Develop & Wetland/Water Depend
Me Agric/Issues/Findings-Impact of Wildlife on Agric Crops and Livestock
Maine Agriculture Food for Thought Brochure
Teaching Children about Me Agriculture Today: A Resource Guide
"Encouraging Production/Sale/Consumption of Maine-Raised Meat Products
*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.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 1996: The 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 MARKET AND PRODUCTION DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	94,755	94,755				
HEALTH BENEFITS	13,786	13,786				
RETIREMENTS	18,139	18,139				
OTHER FRINGE BENEFITS	1,161	1,161				
OTHER CONTRACT SERVICES STATE	2,259	2,259				
COMPUTER SERVICES STATE	1,873	1,873				
OTHER CONTRACT SERVICES	11,876	11,876				
RENTS	11,717	11,717				
COMMODITIES	5,671	1,231			4,440	
GRANTS, SUBSIDIES, PENSIONS	71	71				
TRANSFER TO OTHER FUNDS	70				70	
TOTAL EXPENDITURES	161,378	156,868			4,510	

BUREAU OF AGRICULTURAL MARKETING

PETER N. MOSHER, 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: 1980

Telephone: (207) 287-3117

Reference: Policy Area: 01 ; *Umbrella:* 01; *Unit:* 001M; *Citation:* T0007 *M.R.S.A., Sect.* 000000003

Average Count--All Positions: 86.00

Legislative Count: 25.50

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.

The Bureau of eliminated in 1995 as a result of the Productivity Realization Task Force legislation enacted as 1995 PL C. 502. The Division of Quality Assurance was combined with the Division of Regulations. The Division of Market Development was combined with the Division of Production Development. The Potato Marketing Committee reports to the Division of Quality Assurance and Regulations. The Potato Marketing Improvement Committee reports to the newly formed Office of Policy, Planning, Legislation and Information Services. The Dairy and Nutrition Council and the Dairy Promotion Board became instrumentalities of the State.

PROGRAM:

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

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FINANCES, FISCAL YEAR 1996: The 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 QUALITY ASSURANCE AND REGULATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,446,726	580,052	494,649		372,025	
HEALTH BENEFITS	295,493	114,176	95,105		86,212	
RETIREMENTS	257,834	109,892	84,805		63,137	
OTHER FRINGE BENEFITS	14,991	4,675	5,270		5,046	
OTHER CONTRACT SERVICES STATE	51,687	21,033	30,214		440	
COMPUTER SERVICES STATE	198,650	198,308	322		20	
OTHER CONTRACT SERVICES	153,475	61,641	86,832		5,002	
RENTS	54,290	27,764	26,394		132	
COMMODITIES	7,566	4,243	3,188		135	
GRANTS, SUBSIDIES, PENSIONS	7,682		7,335		347	
INTEREST-DEBT RETIREMENT	21	12	9			
TRANSFER TO OTHER FUNDS	19,647		11,888		7,759	
TOTAL EXPENDITURES	2,508,062	1,121,796	846,011		540,255	

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: 3.00

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.

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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 cost 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 540 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 #94-8DM. Effective August 1, 1994
(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 1996: The 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	62,057		62,057			
HEALTH BENEFITS	7,972		7,972			
RETIREMENTS	7,806		7,806			
OTHER FRINGE BENEFITS	384		384			
OTHER CONTRACT SERVICES STATE	1,765		1,765			
COMPUTER SERVICES STATE	28,968		28,968			
OTHER CONTRACT SERVICES	29,301		29,301			
RENTS	1,139		1,139			
COMMODITIES	3,465		3,465			
GRANTS, SUBSIDIES, PENSIONS	6,224,851		6,224,851			
TRANSFER TO OTHER FUNDS	3,291		3,291			
TOTAL EXPENDITURES	6,370,999		6,370,999			

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

BOARD OF PESTICIDES CONTROL

ROBERT BATTEESE, DIR PESTICIDES 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

Telephone: (207) 287-2731

Reference: Policy Area: 01 ; *Umbrella:* 01 ; *Unit:* 026 ; *Citation:* T0022 *M.R.S.A., Sect.* 000001471B

Average Count--All Positions: 24.00

PURPOSE:

The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to register all pesticide products to be sold and used in Maine; to examine and license all persons involved in commercial application of pesticides and all dealers and private growers involved in the sale or application of restricted use pesticides; to promulgate regulations regarding pesticide use; to issue permits for limited use pesticides; 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 1995, the Board registered 6,443 products which represents a 1.0% increase over 1994. 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 1995, there were 1,984 private applicators licensed for a three year period; and 1,101 commercial applicators, 76 restricted and 510 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.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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:

Licenses:

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

Permit:

- Limited-Use Pesticide
- Variance from Drift Standards

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1996: The 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	560,872		474,900		85,972	
HEALTH BENEFITS	97,469		81,473		15,996	
RETIREMENTS	94,631		80,043		14,588	
OTHER FRINGE BENEFITS	5,590		4,405		1,185	
OTHER CONTRACT SERVICES STATE	15,334		9,214		6,120	
COMPUTER SERVICES STATE	26,995		14,379		12,616	
OTHER CONTRACT SERVICES	150,374		77,040		73,334	
RENTS	31,841		25,871		5,970	
COMMODITIES	7,065		2,519		4,546	
GRANTS, SUBSIDIES, PENSIONS	31,788		31,788			
TRANSFER TO OTHER FUNDS	5,976		4,662		1,314	
TOTAL EXPENDITURES	1,027,935		806,294		221,641	

DIVISION OF PLANT INDUSTRY

TERRY L. BOURGOIN, 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: 1919

Telephone: (207) 287-3891

Reference: Policy Area: 01 ; Umbrella: 01; Unit: 001C; Citation: T0007 M.R.S.A., Sect. 000000003

Average Count--All Positions: 6.00

Legislative Count: 4.00

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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 hives.

The Division enforces regulations dealing with the quarantine, seizure, disinfection, destruction or other disposition of any diseased or insect infested plant material or bees. 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 others, 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 Division 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 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 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.

As a result of changes made through the Productivity Realization Task Force legislation enacted as 1995 PL C. 502, the Entomologist III was transferred to the new Office of Agricultural, Natural and Rural Resources. The two assistant State Horticulturists were also transferred to the direct supervision of the division director.

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 28,350 acres of potatoes in 1995, roughly 3% less than 1994. Of this total 26,632 acres were certified by 271 seed growers. The certification staff also inspected and certified approximately 750 acres of grain. Oats comprised the majority of this acreage, with a lesser acreage of barley inspected and certified. Because of the severity of the late blight disease in Maine and other states, the Division instituted a new program to screen seed potato lots for this disease. Due to dry weather in 1995, no late blight was observed in any of the samples submitted for screening.

The State Apiarist licensed 401 beekeepers who registered 7,300 colonies in the state. Approximately 2,120 colonies were inspected for regulated diseases and mites. Additionally over 38,000 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites. Due to the presence of Varroa mite, a serious honey bee pest first discovered in the US in 1987, many hobby beekeepers lost hives during the winter months. Prior to his transfer, 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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

Horticulturist report.

FINANCES, FISCAL YEAR 1996: The 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 POLICY, PLANNING, LEGISLATION AND INFORMATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	92,162	38,091			54,071	
HEALTH BENEFITS	12,633	4,005			8,628	
RETIREMENTS	16,197	6,287			9,910	
OTHER FRINGE BENEFITS	1,332	192			1,140	
OTHER CONTRACT SERVICES STATE	45,820	820			45,000	
COMPUTER SERVICES STATE	3,491	3,491				
OTHER CONTRACT SERVICES	19,843	19,838			5	
RENTS	62,806	62,806				
COMMODITIES	5,096	5,096				
GRANTS, SUBSIDIES, PENSIONS	3,767	3,767				
INTEREST-DEBT RETIREMENT	47	47				
TRANSFER TO OTHER FUNDS	3,171				3,171	
TOTAL EXPENDITURES	266,365	144,440			121,925	

MAINE POTATO QUALITY CONTROL BOARD

STEVEN BUCK, 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: 1981

Telephone: (207) 287-3871

Reference: Policy Area: 01 ; Umbrella: 01; Unit: 304 ; Citation: T0007 M.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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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

Telephone: (207) 287-3891

Reference: Policy Area: 01 ; Umbrella: 01 ; Unit: 014 ; Citation: T0007 M.R.S.A., Sect. 000002151

Average Count--All Positions: 15.50

PURPOSE:

The Maine 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 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 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 chair. Membership has been expanded 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 FY96 was of similar good quality as the FY95 crop. Due to an extremely dry summer in 1995, the production at the Porter Seed Farm was reduced by 1/3 from normal yields. This caused the Board to increase the price of its seed and resulted in reduced revenues. Much needed capital improvements were put on hold to ensure the Board ended the year with a positive cash balance.

Approximately 2,170 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 57 percent of the samples had a total virus disease content of less than 0.5 percent and 95 percent had a total virus disease content of less than 5.0 percent. These figures represent an increase in the overall disease level of seed produced by Maine seed potato growers compared to FY95.

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-tuned 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. 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)

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FINANCES, FISCAL YEAR 1996: The 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	339,902	95				339,807
HEALTH BENEFITS	77,769					77,769
RETIREMENTS	60,628					60,628
OTHER FRINGE BENEFITS	4,655					4,655
OTHER CONTRACT SERVICES STATE	3,924					3,924
COMPUTER SERVICES STATE	27					27
OTHER CONTRACT SERVICES	58,269					58,269
RENTS	26,590					26,590
COMMODITIES	122,581					122,581
INTEREST-DEBT RETIREMENT	244					244
TRANSFER TO OTHER FUNDS	168,301	163,083				5,218
TOTAL EXPENDITURES	862,890	163,178				699,712

MAINE POTATO MARKETING COMMITTEE

STEVEN BUCK, CHAIRMAN

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

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

Established: 1953

Telephone: (207) 287-3871

Reference: Policy Area: 01 ; Umbrella: 01 ; Unit: 013 ; Citation: T0007 M.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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

POTATO MARKETING IMPROVEMENT COMMITTEE

EDWARD J. MCLAUGHLIN, COMMISSIONER

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

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

Established: 1981

Telephone: (207) 287-3871

Reference: Policy Area: 01 ; Umbrella: 01; Unit: 329 ; Citation: T0007 M.R.S.A., Sect. 000000972

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 1996: 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 04333-0028

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

Established: 1919

Telephone: (207) 287-3701

Reference: Policy Area: 01 ; Umbrella: 01; Unit: 001L; Citation: T0007 M.R.S.A., Sect. 000000003

PURPOSE:

The Division of Veterinary Services has been renamed the Division of Animal Health and Industry as a result of the Productivity Realization Task Force legislation enacted as 1995 PL C. 502, effective January 1, 1996. The goal of this Division 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, to maintain fair practices in the buying and selling of poultry and livestock and to cases involving the welfare of animals, race horses and animals used in pulling events. Under the recent restructuring, the Division has assumed responsibility for the Dairy Inspection Program and for veterinary activities associated with harness racing.

ORGANIZATION:

Professional staff is comprised of one Chemist, three Lab Technicians, three Dairy Inspectors, 2 full-time and 8 part-time Humane Agents, one veterinarian, 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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

husbandry practices.

PROGRAM:

The Division's objective is disease control through regulation and education. It provides technical assistance and enforces laws to control livestock and poultry diseases. Enforcement of permit regulations, 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 (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 and conducts farm and dairy plant inspection in compliance with the Interstate Milk Shippers program. 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 oversee the enforcement of animal cruelty laws.

LICENSES:

Licenses:

- Swine Garbage Feeders
- Livestock and Poultry Dealers

Permits:

- Importation

Certificate:

- Veterinary Inspection

FINANCES, FISCAL YEAR 1996: 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 04333-0028

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

Established: 1985

Telephone: (207) 287-7618

Reference: Policy Area: 01 ; Umbrella: 01; Unit: 001N; Citation: T0007 M.R.S.A., Sect. 000000003

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.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

This Division was merged with the Division of Market Development as a result of the Productivity Realization Task Force legislation enacted as 1995 PL C. 502. The new division is titled the Division of Market and Production Development. In future reports, the programs listed here shall be found within the narrative of the new division.

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 Industry 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

BUREAU OF AGRICULTURAL PRODUCTION

PETER N. MOSHER, 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: 1980

Telephone: (207) 287-3117

Reference: Policy Area: 01 ; Umbrella: 01 ; Unit: 001P ; Citation: T0007 *M.R.S.A., Sect.* 000000003

Average Count--All Positions: 15.00

Legislative Count: 10.00

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 1996: The 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 ANIMAL HEALTH AND INDUSTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	928,858	428,662	475,899		24,297	
HEALTH BENEFITS	191,348	81,462	103,709		6,177	
RETIREMENTS	161,367	73,392	83,705		4,270	
OTHER FRINGE BENEFITS	10,573	5,831	4,327		415	
OTHER CONTRACT SERVICES STATE	55,224	3,051	52,173			
COMPUTER SERVICES STATE	30,150	4,886	24,221		1,043	
OTHER CONTRACT SERVICES	143,233	50,977	92,198		58	
RENTS	70,197	27,614	41,383		1,200	
COMMODITIES	75,889	18,082	55,092		2,715	
GRANTS, SUBSIDIES, PENSIONS	12,641	41	12,000		600	
EQUIPMENT	3,856	2,096	1,760			
INTEREST-DEBT RETIREMENT	3		3			
TRANSFER TO OTHER FUNDS	86,001	72,000	13,414		587	
TOTAL EXPENDITURES	1,769,340	768,094	959,884		41,362	

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

BUREAU OF PUBLIC SERVICES

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: 1980

Telephone: (207) 287-3219

Reference: Policy Area: 01 ; Umbrella: 01 Unit: 001S ; Citation: T0007 M.R.S.A., Sect. 000000003

Average Count--All Positions: 2.00

Legislative Count: 2.00

PURPOSE:

The Bureau of Public Service was established as part of the Agricultural Development Act of 1980 to consolidate regulatory and consumer protection responsibilities. It administers 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.

The Bureau of eliminated in 1995 as a result of the Productivity Realization Task Force legislation enacted as 1995 PL C. 502. The Division of Regulations was combined with the Division of Quality Assurance. The Office of Sealer of Weights and Measures is also a part of the new Division of Quality Assurance and Regulations. The Agricultural Bargaining Board and the Maine Milk Commission are found in the newly formed Office of Policy, Planning, Legislation and Information Services. The Animal Welfare Board is assigned to the Division of Animal Health and Industry.

ORGANIZATION:

The Bureau did include the Division 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 were reported separately in previous annual reports.

PROGRAM:

Specific activities and accomplishments of the former Bureau are included separately in the reports of its sub-units and also within the newly formed divisions that resulted from the Productivity Realization Task Force legislation.

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF PUBLIC SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	486,369	402,620	46,175	37,574		
HEALTH BENEFITS	109,851	97,968	11,883			
RETIREMENTS	76,610	69,132	7,478			
OTHER FRINGE BENEFITS	7,395	6,392	1,003			
OTHER CONTRACT SERVICES STATE	94,039	1,871	92,168			
COMPUTER SERVICES STATE	5,713	135	5,570			8
OTHER CONTRACT SERVICES	120,349	59,845	59,651		853	
RENTS	88,491	64,204	24,703	-416		
COMMODITIES	13,721	9,583	4,038		100	
GRANTS, SUBSIDIES, PENSIONS	12,278		12,278			
EQUIPMENT	127,765	120,377		7,388		
INTEREST-DEBT RETIREMENT	11	9	2			
TRANSFER TO OTHER FUNDS	4,443		3,836	592	15	
TOTAL EXPENDITURES	1,147,035	832,136	268,785	45,138	976	

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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: 01; Unit: 303 ; Citation: T0007 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 Board, 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.

LICENSES:

Pull Superintendent License

Pull Event License

FINANCES, FISCAL YEAR 1996: 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 04333-0028

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

Established: 1917

Telephone: (207) 287-2161

Reference: Policy Area: 01 ; Umbrella: 01; Unit: 001G; Citation: T0007 M.R.S.A., Sect. 000000003

PURPOSE:

Effective January 1, 1996, the Division of Quality Assurance merged with the Division of Regulations to form the Division of Quality Assurance and Regulations, as a result of the Productivity Realization Task Force legislation enacted as 1995 PL C. 502.

The mission of the Division of Quality Assurance and Regulations is to provide marketing assistance and consumer protection programs for Maine's agriculture, industry and citizens. The Division ensures that a safe, high quality and adequate food supply is maintained, that weighing and measuring devices used in commerce are correct, and the Standards used in law enforcement are accurate. The Division's missions is accomplished through effective surveillance, regulatory and inspection programs. The Division also develops programs based on HACCP and ISO9000 Standards to facilitate local, national and international commerce.

The Division researches regulations and consumer concerns about new food processing technology and biotechnology influence on food. This Division also responds to consumer complaints on food safety, product quality and weighing and measuring issues. The duties of the State Sealer of Weights and Measures are carried out by this Division.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

ORGANIZATION:

The Division of Quality Assurance and Regulations was created in 1995 as a result of the Productivity Realization Task Force. The former Divisions of Quality Assurance and Regulations, established in 1917 and 1919, respectively, were merged into one division because of similar missions.

The Division provides voluntary quality control services for Maine's agricultural industries on a fee basis, and provides diverse consumer protection activities ranging from inspection of retail food stores to ensuring the accuracy of weighing and measuring devices used in commerce. The Division's internal organization is comprised of a Division Director, a Quality Assurance Program Manager, a Supervisor of consumer foods and weights and measures, a Produce Inspection Supervisor, two Inspection Process Analysts, a Metrologist and full-time and seasonal staff consisting of Produce, Poultry and Shell Egg Processing, Consumer Foods, Weights and Measures, and Quality Compliance inspectors.

The Office of State Sealer of Weights and Measures was first authorized in 1839 and the Commissioner of Agriculture was named to serve as the State Sealer ex-officio. The Deputy State Sealer serves as supervisor of the Weights and Measures section within the Division. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the Director of the Division of Quality Assurance and Regulations.

PROGRAM:

Quality Assurance Inspection provides the agricultural industries an unbiased, nationally recognized and uniform grading service for agricultural products. This uniform grading is a key component in accessing local, national and international markets. The Division operates fruit and vegetable and shell egg inspection programs under cooperative agreements with USDA. Marketing opportunities for Maine companies and producers are enhanced by ensuring that agricultural commodities produced in Maine meet or exceed minimum quality standards. This assurance results in increased consumer confidence fostering an increase in business and profitability. Under rules recently adopted by the Department all consumer size packages of potatoes (50 pounds or less packed in Maine) must receive mandatory inspection prior to shipment.

The Consumer Food unit has wide ranging responsibilities ranging from inspecting food salvage operations to ice manufacturers. The primary focus of the unit is to protect the consuming public by performing inspection and licensing activities ensuring that foods are packaged, processed, prepared and stored in sanitary and safe environments. Inspectors protect the consumers, while educating and working with food businesses in the state. This partnership assures consumers of a safe food supply while providing marketing assistance to small and large businesses alike. The Division works in cooperation with the Federal Food and Drug Administration 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 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. Investigates cases of fraud, and provides training, supervision and calibration services to municipalities which have local Weights and Measures Sealers. Does spot check of packages packed prior to sale for correct labeling and correct net weights and measures. The Metrologist is responsible for traceability of the State's Standards to the standards of the National Institute of Standards and Technology located in Gaithersburg, MD. This laboratory, considered one of the best on the East Coast, is utilized by some other New England states on a fee basis.

LICENSES:

Users of Blue, White & Red Trademark or State of Maine Quality Trademark Providers (of trademark supplies)
Potato Dealers
Dry Bean Dealers
Controlled Atmosphere Apple Storage
Dealer/Repairperson of Weighing & Measuring Devices & Public Weighmasters
Wood Scalars
Food Establishments
Redemption Centers

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

Feed, Seed, Fertilizer Products, incl Lime Products and Plant Soil Amendment Products
Blueberry Processors and Packers

PUBLICATIONS:

Requirements for Official Use of State of Maine Quality or Blue, White and Red Trademark
Maple Syrup Regulations
Maine Apple Grading Law
Maine Potato Branding Law
Feed, Seed, Fertilizer, Lime and Plant & Soil Amendment Laws
Food and Hazardous Substances
Beverage Containers Redemption
Rules promulgated pursuant to the above laws
Consumer Information Bulletins
Recognizing Can Defects
Annual Year End Report
Licensing for Marketing Potatoes and Dry Bean Dealers

FINANCES, FISCAL YEAR 1996: 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 04333-0028

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

Established: 1919

Telephone: (207) 287-3841

Reference: Policy Area: 01 ; *Umbrella:* 01; *Unit:* 001B; *Citation:* T0007 *M.R.S.A., Sect.* 000000003

Average Count--All Positions: 5.00

Legislative Count: 5.00

PURPOSE:

Effective January 1, 1996, this division was merged into the newly formed Division of Quality Assurance and Regulations due to the Productivity Realization Task Force legislation passed as 1995 PL C. 502. The Division of Regulation was established to ensure a safe and adequate food supply for citizens of the State of Maine and its visitors and to protect the public economically through the proper administration of the State food and weights and measures laws. Its primary responsibilities are to inspect all foods, food processing establishments, food salvage operations, dairy farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and hazardous substances and to perform the duties of the State Sealer of Weights and Measures. 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 Division 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.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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

The Division of Regulation is comprised of professional staff as follows: Supervisor of 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. As of January 1, 1996, the Dairy Inspection program and the Animal Welfare unit were transferred to the newly formed Division of Animal Health and Industry due to the Productivity Realization Task Force legislation enacted as 1995 PL C. 502.

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 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:

- Seed
- Weighmasters
- Weighing Device Dealers & Repairmen
- Wood Scaler
- Milk Dealers
- Babcock Testers
- Food Establishments
- Beverage Plants
- Wholesale Frozen Dairy Products
- Redemption Centers
- 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)	Food (free)
Seed (free)	
Hazardous Substances Labeling (free)	
Milk and Frozen Dairy Products (free)	
Commercial Fertilizer and Lime (free)	
Beverage Containers (free)	
Plant and Soil Amendments Act (free)	

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

Mimeographed rules and regulations 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 1996: The 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 AGRICULTURAL, NATURAL AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	100,610	100,610				
HEALTH BENEFITS	15,078	15,078				
RETIREMENTS	18,864	18,864				
OTHER FRINGE BENEFITS	576	576				
OTHER CONTRACT SERVICES STATE	140	140				
COMPUTER SERVICES STATE	1,147	1,147				
OTHER CONTRACT SERVICES	10,787	10,787				
RENTS	2,904	2,904				
COMMODITIES	549	549				
GRANTS, SUBSIDIES, PENSIONS	8,250	8,250				
TOTAL EXPENDITURES	158,905	158,905				

DIVISION OF RESOURCE DEVELOPMENT

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:* 001F ; *Citation:* T0007 *M.R.S.A., Sect.* 000000003

ORGANIZATION:

This Division was eliminated through the Productivity Realization Task Force legislation that was enacted as 1995 PL Ch. 502. The various activities conducted under this division have been transferred to the Office of Agricultural, Natural and Rural Resources.

PUBLICATIONS:

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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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: 18.00

Legislative Count: 1.50

ORGANIZATION:

This Bureau was eliminated through the Productivity Realization Task Force legislation enacted as 1995 PL C. 502. The various programs previously under this unit were transferred to the Office of Agricultural, Natural and Rural Resources.

PUBLICATIONS:

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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPASIS System

DIVISION OF PLANT INDUSTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	124,341	40,382	83,959			
HEALTH BENEFITS	22,064	7,861	14,203			
RETIREMENTS	24,794	8,863	15,931			
OTHER FRINGE BENEFITS	873	418	455			
OTHER CONTRACT SERVICES STATE	1,699	1,270	429			
COMPUTER SERVICES STATE	3,989	531	3,458			
OTHER CONTRACT SERVICES	18,796	12,325	6,471			
RENTS	24,740	1,651	23,089			
COMMODITIES	8,239	2,396	5,843			
INTEREST-DEBT RETIREMENT	188		188			
TRANSFER TO OTHER FUNDS	3,287		3,287			
TOTAL EXPENDITURES	233,010	75,697	157,313			

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

STANLEY K. MILLAY, DPTY ST SEALER

Central Office: DEERING BUILDING, AUGUSTA, ME 04333-0028

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

Established: 1839

Telephone: (207) 287-3841

Reference: Policy Area: 01 ; Umbrella: 01; Unit: 005 ; Citation: T0010 M.R.S.A., Sect. 000002401

PURPOSE:

The Weights and Measures Unit maintains a level playing field, where weighing and measuring forms the basis for payment in commercial transactions

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 sees 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 Quality Assurance and 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 Quality Assurance and Regulations.

PROGRAM:

The Division'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 gasoline 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:

Weighmaster
Weighing Device Dealers and Repair Persons
Wood Scaler
Registration of Motor Fuel Dispensers

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF THE ATTORNEY GENERAL
DEPARTMENT OF THE ATTORNEY GENERAL
ANDREW KETTERER, ATTORNEY GENERAL

TDD: (207) 626-8865

Central Office: 6 STATEHOUSE STATION, AUGUSTA, ME, 04333-0006

Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME, 04333-0006

Established: 1920

FAX: (207) 287-7548

Telephone: (207) 626-8800

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

Average Count--All Positions: 223.5

Legislative Count: 134.5

Units:

DISTRICT ATTORNEYS

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE

VICTIMS' COMPENSATION BOARD

PURPOSE:

The Attorney General is the chief legal officer for the state. The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's chief law enforcement officer. 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 also serves as an ex-officio member on many State authorities and Commissions.

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 eight 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; and Public Protection. The operating Divisions report to the Chief Deputy Attorney General and the Attorney General.

Supporting the professional legal staff of the Department are paralegals, 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 the State 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 and handles enforcement actions in Medicaid Fraud. 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 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. In addition, the Division represents the Department of Professional & Financial Regulation and numerous professional and occupational licensing boards and has responsibility for the

DEPARTMENT OF THE ATTORNEY GENERAL

preparation of formal opinions of the Attorney General. 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

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, tax litigation, 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.

FINANCES, FISCAL YEAR 1996: 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 ATTORNEY GENERAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	8,318,746	4,110,629	1,681,143	1,136,146	1,390,828	
HEALTH BENEFITS	1,168,162	700,153	258,331		209,678	
RETIREMENTS	1,703,504	1,056,640	357,572		289,292	
OTHER FRINGE BENEFITS	92,085	53,078	21,456		17,551	
OTHER CONTRACT SERVICES STATE	87,380	82,653	4,187		540	
COMPUTER SERVICES STATE	145,967	62,513	18,887		64,567	
OTHER CONTRACT SERVICES	828,172	465,565	267,353		95,254	
RENTS	204,728	96,802	8,659		99,267	
COMMODITIES	109,719	67,112	6,948		35,659	
GRANTS, SUBSIDIES, PENSIONS	2,347	1,292	366		689	
EQUIPMENT	19,460	10,215			9,245	
INTEREST-DEBT RETIREMENT	49	49				
TRANSFER TO OTHER FUNDS	210,557		87,289	38,408	84,860	
TOTAL EXPENDITURES	12,890,876	6,706,701	2,712,191	1,174,554	2,297,430	

DEPARTMENT OF THE ATTORNEY GENERAL

DEPARTMENT OF THE ATTORNEY GENERAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	7,960,582	3,790,571	1,643,037	1,136,146	1,390,828	
HEALTH BENEFITS	1,128,833	668,328	250,827		209,678	
RETIREMENTS	1,642,691	999,852	353,547		289,292	
OTHER FRINGE BENEFITS	87,158	49,200	20,407		17,551	
OTHER CONTRACT SERVICES STATE	7,848	3,139	4,169		540	
COMPUTER SERVICES STATE	103,811	20,781	18,463		64,567	
OTHER CONTRACT SERVICES	557,835	391,335	71,246		95,254	
RENTS	202,272	94,385	8,620		99,267	
COMMODITIES	89,829	47,510	6,660		35,659	
GRANTS, SUBSIDIES, PENSIONS	2,347	1,292	366		689	
EQUIPMENT	9,245				9,245	
INTEREST-DEBT RETIREMENT	49	49				
TRANSFER TO OTHER FUNDS	208,574		85,306	38,408	84,860	
TOTAL EXPENDITURES	12,001,074	6,066,442	2,462,648	1,174,554	2,297,430	

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.

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 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF THE ATTORNEY GENERAL

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

Telephone: (207) 624-7180

Reference: Policy Area: 00 ; Umbrella: 26 Unit: 242 ; Citation: T0022 M.R.S.A., Sect. 000003022

Average Count--All Positions: 6.00

Legislative Count: 6.00

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.

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	320,058	320,058				
HEALTH BENEFITS	31,825	31,825				
RETIREMENTS	56,788	56,788				
OTHER FRINGE BENEFITS	3,878	3,878				
OTHER CONTRACT SERVICES STATE	79,514	79,514				
COMPUTER SERVICES STATE	41,732	41,732				
OTHER CONTRACT SERVICES	74,230	74,230				
RENTS	2,417	2,417				
COMMODITIES	19,602	19,602				
EQUIPMENT	10,215	10,215				
TOTAL EXPENDITURES	640,259	640,259				

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

DEPARTMENT OF THE ATTORNEY GENERAL

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 physician 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 FY 1996, the Board handled 194 cases totalling approximately \$178,050 relative to those cases.

PUBLICATIONS:

An informational pamphlet - free

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

VICTIMS' COMPENSATION BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	38,106		38,106			
HEALTH BENEFITS	7,504		7,504			
RETIREMENTS	4,025		4,025			
OTHER FRINGE BENEFITS	1,049		1,049			
OTHER CONTRACT SERVICES STATE	18		18			
COMPUTER SERVICES STATE	424		424			
OTHER CONTRACT SERVICES	196,107		196,107			
RENTS	39		39			
COMMODITIES	288		288			
TRANSFER TO OTHER FUNDS	1,983		1,983			
TOTAL EXPENDITURES	249,543		249,543			

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: 39.0

Legislative Count: 24.0

Units:

DEPARTMENTAL 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 39 including the State Auditor, Deputy State Auditor, 2 Directors, 3 Audit Analyst, 13 Auditor IIIs, 12 Auditor IIs, 3 Auditor Is, a Fiscal Administrator of the Unorganized Territory, a Business Manager, and two Secretaries.

PROGRAM:

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

PUBLICATIONS:

State Auditor's Annual Report

Annual Financial report on the Unorganized Territory

DEPARTMENT OF AUDIT

FINANCES, FISCAL YEAR 1996: 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 AUDIT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,198,561	830,853	367,708			
HEALTH BENEFITS	182,327	120,542	61,785			
RETIREMENTS	221,232	155,292	65,940			
OTHER FRINGE BENEFITS	12,279	8,173	4,106			
OTHER CONTRACT SERVICES STATE	12,914	519	12,395			
COMPUTER SERVICES STATE	15,630	13,150	2,480			
OTHER CONTRACT SERVICES	62,919	21,841	41,078			
RENTS	413	413				
COMMODITIES	32,801	16,687	16,114			
EQUIPMENT	37,661	30,076	7,585			
INTEREST-DEBT RETIREMENT	13	13				
TRANSFER TO OTHER FUNDS	25,507		25,507			
TOTAL EXPENDITURES	1,802,257	1,197,559	604,698			

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: 32.00

Legislative Count: 24.00

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 availability of resources, for other organizational units of state government.

ORGANIZATION:

Authorized personnel in the bureau total 32, including the State Auditor, Deputy State Auditor, 2 Directors, 3 Audit Analyst, 10 Auditor IIIs, 11 Auditor IIs, 2 Auditor Is, one Business Manage, and a Secretary.

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

DEPARTMENT OF AUDIT

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	979,961	830,853	149,108			
HEALTH BENEFITS	144,356	120,542	23,814			
RETIREMENTS	182,647	155,292	27,355			
OTHER FRINGE BENEFITS	10,091	8,173	1,918			
OTHER CONTRACT SERVICES STATE	519	519				
COMPUTER SERVICES STATE	15,480	13,150	2,330			
OTHER CONTRACT SERVICES	28,741	21,841	6,900			
RENTS	413	413				
COMMODITIES	25,861	16,687	9,174			
EQUIPMENT	30,076	30,076				
INTEREST-DEBT RETIREMENT	13	13				
TRANSFER TO OTHER FUNDS	9,542		9,542			
TOTAL EXPENDITURES	1,427,700	1,197,559	230,141			

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: 5.00

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 municipalities 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-municipal 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-municipal corporation pays for the expense of the postaudit.

ORGANIZATION:

Authorized personnel in the bureau total five including three Auditor IIIs, one Auditor II, and one Auditor I.

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-municipal corporations during the 1995-1996 fiscal year.

DEPARTMENT OF AUDIT

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MUNICIPAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	151,198		151,198			
HEALTH BENEFITS	24,747		24,747			
RETIREMENTS	26,751		26,751			
OTHER FRINGE BENEFITS	1,020		1,020			
OTHER CONTRACT SERVICES STATE	4,527		4,527			
COMPUTER SERVICES STATE	150		150			
OTHER CONTRACT SERVICES	22,925		22,925			
COMMODITIES	2,721		2,721			
EQUIPMENT	4,950		4,950			
TRANSFER TO OTHER FUNDS	10,526		10,526			
TOTAL EXPENDITURES	249,515		249,515			

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

Telephone: (207) 287-2201

Reference: Policy Area: 00 ; Umbrella: 27 Unit: 244U; Citation: T0005 M.R.S.A., Sect. 000000246

Average Count--All Positions: 2.00

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 Administrator 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 territory.

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

PUBLICATIONS:

Annual Financial Report on the Unorganized Territory

DEPARTMENT OF AUDIT

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

UNORGANIZED TERRITORY (AUDIT)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	67,402		67,402			
HEALTH BENEFITS	13,224		13,224			
RETIREMENTS	11,834		11,834			
OTHER FRINGE BENEFITS	1,168		1,168			
OTHER CONTRACT SERVICES STATE	7,868		7,868			
OTHER CONTRACT SERVICES	11,253		11,253			
COMMODITIES	4,219		4,219			
EQUIPMENT	2,635		2,635			
TRANSFER TO OTHER FUNDS	5,439		5,439			
TOTAL EXPENDITURES	125,042		125,042			

DEPARTMENT OF CONSERVATION

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
Average Count--All Positions: 415.5
Legislative Count: 236.0

Units:

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)
COASTAL ISLAND REGISTRY
DIVISION OF FOREST FIRE CONTROL
DIVISION OF FOREST MANAGEMENT AND UTILIZATION
BUREAU OF FORESTRY (AKA MAINE FOREST
SERVICE)
MAINE GEOLOGICAL SURVEY
INSECT AND DISEASE MANAGEMENT

MAINE LAND USE REGULATION COMMISSION
BUREAU OF PARKS AND RECREATION
DIVISION OF PLANNING AND PROGRAM SERVICES

PURPOSE:

The Department of Conservation was established to preserve, protect and enhance the land and water resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for 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 General 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 General Services and Planning and Program Services.

A communication van was equipped with the aid of the U. S. Forest Service and is available as a command post for the compact members. This van was transported to every member for site specific training. It was mobilized to New Brunswick to handle large fires.

DEPARTMENT OF CONSERVATION

PUBLICATIONS:

Listed separately by the Department's organizational units.

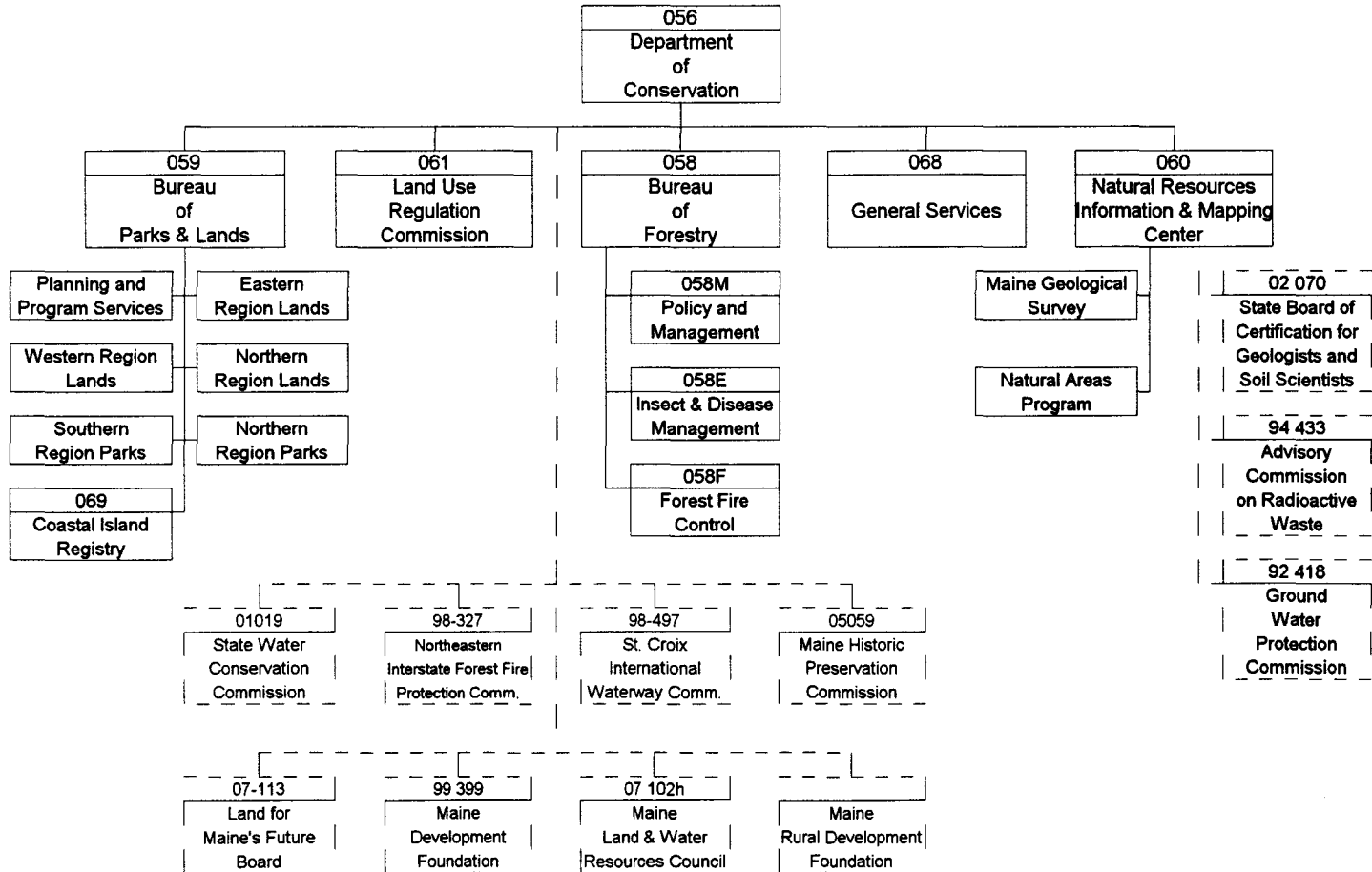
FINANCES, FISCAL YEAR 1996: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF CONSERVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	12,254,887	9,867,332	1,972,223		415,332	
HEALTH BENEFITS	2,215,717	1,749,922	394,321		71,474	
RETIREMENTS	2,312,344	1,895,008	347,942		69,394	
OTHER FRINGE BENEFITS	151,469	119,898	25,638		5,933	
OTHER CONTRACT SERVICES STATE	976,222	612,367	240,853		118,997	4,005
COMPUTER SERVICES STATE	495,646	189,981	116,729		186,592	2,344
OTHER CONTRACT SERVICES	1,378,490	1,029,523	260,339		87,513	1,115
RENTS	2,008,572	1,370,557	598,075		39,940	
COMMODITIES	1,006,122	767,483	222,676		15,963	
GRANTS, SUBSIDIES, PENSIONS	2,150,864	15,741	1,585,887		549,236	
PURCHASE OF LAND	223,736	11,200	171,319			41,217
EQUIPMENT	1,699,666	338,436	379,241		17,693	964,296
INTEREST-DEBT RETIREMENT	2,378	1,528	843		7	
TRANSFER TO OTHER FUNDS	113,783	40	89,146		24,597	
TOTAL EXPENDITURES	26,989,896	17,969,016	6,405,232		1,602,671	1,012,977

DEPARTMENT OF CONSERVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	31,867		31,867			
HEALTH BENEFITS	7,718		7,718			
RETIREMENTS	5,682		5,682			
OTHER FRINGE BENEFITS	315		315			
OTHER CONTRACT SERVICES STATE	7,980	3,975				4,005
COMPUTER SERVICES STATE	2,344					2,344
OTHER CONTRACT SERVICES	2,474		1,359			1,115
RENTS	3,349	1,100	2,249			
COMMODITIES	474		474			
GRANTS, SUBSIDIES, PENSIONS	30		30			
PURCHASE OF LAND	41,217					41,217
EQUIPMENT	964,296					964,296
TRANSFER TO OTHER FUNDS	3,416		3,416			
TOTAL EXPENDITURES	1,071,162	5,075	53,110			1,012,977

ORGANIZATION CHART DEPARTMENT OF CONSERVATION

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DEPARTMENT OF CONSERVATION

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: 23.00

Legislative Count: 17.50

PURPOSE:

Conservation's General Services provides executive level direction to the department as well as central department administration and management for financial, personnel, information systems, and communication.

ORGANIZATION:

General Services now contains the Office of the Commissioner and the four functional administrative units of Business Management, Labor Relations, Information Systems, and Radio Communications.

Under the department's Productivity Realization plan the former Division of Administrative Services was reorganized into General Services. During the reorganization, and in conjunction with the establishment of the A.C.E. Service Center, the department's bookkeeping unit and payroll and human resource processing unit were eliminated. Their duties were assumed by the A.C.E. Center which was established to handle administrative processing for the three department's of Agriculture, Food and Rural Resources, Conservation, and Environmental Protection. General Services is the department's link with the A.C.E. Service Center.

Also in the reorganization, the Radio Communications unit was moved from the Division of Forest Fire Control to General Services, and all of the department's information systems functions were consolidated under General Services.

PROGRAM:

Under the overall supervision of the Director, this Division is responsible for financial and business management including budget, purchasing, contracting and leasing; labor relations including organization and staff development, safety and training; information systems management including systems development and programming, systems upgrade and maintenance; telecommunications, and coordination with central state systems; and radio communications including maintenance and repair of hand held, mobile and stationary two-way radios, and repeater sites located across Maine.

Under this same budget line is the Office of the Commissioner. The Commissioner's office is responsible for providing overall policy guidance to all bureaus within the department. In addition, the Commissioner's office also provides coordination and direction for the department's legislative program; and is responsible for the department's public information effort.

DEPARTMENT OF CONSERVATION

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	785,642	624,618	114,011		47,013	
HEALTH BENEFITS	127,763	95,733	21,898		10,132	
RETIREMENTS	131,294	105,138	18,471		7,685	
OTHER FRINGE BENEFITS	11,689	9,060	1,977		652	
OTHER CONTRACT SERVICES STATE	-28,757	761	3,921		-33,439	
COMPUTER SERVICES STATE	349,623	123,859	55,704		170,060	
OTHER CONTRACT SERVICES	112,951	39,472	61,690		11,789	
RENTS	20,635	5,219	11,358		4,058	
COMMODITIES	33,092	16,140	16,359		593	
EQUIPMENT	3,080		3,080			
INTEREST-DEBT RETIREMENT	40		40			
TRANSFER TO OTHER FUNDS	11,096		6,571		4,525	
TOTAL EXPENDITURES	1,558,148	1,020,000	315,080		223,068	

COASTAL ISLAND REGISTRY

STEPHEN OLIVERI, RESOURCE ADMINISTRATOR

TDD: (207) 287-2213

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

Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-8111

Established: 1973 *Telephone:* (207) 287-3061

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 069 ; Citation: T0033 M.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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF CONSERVATION

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) 287-4990

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 058F; Citation: T0012 M.R.S.A., Sect. 000008901

Average Count--All Positions: 110.50

Legislative Count: 100.00

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 9 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 1995 there were 1,054 forest fires burning 1,164 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 reflect the present ranger job and 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 all incidents. A 19 week Forest Ranger Academy is conducted for new hires.

DEPARTMENT OF CONSERVATION

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 1996: The 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	3,475,228	3,394,422			80,806	
HEALTH BENEFITS	702,528	694,433			8,095	
RETIREMENTS	807,715	796,097			11,618	
OTHER FRINGE BENEFITS	50,584	49,797			787	
OTHER CONTRACT SERVICES STATE	466,673	469,687	-2,083		-931	
COMPUTER SERVICES STATE	823	823				
OTHER CONTRACT SERVICES	461,930	453,465	1,029		7,436	
RENTS	999,474	995,256			4,218	
COMMODITIES	420,247	416,806	2,500		941	
GRANTS, SUBSIDIES, PENSIONS	24,500	11,412	-11,739		24,827	
PURCHASE OF LAND	11,672	11,200	472			
EQUIPMENT	81,649	81,649				
INTEREST-DEBT RETIREMENT	1,292	1,292				
TRANSFER TO OTHER FUNDS	1,477		47		1,430	
TOTAL EXPENDITURES	7,505,792	7,376,339	-9,774		139,227	

DIVISION OF FOREST MANAGEMENT AND UTILIZATION

GEORGE BOURASSA, 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: 1947

Telephone: (207) 287-2791

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 058M Citation: T0012 M.R.S.A., Sect. 000005012

Average Count--All Positions: 19.50

Legislative Count: 16.00

PURPOSE:

The Forest Policy and Management Division provides technical assistance, information and educational services to the public, forest landowners, forest products processors and marketers, municipalities and other stakeholders. The division also implements the Forest Practices Act, providing outreach and enforcement services. The division anticipates and responds to forest policy issues and reports to the public on the state of the forest resource.

The division provides technical assistance through educational workshops, field demonstrations, media presentations, and one-on-one contact between field foresters and landowners. Statute and bureau policy place limits on technical assistance to individual landowners.

DEPARTMENT OF CONSERVATION

ORGANIZATION:

The Forest Policy and Management (FPM) Division was created at the end of calendar year 1995 as an outcome of the Productivity Realization Task Force recommendations. The former Policy, Planning and Information Division was combined with the former Forest Management and Utilization Division.

The FPM Division has three components: Field Foresters who work with forest landowners and other stakeholders; policy, planning and education specialists; and program specialists who oversee forest stewardship, forest protection, forest products utilization and marketing, and urban and community forestry programs. The Division Director reports to the State Forester.

PROGRAM:

During FY 1996, foresters and other staff provided technical and educational assistance on forest management and conservation laws to 6,122 private, non-industrial forest landowners and to numerous municipalities, civic organizations, educational institutions, and state and federal agencies. The following accomplishments resulted from division outreach efforts: 476 management plans completed, covering 35,462 acres, 7,338 acres of timber stand improvement, and 1,065 acres of reforestation. Foresters provided technical assistance to forest landowners receiving cost-share assistance through various forest stewardship programs. Division staff also provided technical and marketing assistance to landowners, loggers, mills, entrepreneurs and state agencies.

Foresters also worked with other bureau personnel to provide outreach and enforcement capabilities in administration of the Forest Practices Act (FPA). FPA cases are referred to the Enforcement Coordinator for settlement. Of the 20 cases presented during the report period, 4 settlement agreements were reached, and 8 cases were closed with no violation found. No cases went to court. The division's primary focus in FPA administration is reaching landowners with information so as to prevent violations from occurring in the first place. The division also worked with municipalities, schools and non-governmental organizations on community forestry issues, providing \$97,636 in grants during FY 1996; 14 municipalities, 3 educational institutions and 7 non-governmental organizations received grants. Grant beneficiaries matched this amount with \$224,624 in cash and in-kind services for a total program impact of \$322,263.

The division's policy arm acquires, analyzes and publishes information about the forest resource to fulfill statutory requirements. This information includes timber harvest, forest regeneration, wood imports and exports, stumpage and mill-delivered prices, Tree Growth Tax properties and other critical information. The division also collaborates with other agencies and the University system to gather, analyze and report to the public information about trends in the state of Maine's forests. During the last half of FY 1996, the division's policy arm was focused on projecting the timber harvest impacts of the "Citizens' Initiative to Promote Forest Rehabilitation and Eliminate Clearcutting" and collaborating with the State Planning Office on the development of an economic impact analysis of the measure.

PUBLICATIONS:

Forest Regeneration and Clearcutting Standards, MFS Rules Chapter 20
Maine Forest Practices Act (text of P.L. 89 c. 55)
An Evaluation of the Effects of the Forest Practices Act, 1995
It's your woodlot, 1996
Forest Trees of Maine, 1995 (\$1.00)
Erosion and Sedimentation Control Handbook for Maine Timber Harvesting
Operations - Best Management Practices, 1991
Sample Timber Harvesting Contract
Report on Stumpage Price Statistics by County (annual)
Total Value of Stumpage Harvested by County (annual)
Silvicultural Practices Report (annual)
Numerous technical information sheets

DEPARTMENT OF CONSERVATION

FINANCES, FISCAL YEAR 1996: The 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 POLICY AND MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	698,100	602,680			95,420	
HEALTH BENEFITS	140,756	118,920			21,836	
RETIREMENTS	125,181	108,099			17,082	
OTHER FRINGE BENEFITS	8,855	7,338			1,517	
OTHER CONTRACT SERVICES STATE	40,201	28,235			11,966	
COMPUTER SERVICES STATE	818	818				
OTHER CONTRACT SERVICES	91,080	73,894			17,186	
RENTS	68,563	64,201			4,362	
COMMODITIES	48,014	43,572			4,442	
GRANTS, SUBSIDIES, PENSIONS	291,549	253			291,296	
EQUIPMENT	25,193	8,931			16,262	
INTEREST-DEBT RETIREMENT	28	21				7
TRANSFER TO OTHER FUNDS	2,197				2,197	
TOTAL EXPENDITURES	1,540,535	1,056,962			483,573	

BUREAU OF FORESTRY SERVICE)

(AKA MAINE FOREST

CHARLES GADZIK, DIRECTOR

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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: 3.00

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 accomplishment 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.

DEPARTMENT OF CONSERVATION

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 3 functional divisions: Forest Fire Control, Forest Policy and Management, and Insect and Disease Management. Each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors.

PROGRAM:

The Bureau of Forestry's total program is reflected in the program statements of the various Divisions. In addition, the Director's office 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 programs including; landowner assistance, education, cost share and urban forestry grants programs.

FINANCES, FISCAL YEAR 1996: The 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	119,728	86,195			33,533	
HEALTH BENEFITS	18,097	11,949			6,148	
RETIREMENTS	10,061	4,212			5,849	
OTHER FRINGE BENEFITS	2,170	1,588			582	
OTHER CONTRACT SERVICES STATE	10,632	10,632				
COMPUTER SERVICES STATE	1,302	1,302				
OTHER CONTRACT SERVICES	21,131	13,658			7,473	
RENTS	1,541	441			1,100	
COMMODITIES	2,939	2,934			5	
GRANTS, SUBSIDIES, PENSIONS	66	66				
INTEREST-DEBT RETIREMENT	4	4				
TRANSFER TO OTHER FUNDS	677				677	
TOTAL EXPENDITURES	188,348	132,981			55,367	

MAINE GEOLOGICAL SURVEY

ROBERT G MARVINNEY, DIRECTOR

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

Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 FAX: (207) 287-2353

Established: 1973

Telephone: (207) 287-2801

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 060 ; Citation: T0012 M.R.S.A., Sect. 000000541

Average Count--All Positions: 19.50

Legislative Count: 14.00

PURPOSE:

The Natural Resources Information and Mapping Center, formerly Maine Geological Survey, was established to map, interpret and publish geologic

DEPARTMENT OF CONSERVATION

(physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Center 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. Under the guidelines of the Productivity Realization Task Force it was again renamed and became the Natural Resources Information and Mapping Center and now includes the Natural Areas Program.

PROGRAM:

The Natural Resources Information and Mapping Center's (NIRMC) 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 Natural Resources Information and Mapping Center and the Bureau of Parks and 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

DEPARTMENT OF CONSERVATION

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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

NATURAL RESOURCES INFORMATION AND MAPPING CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	624,414	533,675	45,921		44,818	
HEALTH BENEFITS	94,283	81,992	7,155		5,136	
RETIREMENTS	113,383	97,302	8,196		7,885	
OTHER FRINGE BENEFITS	5,356	3,863	703		790	
OTHER CONTRACT SERVICES STATE	142,949	9,122	20,158		113,669	
COMPUTER SERVICES STATE	24,492	8,891			15,601	
OTHER CONTRACT SERVICES	62,064	39,984	6,563		15,517	
RENTS	42,220	32,140	3,015		7,065	
COMMODITIES	139,131	133,756	1,850		3,525	
GRANTS, SUBSIDIES, PENSIONS	9,062	3,837	5,225			
INTEREST-DEBT RETIREMENT	70	70				
TRANSFER TO OTHER FUNDS	18,362		5,782		12,580	
TOTAL EXPENDITURES	1,275,786	944,632	104,568		226,586	

INSECT AND DISEASE MANAGEMENT

DAVID STRUBLE, STATE ENTOMOLOGIST

TDD: (207) 287-2213

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

Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022

Established: 1921

FAX: (207) 287-8422

Telephone: (207) 287-2791

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 058E; Citation: T0012 M.R.S.A., Sect. 000008101

Average Count--All Positions: 16.00

Legislative Count: 14.00

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.

DEPARTMENT OF CONSERVATION

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.

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 transporting 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 Woolly Adelgid Quarantine Compliance Agreements - issued to allow import of hemlock from outside Maine while forestalling introduction of Hemlock Woolly Adelgid.

DEPARTMENT OF CONSERVATION

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 1986-1995.
The Forest Insect Survey of Maine - Order Hymenoptera, Order Diptera, Order Coleoptera
Forest Health Monitoring Evaluation: Brown Ash (*Fraxinus nigra*) in Maine, A Survey of Occurrence and Health
The Impact of the Current Hemlock Looper (*Lambdina fiscellaria*) Outbreak in Selected Severely Damaged Stands of Eastern Hemlock

FINANCES, FISCAL YEAR 1996: The 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	557,844	456,272			101,572	
HEALTH BENEFITS	100,810	82,484			18,326	
RETIREMENTS	99,065	81,978			17,087	
OTHER FRINGE BENEFITS	5,726	4,454			1,272	
OTHER CONTRACT SERVICES STATE	22,251	7,021			15,230	
COMPUTER SERVICES STATE	1,040	179			861	
OTHER CONTRACT SERVICES	49,319	27,253	257		21,809	
RENTS	56,074	40,159			15,915	
COMMODITIES	10,253	6,399			3,854	
EQUIPMENT	1,431				1,431	
TRANSFER TO OTHER FUNDS	2,542		3		2,539	
TOTAL EXPENDITURES	906,355	706,199	260		199,896	

MAINE LAND USE REGULATION COMMISSION

JOHN WILLIAMS, DIRECTOR

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Established: 1969

Telephone: (207) 287-2631

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 061 ; Citation: T0012 M.R.S.A., Sect. 000000683

Average Count--All Positions: 26.00 Legislative Count: 26.00

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

DEPARTMENT OF CONSERVATION

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 25, 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 1995, the Commission authorized greater decentralization of services by establishing new regional offices in Penobscot and Somerset County. While the Commission conducted a normal business agenda and handled a number of permit applications as well as compliance and enforcement 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) maintain 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

DEPARTMENT OF CONSERVATION

FINANCES, FISCAL YEAR 1996: The 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 LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	884,809	884,809				
HEALTH BENEFITS	166,670	166,670				
RETIREMENTS	160,240	160,240				
OTHER FRINGE BENEFITS	11,178	11,178				
OTHER CONTRACT SERVICES STATE	69,108	69,108				
COMPUTER SERVICES STATE	47,907	47,907				
OTHER CONTRACT SERVICES	128,396	127,737	659			
RENTS	61,174	61,174				
COMMODITIES	21,296	21,296				
GRANTS, SUBSIDIES, PENSIONS	63	63				
EQUIPMENT	16,267	16,267				
INTEREST-DEBT RETIREMENT	2	2				
TRANSFER TO OTHER FUNDS	19		19			
TOTAL EXPENDITURES	1,567,129	1,566,451	678			

BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, 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) 287-3823

Established: 1935

Telephone: (207) 287-3821

Reference: Policy Area: 05 ; *Umbrella:* 04 *Unit:* 059 ; *Citation:* T0012 *M.R.S.A., Sect.* 000000602

Average Count--All Positions: 197.00

Legislative Count: 46.50

PURPOSE:

The Bureau of Parks and Lands, an agency of the Department of Conservation, was established in 1995 with the consolidation of the Bureau of Parks and Recreation and the Bureau of Public Lands. The Bureau manages and administers programs on 482,000 acres of Public Reserved Lands, 34 staffed state parks, 22 staffed and unstaffed state historic sites, 2 million acres of submerged lands, 1300 coastal islands, the Allagash Wilderness Waterway, the Penobscot River Corridor, and other public lands as provided by law. The Bureau also administers special programs related to boat access sites, navigational hazard marking, snowmobile and ATV trails, and the federal Land and Water Conservation and Symms Trail Funds.

The Bureau provides natural resource management and public recreation and education opportunities on publicly-owned lands and facilitates some public recreation activities on privately-owned lands. The Bureau acquire land, designs and constructs facilities for public use, distributes information, develops and implements management plans, carries out appropriate land management, staffs facilities to provide customer service, administers grants, and coordinates with other state and federal agencies that have related programs.

Bureau staff members provide assistance to other agencies and municipalities on land management and recreation issues, provide information to legislators and other individuals and organizations, conduct or supervise research within their area of expertise, and conduct workshops, seminars, and field trips for the public or special interest groups.

ORGANIZATION:

A director, who reports to the Commissioner of the Department of Conservation, heads the Bureau and is assisted by a deputy director. Five

DEPARTMENT OF CONSERVATION

regional offices, two supervising the state park system and three supervising the Public Reserved Lands system, oversee operations and management activities. The five heads of these regions report to the Bureau director. The central office includes six divisions that report to the deputy director: off-road vehicles, boating facilities, community grants and recreation, planning and acquisition, engineering and realty, and administrative services.

State park system field staff provide direct services to park and historic site visitors, maintain and repair facilities, provide information and education programs, and ensure public safety. Public Reserved Lands field staff conduct multiple use land management activities including timber, wildlife, and recreation; plan and oversee the construction of roads, trails, and bridges; and maintain campsites and other visitor amenities. The Off-Road Vehicle Division provides grants to clubs and municipalities for the development and maintenance of snowmobile and ATV trails. The Boating Facilities Division, through direct state involvement, grants and contracts, provides and maintains boat access sites. It also marks certain lakes to ensure navigational safety. The Grants and Community Recreation Division administers federal grants, manages a state-wide trail advisory committee, and provides technical information on recreational facilities to municipalities.

The Planning and Acquisition Division oversees the acquisition of land, develops management plans and provides technical information on wildlife, interpretation, recreation, and historic site management. It also conducts research, reviews comprehensive plans, and administers a camplot leasing program. The Engineering and Realty Division oversees the development, disposal, appraisal, maintenance, and capital improvement of Bureau facilities. The Administrative Services Division provides clerical support, manages bureau finances, and operates the campsite reservation system. The submerged lands management program, and Coastal Island Registry.

PROGRAM:

During the fiscal year, the Bureau reorganized. The central parks operations and maintenance office was eliminated and five regional offices were combined into two new "super" regional offices in Bangor and Hallowell. Parks and historic sites provided recreation and education opportunities to more than 1,780,468 visitors, contributing \$1,791,929 in user fees to the general fund and \$318,620 to municipalities in fee sharing. Income to the park system from the sale of loon license plates allowed the completion of numerous repair projects. Four new toilet/shower buildings were completed and opened at Sebago Lake State Park, funded by a 1993 water quality bond issue, and a major roof restoration project began at Fort Knox State Historic Site. The engineering and realty division helped plan and implement several capital improvements and repair projects and coordinated the establishment of new departmental offices and a shop facility in Ashland.

In calendar year 1995, the three Reserved Lands regional offices conducted sustainable forest harvesting operations on some of the Bureau's 352,841 acres, yielding 82,170 cords of wood. They also constructed and maintained an extensive network of roads, trails, and bridges to facilitate public access. The Bureau's Grants and Community Recreation Division administered \$390,876 in federal grants for 12 LAWCON projects and 8 Symms Trail Fund projects and provided technical assistance to municipalities and the Maine Trails Coalition. The Boating Facilities Division was downsized, with design, construction supervision, and site operational services, formerly provided by staff, shifted to private contractors. Through grants, the division provided new or improved boat access at 11 sites and new or improved access at 6 state-owned sites. The navigational aids program maintained buoys on 21 waterbodies.

The Planning and Acquisition Division collected data for the water trails part of the state trails study; acquired a trailhead and completed a 5.4 mile hiking trail on the Cutler unit; acquired 440 additional acres for the Eagle Lake unit. The Off-Road Vehicle Division approved 341 club and municipal grants, totaling \$1,246,141 (12,200 miles of trail), and managed four trail systems. The ATV program awarded 12 club and municipal grants and continued to develop abandoned railroad rights-of-way. The Administrative Services Division provided clerical support, managed the Bureau's finances, and administered the park campsite reservation program, processing more than 6,000 reservations, an increase of 25% over 1995. The submerged lands program reviewed 241 applications, issued 18 leases and 9 easements in 1995; in 1996, staff reported to a legislative task force on submerged lands leasing and completed an

DEPARTMENT OF CONSERVATION

inventory of over 5,000 coastal structures.

LICENSES:

Permits:

Allagash Wilderness Waterway Timber Harvesting Permits

Timber Stumpage

Gravel

Bear Baiting

Leases:

Submerged Lands

Right of Way

Agricultural

Public Land (includes a variety of possible uses)

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)

General Recreation and Management brochures (free)

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

FINANCES, FISCAL YEAR 1996: The 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 PARKS AND LANDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	5,056,146	3,263,552	1,780,424		12,170	
HEALTH BENEFITS	853,422	494,071	357,550		1,801	
RETIREMENTS	856,283	538,502	315,593		2,188	
OTHER FRINGE BENEFITS	55,529	32,553	22,643		333	
OTHER CONTRACT SERVICES STATE	245,185	13,826	218,857		12,502	
COMPUTER SERVICES STATE	67,297	6,202	61,025		70	
OTHER CONTRACT SERVICES	448,776	253,691	188,782		6,303	
RENTS	755,496	170,821	581,453		3,222	
COMMODITIES	330,534	126,438	201,493		2,603	
GRANTS, SUBSIDIES, PENSIONS	1,825,594	110	1,592,371		233,113	
PURCHASE OF LAND	170,847		170,847			
EQUIPMENT	607,750	231,589	376,161			
INTEREST-DEBT RETIREMENT	942	139	803			
TRANSFER TO OTHER FUNDS	73,997	40	73,308		649	
TOTAL EXPENDITURES	11,347,798	\$,131,534	5,941,310		274,954	

DEPARTMENT OF CONSERVATION

DIVISION OF PLANNING AND PROGRAM SERVICES

SHIPPEN BRIGHT, DEPUTY COMMISSIONER

TDD: (207) 287-2213

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

Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-2400

Established: 1977

Telephone: (207) 287-2211

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 056P; Citation: T0012 *M.R.S.A., Sect.* 000005012

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, 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 education services to the Land Use Regulation Commission; the Maine Geological Survey; the bureaus of Parks & Lands, and Forestry; 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 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 strategic planning, and assists various bureaus on matters of Departmentwide concern. This Section coordinates the Total Quality Management (TQM) efforts of the department. The Division also responds to requests from other Departments, the public, 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF CORRECTIONS

DEPARTMENT OF CORRECTIONS

JOSEPH D. LEHMAN, COMMISSIONER

Central Office: STATE OFFICE BLDG, AUGUSTA, ME,

Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1981

FAX: (207) 287-2400

Telephone: (207) 287-4360

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

Average Count--All Positions: 1130.5

Legislative Count: 1091.0

Units:

OFFICE OF ADVOCACY (CORRECTIONS)

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 administer the state's correctional facilities, provide for the safety of staff and committed offenders, undertake appropriate programming for the classification, education and rehabilitation, and maintenance of committed offenders and to assure an effective system for the supervision of parolees and probationers. The Department is responsible for the direction and general administrative supervision of the Maine State Prison, the Maine Correctional Center, the Charleston Correctional Facility, the Maine Youth Center, the Downeast Correctional Facility, and the Maine Correctional Institution-Warren. The Department also administers community corrections programs for adult and juvenile probationers.

The Department is authorized to adopt and implement rehabilitative programs, including work-release, within 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 or she 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.

In 1995, the department reorganized internally to establish a division of juvenile services and a division of adult services. The Division of Probation and Parole was eliminated and the community corrections functions are now included in the juvenile or adult divisions.

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

DEPARTMENT OF CORRECTIONS

program is also funded for mental health services to correctional clients including those having drug and alcohol problems.

VICTIM SERVICES. The reorganization of the department resulted in the creation of a victims services coordinator position to administer the department's responsibilities for victim notification and to improve services to victims and the victim community.

MANAGEMENT INFORMATION SERVICES. The department began the development of an integrated management information system for adult and juvenile offenders. As the first phase of an overall upgrade of the department's management information system, the community corrections data base began development in 1996 and will be accessible to probation officers and juvenile caseworkers through the wide area network by the end of the year. Community corrections staff were provided with laptop computers and training in their use.

JAIL INSPECTIONS. The Department continues to set standards and inspect all county and municipal jails and detention centers.

FINANCES, FISCAL YEAR 1996: 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 CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	33,283,640	32,653,949	47,892		431,548	150,251
HEALTH BENEFITS	7,241,218	7,113,790	13,963		75,526	37,939
RETIREMENTS	6,611,735	6,495,820	9,305		76,511	30,099
OTHER FRINGE BENEFITS	429,440	422,168	814		5,399	1,059
OTHER CONTRACT SERVICES STATE	4,003,857	3,717,477	14,391		166,228	105,761
COMPUTER SERVICES STATE	287,727	252,727			35,000	
OTHER CONTRACT SERVICES	3,285,328	3,214,701	13,591		22,771	34,265
RENTS	1,440,874	1,382,883	15,907		260	41,824
COMMODITIES	4,053,124	3,770,009	159,747		18,363	105,005
GRANTS, SUBSIDIES, PENSIONS	5,771,018	5,249,671	4,026		517,321	
PURCHASE OF LAND	4,130,582	142,915				3,987,667
EQUIPMENT	226,654	164,148	28,243		6,903	27,360
INTEREST-DEBT RETIREMENT	2,630	2,578	15			37
TRANSFER TO OTHER FUNDS	13,171		2,036		8,278	2,857
TOTAL EXPENDITURES	70,780,998	64,582,836	309,930		1,364,108	4,524,124

DEPARTMENT OF CORRECTIONS

DEPARTMENT OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,091,744	1,024,095	8,848		58,801	
HEALTH BENEFITS	168,787	152,297	4,280		12,210	
RETIREMENTS	189,362	177,557	1,522		10,283	
OTHER FRINGE BENEFITS	11,536	10,869	148		519	
OTHER CONTRACT SERVICES STATE	234,813	130,222	15,075		89,516	
COMPUTER SERVICES STATE	53,312	53,312				
OTHER CONTRACT SERVICES	149,636	136,268	507		12,861	
RENTS	3,526	3,266			260	
COMMODITIES	788,662	756,420	66		182	31,994
GRANTS, SUBSIDIES, PENSIONS	5,711,584	5,252,228	4,026		455,330	
PURCHASE OF LAND	4,130,582	142,915				3,987,667
EQUIPMENT	36,123	8,763				27,360
TRANSFER TO OTHER FUNDS	4,638		730		3,908	
TOTAL EXPENDITURES	12,574,305	7,848,212	35,202		643,870	4,047,021

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

Telephone: (207) 287-4360

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.

DEPARTMENT OF CORRECTIONS

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 1996: The 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	80,712	80,712				
HEALTH BENEFITS	13,253	13,253				
RETIREMENTS	14,349	14,349				
OTHER FRINGE BENEFITS	893	893				
OTHER CONTRACT SERVICES	1,051	1,051				
RENTS	474	474				
TOTAL EXPENDITURES	110,732	110,732				

CHARLESTON CORRECTIONAL FACILITY

JEFFREY MERRILL, DIR CHARLESTON CTR

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

Mail Address: RR #1 BOX 1400, CHARLESTON, ME 04422

Established: 1980

Reference: Policy Area: 03 ; Umbrella: 03 Unit: 211 ; Citation: T0034A M.R.S.A., Sect. 000003601

Average Count--All Positions: 74.00

FAX: (207) 941-3055

Telephone: (207) 285-3307

Legislative Count: 72.00

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.

DEPARTMENT OF CORRECTIONS

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 1995-96, the Woodharvesting program produced over 908 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 considerable funds annually by reducing fuel oil costs. In addition, over 37,789 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 11,345 prisoner hours were expended on projects during the 1995-96 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. A total of 16,660 prisoner hours were used to supplement support services to Bangor Mental Health Institute. Bangor PreRelease Center also serves as the regional headquarters for Community Corrections Programs including Probation and Parole.

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASTS System

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,341,263	2,307,841	3,159		30,263	
HEALTH BENEFITS	573,328	564,209	931		8,188	
RETIREMENTS	482,360	476,513	557		5,290	
OTHER FRINGE BENEFITS	31,308	30,726	54		528	
OTHER CONTRACT SERVICES STATE	227,148	200,158			26,990	
COMPUTER SERVICES STATE	12,287	12,287				
OTHER CONTRACT SERVICES	165,999	165,673	150		176	
RENTS	127,260	126,946	314			
COMMODITIES	313,012	306,548	2,904		3,560	
GRANTS, SUBSIDIES, PENSIONS	-1,246	-1,246				
EQUIPMENT	15,986	12,986			3,000	
INTEREST-DEBT RETIREMENT	71	71				
TRANSFER TO OTHER FUNDS	678		60		618	
TOTAL EXPENDITURES	4,289,454	4,202,712	8,129		78,613	

DEPARTMENT OF CORRECTIONS

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: 220.00

Legislative Count: 208.00

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 lends accounting support 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 four 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 State funded teacher 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 two instructors, all of whom are state funded. These instructors offer courses in Graphic Arts and Meat Cutting. 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.

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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 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	6,731,918	6,589,255	21,403		121,260	
HEALTH BENEFITS	1,531,017	1,508,712	4,334		17,971	
RETIREMENTS	1,412,684	1,386,249	5,041		21,394	
OTHER FRINGE BENEFITS	86,277	84,797	374		1,106	
OTHER CONTRACT SERVICES STATE	1,859,452	1,842,667	467		16,318	
COMPUTER SERVICES STATE	31,352	31,352				
OTHER CONTRACT SERVICES	511,457	493,139	12,695		5,623	
RENTS	234,192	219,659	14,533			
COMMODITIES	1,039,945	895,037	142,605		2,303	
GRANTS, SUBSIDIES, PENSIONS	-2,275	-2,275				
EQUIPMENT	32,316	11,652	20,664			
INTEREST-DEBT RETIREMENT	374	359	15			
TRANSFER TO OTHER FUNDS	2,149		1,061		1,088	
TOTAL EXPENDITURES	13,470,858	13,060,603	223,192		187,063	

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

Telephone: (207) 255-4554

Reference: Policy Area: 03 ; Umbrella: 03 Unit: 220 ; Citation: T0034A M.R.S.A., Sect. 000003901

Average Count--All Positions: 70.00

Legislative Count: 70.00

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 135.

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:

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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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,784,927	1,784,927				
HEALTH BENEFITS	428,235	428,235				
RETIREMENTS	373,599	373,599				
OTHER FRINGE BENEFITS	20,805	20,805				
OTHER CONTRACT SERVICES STATE	127,680	99,727	-1,151		29,104	
COMPUTER SERVICES STATE	36,099	36,099				
OTHER CONTRACT SERVICES	126,462	126,222	72		168	
RENTS	58,304	57,955	349			
COMMODITIES	256,104	251,934	1,459		2,711	
GRANTS, SUBSIDIES, PENSIONS	-1,210	70			-1,280	
TRANSFER TO OTHER FUNDS	274		6		268	
TOTAL EXPENDITURES	3,211,279	3,179,573	735		30,971	

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

Established: 1991

FAX: (207) 941-3055

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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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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

Telephone: (207) 287-4360

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 1996, 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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF JUVENILE CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	64,376	64,376				
HEALTH BENEFITS	10,246	10,246				
RETIREMENTS	13,277	13,277				
OTHER FRINGE BENEFITS	81	81				
OTHER CONTRACT SERVICES	3,111	3,111				
TOTAL EXPENDITURES	91,091	91,091				

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 (the Act). The Act creates a voluntary partnership between states and the federal

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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 (34-A M.R.S.A., Section 1209). 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 disabilities.

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 FY96 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, entitled Juvenile Intensive Supervision Service (JISS), 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 is the basis of a pilot project being conducted by the DOC during FY95 and FY96.

These activities were supplemented in FY96 with funds provided under a federal Challenge Grant. These funds were used to provide wrap around services for JISS clients.

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.

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PUBLICATIONS:

Copies of the following publications may be obtained, 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 1996: 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

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FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	825	825				
OTHER CONTRACT SERVICES	1,152	1,152				
TOTAL EXPENDITURES	1,977	1,977				

STATE PRISON

MARTIN A. MAGNUSSON, WARDEN

Central Office: US RT #1, THOMASTON, ME 04861

Mail Address: BOX A, THOMASTON, ME 04861

Established: 1823

Reference: Policy Area: 03 ; *Umbrella:* 03 ; *Unit:* 206 ; *Citation:* T0034A.M.R.S.A., Sect. 000003201

Average Count--All Positions: 398.00

FAX: (207) 354-6901

Telephone: (207) 354-2535

Legislative Count: 386.00

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.

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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 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	10,892,443	10,694,994	14,482		32,716	150,251
HEALTH BENEFITS	2,550,130	2,501,321	4,418		6,452	37,939
RETIREMENTS	2,118,018	2,079,850	2,185		5,884	30,099
OTHER FRINGE BENEFITS	164,710	162,867	238		546	1,059
OTHER CONTRACT SERVICES STATE	1,328,354	1,218,293			4,300	105,761
COMPUTER SERVICES STATE	17,211	17,211				
OTHER CONTRACT SERVICES	1,491,446	1,456,860	110		211	34,265
RENTS	317,767	275,241	702			41,824
COMMODITIES	1,149,062	1,063,378	11,208		1,465	73,011
GRANTS, SUBSIDIES, PENSIONS	314	314				
EQUIPMENT	79,577	71,998	7,579			
INTEREST-DEBT RETIREMENT	1,702	1,665				37
TRANSFER TO OTHER FUNDS	3,264		168		239	2,857
TOTAL EXPENDITURES	20,113,998	19,543,992	41,090		51,813	477,103

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: 125.00

Legislative Count: 125.00

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

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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 Division of Probation and Parole was effectively eliminated with the passage of legislation implementing the Productivity Task Force Plan. The Division is now known as the Divisions of Juvenile and Adult Services.

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. This Division was reorganized in 1996 to become the Divisions of Juvenile and Adult Services. The Division of Juvenile Services consists of regional correctional administrators, juvenile caseworkers, resource coordinators, and other administrative employees in classified state service. The Division of Adult Services consists of regional correctional administrators, adult probation and parole officers, intensive supervision officers, and other administrative employees in classified state service.

PROGRAM:

The Division of Juvenile Services is responsive to Maine's court system by performing juvenile intake services, conducting investigations and making recommendations on disposition when requested, supervising probationers, youth on after care status from residential placement including the Maine Youth Center, developing individual case plans, and developing diversionary programs. The Division of Adult Services 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 administrators for the juvenile and adult interstate compacts are the Associate Commissioner of Juvenile Services and the Associate Commissioner of Adult Services respectively. Under the terms of the two compacts, the administrators oversee the supervision of both juvenile and adult probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both juvenile and adult, 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.

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FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,929,789	3,929,789				
HEALTH BENEFITS	796,211	796,211				
RETIREMENTS	705,727	705,727				
OTHER FRINGE BENEFITS	42,381	42,381				
OTHER CONTRACT SERVICES STATE	25,435	25,435				
COMPUTER SERVICES STATE	121,789	86,789			35,000	
OTHER CONTRACT SERVICES	409,238	409,238				
RENTS	487,970	487,970				
COMMODITIES	79,413	79,413				
GRANTS, SUBSIDIES, PENSIONS	64,438	527			63,911	
EQUIPMENT	7,340	3,437			3,903	
TRANSFER TO OTHER FUNDS	352				352	
TOTAL EXPENDITURES	6,670,083	6,566,917			103,166	

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

Telephone: (207) 822-0000

Reference: Policy Area: 03 ; Umbrella: 03 Unit: 204 ; Citation: T0034A M.R.S.A., Sect. 000003801

Average Count--All Positions: 206.50

Legislative Count: 196.00

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

DEPARTMENT OF CORRECTIONS

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.

FINANCES, FISCAL YEAR 1996: The 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 YOUTH CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	6,365,643	6,177,135			188,508	
HEALTH BENEFITS	1,170,011	1,139,306			30,705	
RETIREMENTS	1,302,359	1,268,699			33,660	
OTHER FRINGE BENEFITS	71,449	68,749			2,700	
OTHER CONTRACT SERVICES STATE	200,975	200,975				
COMPUTER SERVICES STATE	15,677	15,677				
OTHER CONTRACT SERVICES	425,776	421,987	57		3,732	
RENTS	211,381	211,372	9			
COMMODITIES	426,926	417,279	1,505		8,142	
GRANTS, SUBSIDIES, PENSIONS	-587	53			-640	
EQUIPMENT	55,312	55,312				
INTEREST-DEBT RETIREMENT	483	483				
TRANSFER TO OTHER FUNDS	1,816		11		1,805	
TOTAL EXPENDITURES	10,247,221	9,977,027	1,582		268,612	

DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

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: 207.5

Legislative Count: 69.0

Units:

MAINE EMERGENCY MANAGEMENT AGENCY

MILITARY BUREAU

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. In 1995 the 117th Legislature added the requirement that the Adjutant General/Commissioner's appointment be subject to Legislative confirmation.

PROGRAM:

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

PUBLICATIONS:

The Adjutant General's Report is a biennial publication that highlights the significant events, accomplishments and highlights of the Department during the previous two years.

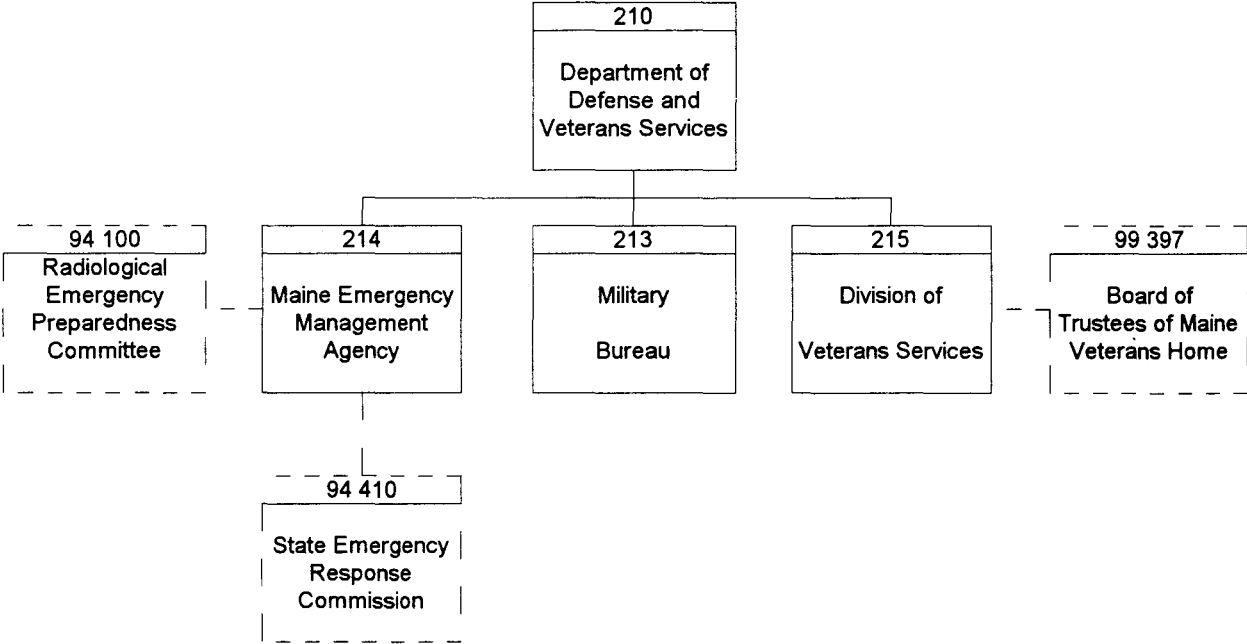
DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

FINANCES, FISCAL YEAR 1996: 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 DEFENSE AND VETERANS' SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,946,082	1,629,202	43,795		2,273,085	
HEALTH BENEFITS	856,046	386,024	9,728		460,294	
RETIREMENTS	683,729	278,764	7,404		397,561	
OTHER FRINGE BENEFITS	57,058	17,671	274		39,113	
OTHER CONTRACT SERVICES STATE	381,048	31,797	112,907		236,344	
COMPUTER SERVICES STATE	278				278	
OTHER CONTRACT SERVICES	959,864	513,794	68,976		377,094	
RENTS	842,079	57,152	10,974		773,953	
COMMODITIES	427,752	237,327	24,451		165,974	
GRANTS, SUBSIDIES, PENSIONS	2,377,164	121,573	180,408		2,075,183	
PURCHASE OF LAND	1,272,853	500,000	1,473		771,380	
EQUIPMENT	73,328	36,978	19,831		16,519	
INTEREST-DEBT RETIREMENT	5,487	3,306	8		2,173	
TRANSFER TO OTHER FUNDS	143,436		18,403		125,033	
TOTAL EXPENDITURES	12,026,204	3,813,588	498,632		7,713,984	

DEPARTMENT OF DEFENSE AND VETERANS' SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
COMMODITIES	1,084	1,084				
PURCHASE OF LAND	500,000	500,000				
TOTAL EXPENDITURES	501,084	501,084				

ORGANIZATION CHART
DEPARTMENT OF DEFENSE AND VETERANS SERVICES
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DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

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

Telephone: (207) 287-4080

Reference: Policy Area: 06 ; Umbrella: 15 Unit: 214 ; Citation: T0037B M.R.S.A., Sect. 000000701

Average Count--All Positions: 34.00

Legislative Count: 8.00

PURPOSE:

The Maine Emergency 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, 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 neighboring states and Canada.

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. The Maine Emergency Management Agency 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 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 (emergency management) for more than

DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

25 years. The Comprehensive Cooperative Agreement (CCA) has been the instrument of FEMA/State Agreement since 1989. Amounts have been stable and have actually increased in recent years. As of Federal Fiscal Year 1996 (beginning 1 October 1995) the CCA was replaced by a Performance Partnership Agreement (PPA). This agreement is 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, provide incentives for success, and avoid disincentives.

Every 5 years, The Governor or his/her representative 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 '96 for personnel and administrative services was \$736,244. It covers the federal fiscal year of October 1, 1995 through September 30, 1996. 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:

State and Local Assistance	\$309,858
Disaster Preparedness Improvement	\$32,723

All the above programs are administered by a Comprehensive Cooperative Agreement between the Federal Emergency Management Agency 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?

DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

FINANCES, FISCAL YEAR 1996: The 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	498,884	105,667	43,795		349,422	
HEALTH BENEFITS	98,849	19,088	9,728		70,033	
RETIREMENTS	78,186	12,488	7,404		58,294	
OTHER FRINGE BENEFITS	10,113	3,875	274		5,964	
OTHER CONTRACT SERVICES STATE	38,171	400	5,628		32,143	
COMPUTER SERVICES STATE	278				278	
OTHER CONTRACT SERVICES	118,300	26,005	26,700		65,595	
RENTS	25,234	2,739	5,072		17,423	
COMMODITIES	18,446	2,170	175		16,101	
GRANTS, SUBSIDIES, PENSIONS	2,373,549	118,023	180,408		2,075,118	
EQUIPMENT	3,350				3,350	
TRANSFER TO OTHER FUNDS	121,456		17,622		103,834	
TOTAL EXPENDITURES	3,384,816	290,455	296,806		2,797,555	

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: 107.00

Legislative Count: 37.00

PURPOSE:

The Military Bureau protects life and property and preserves peace, order and public safety. In fulfilling its mission, the Bureau provides the Army and Air National Guard with units organized, equipped, and trained to function efficiently at authorized federal strength. Units muster on order of the Governor to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. In the event of war or other national emergency, the Bureau will report for federal service on call of the President of the United States. 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 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).

PROGRAM:

The Military Bureau's two components, the Army National Guard and the Air National Guard are both responsible to the Adjutant General. The Maine National Guard, as a professional military institution, performs a dual role. One supports of our State, and the other supports of our Nation. In support of our

DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

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, assist other State agencies during times of floods, hurricanes, forest fires, snow emergencies, and other civic needs. In it's other role, the Maine National Guard acts as a reserve to the active military. In this capacity, units of 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 authorized strength is more than 2,700 soldiers. These soldiers are trained in a wide range of skills, including carpentry, plumbing, electrical, maintenance, first aid and heavy equipment operations. Each year, several units undergo an Operational Readiness Evaluation. These evaluations are conducted by Active Army and focus on ability of these units to deploy and perform their wartime missions. This year, the 314th Medical Company (Amb), 112th Medical Company (Air Amb), and Company, 133rd Engineer Battalion were evaluated and received "GO" ratings on all collective tasks.

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 in support of 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 in support of the Department of Defense worldwide.

PUBLICATIONS:

The BULLET
The MAINIAC

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MILITARY BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,770,646	863,402			1,907,244	
HEALTH BENEFITS	606,103	220,854			385,249	
RETIREMENTS	491,325	154,980			336,345	
OTHER FRINGE BENEFITS	39,328	6,472			32,856	
OTHER CONTRACT SERVICES STATE	341,677	30,747	107,279		203,651	
OTHER CONTRACT SERVICES	781,783	438,429	40,639		302,715	
RENTS	792,047	34,846	5,902		751,299	
COMMODITIES	379,068	221,123	15,275		142,670	
GRANTS, SUBSIDIES, PENSIONS	65				65	
PURCHASE OF LAND	630,243				630,243	
EQUIPMENT	13,169				13,169	
INTEREST-DEBT RETIREMENT	5,471	3,293	8		2,170	
TRANSFER TO OTHER FUNDS	21,328		668		20,660	
TOTAL EXPENDITURES	6,872,253	1,974,146	169,771		4,728,336	

MAINE ARMY NATIONAL GUARD

Headquarters and Headquarters Detachment - State Area Command	Augusta
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52d Troop Command	Bangor
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Company B-172 Infantry Division	Brewer
Company C-137th Aviation	Bangor
112th Medical Company (Air Ambulance)	Bangor
181st Air Traffic Control Platoon	Bangor
195th Army Band	Bangor

1st Battalion, 152 Field Artillery	Caribou
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Headquarters and Headquarters Battery	Caribou
Battery A	Waterville
Battery B	Houlton/Calais
Battery C	Fort Kent/Presque Isle
Service Battery	Fort Fairfield

286th Supply and Service Battalion	Waterville
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152d Heavy Equipment Maintenance Company	Augusta/Bangor
314th Medical Company (Ground Ambulance)	Bath/Bangor
1136th Transportation Company (Medium Truck)	Bangor

240th Engineer Group	Gardiner
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133rd Engineer Battalion (Combat Heavy)	Augusta
Headquarters and Service Company	Augusta/Portland
Company A	Belfast/Skowhegan
Company B	Saco/Westbrook
Company C	Lewiston/Norway

MAINE AIR NATIONAL GUARD

State Headquarters	Augusta
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101st Air Refueling Wing	Bangor
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101st Mission Support Flight	Bangor
101st Communications Flight	Bangor
101st Security Police Squadron	Bangor
101st Civil Engineer Squadron	Bangor
101st Maintenance Squadron	Bangor
101st Logistics Squadron	Bangor
101st Medical Squadron	Bangor
132nd Air Refueling Squadron	Bangor

243rd Engineering Installation Squadron	South Portland
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265th Combat Communications Squadron	South Portland
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DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

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

Telephone: (207) 626-4464

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 supplementing the two USDVA claims offices at Togus and Portland. The Division's regional offices also provide support to bedridden veterans. The State Claims Office, located at Togus, administers the claims support and appeals advocate program.

The Central Office, located at Camp Keyes in Augusta, administers the Financial Aid program for needy veterans, 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 and their dependents at the Maine Veterans Cemetery, and issues certificates of eligibility for Veterans' Small Business Loans.

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

ORGANIZATION:

The earliest service to veterans was the Soldiers Board of 1919. 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.

PROGRAM:

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

CLAIMS SERVICE. The seven regional offices represented 27,013 clients during the past Fiscal Year. These offices also received 720 requests to represent them to the USDVA. The Claims Office at Togus, acting as the veterans advocate, filed 1,439 claims on the behalf of veterans or their dependents. Also during the past Fiscal Year, Maine Veteran Services has received or made 90,635 contacts with their clients. Actions taken by Maine Veterans' Services have resulted in new awards of \$11,291,506 by USDVA. Approximately \$110 million per year of federal money is awarded to Maine veterans through the efforts of Maine Veterans' Services. Annually, USDVA refers 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 437,533 such records are now on file in the main office.

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, 441 dependents received payment under this program. These dependents attended 381 State supported schools, 26 private colleges and 34 out-of-state schools.

DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

MAINE VETERANS' MEMORIAL CEMETERY. During the year, 585 burials were made, of which 401 persons were veterans, 181 were spouses, and 3 were dependent children. 9,869 persons have been buried in the cemetery since its inception. Three hundred and twelve reservations for burial were made by surviving veterans, spouses, and dependent children and at the end of the year there were 4,483 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)

FINANCES, FISCAL YEAR 1996: The 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 VETERANS' SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	566,447	550,028			16,419	
HEALTH BENEFITS	133,926	128,914			5,012	
RETIREMENTS	93,173	90,251			2,922	
OTHER FRINGE BENEFITS	6,320	6,027			293	
OTHER CONTRACT SERVICES STATE	1,200	650			550	
OTHER CONTRACT SERVICES	57,442	47,021	1,637		8,784	
RENTS	24,798	19,567			5,231	
COMMODITIES	29,154	12,950	9,001		7,203	
GRANTS, SUBSIDIES, PENSIONS	3,550	3,550				
PURCHASE OF LAND	142,610		1,473		141,137	
EQUIPMENT	19,831		19,831			
INTEREST-DEBT RETIREMENT	16	13			3	
TRANSFER TO OTHER FUNDS	652		113		539	
TOTAL EXPENDITURES	1,079,119	858,971	32,055		188,093	

DEFENSE AND VETERANS' SERVICES

FISCAL REPORT OF BURIALS
JULY 1, 1995 - JUNE 30, 1996
Maine Veterans Memorial Cemetery (MVMC)

Total Burials During FY 95-96 = 585

Vets	Spouses	Children
401	181	3

Total Reservations During FY = 312

Vets	Spouses	Children
75	234	3

Total Buried as of 6/30/96 = 9,869

Vets	Spouses	Children
7,553	2,200	116

Total Unfilled Reservations as of 6/30/96 = 4,483

Vets	Spouses	Children
928	3,493	62

MVMC Eligibilities Certified During FY = 639

(In-State) Certificates = 483

(Out-of-State) Certificates = 156

FISCAL REPORT OF EDUCATIONAL BENEFITS

JULY 1, 1995 - JUNE 30, 1996
Veterans Dependents Educational Benefits

<u>State Supported Colleges</u>	<u>Private In-State</u>	<u>Private Out-of-State</u>	<u>Total</u>
New Applications 95	New Applications 4	New Applications 2	102
Applications Granted 81	Applications Granted 1	Applications Granted 1	83
Applications Denied 16	Applications Denied 3	Applications Denied 2	21
Students Enrolled 381	Students Enrolled 26	Students Enrolled 34	441

INCOME AWARDED FOR CLAIMS FOR FISCAL YEAR

<u>Fiscal Year</u>	<u>Contacts</u>	<u>V.A. Claims Filed</u>	<u>Amount of V.A. Awards</u>
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
1995-96	90,635	1,439	\$11,291,506

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

THOMAS D. MCBRIERTY, COMMISSIONER

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: 100 ; Citation: T0005

Average Count--All Positions: 49.0

Units:

OFFICE OF BUSINESS DEVELOPMENT

OFFICE OF COMMUNITY DEVELOPMENT

ECONOMIC CONVERSION DIVISION

MAINE SMALL BUSINESS COMMISSION

Telephone: (207) 287-2656

M.R.S.A., Sect. 000013053

Legislative Count: 38.0

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 Administration is responsible for policy development, including legislative activities; financial management, including budgeting, accounting and bookkeeping; business management, including purchasing, contracting and information automation; personnel and labor relations; payroll; and 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.

In 1996, the Department was reorganized to consolidate the Energy Conservation Division within the Office of business Development, and to combine the Offices of Community Development and Tourism under one director. This reorganization also shifted the Department's primary accounting and personnel functions to the Department of Administrative and Financial Services. The Department includes the Office of Administration, the Office of Business Development, and the Office of Tourism and Community Development.

PROGRAM:

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

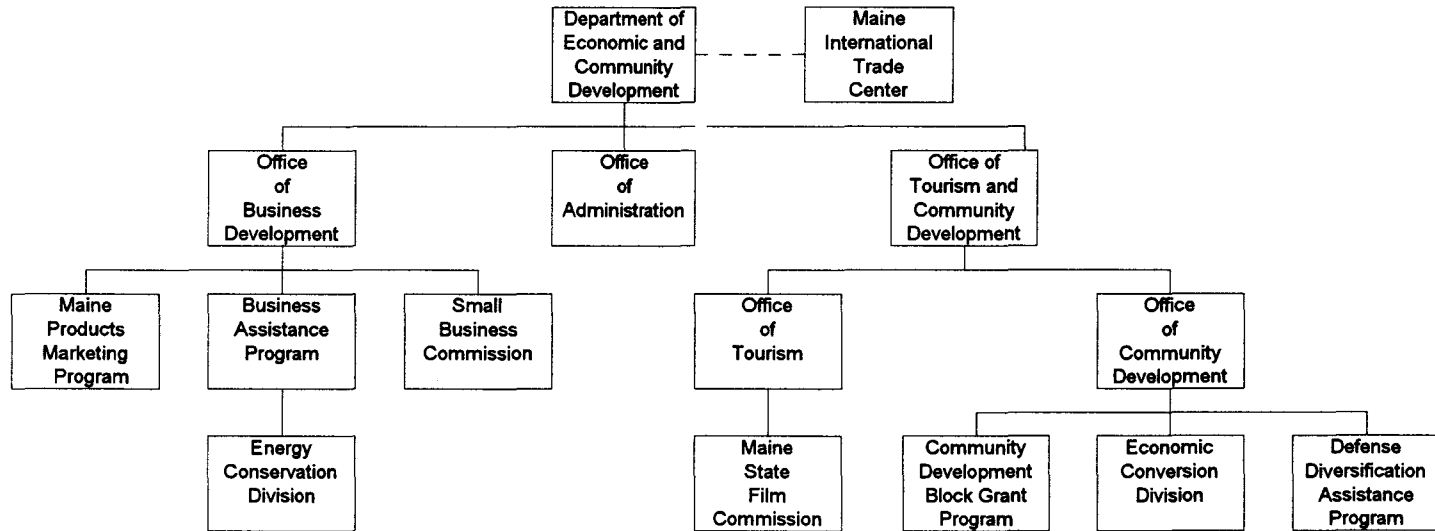
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

FINANCES, FISCAL YEAR 1996: 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	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,639,539	1,156,435	89,238		393,866	
HEALTH BENEFITS	238,066	159,887	12,968		65,211	
RETIREMENTS	233,586	147,987	17,501		68,098	
OTHER FRINGE BENEFITS	26,709	20,065	2,654		3,990	
OTHER CONTRACT SERVICES STATE	2,910,106	2,700,567	96,865		112,674	
COMPUTER SERVICES STATE	81,602	81,602				
OTHER CONTRACT SERVICES	421,817	351,780	32,933		37,104	
RENTS	269,845	259,928	4,223		5,694	
COMMODITIES	139,894	121,145			18,749	
GRANTS, SUBSIDIES, PENSIONS	20,067,750	718,336	685,760		18,663,654	
EQUIPMENT	44,787	34,508			10,279	
INTEREST-DEBT RETIREMENT	3	3				
TRANSFER TO OTHER FUNDS	22,039		2,338		19,701	
TOTAL EXPENDITURES	26,095,743	5,752,243	944,480		19,399,020	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	317,179	317,179				
HEALTH BENEFITS	36,770	36,770				
RETIREMENTS	39,112	39,112				
OTHER FRINGE BENEFITS	4,133	4,133				
OTHER CONTRACT SERVICES STATE	270,386	270,302	84			
COMPUTER SERVICES STATE	11,817	11,817				
OTHER CONTRACT SERVICES	81,900	71,248	10,652			
RENTS	224,906	221,486	3,420			
COMMODITIES	97,589	97,589				
GRANTS, SUBSIDIES, PENSIONS	373,372	373,372				
EQUIPMENT	34,508	34,508				
INTEREST-DEBT RETIREMENT	3	3				
TOTAL EXPENDITURES	1,491,675	1,477,519	14,156			

ORGANIZATION CHART
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT



DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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

Established: 1987

Reference: Policy Area: 01 ; Umbrella: 19 Unit: 499 ; Citation: T0005

Average Count--All Positions: 18.00

FAX: (207) 287-5701

Telephone: (207) 287-2656

M.R.S.A., Sect. 000013061

Legislative Count: 11.00

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 Maine Small Business Commission and the Maine Products Marketing Program 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'96 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.)

ENERGY CONSERVATION: The Energy Conservation Division administers programs that provide Maine citizens with educational, technical and financial assistance on energy conservation matters. The Division provides energy conservation information and education for Maine businesses through state mandated programs and programs under the Federal Energy Conservation and Policy Act. 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.

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)

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

FINANCES, FISCAL YEAR 1996: The 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	603,084	404,357	89,238		109,489	
HEALTH BENEFITS	90,242	58,443	12,968		18,831	
RETIREMENTS	90,337	55,492	17,501		17,344	
OTHER FRINGE BENEFITS	8,646	6,094	2,654		-102	
OTHER CONTRACT SERVICES STATE	367,158	365,473			1,685	
COMPUTER SERVICES STATE	63,370	63,370				
OTHER CONTRACT SERVICES	162,143	140,563	1,438		20,142	
RENTS	30,585	28,779			1,806	
COMMODITIES	9,784	7,434			2,350	
GRANTS, SUBSIDIES, PENSIONS	285,389	272,147			13,242	
EQUIPMENT	7,347				7,347	
TRANSFER TO OTHER FUNDS	5,225		2,298		2,927	
TOTAL EXPENDITURES	1,723,310	1,402,152	126,097		195,061	

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

Telephone: (207) 287-8484

Reference: Policy Area: 01 ; *Umbrella:* 19 *Unit:* 498 ; *Citation:* T0005 *M.R.S.A., Sect.* 000013072

Average Count--All Positions: 19.00

Legislative Count: 19.00

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.

The Office of Community Development assists municipalities in planning for and achieving economic growth and community revitalization. To accomplish this purpose, the Office provides technical assistance and grant funds to municipalities to finance economic development initiatives, develop public facilities and infrastructure and rehabilitate housing. Technical assistance is provided to businesses, communities and workers to mitigate the impacts of defense industry downsizing.

ORGANIZATION:

The Office of Tourism is supervised by the Director, who oversees the activities of the professionals and support staff. Overall supervision of the Office of Tourism and Community Development is provided by the Commissioner of Economic and Community Development.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

The Director oversees all activities of the Office of Community Development, which include: the Community Development Block Grant program, the Economic Conversion Division, and the Defense Diversification Assistance program.

The Office assumed responsibility for the Community Development Block Grant (CDBG) program in October 1987 when it was transferred from the State Planning Office. The program is funded by the U.S. Department of Housing and Urban Development and administered by a professional staff of 10 full time and 1 half time employee.

The Economic Conversion Division was established by the legislature in 1993 and is composed of one professional staff person. Funding is provided by the state general fund.

The Defense Diversification Assistance program was created in September 1995 with grant funds provided by the U.S. Department of Commerce's Economic Development Administration in conjunction with state general funds. The program has one professional staff person.

In FY'95, the Community Planning Division, which included the Growth Management, Coastal Zone Management local grants, National Flood Insurance, and Code Enforcement Officer Training and Certification programs were transferred to the State Planning Office. The Natural Areas Program was transferred to the Department of Conservation.

PROGRAM:

TOURISM: 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.

There were several ongoing marketing objectives in FY'96: to expand paid advertising through cooperative opportunities with the private sector; to create an awareness of the variety of opportunities with the private sector; to create an awareness of the variety of opportunities and activities that Maine has to offer; and to encourage travel writers from national newspapers and magazines to write feature stories about Maine.

MAINE FILM OFFICE: 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'96 the Film Office responded to numerous inquiries and requests. In addition to sending the production guide, the Office supplied detailed information, materials and services to hundreds of production companies and secured Maine as a shooting site for many productions.

COMMUNITY DEVELOPMENT BLOCK GRANT: The program distributes funds to municipalities in three broad areas: economic development, community development and planning. All programs are focused to benefit low and moderate income persons, improve deteriorated residential and business districts or to meet and emergency community need. Economic development programs (Economic Development Infrastructure, Micro-loan, Regional Assistance Fund, Development Fund) facilitate the creation or retention of jobs; Community development programs (Public Facilities/Infrastructure, Housing Assistance, Public Services) contribute to the revitalization of our cities and towns; Planning programs (Quality Main Street, General Purpose Planning) are used to identify the strategies communities will employ to achieve their development goals. The CDBG program established a Technical Assistance program in 1994 to enhance access to the program, train program administrators, conduct worksh the CDBG program established a

PUBLICATIONS:

- 1) CDBG Application Handbook (free)
- 2) Maine Floodplain Management Handbook (free)

A complete listing of publications is available.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

FINANCES, FISCAL YEAR 1996: The 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 AND COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	669,865	402,998			266,867	
HEALTH BENEFITS	104,670	60,178			44,492	
RETIREMENTS	95,124	47,737			47,387	
OTHER FRINGE BENEFITS	13,030	9,276			3,754	
OTHER CONTRACT SERVICES STATE	1,613,932	1,497,895	96,781		19,256	
COMPUTER SERVICES STATE	6,415	6,415				
OTHER CONTRACT SERVICES	169,187	133,882	20,843		14,462	
RENTS	11,350	8,215	803		2,332	
COMMODITIES	29,264	15,977			13,287	
GRANTS, SUBSIDIES, PENSIONS	17,669,789	30,117	139,260		17,500,412	
TRANSFER TO OTHER FUNDS	6,858		40		6,818	
TOTAL EXPENDITURES	20,389,484	2,212,690	257,727		17,919,067	

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

Average Count--All Positions: 2.00

Telephone: (207) 287-2656

M.R.S.A., Sect. 000013062A

Legislative Count: 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:

Both the Economic Conversion Division and the Defense Diversification Assistance program are administered by the Office of Tourism and Community Development. The Economic Conversion 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'96, 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.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

A related program: the Defense Diversification Assistance Program provides two discrete services: a revolving loan program targeted to firms impacted by defense downsizing and realignment and the Market Assistance program designed to provide strategic planning to enable impacted companies to identify new market opportunities and products. Both the loan and technical assistance programs work to retain and stabilize existing jobs, help businesses shift to new and emerging markets, and promote additional growth to allow firms to hire dislocated defense workers. The loan program is in partnership with six regional development organizations. The program budget totals \$4.8 million (\$3.6 federal, \$1.2 state match).

FINANCES, FISCAL YEAR 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	49,411	31,901			17,510	
HEALTH BENEFITS	6,384	4,496			1,888	
RETIREMENTS	9,013	5,646			3,367	
OTHER FRINGE BENEFITS	900	562			338	
OTHER CONTRACT SERVICES STATE	92,933	1,200			91,733	
OTHER CONTRACT SERVICES	8,571	6,071			2,500	
RENTS	3,004	1,448			1,556	
COMMODITIES	3,257	145			3,112	
GRANTS, SUBSIDIES, PENSIONS	1,739,200	42,700	546,500		1,150,000	
EQUIPMENT	2,932				2,932	
TRANSFER TO OTHER FUNDS	9,956				9,956	
TOTAL EXPENDITURES	1,925,561	94,169	546,500		1,284,892	

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

Telephone: (207) 287-2656

Reference: Policy Area: 01 ; Umbrella: 19 Unit: 536 ; Citation: T0005 M.R.S.A., Sect. 000013032

PURPOSE:

The Small Business Commission negotiates and oversees the annual contract with the US Small Business Administration's identified administrative 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.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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 services, 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 Administrative Office, at (207) 780-4420.

FINANCES, FISCAL YEAR 1996: The 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	565,697	565,697				
OTHER CONTRACT SERVICES	16	16				
TOTAL EXPENDITURES	565,713	565,713				

DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION

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

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: 334.0

Legislative Count: 119.5

Units:

ADMINISTRATIVE SERVICES UNIT

DIVISION OF ADULT EDUCATION

DIVISION OF APPLIED TECHNOLOGY

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

DIVISION OF CERTIFICATION AND PLACEMENT

OFFICE OF THE COMMISSIONER

DIVISION OF DEAFNESS

ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS

DIVISION OF FINANCE

GOVERNOR BAXTER SCHOOL FOR THE DEAF

DIVISION OF HIGHER EDUCATION

(OFFICE OF) STATE HISTORIAN

DIVISION OF INSTRUCTION

DIVISION OF MANAGEMENT INFORMATION

OFFICE OF REHABILITATION SERVICES

DIVISION OF SCHOOL BUSINESS SERVICES

DIVISION OF SPECIAL SERVICES

SUPPORT SERVICES UNIT

EDUCATION UNORGANIZED TERRITORY

PURPOSE:

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.

DEPARTMENT 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 1996: 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 EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	9,653,180	6,843,896	281,261		2,528,023	
HEALTH BENEFITS	1,606,557	1,139,082	44,484		422,991	
RETIREMENTS	1,749,808	1,253,527	49,955		446,326	
OTHER FRINGE BENEFITS	106,938	77,389	2,803		26,746	
OTHER CONTRACT SERVICES STATE	4,060,903	2,322,543	45,826		1,434,949	257,585
COMPUTER SERVICES STATE	124,399	62,759			61,640	
OTHER CONTRACT SERVICES	7,026,959	6,284,233	33,530		709,103	93
RENTS	368,056	250,824	2,158		103,599	11,475
COMMODITIES	585,011	394,410	19,588		155,472	15,541
GRANTS, SUBSIDIES, PENSIONS	737,385,770	658,763,369	23,780		78,598,621	
PURCHASE OF LAND	88,749	88,749				
EQUIPMENT	193,346	123,366			69,980	
INTEREST-DEBT RETIREMENT	1,204	1,146			58	
TRANSFER TO OTHER FUNDS	10,791,270	10,564,083	5,530		221,657	
TOTAL EXPENDITURES	773,742,150	688,169,376	508,915		84,779,165	284,694

DEPARTMENT OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES STATE	2,006	2,006				
TOTAL EXPENDITURES	2,006	2,006				

ADMINISTRATIVE SERVICES UNIT

RAYMOND H. POULIN, JR., DEPUTY COMMISSIONER

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: 071A; Citation: T0020A.M.R.S.A., Sect. 000000202

Average Count--All Positions: 13.50

TDD: (207) 287-2550

FAX: (207) 287-5802

Telephone: (207) 287-5112

Legislative Count: 9.00

DEPARTMENT OF EDUCATION

PURPOSE:

This unit consists of Administrative Services which support the operations of the Department of Education in the areas of personnel, affirmative action, the APA process and the Department's annual regulatory agenda and technology and telecommunications initiatives, 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. One or more employees in each of two units (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, Liaison to Secretary of State's office relative to Administrative Procedures Act, Coordinator of the Department's Annual Regulatory Agenda and Coordination activities for external technology and telecommunications

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.

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FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LEADERSHIP TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	491,477	369,558			121,919	
HEALTH BENEFITS	67,537	47,095			20,442	
RETIREMENTS	98,729	76,812			21,917	
OTHER FRINGE BENEFITS	5,652	3,572			2,080	
OTHER CONTRACT SERVICES STATE	12,000	1,885			10,115	
COMPUTER SERVICES STATE	540	320			220	
OTHER CONTRACT SERVICES	116,211	80,752			35,459	
RENTS	3,893	1,746			2,147	
COMMODITIES	9,938	3,487			6,451	
GRANTS, SUBSIDIES, PENSIONS	48,974	29,036			19,938	
INTEREST-DEBT RETIREMENT	1	1				
TRANSFER TO OTHER FUNDS	7,885				7,885	
TOTAL EXPENDITURES	862,837	614,264			248,573	

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: 68.50 *Legislative Count:* 10.50

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

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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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LEARNING SYSTEMS TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,272,187	419,288	55,707		1,797,192	
HEALTH BENEFITS	362,716	59,560	8,665		294,491	
RETIREMENTS	401,160	74,762	9,896		316,502	
OTHER FRINGE BENEFITS	25,033	4,808	994		19,231	
OTHER CONTRACT SERVICES STATE	1,469,138	500,803	446		967,889	
COMPUTER SERVICES STATE	62,930	2,652			60,278	
OTHER CONTRACT SERVICES	700,875	127,891	6,757		566,227	
RENTS	125,500	37,268	264		87,968	
COMMODITIES	122,782	11,620	589		110,573	
GRANTS, SUBSIDIES, PENSIONS	66,187,023	9,816,949	21,600		56,348,474	
EQUIPMENT	41,994				41,994	
INTEREST-DEBT RETIREMENT	294	237			57	
TRANSFER TO OTHER FUNDS	163,396		3,040		160,356	
TOTAL EXPENDITURES	71,935,028	11,055,838	107,958		60,771,232	

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DIVISION OF APPLIED TECHNOLOGY

CHRISTOPHER LYONS, 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: 071T; Citation: T0020A M.R.S.A., Sect. 000000202

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 M.R.S.A. 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

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the applied technology education pre-service and in-service staff development programs offered by the University of Southern Maine; providing state-level leadership and supervision 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 includes: 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 1995-1996, 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 network: regional applied technology centers and Maine 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; Marketing and Distributive Education; Occupational Home Ec 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 1995/96 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

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FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

TEACHER RETIREMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	116,861,183	116,861,183				
TRANSFER TO OTHER FUNDS	10,564,083	10,564,083				
TOTAL EXPENDITURES	127,425,266	127,425,266				

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

HAROLD LEWIS, DIRECTOR

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) 624-5323

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 150 ; Citation: T0020A M.R.S.A., Sect. 000018071

Average Count--All Positions: 34.50

Legislative Count: 9.50

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. As a result of the Productivity Realization Task Force, the Division became part of the Department of Labor in FY 97.

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 1996.

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

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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)
2. Independent Living Services for Older People with Visual Impairments (free)
3. What Do You Do When You See a Blind Person
4. Facts About Blindness and Visual Impairment
5. The Eye And How We See
6. Understanding Eye Language

FINANCES, FISCAL YEAR 1996: The 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	1,037,472	301,423			736,049	
HEALTH BENEFITS	168,752	40,427			128,325	
RETIREMENTS	184,107	53,605			130,502	
OTHER FRINGE BENEFITS	10,744	2,370			8,374	
OTHER CONTRACT SERVICES STATE	38,943		20,966		17,977	
COMPUTER SERVICES STATE	50,487	31,436			19,051	
OTHER CONTRACT SERVICES	146,921	34,307	14,951		97,663	
RENTS	96,931	7,436	8,762		80,733	
COMMODITIES	25,232	10	16,971		8,251	
GRANTS, SUBSIDIES, PENSIONS	2,850,960	1,832,031	53,697		965,232	
EQUIPMENT	10,014		5,937		4,077	
INTEREST-DEBT RETIREMENT	12		4		8	
TRANSFER TO OTHER FUNDS	11,784		533		11,251	
TOTAL EXPENDITURES	4,632,359	2,303,045	121,821		2,207,493	

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

Telephone: (207) 287-5944

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071C; Citation: T0020A M.R.S.A., Sect. 000000202

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.

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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 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 and a portion of the Coordinator, 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 Coordinator 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 Coordinator and a portion of one Educational Specialist III.

Issuance of Authorizations--A portion of one Educational Specialist III, a portion of the Coordinator, 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.

Monitor and Assist School Systems--One educational specialist and the coordinator 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 coordinator 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. One educational specialist, a portion of the coordinator, and one support staff person perform the tasks of evaluating and issuing authorizations for all educational technicians.

Placement Services--This task is the responsibility of the coordinator and a portion of one support staff person. As a result of the redesign of the Department, effective July 1, 1996, services provided by the Division of Certification and Placement were consolidated under the new School Support Systems Team.

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; 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, work with State Board and eight 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

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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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF THE COMMISSIONER

WAYNE L. MOWATT, Ed.D., COMMISSIONER

TDD: (207) 287-2550

Central Office: EDUCATION BLDG., AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 FAX: (207) 287-5802

Established: 1993

Telephone: (207) 287-5114

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071D; Citation: T0020A M.R.S.A., Sect. 000000202

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

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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 the Blind and Visually Impaired and Division of General Vocational Rehabilitation.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF DEAFNESS

NORMAN R. PERRIN, DIRECTOR

Central Office: 35 ANTHONY AVENUE, AUGUSTA, ME 04333-0150

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 624-5306

Established: 1994

Telephone: (207) 624-5318

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 160 ; Citation: T0022 M.R.S.A., Sect. 000003071

PURPOSE:

The Division of Deafness was established to provide a program of services for deaf citizens of Maine including information and referral; advocacy; statewide registry; promotion of accessibility; and coordinate studies of the needs of people who are deaf and hearing impaired to recommend legislation to change or improve services. 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) establishing the Division as a statutory unit of the Bureau of Rehabilitation Services. Beginning in FY 97, the Bureau of Rehabilitation Services became part of the Department of Labor through the Productivity Realization Task Force.

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: Presently, there are 3,141 persons on the registry 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 one program providing Telecommunications Devices for the Deaf 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 verify 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

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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 to provide a channel for deaf and hearing impaired and their families to receive information relating to the disability. Approximately 300 calls a month are logged in for information, advocacy, referral and other related needs.

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
2. Report of Committee on Community Center Research
3. Report on Registry of Deaf
4. Annual Report of Persons Served in the VR Program
5. Report on Dissemination of Telecom Equipment
6. Directory of Sign Language Classes in Maine
7. Director of Organizations Serving Maine (Deaf)
8. TTY Directors
9. Other miscellaneous program brochures upon request
10. Report of the Statewide Needs Assessment of the Deaf Community in Maine

FINANCES, FISCAL YEAR 1996: 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 04333-0150

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 624-5306

Established: 1994

Telephone: (207) 624-5318

Reference: Policy Area:02 ; Umbrella: 05 Unit: 161 ; Citation: T0022 M.R.S.A., Sect. 000003074

PURPOSE:

The Advisory Council, Division of Deafness, advises the Director for the Bureau of Rehabilitation Services and the Director of the Division of Vocational Rehabilitation on the development and coordination of services to people who are deaf and hearing impaired. 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 hearing impaired 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, 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF EDUCATION

DIVISION OF FINANCE

STANLEY R SUMNER, DIRECTOR

Central Office: EDUCATION BLDG, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 287-5833

Established: 1993

Telephone: (207) 287-4485

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071F ; Citation: T0020A.M.R.S.A., Sect. 000000202

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.

As a result of the redesign of the Department, effective July 1, 1996, services provided by the Division of Finance, Division of Certification and Placement, Division of Higher Education, and Division of School Business Services were consolidated under the new School Support Systems Team.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

Established: 1876

FAX: (207) 781-6296

Telephone: (207) 781-6200

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

Average Count--All Positions: 94.00

Legislative Count: 33.00

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

DEPARTMENT OF EDUCATION

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 programming. 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.

Integrated 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 Student Development Program includes a therapy recreation program, Health Center, Independent Living Program, and residential living program.

Portland-Palmouth 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 1996: The 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	2,436,289	2,436,289				
HEALTH BENEFITS	427,715	427,715				
RETIREMENTS	461,044	461,044				
OTHER FRINGE BENEFITS	31,972	31,972				
OTHER CONTRACT SERVICES STATE	538,599	261,805	12,684		6,525	257,585
COMPUTER SERVICES STATE	4,447	4,447				
OTHER CONTRACT SERVICES	194,699	194,222	56		328	93
RENTS	121,639	109,739	425			11,475
COMMODITIES	232,468	193,719	15,400		7,808	15,541
GRANTS, SUBSIDIES, PENSIONS	-1,522	398	-1,920			
EQUIPMENT	2,237	2,237				
INTEREST-DEBT RETIREMENT	44	44				
TRANSFER TO OTHER FUNDS	329		220		109	
TOTAL EXPENDITURES	4,449,960	4,123,631	26,865		14,770	284,694

DEPARTMENT OF EDUCATION

DIVISION OF HIGHER EDUCATION

JUDITH MALCOLM, DIRECTOR

Central Office: EDUCATION BLDG, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023

Established: 1993

Telephone: (207) 287-5803

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071H; Citation: T0020A M.R.S.A., Sect. 000000202

PURPOSE:

To provide the leadership and service necessary to respond 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.

As a result of the redesign of the Department, effective July 1, 1996, services provided by the Division of Higher Education were consolidated under the new School Support Systems Team which also includes the former Division of Finance, Division of School Business Services, and the Division of Certification and Placement.

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 114 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.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF EDUCATION

(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

Telephone: (207) 833-2861

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 087 ; Citation: T0027 M.R.S.A., Sect. 000000261

PROGRAM:

During 1995-1996, the State Historian gave several illustrated lectures on the different aspects of Maine's history to various groups, clubs, historical societies, literary societies, museums, etc.. The State Historian also taught a course in July at USM thereby completing 51 consecutive years of teaching for the university system. The State Historian actively corresponded with people far and wide.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF INSTRUCTION

ROBERT KAUTZ, DIRECTOR

Central Office: EDUCATION BLDG, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 287-5927

Established: 1993

Telephone: (207) 287-5928

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 0711 ; Citation: T0020 M.R.S.A., Sect. 000000202

Average Count--All Positions: 3.00

Legislative Count: 3.00

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.

DEPARTMENT OF EDUCATION

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 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.

Tuancy, 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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

INACTIVE PROGRAMS AND ACCOUNTS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	431,457	431,457				
HEALTH BENEFITS	55,342	55,342				
RETIREMENTS	74,686	74,686				
OTHER FRINGE BENEFITS	4,651	4,651				
OTHER CONTRACT SERVICES STATE	1,079,294	1,079,294				
OTHER CONTRACT SERVICES	172,390	172,388				2
RENTS	5,358	5,358				
COMMODITIES	8,935	8,935				
GRANTS, SUBSIDIES, PENSIONS	500,000	500,000				
INTEREST-DEBT RETIREMENT	5	5				
TRANSFER TO OTHER FUNDS	-411					-411
TOTAL EXPENDITURES	2,331,707	2,332,116				-409

DIVISION OF MANAGEMENT INFORMATION

JAMES E. WATKINS, JR., DIRECTOR

Central Office: EDUCATION BLDG, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 287-8531

Established: 1993

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071M *Citation:* T0020A.M.R.S.A., Sect. 000000202 *Telephone:* (207) 287-5841

Average Count--All Positions: 17.00 *Legislative Count:* 17.00

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,

DEPARTMENT OF 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.

During 1995-96, the Division had a legislative count of eleven positions. Beginning in 1996-97 and as a result of the reorganization of the Department of Education, the new Management Information Systems Team now includes Title VI's four positions and Title I's two data entry positions.

PROGRAM:

The Division's annual production goals were met with completion of all programs. In school finance, the actual distribution of 1995-96 school subsidies was processed and analyses and management information were prepared and distributed for the 1996-97 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, and the School Finance Act of 1995.

PUBLICATIONS:

School Finance Act of 1985 (free)

Elementary and Secondary Tuition Rates (free)

State of Maine Accounting Handbook for Local School Systems (free)

Available on the World Wide Web/Internet: <http://www.state.me.us/education>

Administrative Calendar

Educational Directory

Elementary and Secondary Tuition Rates

Dropout Rates

Educational Facts

Graduates on to Post Secondary Schools

Per Pupil Costs

Educational Staff Data

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MANAGEMENT INFORMATION SYSTEMS TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	557,652	404,983			152,669	
HEALTH BENEFITS	91,398	68,447			22,951	
RETIREMENTS	101,541	74,364			27,177	
OTHER FRINGE BENEFITS	3,411	2,857			554	
OTHER CONTRACT SERVICES STATE	62,539	31,707			30,832	
COMPUTER SERVICES STATE	31,105	30,840			265	
OTHER CONTRACT SERVICES	93,827	60,661			33,166	
RENTS	52,176	42,015			10,161	
COMMODITIES	32,589	23,796			8,793	
GRANTS, SUBSIDIES, PENSIONS	530,663,803	529,231,874			1,431,929	
EQUIPMENT	59,079	46,643			12,436	
INTEREST-DEBT RETIREMENT	106	106				
TRANSFER TO OTHER FUNDS	10,733				10,733	
TOTAL EXPENDITURES	531,759,959	530,018,293			1,741,666	

DEPARTMENT OF EDUCATION

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: 127.50

Legislative Count: 20.00

PURPOSE:

Through the authority vested in the Commissioner of Education for a majority of FY 96, the Bureau of Rehabilitation Services (BRS) consolidates the administration of various State Rehabilitation services available to individuals with disabilities. Beginning with FY 97, the Bureau of Rehabilitation Services was moved to the Department of Labor through the Productivity Realization Task Force.

The BRS 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 BRS 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 BRS provides a specific program of services to individuals with visual impairments. Lastly, the BRS coordinates the services of the Governor's Committee on Employment of People With Disabilities.

ORGANIZATION:

The BRS 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.

This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. The Division of Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, and Division of Deafness in 1982. The 1994 legislation placed the Bureau (now known as the Bureau 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 Bureau of Rehabilitation. As stated previously, as a result of the Productivity Realization Task Force, the Bureau will become part of the Department of Labor in FY 97.

All of these programs have the goal of assisting individuals with disabilities to function at their highest level of potential.

PROGRAM:

The programs of the Bureau are conducted through several service areas: 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.

DEPARTMENT OF EDUCATION

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 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 public buildings to be operated by a blind person licensed by the Division, and other social services.

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF REHABILITATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,624,550	515,360			3,109,190	
HEALTH BENEFITS	620,765	89,619			531,146	
RETIREMENTS	646,922	91,659			555,263	
OTHER FRINGE BENEFITS	31,730	5,103			26,627	
OTHER CONTRACT SERVICES STATE	344,703	95,027			249,676	
COMPUTER SERVICES STATE	187,197	48,337			138,860	
OTHER CONTRACT SERVICES	463,969	103,123			360,846	
RENTS	384,233	82,636			301,597	
COMMODITIES	90,215				90,215	
GRANTS, SUBSIDIES, PENSIONS	9,891,161	4,538,607			5,352,554	
EQUIPMENT	121,188				121,188	
INTEREST-DEBT RETIREMENT	37				37	
TRANSFER TO OTHER FUNDS	13,072				13,072	
TOTAL EXPENDITURES	16,419,742	5,569,471			10,850,271	

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

Telephone: (207) 287-5903

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071B; Citation: T0020A.M.R.S.A., Sect. 000000202

PURPOSE:

The Division of School Business Services administers three distinct programs: School Nutrition and Food Distribution, School Facilities, and School Transportation.

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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.

As a result of the redesign of the Department, effective July 1, 1996, services provided by the Division of School Business Services were consolidated under the new School Support Systems Team which also includes the former Division of Finance, Division of Certification and Placement, and the Division of Higher Education.

PROGRAM:

During the 1996 fiscal year, the School Nutrition and Food Distribution Programs reimbursed \$21,017,769 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 16,867,346 school lunches; 3,591,054 school breakfast; and 1,043,339 half pints of milk. Through a private storage and transportation contract, United State Department of Agriculture commodity foods valued at \$3,074,392 were allocated and distributed. 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 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.

The Nutrition Education and Training Coordinator obtained a competitive \$66,774 Team Nutrition Training Grant from USDA, a portion of nutrition personnel statewide through a partnership with Southern Maine Technical College.

In the past, the Department's School Nutrition Programs Division has provided limited access to basic training and skill building courses. Departmental restructuring and reductions of professional staff has made the development of other training alternatives an imperative. School Facilities Program: During the 1996 fiscal year, there were 10 construction projects approved at a total estimated cost of \$41,199,395. Transportation Programs: 96 bus purchases approvals were issued and the expenditure of \$4.5 million in school bus purchases and bus note payments were certified for fiscal year 1996. 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).

DEPARTMENT OF EDUCATION

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAGNET SCHOOLS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	1,200,950	1,200,950				
TOTAL EXPENDITURES	1,200,950	1,200,950				

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

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 M.R.S.A. 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 children, 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 organization 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

DEPARTMENT OF EDUCATION

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 32,000 students were provided special education and related services in 1994-1995, 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 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 1995 were \$139,753,608. 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF EDUCATION

SUPPORT SERVICES UNIT

RAYMOND H. POULIN, JR., DEPUTY COMMISSIONER

TDD: (207) 287-2550

Central Office: EDUCATION BLDG, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 FAX: (207) 287-5802

Established: 1993

Telephone: (207) 287-5112

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071S ; Citation: T0020A M.R.S.A., Sect. 000000202

Average Count--All Positions: 41.00

Legislative Count: 24.00

PURPOSE:

The primary responsibility of this office is to assist the Commissioner in carrying out the policy-making and administrative functions of the Department; 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 supervise the legislative and governmental coordination; to oversee teacher recognition and scholarship programs; to coordinate Department efforts to implement the National Education Goals and Maine 2000 activities; to supervise the department APA process and annual regulatory agenda; to supervise the education technology and telecommunication initiatives; 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. It is composed of 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.

The Legislative Coordination unit coordinates the department's legislative program and activities and intergovernmental and intereducational constitution activities. The Technology and Telecommunication initiatives include developing a statewide infrastructure for public school access to high speed data, voice and video receipt transmission. The APA unit coordinates the department's APA process and coordinates the department's annual regulatory agenda.

LICENSES:

NOTE: As of result of the redesign of the Department effective July 1, 1996, the Deputy Commissioner's primary purpose will remain 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. Units for which the Deputy Commissioner will have responsibility for include: Special Projects and external Affairs, Legislative

DEPARTMENT OF EDUCATION

Coordination, Education in the Unorganized Territories, Management Information Services Team, Regional Education Services Team, Learning System Team, and Support Services Team. The functions of the programs of the teams will be defined in detail in next year's 1997 Annual Report.

PUBLICATIONS:

Performance Report on Maine's Public Schools-1995 (free)
Report on Maine's Progress on the National Education Goals-1994 (free)
MAINE 2000 Brochure (free)

FINANCES, FISCAL YEAR 1996: The 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 SYSTEMS TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,576,827	1,018,901	225,554		332,372	
HEALTH BENEFITS	277,319	179,049	35,819		62,451	
RETIREMENTS	280,899	181,955	40,059		58,885	
OTHER FRINGE BENEFITS	15,655	10,842	1,809		3,004	
OTHER CONTRACT SERVICES STATE	39,775	2,376	31,946		5,453	
COMPUTER SERVICES STATE	17,595	16,928			667	
OTHER CONTRACT SERVICES	326,165	252,543	26,717		46,905	
RENTS	24,990	20,858	1,469		2,663	
COMMODITIES	41,189	17,710	2,892		20,587	
GRANTS, SUBSIDIES, PENSIONS	20,925,061	1,120,181	4,100		19,800,780	
EQUIPMENT	8,320				8,320	
INTEREST-DEBT RETIREMENT	424	423			1	
TRANSFER TO OTHER FUNDS	21,807		2,212		19,595	
TOTAL EXPENDITURES	23,556,026	2,821,766	372,577		20,361,683	

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: 87.00

Telephone: (207) 287-5909

Legislative Count: 13.00

PURPOSE:

The mission of the Division of School Operations is to deliver a comprehensive range of educational services to all eligible pupils aged 3 to 20 who are legal residents of the Unorganized Territory of Maine.

Title 20-A, Chapter 119 establishes the Commissioner's statutory authority to provide elementary and secondary schooling through the operation of schools in the unorganized territory or to provide resident pupils with transportation services and tuition in order to attend school in the nearest public school system. A total of 1,350 pupils reside in the unorganized territory.

ORGANIZATION:

The Division of School Operations consists of a Director, an Education Specialist III who serves as the Director of Special Education for the UT, a Business Manager, a Secretary, and a part time Account Clerk. All positions except the Director of Special Education, are located at the central office in Augusta.

PROGRAM:

The Division of School Operations is responsible for the operation of six elementary schools with a total enrollment of approx. 250 pupils (Benedicta, Connor, Edmunds, Kingman, Rockwood, and Sinclair). Employees in these schools

DEPARTMENT OF EDUCATION

include principals, teachers, secretaries, teacher aides, janitors and cooks. Transportation for these schools is provided through the operation of 10 buses. In addition, 1,100 pupils are tuitioned to local school systems, with transportation provided through the operation of 13 buses and approx. 50 contracted conveyances. Other pupils who reside in more remote locations are provided educational services through a variety of alternative methods including room and board in lieu of transportation, tutors, home schooling, etc.

FINANCES, FISCAL YEAR 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,762,446	1,638,575			123,871	
HEALTH BENEFITS	313,142	290,486			22,656	
RETIREMENTS	307,313	285,468			21,845	
OTHER FRINGE BENEFITS	19,270	17,393			1,877	
OTHER CONTRACT SERVICES STATE	441,745	440,995	750			
COMPUTER SERVICES STATE	7,572	7,572				
OTHER CONTRACT SERVICES	5,384,156	5,383,959			197	
RENTS	33,396	33,367			29	
COMMODITIES	131,770	131,063	707			
GRANTS, SUBSIDIES, PENSIONS	2,798	2,798				
PURCHASE OF LAND	88,749	88,749				
EQUIPMENT	81,716	74,486			7,230	
INTEREST-DEBT RETIREMENT	330	330				
TRANSFER TO OTHER FUNDS	6,236		58		6,178	
TOTAL EXPENDITURES	8,580,639	8,395,241	1,515		183,883	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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: T0038

M.R.S.A., Sect. 000000341

Average Count--All Positions: 457.0

Legislative Count: 58.0

Units:

ACE SERVICE CENTER

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

OFFICE OF POLLUTION PREVENTION

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

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 obligations.

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.

The Department is organized by programs responsibility (see below). Three bureaus administer programs and laws according to environmental media: Land and Water; Air; and Remediation and Waste Management. 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, department-wide initiatives, multi media enforcement, broad education and outreach, environmental innovation and technical assistance, policy development and implementation, and the Maine Environmental Priorities Project are coordinated by 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 Office of Management Services. The Bureau of Air Quality 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 Remediation and Waste Management is responsible for managing hazardous wastes, hazardous substances, petroleum products and biomedical waste; administering the solid waste facility licensing program, the asbestos and lead abatement programs, and the sludge and residuals landspreading program; responding to discharges or spills of oil products or hazardous matter; and directing the cleanup or mitigating of adverse effects associated with uncontrolled hazardous substance sites.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 and more than 50 additional issues.
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.

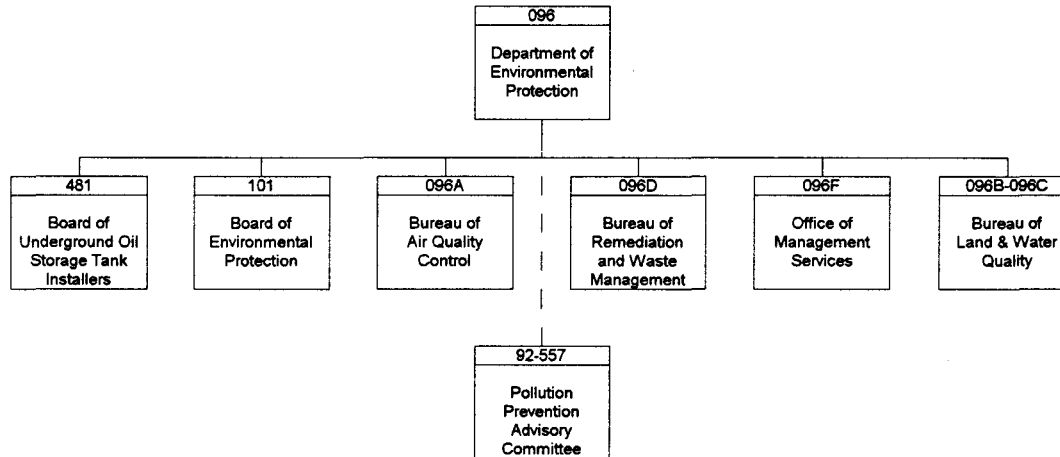
FINANCES, FISCAL YEAR 1996: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	13,771,764	2,376,399	7,556,998		3,838,367	
HEALTH BENEFITS	2,357,142	381,255	1,304,097		671,790	
RETIREMENTS	2,453,262	412,370	1,349,158		691,734	
OTHER FRINGE BENEFITS	171,054	25,371	96,147		49,536	
OTHER CONTRACT SERVICES STATE	9,915,310	277,152	7,255,477		729,879	1,652,802
COMPUTER SERVICES STATE	1,196,043	83,415	742,044		246,758	123,826
OTHER CONTRACT SERVICES	1,535,627	218,898	1,051,266		252,859	12,604
RENTS	1,109,139	81,721	980,233		40,864	6,321
COMMODITIES	614,335	52,439	519,848		40,805	1,243
GRANTS, SUBSIDIES, PENSIONS	23,962,961	40	55,287		556,617	23,351,017
EQUIPMENT	669,342	27,271	467,325		174,746	
INTEREST-DEBT RETIREMENT	9,333	40	1,729		7,540	24
TRANSFER TO OTHER FUNDS	499,480		387,261		112,219	
TOTAL EXPENDITURES	58,264,792	3,936,371	21,766,870		7,413,714	25,147,837

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,137,491		2,137,491			
HEALTH BENEFITS	376,226		376,226			
RETIREMENTS	383,486		383,486			
OTHER FRINGE BENEFITS	27,077		27,077			
OTHER CONTRACT SERVICES STATE	134,975		134,975			
COMPUTER SERVICES STATE	60,909		60,909			
OTHER CONTRACT SERVICES	242,355		242,355			
RENTS	100,505		100,505			
COMMODITIES	84,271		84,271			
EQUIPMENT	63,059		63,059			
INTEREST-DEBT RETIREMENT	182		182			
TRANSFER TO OTHER FUNDS	59,462		59,462			
TOTAL EXPENDITURES	3,669,998		3,669,998			

ORGANIZATION CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06



DEPARTMENT OF ENVIRONMENTAL PROTECTION

ACE SERVICE CENTER

THOMAS WOOD, DIR ADMIN SVCS

Central Office: AMHI MARQUARDT BLDG, AUGUSTA, ME 04330

Mail Address: 155 STATE HOUSE STATION, AUGUSTA, ME 04330-0155 *FAX:* (207) 287-8341

Established: 1995

Telephone: (207) 287-2113

Reference: Policy Area: 05 ; *Umbrella:* 06 Unit: 586 ; *Citation:* T0038 *M.R.S.A., Sect.* 000002451

Average Count--All Positions: 20.00

PURPOSE:

The A.C.E. Service Center was established by PL95 c.502 to provide certain administrative services to the Department of Agriculture, Food and Rural Resources; the Department of Conservation; and the Department of Environmental Protection. Administrative services include but are not limited to, support services in financial and human resources, inventory management, courier services and other such functions as may be determined jointly by the commissioners of the three departments. The Center's purpose is to provide administrative services in an efficient and cost-effective manner to the departments.

ORGANIZATION:

The Center was formed by merging the staffs and functions of the departments of Agriculture, Food and Rural Resources; Conservation, and Environmental Protection as part of the implementation of the recommendation of the Productivity Realization Task Force. The Center provides human resource, payroll, accounting, financial, inventory, and administrative services to the three departments. The Center is under the joint authority and direction of the commissioners.

PROGRAM:

The Center provides human resource, payroll, accounting, financial, inventory, and administrative services to the departments of Agriculture, Food and Rural Resources; Conservation, and Environmental Protection.

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

ACE SERVICE CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	259,498		259,498			
HEALTH BENEFITS	52,204		52,204			
RETIREMENTS	53,918		53,918			
OTHER FRINGE BENEFITS	2,447		2,447			
OTHER CONTRACT SERVICES STATE	2,841		2,841			
COMPUTER SERVICES STATE	200		200			
OTHER CONTRACT SERVICES	17,649	3	17,646			
RENTS	2,494		2,494			
COMMODITIES	26,805	14,959	11,846			
GRANTS, SUBSIDIES, PENSIONS	100		100			
EQUIPMENT	32,055	27,271	4,784			
INTEREST-DEBT RETIREMENT	25		25			
TRANSFER TO OTHER FUNDS	4,031		4,031			
TOTAL EXPENDITURES	454,267	42,233	412,034			

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 M.R.S.A., Sect. 000000341

Average Count--All Positions: 39.50

Legislative Count: 3.00

PURPOSE:

The purpose of the Office of Management Services is to provide support services to the Department. Areas of support services include: Computer Services, Financial Management, Human Resources Support, Space Management and Planning, and Administrative Support.

ORGANIZATION:

The Management Services Office is comprised of 5 divisions: Computer Services, Financial Management, Administrative Support Services, Human Resources, and the Training Unit.

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 development 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/long range planning, research and development, application development, maintenance, network administration, standard software support, and training support for all users of micro computers.

The systems software unit provides: operating system support/maintenance, research and development, communications planning/support, hardware maintenance, and disaster recovery planning for all systems. The Financial Management Unit provides financial management 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 unit also provides management analysis as needed.

The Administrative Support Services Unit is responsible for central reception and clerical support to the Office of Management Services and the Office of the Commissioner. The unit is responsible for the 800 line and all telecommunication functions, purchasing and contact administration, maintaining the access list to the Ray Building, departmental ID cards, newsclips, distribution of legislative bills, and general clerical duties. The Human Resources Unit is responsible for labor relations and coordinating all human resource functions between the Department and A.C.E. Service Center. The Training Unit is responsible for providing training coordination and development in the areas of health, safety, staff development and other department training initiatives.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

FINANCES, FISCAL YEAR 1996: The 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	1,531,509	240,543	947,849		343,117	
HEALTH BENEFITS	263,724	27,864	175,146		60,714	
RETIREMENTS	267,326	29,179	173,807		64,340	
OTHER FRINGE BENEFITS	13,552	3,205	8,527		1,820	
OTHER CONTRACT SERVICES STATE	43,125	1,834	39,088		2,203	
COMPUTER SERVICES STATE	222,873	645	222,168		60	
OTHER CONTRACT SERVICES	314,793	33,622	240,611		40,560	
RENTS	408,768	2,619	402,175		3,974	
COMMODITIES	93,203	9,365	74,768		9,070	
GRANTS, SUBSIDIES, PENSIONS	1,401	40			1,361	
EQUIPMENT	148,444		64,797		83,647	
INTEREST-DEBT RETIREMENT	7,644	5	112		7,527	
TRANSFER TO OTHER FUNDS	40,451		31,361		9,090	
TOTAL EXPENDITURES	3,356,813	348,921	2,380,409		627,483	

BUREAU OF AIR QUALITY CONTROL

JAMES BROOKS, ACTING DIRECTOR

Central Office: AMHI RAY BLDG, AUGUSTA, ME

Mail Address: STATEHOUSE STA# 17, AUGUSTA, ME 04333

Established: 1972

Reference: Policy Area: 05 ; Umbrella: 06 Unit: 096A; Citation: T0038

Average Count--All Positions: 39.50

FAX: (207) 287-7641

Telephone: (207) 287-2437

M.R.S.A., Sect. 000000581

Legislative Count: 6.00

PURPOSE:

The Air Quality Bureau exists to carry out state air pollution law and the Federal Clean Air Act Amendments of 1990.

ORGANIZATION:

The Bureau of Air Quality 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 Compliance Division issues air emission licenses, and enforces the conditions of those licenses. This division is subdivided into the Licensing Unit, Enforcement Unit, and Meteorological Unit.

PROGRAM:

During 1995, the Compliance Unit of the Field Services Division conducted 228 industrial compliance inspections, responded to 223 citizen complaints, performed 37 stack tests, issued 17 notices of violation, and sent 10 letters of warning. The Field Services Division's Monitoring Unit monitored "criteria pollutants" (including benzene, chloroform, and tetrachloroethylene) at ambient air monitoring sites statewide.

The Licensing Unit of the Licensing and Compliance 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 1995 was developing the Title V operating permit

DEPARTMENT OF ENVIRONMENTAL PROTECTION

regulation.

A major initiative of the Technical Services Division during 1995 was the redesignation of Androscoggin, Kennebec, Hancock, and Waldo Counties to "attainment" for ozone air quality. Other initiatives included participation in the 37 state Ozone Transport Assessment Group process to control transported ozone, implementation of the federal reformulated gasoline program in seven Maine counties, initiation of alternative automobile fuel study for Maine, and, in response to the Mercury fish advisory, the Bureau integrated planned mercury monitoring activities with other northeastern states and Canada, held several public hearings on rulemaking efforts and provided outreach to small businesses on new federal standards regarding 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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF AIR QUALITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,086,244	245,087			841,157	
HEALTH BENEFITS	170,200	30,924			139,276	
RETIREMENTS	195,578	46,176			149,402	
OTHER FRINGE BENEFITS	11,814	1,353			10,461	
OTHER CONTRACT SERVICES STATE	35,024		9,783		25,241	
COMPUTER SERVICES STATE	1,398	198			1,200	
OTHER CONTRACT SERVICES	35,301	21,781			13,520	
RENTS	7,863	5,671			2,192	
COMMODITIES	9,719	3,674	465		5,580	
EQUIPMENT	18,360				18,360	
INTEREST-DEBT RETIREMENT	11	3			8	
TRANSFER TO OTHER FUNDS	20,318				20,318	
TOTAL EXPENDITURES	1,591,830	354,867	10,248		1,226,715	

BOARD OF ENVIRONMENTAL PROTECTION

OWEN R STEVENS, CHAIRMAN

Central Office: AMHI RAY BLDG, AUGUSTA, ME

Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1972

Reference: Policy Area: 05 ; Umbrella: 06 Unit: 101 ; Citation: T0038

Average Count--All Positions: 2.00

FAX: (207) 287-2414

Telephone: (207) 287-2811

M.R.S.A., Sect. 000000341C

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 fulfills 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.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 approved 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 1996: The 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	74,262		74,262			
HEALTH BENEFITS	11,329		11,329			
RETIREMENTS	15,141		15,141			
OTHER FRINGE BENEFITS	1,489		1,489			
OTHER CONTRACT SERVICES	16,330		16,330			
RENTS	2,905		2,905			
COMMODITIES	801		801			
TRANSFER TO OTHER FUNDS	2,564		2,564			
TOTAL EXPENDITURES	124,821		124,821			

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: T0038

Average Count--All Positions: 167.50

Telephone: (207) 287-2651

M.R.S.A., Sect. 000000541

Legislative Count: 5.00

PURPOSE:

The bureau administers Maine's oil, hazardous material and solid waste control programs, including: emergency response for oil and hazardous materials spills; regulation of underground oil storage facilities; processing of third party damage claims arising from oil contamination; licensing of waste

DEPARTMENT OF ENVIRONMENTAL PROTECTION

facilities, waste transporters, oil terminals, and septage disposal; licensing of spreading and utilization sites for sludge and other residuals; oversight of asbestos management and disposal; and investigation and cleanup of uncontrolled hazardous substances sites. The bureau also manages the Maine Coastal and Inland Surface Oil Clean-Up Fund, the Ground Water Oil Clean-Up Fund, the Hazardous Waste Fund, the Uncontrolled Sites Fund, and the Solid Waste Fund, as well as bond accounts for uncontrolled sites and landfill closure.

In 1995, the bureau provided staff support to the Oil Spill Advisory Committee and the Board of Underground Storage Tank Installers.

ORGANIZATION:

The bureau was created in 1980 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 duties of the former Bureau of Solid Waste Management.

The bureau consists of the Divisions Remediation, Response Services, Technical Services, Oil and Hazardous Waste Facilities Regulation, and Solid Waste Facilities Regulation. The Division of Management Services was abolished during the Productivity Realization Task Force process. The bureau also has Clerical Services, Policies & Procedures and Pollution Prevention Units.

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 Remediation administers Maine's uncontrolled hazardous substance site program, including state oversight activities at twelve federal Superfund sites in Maine. This division is also responsible for managing the state's municipal solid waste landfill closure and remediation program, TAG Voluntary Response Action Program, and for remediation of major underground storage tank leaks, including the development of replacement drinking water supplies. The Division of Response Services responds to all reports of spills and releases of oil and hazardous materials to the state's surface and groundwaters, and coordinates emergency clean-up when appropriate. The Response Division prepared the State of Maine Oil Spill Contingency Plan and is responsible for updating the plan annually. Legislative, clerical and purchasing functions are provided centrally.

The Division of Technical Services provides technical support to bureau programs in the fields of engineering, geology and chemistry, as well as data management functions. This is accomplished through review of license applications, enforcement cases, landfill closure plans and cleanup actions for technical adequacy and by conducting inspection and sampling programs. The division has developed regulatory programs for underground oil and hazardous substance storage tanks and works with the Remediation Division on the cleanup of leaking underground oil storage facilities, including development of replacement drinking water supplies. The Division of Oil & Hazardous Waste Facilities Regulation oversees Maine's oil, hazardous waste and biomedical waste facility licensing and enforcement program. The division also 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 certification program of asbestos abatement workers.

LICENSES:

Oil Terminal Facility License; Hazardous Waste Facility License; Hazardous Waste Facility Abbreviated License; Hazardous Waste, Bio-med Waste, and Waste Oil Transporter License; Registration of Underground Oil Storage Tanks; Registration of Used Oil Collection Centers; 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.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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
 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
 Maine Oil, Hazardous Materials and Solid Waste Laws of 1996-free

FINANCES, FISCAL YEAR 1996: The 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 REMEDIATION AND WASTE MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	5,304,522	279,372	3,883,777		1,141,373	
HEALTH BENEFITS	909,716	39,573	658,161		211,982	
RETIREMENTS	929,630	49,238	674,471		205,921	
OTHER FRINGE BENEFITS	76,229	2,614	54,922		18,693	
OTHER CONTRACT SERVICES STATE	9,175,941	150	7,056,639		466,350	1,652,802
COMPUTER SERVICES STATE	660,106	41	458,732		77,507	123,826
OTHER CONTRACT SERVICES	618,602	10,419	516,927		78,652	12,604
RENTS	487,268	65	470,990		9,892	6,321
COMMODITIES	348,281	300	340,694		6,044	1,243
GRANTS, SUBSIDIES, PENSIONS	13,120,289		55,187			13,065,102
EQUIPMENT	334,685		334,685			
INTEREST-DEBT RETIREMENT	1,434		1,410			24
TRANSFER TO OTHER FUNDS	315,519		283,460		32,059	
TOTAL EXPENDITURES	32,282,222	381,772	14,790,055		2,248,473	14,861,922

BUREAU OF LAND AND WATER QUALITY CONTROL

MARTHA KIRKPATRICK, DIRECTOR

Central Office: AMHI RAY BLDG, AUGUSTA, ME

Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME 04333

Established: 1994

Telephone: (207) 287-3901

Reference: Policy Area: 05 ; *Umbrella:* 06 *Unit:* 096B; *Citation:* T0038 *M.R.S.A., Sect.* 000001301

Average Count--All Positions: 110.00

Legislative Count: 44.00

PURPOSE:

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 for 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; and the Water Quality laws.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

The Bureau receives some federal funding under the Federal Clean Water Act and Coastal Zone Management Act in return for state-level 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 facilities in the State of Maine. The Division administers four funding programs for the planning, design and construction of wastewater treatment facilities. The State Revolving Fund (SRF) maintains Maine's existing inventory of municipal wastewater treatment facilities by funding rehabilitation and upgrade projects. The Small Communities and Combined Sewer Overflow Programs are focused on other municipal point source water quality problems throughout the state. The Overboard Discharge Law allows grants to individuals with licensed systems. The Priority is to eliminate discharges to shellfishing areas and public nuisance conditions. The Division also oversees pollution prevention and innovative technologies.

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 conjunction 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);

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 1996: The 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,344,317	1,611,397	254,121		1,478,799	
HEALTH BENEFITS	568,204	282,894	31,031		254,279	
RETIREMENTS	602,148	287,777	48,335		266,036	
OTHER FRINGE BENEFITS	37,778	18,199	1,685		17,894	
OTHER CONTRACT SERVICES STATE	508,115	275,168	12,151		220,796	
COMPUTER SERVICES STATE	250,557	82,531	35		167,991	
OTHER CONTRACT SERVICES	270,503	153,073	17,397		100,033	
RENTS	97,105	73,366	1,164		22,575	
COMMODITIES	49,184	24,141	7,003		18,040	
GRANTS, SUBSIDIES, PENSIONS	10,841,171				555,256	10,285,915
EQUIPMENT	72,739				72,739	
INTEREST-DEBT RETIREMENT	36	32			4	
TRANSFER TO OTHER FUNDS	51,553		6,383		45,170	
TOTAL EXPENDITURES	16,693,410	2,808,578	379,305		3,219,612	10,285,915

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: 2.00

PURPOSE:

The Office of Pollution Prevention was established to review Department programs and make recommendations to the commissioner on how to integrate pollution prevention into programs. Duties include: establishing pollution prevention priorities; coordinating department pollution prevention activities with those of other agencies; ensuring that 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 Technical and Environmental Assistance Program.

ORGANIZATION:

The commissioner designates an employee of the department to manage the functions of the Office of Pollution Prevention.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

PROGRAM:

In 1995, 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 7%, 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.

PUBLICATIONS:

"New Directions" newsletter -free

FINANCES, FISCAL YEAR 1996: The 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	33,921				33,921	
HEALTH BENEFITS	5,539				5,539	
RETIREMENTS	6,035				6,035	
OTHER FRINGE BENEFITS	668				668	
OTHER CONTRACT SERVICES STATE	15,289				15,289	
OTHER CONTRACT SERVICES	20,094				20,094	
RENTS	2,231				2,231	
COMMODITIES	2,071				2,071	
INTEREST-DEBT RETIREMENT	1				1	
TRANSFER TO OTHER FUNDS	5,582				5,582	
TOTAL EXPENDITURES	91,431				91,431	

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

Telephone: (207) 287-2651

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. See 32 MRSA 10001 et.seq.

ORGANIZATION:

The board consists of 7 members appointed by the governor as follows: one from the DEP; one from either the Maine Oil Dealers Association or the Maine Petroleum Association; one underground oil storage tank installer; one from the Oil and Solid Fuel Board, the Plumber's Examining Board or the State Board of Certification for Geologist and Soil Scientist, one from the Maine Chamber of Commerce and Industry; one from the Fire Chiefs Association; and one public member.

Current members are:

Wayne Gifford, Chair (Maine Oil Dealers Association)-term expires 12/31/97;
Allan Ball (DEP)-term expires 12/31/96;

William Carver (certified installer)-term expires 12/31/95;

Robert Judkins (Maine Oil and Solid Fuel Board) - term expires 12/31/96; Roger Lewis (public member)-term expires 12/31/96;

Joseph Probert (Maine Chamber of Commerce)-term expires 12/31/95;

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Vacant (Maine Fire Chiefs Association)-term expires 12/31/96.
The DEP provides staff support to the board.

PROGRAM:

During 1995, the Board of Underground Storage Tank Installers continued to implement its certification procedures. Two written examinations were offered in FY 96: December 13, 1995 and April 10, 1996. 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. Two (2) applicants successfully completed the entire new certification process in FY 96 and have become certified as oil tank installers.

A total of 525 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. The current number of certified underground oil tank installers in Maine is 162. The Board received no applications for underground hazardous substance tank installers and issued no certificate under this program. Four (4) applicants passed the underground gasoline tank remover exam and is attempting to arrange for on-site examination.

The Board sponsored or approved 14 continuing education workshops, totaling 46 available credit hours, for installers to meet continuing education requirements, in addition to on-going approvals for programs considered in previous years. Several of the programs offered multiple sessions scattered throughout the state. This increased the options available to installers. Sixteen (16) complaints against installers, apprentices, or applicants were received and investigated in FY 96. All but four (4) 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

EXECUTIVE DEPARTMENT

(OFFICE OF) GOVERNOR

ANGUS S. KING, JR., GOVERNOR

Central Office: STATE HOUSE, AUGUSTA, ME, 04333

Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME, 04333-0001

Established: 1920

Telephone: (207) 287-3531

Reference: Policy Area: 00 ; Umbrella: 07 Unit: 102 ; Citation: T0002 M.R.S.A., Sect. 000000001

Average Count--All Positions: 90.5

Legislative Count: 45.0

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

STATE PLANNING OFFICE

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, 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 staff support to the Governor as he carries out the responsibilities of the Chief Executive of the State of Maine. This support includes functions of correspondence, policy development, legislative relations, national and regional Governors' associations and 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.

EXECUTIVE DEPARTMENT

FINANCES, FISCAL YEAR 1996: 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,156,904	1,779,598	613,675		763,631	
HEALTH BENEFITS	465,463	239,593	96,093		129,777	
RETIREMENTS	498,932	255,005	107,479		136,448	
OTHER FRINGE BENEFITS	40,549	23,670	6,343		10,536	
OTHER CONTRACT SERVICES STATE	581,025	81,148	308,502		191,375	
COMPUTER SERVICES STATE	193,742	145,701	36,275		11,766	
OTHER CONTRACT SERVICES	651,626	422,454	86,882		142,290	
RENTS	43,552	15,319	14,017		14,216	
COMMODITIES	107,576	65,636	20,361		21,579	
GRANTS, SUBSIDIES, PENSIONS	1,908,057	738,789	626,964		542,304	
PURCHASE OF LAND	401,491					401,491
EQUIPMENT	141,177	53,692	25,007		17,371	45,107
INTEREST-DEBT RETIREMENT	28	4	8		16	
TRANSFER TO OTHER FUNDS	246,493		101,272		145,221	
COST OF GOODS SOLD	5,049				5,049	
TOTAL EXPENDITURES	8,441,664	3,820,609	2,042,878		2,131,579	446,598

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,000,226	1,000,226				
HEALTH BENEFITS	121,364	121,364				
RETIREMENTS	131,114	131,114				
OTHER FRINGE BENEFITS	17,160	17,160				
OTHER CONTRACT SERVICES STATE	25,161	25,161				
COMPUTER SERVICES STATE	133,649	133,649				
OTHER CONTRACT SERVICES	252,167	252,167				
RENTS	5,822	5,822				
COMMODITIES	38,063	38,063				
TOTAL EXPENDITURES	1,724,726	1,724,726				

TASK FORCE ON DEFENSE REALIGNMENT AND THE ECONOMY COMMISSIONER THOMAS MCBRIERTY, CHAIR

Central Office: 33 STONE STREET, AUGUSTA, ME 04333

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1992

Reference: Policy Area: 00 ; Umbrella: 07 Unit: 570 ; Citation: T0005

Telephone: (207) 287-2656

M.R.S.A., Sect. 000003307E

PURPOSE:

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.

EXECUTIVE DEPARTMENT

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 Governor, and nine of whom are appointed by the President of the Senate and 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.

FINANCES, FISCAL YEAR 1996: 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

Telephone: (207) 287-3531

Reference: Policy Area:00 ; Umbrella: 07 Unit: 102J ; Citation: GFY95 M.R.S.A., Sect. 000000008

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 makes recommendations on each petition 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

EXECUTIVE DEPARTMENT

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 1996: 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

Telephone: (207) 287-3261

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 to administer a \$35 million bond fund to acquire land of state significance representing Maine's heritage of recreational and conservation use.

ORGANIZATION:

The Board was created by referendum in November 1987 to grant funds for land acquisition. The Board overseeing the fund consists of eleven members (5 MRSA Chapter 35316204), 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 LMPB 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.

EXECUTIVE DEPARTMENT

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:

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 FY96, the Land for Maine's Future Board remained active with five projects. The Board pursued the purchase of Mt. Agamenticus property in York County. In addition, property was acquired on the north shore of Grand Lake Stream. With the beginning of 1996, LMPB was able to acquire property in Turner in January, Burnt Island on North Haven in February, and Ducktrap property in the Town of Lincolnville. Completing the acquisitions for FY96 was the Wilshire Farm Property in the Town of Falmouth.

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 1996: The 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	401,491					401,491
EQUIPMENT	45,107					45,107
TOTAL EXPENDITURES	446,598					446,598

MAINE LAND AND WATER RESOURCES COUNCIL

MARK SULLIVAN, EXEC SEC

Central Office: AMHIRAY 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.

EXECUTIVE DEPARTMENT

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 1996: 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 04330

Mail Address: 38 STATE HOUSE STATION, AUGUSTA, ME 04333-0038 *FAX:* (207) 284-6489

Established: 1968

Telephone: (207) 287-3261

Reference: Policy Area: 00 ; *Umbrella:* 07 *Unit:* 105 ; *Citation:* T0005 *M.R.S.A., Sect.* 000003303

Average Count--All Positions: 57.00

Legislative Count: 19.00

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

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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

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FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,846,034	779,372	303,031		763,631	
HEALTH BENEFITS	296,894	118,229	48,888		129,777	
RETIREMENTS	305,668	123,891	45,329		136,448	
OTHER FRINGE BENEFITS	21,271	6,510	4,225		10,536	
OTHER CONTRACT SERVICES STATE	422,163	55,987	174,801		191,375	
COMPUTER SERVICES STATE	57,743	12,052	33,925		11,766	
OTHER CONTRACT SERVICES	355,407	170,287	42,830		142,290	
RENTS	34,102	9,497	10,389		14,216	
COMMODITIES	64,882	27,573	15,730		21,579	
GRANTS, SUBSIDIES, PENSIONS	1,908,057	738,789	626,964		542,304	
EQUIPMENT	88,095	53,692	17,032		17,371	
INTEREST-DEBT RETIREMENT	28	4	8		16	
TRANSFER TO OTHER FUNDS	219,668		74,447		145,221	
COST OF GOODS SOLD	5,049				5,049	
TOTAL EXPENDITURES	5,625,061	2,095,883	1,397,599		2,131,579	

(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

Telephone: (207) 287-2445

Reference: Policy Area: 00 ; Umbrella: 07 Unit: 413 ; Citation: T0035A M.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

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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 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	310,644		310,644			
HEALTH BENEFITS	47,205		47,205			
RETIREMENTS	62,150		62,150			
OTHER FRINGE BENEFITS	2,118		2,118			
OTHER CONTRACT SERVICES STATE	133,701		133,701			
COMPUTER SERVICES STATE	2,350		2,350			
OTHER CONTRACT SERVICES	44,052		44,052			
RENTS	3,628		3,628			
COMMODITIES	4,631		4,631			
EQUIPMENT	7,975		7,975			
TRANSFER TO OTHER FUNDS	26,825		26,825			
TOTAL EXPENDITURES	645,279		645,279			

OFFICE OF SUBSTANCE ABUSE

MARLENE McMULLEN-PELSOR, DIR

Central Office: 24 STONE STREET, AUGUSTA, ME 04330

Mail Address: 159 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 287-4334

Established:

Telephone: (207) 287-2595

Reference: Policy Area: 00 ; *Umbrella:* 07 *Unit:* 118 ; *Citation:* T0005 *M.R.S.A., Sect.* 000020004

Average Count--All Positions: 47.50

Legislative Count: 38.00

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 within State Government. The 117th Maine Legislature merged the OSA with the Department of Mental Health and Mental Retardation to form the Department of Mental Health, Mental Retardation and Substance Abuse Services. It continues the responsibility for planning, developing, implementing, coordinating and evaluating all of the State's alcohol and other drug abuse prevention and treatment activities.

ORGANIZATION:

OSA is composed of three divisions. One unit provides technical assistance such as information about the extent of the problems, trends in substance abuse, type and quantity of treatment, etc. The second unit runs the State's response to drunk driving and others who are incarcerated and have a substance abuse problem. The third unit oversees the prevention and treatment programs funded by the State.

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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:

OSA is in charge of the: (1) Certification for outpatient and nonresidential substance abuse treatment programs; (2) Licenses for residential rehabilitation, detoxification programs, halfway houses, extended care, and extended shelter. These responsibilities are jointly shared with the newly created Service Center located in the Department of Human Services.

PUBLICATIONS:

OSA is responsible for the State Plan for Alcohol and Other Drug Abuse Services in Maine; the Management Information System for Maine's ATOD System; the Maine Alcohol and Drug Services(a directory of treatment services); Support Groups for the State of Maine(a regularly up-dated list of support groups in Maine); The Maine Approach(a Guide for Comprehensive School-Based ATOD Prevention Programming); the Book List(lists all books in the Information and Resource Center(IRC) of OSA); Progress Report on the Maine Office of Substance Abuse; Alcohol, Tobacco and Other Drug Video Catalog (a catalogof the 800+ videos in the IRC); Annual applications, utilization reports and independent audit reports on the substance abuse portion of the Federal Substance Abuse and Prevention and Treatment Block Grant(available for review at the Office); and others. The IRC may be contacted directly for these publications, videos and other materials(telephone 1-800-499-0027).

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF SUBSTANCE ABUSE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,482,770	997,423	109,391		375,956	
HEALTH BENEFITS	256,772	175,968	18,574		62,230	
RETIREMENTS	267,878	181,582	19,244		67,052	
OTHER FRINGE BENEFITS	16,106	10,031	1,269		4,806	
OTHER CONTRACT SERVICES STATE	966,492	596,505	148,085		221,902	
COMPUTER SERVICES STATE	125,192	87,255			37,937	
OTHER CONTRACT SERVICES	375,985	311,744	6,271		57,970	
RENTS	156,100	152,917	800		2,383	
COMMODITIES	121,266	101,355	1,190		18,721	
GRANTS, SUBSIDIES, PENSIONS	10,318,822	4,465,595	1,200		5,852,027	
EQUIPMENT	19,200	12,639			6,561	
TRANSFER TO OTHER FUNDS	636				636	
TOTAL EXPENDITURES	14,107,219	7,093,014	306,024		6,708,181	

EXECUTIVE DEPARTMENT

MAINE COUNCIL ON VOCATIONAL EDUCATION

YVONNE DAMBORG, EX DIR

Central Office: 160 CAPITOL STREET, AUGUSTA, ME 04330

Mail Address: 160 CAPITOL STREET, AUGUSTA, ME 04330

Established: 1969

Reference: Policy Area: 00 ; *Umbrella:* 07 *Unit:* 102D; *Citation:* GFY85 *M.R.S.A., Sect.* 000000007

FAX: (207) 623-8270

Telephone: (207) 622-4709

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 activities and services within the state and assesses the distribution 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.

MCVE also serves as the Maine Advisory Council on School-To-Work Opportunities. In this role the Council serves as liaison between business and education and performs such activities as: conducting informational presentations on School-To-Work for education and business groups; facilitating the development of pro-prep initiatives such as the Pulp and Paper Technology and Manufacturing Technology programs; and providing technical assistance to local School-To-Work partnerships.

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.

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 effectiveness of programs.

Areas of Council Involvement:

1. School and JTPA Site Visits and Evaluations
2. Business/Education Partnerships
3. Promotion of equity for non-traditional students
4. Tech Prep
5. Initiated development of a pro-prep program in the Pulp and Paper Technology
6. Assisted the establishment of 24 School-To-Work Local Partnerships and 15 School-To-Work Action Teams (SWAT teams)
7. Convened the Marketing and Technical Assistance SWAT team and conducted statewide marketing activities to promote the school-To-Work Program

PUBLICATIONS:

"Maine's School-To-Work Opportunities" - brochure

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

EXECUTIVE DEPARTMENT

DEPARTMENT OF HUMAN SERVICES

DEPARTMENT OF HUMAN SERVICES

KEVIN W. CONCANNON, COMMISSIONER

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: 144 ; Citation: T0022
Average Count--All Positions: 2396.5

FAX: (207) 623-8270
Telephone: (207) 287-2546
M.R.S.A., Sect. 000000001
Legislative Count: 1219.0

Units:

AUDIT, CONTRACTING AND LICENSING SERVICE CENTER
CERTIFICATE OF NEED ADVISORY COMMITTEE
BUREAU OF CHILD AND FAMILY SERVICES
DIVISION OF DENTAL HEALTH
DIVISION OF DISABILITY DETERMINATION SERVICES
DIVISION OF DISEASE CONTROL (HUMAN SERVICES)
BUREAU OF ELDER AND ADULT SERVICES
BUREAU OF FAMILY INDEPENDENCE
BUREAU OF HEALTH
DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)
OFFICE OF HEALTH PLANNING AND DEVELOPMENT (HUMAN SERVICES)
DIVISION OF HEALTH PROMOTION AND EDUCATION (HUMAN SVCS)
OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES)

DIVISION OF MATERNAL AND CHILD HEALTH (HUMAN SERVICES)
BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)
OFFICE OF PROGRAMS (HUMAN SERVICES)
MAINE PUBLIC DRINKING WATER COMMISSION
OFFICE OF PUBLIC AFFAIRS AND COMMUNICATIONS (HUMAN SVCS)
PUBLIC HEALTH LABORATORY (HUMAN SERVICES)
DIVISION OF PUBLIC HEALTH NURSING
DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)
OFFICE OF VITAL STATISTICS

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

DEPARTMENT OF HUMAN SERVICES

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 services; 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 1996: 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 HUMAN SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	64,890,571	32,940,520	3,770,267		28,179,784	
HEALTH BENEFITS	13,175,021	6,516,658	751,863		5,906,500	
RETIREMENTS	11,548,635	5,847,954	674,695		5,025,986	
OTHER FRINGE BENEFITS	702,937	370,617	43,918		288,402	
OTHER CONTRACT SERVICES STATE	17,699,614	6,744,518	1,309,721		9,645,375	
COMPUTER SERVICES STATE	3,759,871	1,229,796	153,049		2,377,026	
OTHER CONTRACT SERVICES	12,272,337	6,943,880	290,394		5,038,063	
RENTS	8,155,248	3,273,883	143,031		4,738,334	
COMMODITIES	2,619,640	742,010	399,466		1,478,164	
GRANTS, SUBSIDIES, PENSIONS	1171,544,675	247,279,798	191,709,941		732,554,936	
PURCHASE OF LAND	5,314				5,314	
EQUIPMENT	1,157,631	121,181	205,923		830,527	
INTEREST-DEBT RETIREMENT	4,398	3,598	594		206	
TRANSFER TO OTHER FUNDS	1,382,608		136,478		1,246,130	
TOTAL EXPENDITURES	1308,918,500	312,014,413	199,589,340		797,314,747	

DEPARTMENT OF HUMAN SERVICES

DEPARTMENT OF HUMAN SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES STATE	- 21,871	- 30,771			8,900	
OTHER CONTRACT SERVICES	7,387				7,387	
RENTS	9,931	9,931				
COMMODITIES	57,289	57,289				
GRANTS, SUBSIDIES, PENSIONS	33,796	33,796				
EQUIPMENT	49,911					49,911
TOTAL EXPENDITURES	136,443	70,245			66,198	

AUDIT, CONTRACTING AND LICENSING SERVICE CENTER

SUE HARLOR, DIR.

Central Office: 221 STATE ST, AUGUSTA, ME 04333

Mail Address: , ME

Established: 1996

Reference: Policy Area: 03 ; Umbrella: 10 Unit: 182 ; Citation: T0022 M.R.S.A., Sect. 000000006C

PURPOSE:

The Auditing, Contracting and Licensing Service Center provides consolidated auditing and licensing services for the Departments of Human Services, and Mental Health, Mental Retardation and Substance Abuse. The Service Center also is the coordinating body for administration policy, and procedures relating to the purchase of services for both Departments and institutional abuse investigations.

The Service Center's purpose is to provide a single point of access for purchasing social services and to coordinate licensing and auditing visits for social service providers in a cost-effective manner to the departments.

ORGANIZATION:

The Audit, Contracting and Licensing Service Center was established by Chapter 665, PL 1996, Part CC, Sections CC-1 through CC-7. The Service Center is under the joint authority and direction of the commissioners of the departments or their designees.

PROGRAM:

The contracting unit of the service center shall provide technical assistance to the bureaus of the department and to the Department of Mental Health and Mental Retardation in procuring, distributing and monitoring all state and federal funds.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

CERTIFICATE OF NEED ADVISORY COMMITTEE

JOHN ANNET, CHAIRMAN

Central Office: 35 ANTHONY AVENUE, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1983

Reference: Policy Area: 03 ; Umbrella: 10 Unit: 212 ; Citation: T0022 M.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

DEPARTMENT OF HUMAN SERVICES

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.

PUBLICATIONS:

Monthly Project Summary - Free of charge.

Certificate of Need Procedure Manual - \$5.00 charge.

FINANCES, FISCAL YEAR 1996: 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 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1974

Telephone: (207) 287-5060

Reference: Policy Area: 03 ; *Umbrella:* 10 Unit: 148 ; *Citation:* T0022 M.R.S.A., Sect. 000005308

Average Count--All Positions: 105.00 *Legislative Count:* 64.00

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 Services Plan.

DEPARTMENT OF HUMAN SERVICES

In 1979, by order of the Governor, the U.S. Department of Agriculture Child Care Food Program was transferred from the Department of Educational and Cultural Services to this bureau. This program provides federal assistance to food programs administered through a multitude of child caring agencies. Also in 1979 the responsibility for statewide refugee coordination was accepted by the Governor from the federal government and assigned to the bureau which has resulted in services to federally designated refugees throughout the state. This program is administered by the bureau through various purchases of service agreements with community agencies.

In 1980 the 110th Maine Legislature renamed the bureau to the Bureau of Social Services. The Maine Legislature renamed the bureau to the Bureau of Child and Family Services in 1989. 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 Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in the SSBG. Studies on child abuse and neglect and later abuse and neglect of adults, have focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability for response has been operative since 1977. The Bureau continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs.

Division of Child Welfare is responsible for policy development and quality assurance of child and family services programs administered and delivered by central office and regional offices direct service, management and administrative staff. 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 carry 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

DEPARTMENT OF HUMAN SERVICES

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 1996: The 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	3,300,746	1,903,123			1,397,623	
HEALTH BENEFITS	580,783	336,059			244,724	
RETIREMENTS	591,724	341,516			250,208	
OTHER FRINGE BENEFITS	27,323	15,262			12,061	
OTHER CONTRACT SERVICES STATE	1,014,950	794,744			220,206	
COMPUTER SERVICES STATE	781,860	280,771	19,270		481,819	
OTHER CONTRACT SERVICES	709,671	557,486	1,306		150,879	
RENTS	95,029	87,184			7,845	
COMMODITIES	138,230	125,510			12,720	
GRANTS, SUBSIDIES, PENSIONS	60,058,493	31,085,496			28,972,997	
EQUIPMENT	93,575				93,575	
INTEREST-DEBT RETIREMENT	202	188			14	
TRANSFER TO OTHER FUNDS	71,589		531		71,058	
TOTAL EXPENDITURES	67,464,175	35,527,339	21,107		31,915,729	

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.

DEPARTMENT OF HUMAN SERVICES

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.

In January 1996, the Division of Dental Health, Maternal & Child health, Public Health Nursing and Health Promotion were merged into one division called the Division of Community and Family Health.

PROGRAM:

During fiscal 1996, 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 1996: 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:

Telephone: (207) 287-7968
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)

DEPARTMENT OF HUMAN SERVICES

sections of The Social Security Act.

FINANCES, FISCAL YEAR 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,745,535				1,745,535	
HEALTH BENEFITS	355,304				355,304	
RETIREMENTS	308,242				308,242	
OTHER FRINGE BENEFITS	12,108				12,108	
OTHER CONTRACT SERVICES STATE	735,823				735,823	
COMPUTER SERVICES STATE	55				55	
OTHER CONTRACT SERVICES	244,200				244,200	
RENTS	12,874				12,874	
COMMODITIES	46,559				46,559	
GRANTS, SUBSIDIES, PENSIONS	1,202,129				1,202,129	
PURCHASE OF LAND	5,314				5,314	
EQUIPMENT	35,286				35,286	
INTEREST-DEBT RETIREMENT	108				108	
TRANSFER TO OTHER FUNDS	61,985				61,985	
TOTAL EXPENDITURES	4,765,522				4,765,522	

DIVISION OF DISEASE CONTROL (HUMAN SERVICES)

GREG BOGDAN, DIRECTOR

Central Office: 157 CAPITOL ST, AUGUSTA, ME

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1972

Telephone: (207) 287-3591

Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144V; Citation: T0022 M.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.

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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 1996: 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

Telephone: (207) 287-5335

Reference: Policy Area: 03 ; Umbrella: 10 Unit: 149 ; Citation: T0022 M.R.S.A., Sect. 000005105

Average Count--All Positions: 89.50

Legislative Count: 77.50

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

DEPARTMENT OF HUMAN SERVICES

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 FY96, 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, and Alzheimer's respite. More than 15,804 people were served hot meals in 112 nutrition sites and through home delivered programs. Eighty-four older workers served local agencies through the Senior Community Services Employment Program. Over 1,386 clients were helped to remain at home through the Home Based Care Program. The Medicaid Waiver for the Elderly served 905 persons who would otherwise be in nursing homes. Funds were also provided to support to 27 congregate housing services programs for approximately 175 congregate housing residents.

The Bureau provided protective services to approximately 3,000 people and served as public guardian and/or conservator for 580 people, which involved managing client assets of more than \$3,300,000. The Long Term Care Ombudsman Program investigated more than 575 complaints on behalf of nursing home residents and recipients of in-home care services, resulting in 377 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 accommodate 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

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PUBLICATIONS:

Free and available at the Bureau of Elder and Adult services are:

- . Resource Directory for Older People in Maine
- . 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 in licensed facilities: Recognize it, prevent it, report it.
- . Abuse, Neglect and exploitation: The problem, the reporting law, where to report.
- . Taking charge of your health care.
- . Tomorrow's Vision
- . Long Term Care in Today Conference Report.
- Maine Brochure.

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF ELDER AND ADULT SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,008,158	2,675,017	3,903		329,238	
HEALTH BENEFITS	507,724	448,427	154		59,143	
RETIREMENTS	528,316	469,392	751		58,173	
OTHER FRINGE BENEFITS	30,303	28,188	64		2,051	
OTHER CONTRACT SERVICES STATE	379,807	270,397	381		109,029	
COMPUTER SERVICES STATE	11,591	7,982	770		2,839	
OTHER CONTRACT SERVICES	275,563	233,575	38		41,950	
RENTS	109,086	107,365			1,721	
COMMODITIES	14,827	12,398			2,429	
GRANTS, SUBSIDIES, PENSIONS	6,857,580	1,590,606	131,850		5,135,124	
EQUIPMENT	2,901				2,901	
INTEREST-DEBT RETIREMENT	369	369				
TRANSFER TO OTHER FUNDS	4,092		43		4,049	
TOTAL EXPENDITURES	11,730,317	5,843,716	137,954		5,748,647	

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

Telephone: (207) 287-3106

Reference: Policy Area: 03 ; *Umbrella:* 10 Unit: 144B; *Citation:* T0022 *M.R.S.A., Sect.* 000003101

Average Count--All Positions: 410.00

Legislative Count: 93.50

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.

DEPARTMENT OF HUMAN SERVICES

The Bureau also administers the Aid to Families 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 Quality 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 collection/enforcement action to recover past-due support. \$65.9 million was collected this year, 65% of which went to Maine families. 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.

DEPARTMENT OF HUMAN SERVICES

FINANCES, FISCAL YEAR 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	10,548,937	2,582,778	1,345,879		6,620,280	
HEALTH BENEFITS	2,222,398	497,875	277,972		1,446,551	
RETIREMENTS	1,871,140	448,497	242,410		1,180,233	
OTHER FRINGE BENEFITS	109,553	20,835	17,097		71,621	
OTHER CONTRACT SERVICES STATE	2,986,856	469,054	267		2,517,535	
COMPUTER SERVICES STATE	1,484,792	408,271	128,064		948,457	
OTHER CONTRACT SERVICES	2,843,821	1,756,586	61,782		1,025,453	
RENTS	1,827,486	1,078,211	316		748,959	
COMMODITIES	224,720	56,072	1,144		167,504	
GRANTS, SUBSIDIES, PENSIONS	199,083,842	59,323,654	68,419,815		71,340,373	
EQUIPMENT	138,208	57,069			81,139	
INTEREST-DEBT RETIREMENT	634	571	5		58	
TRANSFER TO OTHER FUNDS	332,990		40,734		292,256	
TOTAL EXPENDITURES	223,675,377	66,699,473	70,535,485		86,440,419	

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

Telephone: (207) 287-3201

Reference: Policy Area: 03 ; *Umbrella:* 10 *Unit:* 144A; *Citation:* T0022 *M.R.S.A., Sect.* 000000251

Average Count--All Positions: 315.00

Legislative Count: 119.00

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 Commissioner of Human Services. The Bureau of Health has conducted health promotion, disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century.

The Bureau's Division of Maternal and Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare. In the 1960's and 1970's a number of programs such as emergency medical services, childhood lead poisoning, genetic disease prevention, hypertension and diabetes control were organized within the 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

DEPARTMENT OF HUMAN SERVICES

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. Additionally, 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

DEPARTMENT OF HUMAN SERVICES

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	7,998,300	2,722,780	1,921,573		3,353,947	
HEALTH BENEFITS	1,551,153	497,532	379,094		674,527	
RETIREMENTS	1,425,774	484,650	342,768		598,356	
OTHER FRINGE BENEFITS	89,796	27,183	20,313		42,300	
OTHER CONTRACT SERVICES STATE	1,774,815	27,522	198,846		1,548,447	
COMPUTER SERVICES STATE	183,188	15,287	35,162		132,739	
OTHER CONTRACT SERVICES	1,638,890	426,882	154,889		1,057,119	
RENTS	551,428	117,250	106,815		327,363	
COMMODITIES	1,520,763	238,533	383,405		898,825	
GRANTS, SUBSIDIES, PENSIONS	15,046,511	1,286,265	3,283		13,756,963	
EQUIPMENT	487,960	1,707	194,675		291,578	
INTEREST-DEBT RETIREMENT	1,544	955	589			
TRANSFER TO OTHER FUNDS	241,240		70,887		170,353	
TOTAL EXPENDITURES	32,511,362	5,846,546	3,812,299		22,852,517	

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: 6.00

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

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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 License
Tattooing Parlors and Electrology	
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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	134,228		134,228			
HEALTH BENEFITS	25,102		25,102			
RETIREMENTS	23,533		23,533			
OTHER FRINGE BENEFITS	1,595		1,595			
OTHER CONTRACT SERVICES STATE	2,760		2,760			
COMPUTER SERVICES STATE	4,173		4,173			
OTHER CONTRACT SERVICES	40,175		40,175			
RENTS	17,178		17,178			
COMMODITIES	3,943		3,943			
GRANTS, SUBSIDIES, PENSIONS	468		468			
EQUIPMENT	3,670		3,670			
TRANSFER TO OTHER FUNDS	4,793		4,793			
TOTAL EXPENDITURES	261,618		261,618			

DEPARTMENT OF HUMAN SERVICES

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

Telephone: (207) 624-5424

Reference: Policy Area: 03 ; Umbrella: 1Q Unit: 144N; Citation: T0022 M.R.S.A., Sect. 000000001

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 Bureau of Health.

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 constituency 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF HUMAN SERVICES

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

Telephone: (207) 287-5180

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 environmental conditions that are harmful to health. Division 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.

In January 1996, the Division of Health Promotion and Education, Dental Health, Maternal & Child Health and Public Health Nursing were merged into one division called the Division of Community and Family Health.

PUBLICATIONS:

Maine Health Promoter

Behavioral Risk Factor Surveillance Report.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF HUMAN SERVICES

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:* T0022

Average Count--All Positions: 121.00

Telephone: (207) 287-2546

M.R.S.A., Sect. 000000003

Legislative Count: 53.00

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, Human Resources, Equal Opportunity and Affirmative Action, Data Processing, Regional Administration, and Plant and Office Services.

PROGRAM:

Division of Human Resources; This Division functions as a support division in the administration of human resources/relations requirements of the Department. The responsibilities include the interpretation and implementation of personnel policies as it relates to approximately 2,500 employees in 315 job classifications located in 17 geographic locations statewide.

Division of Data Processing: The Division of Data Processing is the interface between the Department's automation operations and the state's centralized computers, of which it is the largest user. The division not only maintains computerized applications for the administration of departmental programs, it designs and constructs new applications in response to legislative and federal requirements, and also develops new approaches in response to advances in technology in order to meet the total informational needs of the department.

Equal Opportunity: The Equal Opportunity Coordinator is responsible for the Department's compliance with all applicable state and federal laws, rules and regulations regarding equal employment opportunity. To do this the EOC monitors and updates the Department's Affirmative Action Plan and monitors hiring practices in the Department. The EOC coordinates the implementation of the Americans with Disabilities Act, including management of accommodation requests, training and technical assistance. The EOC also handles internal grievances and complaints that allege discrimination by the Department. The EOC also provides basic career counseling to employees of the Department to assist in their professional growth and development.

Division of Financial Services: This division is responsible for the preparation of the Department's biennial budget and budget work programs, for all general accounting requirements, for payment of all invoices(except Medicaid), for preparation of all federal financial reports and for providing budgetary, accounting, and analytical reports to departmental program managers. The division comprises of four units: account managers responsible for preparation and control of the budget and federal reporting; administrative bills paying section; client bills section; and cashier unit including receipt and disbursement of child support payments. Division of Plant & Office Services: The Division of Plant & Office Services primary function is to ensure the smooth running, efficient operation of the Department, by maintaining a continuously updated inventory of office supplies, as well as insuring timely delivery and distribution of incoming and outgoing mail.

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FINANCES, FISCAL YEAR 1996: The 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 SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,832,013	1,649,576	83,165		2,099,272	
HEALTH BENEFITS	729,191	326,152	15,638		387,401	
RETIREMENTS	701,325	308,573	14,856		377,896	
OTHER FRINGE BENEFITS	32,797	12,426	1,129		19,242	
OTHER CONTRACT SERVICES STATE	952,463	6,653			945,810	
COMPUTER SERVICES STATE	11,034	80,782	-12,216		-57,532	
OTHER CONTRACT SERVICES	470,668	186,500	3,701		280,467	
RENTS	367,572	192,290	260		175,022	
COMMODITIES	204,531	82,655	5,465		116,411	
GRANTS, SUBSIDIES, PENSIONS	2,090	321			1,769	
INTEREST-DEBT RETIREMENT	288	280			8	
TRANSFER TO OTHER FUNDS	88,800		2,356		86,444	
TOTAL EXPENDITURES	7,392,772	2,846,208	114,354		4,432,210	

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

Telephone: (207) 287-3311

Reference: Policy Area: 03 ; *Umbrella:* 10 *Unit:* 144F ; *Citation:* T0022 *M.R.S.A., Sect.* 000001950

Average Count--All Positions: 43.00

Legislative Count: 40.00

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

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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. In January 1996, the Division of Maternal & Child Health, Dental Health, Public Health Nursing and Health Promotion & Education were merged into one division called the Division of Community and Family Health.

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
Parents, Children & Discipline
Positive Parenting Bibliographies
Coordinated Care Services for
with Special Needs

Using Child Safety Seats the Right Way
Home Checklist
Perilous Plants
Safety Rules for Parents of Young Bike
Riders

ALL BROCHURES ARE FREE

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF MATERNAL AND CHILD HEALTH (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,151,882				1,151,882	
HEALTH BENEFITS	211,332				211,332	
RETIREMENTS	205,198				205,198	
OTHER FRINGE BENEFITS	13,039				13,039	
OTHER CONTRACT SERVICES STATE	276,878				276,878	
COMPUTER SERVICES STATE	100,654				100,654	
OTHER CONTRACT SERVICES	267,808				267,808	
RENTS	129,455				129,455	
COMMODITIES	71,407				71,407	
GRANTS, SUBSIDIES, PENSIONS	408,489	4,901			403,588	
EQUIPMENT	75,561				75,561	
TRANSFER TO OTHER FUNDS	48,614				48,614	
TOTAL EXPENDITURES	2,960,317	4,901			2,955,416	

DEPARTMENT OF HUMAN SERVICES

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

Telephone: (207) 287-2674

Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144D; Citation: T0022 M.R.S.A., Sect. 000003470

Average Count--All Positions: 262.50

Legislative Count: 88.50

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 33% state and 67% 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.

DEPARTMENT OF HUMAN SERVICES

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 1996: The 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	6,665,776	2,317,138	72,586		4,276,052	
HEALTH BENEFITS	1,364,998	488,527	12,918		863,553	
RETIREMENTS	1,196,524	411,909	12,879		771,736	
OTHER FRINGE BENEFITS	80,727	27,463	664		52,600	
OTHER CONTRACT SERVICES STATE	9,508,145	5,121,847	1,107,467		3,278,831	
COMPUTER SERVICES STATE	1,246,260	407,165	-29,450		868,545	
OTHER CONTRACT SERVICES	2,297,528	1,500,268	13,008		784,252	
RENTS	1,327,543	317,915	560		1,009,068	
COMMODITIES	224,743	99,943	607		124,193	
GRANTS, SUBSIDIES, PENSIONS	888,816,321	153,932,361	123,154,525		611,729,435	
EQUIPMENT	262,981	62,405			200,576	
INTEREST-DEBT RETIREMENT	1,155	1,155				
TRANSFER TO OTHER FUNDS	268,764		3,003		265,761	
TOTAL EXPENDITURES	913,261,465	164,688,096	124,348,767		624,224,602	

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 1996: 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

DEPARTMENT OF HUMAN SERVICES

PURPOSE:

Commission duties include: Determining proportion of Program 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 time 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.

DEPARTMENT OF HUMAN SERVICES

FINANCES, FISCAL YEAR 1996: The 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	208,933		208,933			
HEALTH BENEFITS	40,985		40,985			
RETIREMENTS	37,498		37,498			
OTHER FRINGE BENEFITS	3,056		3,056			
COMPUTER SERVICES STATE	7,276		7,276			
OTHER CONTRACT SERVICES	15,330		15,330			
RENTS	17,902		17,902			
COMMODITIES	4,902		4,902			
EQUIPMENT	7,578		7,578			
TRANSFER TO OTHER FUNDS	14,128		14,128			
TOTAL EXPENDITURES	357,588		357,588			

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

Telephone: (207) 287-3707

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 television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of departmentwide newsletter, as well as client and agency directed magazines.

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 1995-1996 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF HUMAN SERVICES

PUBLIC HEALTH LABORATORY (HUMAN SERVICES)

PHILIP W. HAINES, DR.P.H., DIRECTOR

Central Office: 221 STATE ST, AUGUSTA, ME 04333

Mail Address: 12 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1902

Telephone: (207) 287-2727

Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144Y; Citation: T0022 M.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

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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 Alcohol 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 1996: 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 screenings in cooperation with the Department of Education, 7) provide health assessments and services to Maine's residents where services are otherwise lacking or inadequate; 8) advocacy for families in need

DEPARTMENT OF HUMAN SERVICES

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 to address the high infant mortality rate in Maine. 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). In 1996, a reorganization within the Bureau of Health resulted in Public Health Nursing and the Maine Lead Poisoning Prevention Program becoming programs within the Division of Community and Family Health.

PROGRAM:

The primary focus of the Division of Public Health Nursing (DPHN) are: SURVEILLANCE, QUALITY ASSURANCE, POLICY DEVELOPMENT and COMMUNITY ASSESSMENT. Nursing functions include: 1) primary prevention; 2) health promotion and health education; 3) screening activities; 4) school health; 5) early identification and referral of children with developmental delays; 6) health assessments and referrals for newly arriving Refugees; 7) prevention and control of communicable diseases; 8) maternal/child health services (including home visits to newborns and Well Child Clinics); 9) lead screening and abatement.

Public Health Nursing services are provided in the home, school, or clinic setting. 236 Well Child clinics accounted for 2,066 children being served, including physical examinations, immunizations, anticipatory guidance and health screenings. 3,803 newborns were referred from area hospitals for home visits. 288 newly arriving refugees and immigrants were referred for health assessments and referrals. 12,733 lead tests were performed to identify elevations in children under the age of six; 284 children were identified with lead levels of 20 ug/dl or higher. 67 dwelling units were investigated for potential sources of lead poisoning, with 42 (or 62.7%) with lead paint hazards.

Public Health Nursing sets standards for nursing practices and has developed policies and procedures for direct service. PHN also 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. PHN is also involved with various 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
" " The Public Health Nurse and a Visit to You and Your Baby - free
" " Childhood Lead Poisoning Awareness - free
" " What's an FEP - free
" " Sudden Infant Death Syndrome - free
" " Bereavement Support Groups/Community Health Nurses/Cancer Support Groups - free
" " 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF HUMAN SERVICES

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:

Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144R; Citation: T0022 M.R.S.A., Sect. 000000003

Average Count--All Positions: 973.50

Telephone: (207) 287-3103

Legislative Count: 683.50

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 1437 DHS employees in these offices, serving the public.

FINANCES, FISCAL YEAR 1996: The 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 OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	26,296,063	19,090,108			7,205,955	
HEALTH BENEFITS	5,586,051	3,922,086			1,663,965	
RETIREMENTS	4,659,361	3,383,417			1,275,944	
OTHER FRINGE BENEFITS	302,640	239,260			63,380	
OTHER CONTRACT SERVICES STATE	88,988	85,072			3,916	
COMPUTER SERVICES STATE	- 71,012	29,538			- 100,550	
OTHER CONTRACT SERVICES	3,461,296	2,282,583	165		1,178,548	
RENTS	3,689,764	1,363,737			2,326,027	
COMMODITIES	107,726	69,610			38,116	
GRANTS, SUBSIDIES, PENSIONS	34,956	22,398			12,558	
INTEREST-DEBT RETIREMENT	98	80			18	
TRANSFER TO OTHER FUNDS	245,613		3		245,610	
TOTAL EXPENDITURES	44,401,544	30,487,889	168		13,913,487	

OFFICE OF VITAL STATISTICS

LORRAINE GERARD, DPTY REGISTRAR

Central Office: HUMAN SVCS BLDG, AUGUSTA, ME

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1892

Reference: Policy Area: 03 ; Umbrella: 10 Unit: 146 ; Citation: T0022 M.R.S.A., Sect. 000002701

Telephone: (207) 287-3181

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

DEPARTMENT OF HUMAN SERVICES

State Registrar is also responsible for directing the activities of municipal clerks in the registration of vital statistics.

ORGANIZATION:

The Office of Vital Statistics was established in 1892 to maintain a state-wide system for the registration of vital statistics. It has since grown to encompass a variety of data on health status, health care resources, and social services as indicated by its present name: 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 95-96 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 17th anniversary of Maine's Adoption Reunion Registry; 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 Bureau 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.

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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

RAY B OWEN, JR, COMMISSIONER

Central Office: 284 STATE ST, AUGUSTA, ME,

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME, 04333-0041

Established: 1980

Telephone: (207) 287-5202

Reference: Policy Area: 05 ; *Umbrella:* 09 *Unit:* 137 ; *Citation:* T0012 *M.R.S.A., Sect.* 000007011

Average Count--All Positions: 305.5

Legislative Count: 290.0

Units:

BUREAU OF ADMINISTRATIVE SERVICES (IF&W)

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

JUNIOR MAINE GUIDES AND TRIP LEADERS CURRICULUM

ADVISORY BOARD

ADVISORY BOARD FOR THE LICENSING OF GUIDES

MAINE OUTDOOR HERITAGE FUND BOARD

DIVISION OF PLANNING (IF&W)

*DIVISION OF PUBLIC INFORMATION AND EDUCATION
(IF&W)*

BUREAU OF RESOURCE MANAGEMENT (IF&W)

BUREAU OF WARDEN SERVICE (IF&W)

PURPOSE:

The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles, watercraft, and all-terrain vehicles, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION:

The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. Function Divisions were added as the Department mandates and responsibilities were expanded, e.g. 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 Ice Fishing Regulations pamphlet as printed and distributed to the public are

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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:

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 1996: 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	9,389,481	7,564,893	156,673		1,667,915	
HEALTH BENEFITS	1,900,610	1,559,932	29,400		311,278	
RETIREMENTS	2,892,444	2,491,319	25,463		375,662	
OTHER FRINGE BENEFITS	104,665	101,786	2,390		489	
OTHER CONTRACT SERVICES STATE	708,673	290,942	69,549		348,182	
COMPUTER SERVICES STATE	489,006	32,658	7,754		448,594	
OTHER CONTRACT SERVICES	1,856,988	1,309,491	94,786		452,711	
RENTS	1,446,985	1,300,703	20,113		126,169	
COMMODITIES	798,970	650,711	40,077		108,182	
GRANTS, SUBSIDIES, PENSIONS	110,600	7,098	36,578		66,924	
PURCHASE OF LAND	1,234,844		32,014		1,202,830	
EQUIPMENT	524,561	241,687	106,957		175,917	
INTEREST-DEBT RETIREMENT	269	269				
TRANSFER TO OTHER FUNDS	35,787		3,635		32,152	
TOTAL EXPENDITURES	21,493,883	15,551,489	625,389		5,317,005	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	289,778	252,339			37,439	
HEALTH BENEFITS	33,228	25,609			7,619	
RETIREMENTS	31,097	22,988			8,109	
OTHER FRINGE BENEFITS	2,372	2,356			16	
OTHER CONTRACT SERVICES STATE	89,816	43,461			46,355	
COMPUTER SERVICES STATE	4,887	2,005			2,882	
OTHER CONTRACT SERVICES	176,208	171,943	997		3,268	
RENTS	10,282	10,282				
COMMODITIES	4,750	3,183	1,391		176	
PURCHASE OF LAND	2,329				2,329	
TRANSFER TO OTHER FUNDS	1,561		28		1,533	
TOTAL EXPENDITURES	646,308	534,166	2,416		109,726	

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.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

The Engineering and Land Acquisition Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. This Section also coordinates any new acquisition of land for the purpose of protection, preservation and enhancement of our inland fisheries and wildlife resources. The Central Purchasing and Supply Section coordinated the purchase of capital equipment and supplies and dispersed these items on a Department-wide basis. Adequate inventories of vehicle, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

FINANCES, FISCAL YEAR 1996: The 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	960,200	922,920			37,280	
HEALTH BENEFITS	238,875	238,875				
RETIREMENTS	179,482	165,982			13,500	
OTHER FRINGE BENEFITS	13,850	13,850				
OTHER CONTRACT SERVICES STATE	85,570	83,570			2,000	
COMPUTER SERVICES STATE	228,682	228,682				
OTHER CONTRACT SERVICES	531,925	527,046	3,341		1,538	
RENTS	354,703	261,238	595		92,870	
COMMODITIES	171,005	171,005				
GRANTS, SUBSIDIES, PENSIONS	197	197				
EQUIPMENT	74,786	74,786				
INTEREST-DEBT RETIREMENT	65	65				
TRANSFER TO OTHER FUNDS	797		20		777	
TOTAL EXPENDITURES	2,840,137	2,688,216	3,956		147,965	

INLAND FISHERIES AND WILDLIFE

LICENSE:

Licenses:

Breeders
Guide
Bait Retailer
Baitfish Wholesaler
Smelt Wholesaler
Combination Serviceman resident license
Combination fishing and archery-resident
Archery-resident, nonresident, alien
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, non resident
Bear hunting permit-resident, nonresident
Fishing for patient at certain institutions

Watercraft Races and Regattas on Inland Waters

Wildlife exhibitors
License to sell inland fish
Taxidermist
Fishing (for the blind)
Fishing (mentally retarded)
Fishing for childrens camps
Commercial Whitewater Outfitters
Commercial shooting area license

Miscellaneous:

Game Bird Seal
Pheasant wing bands
Pheasant importation wing
bands
Pheasant Stamp
Motorboat Registrations
Snowmobile Registrations
All-Terrain Vehicle
Registrations
Waterfowl Stamp

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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

Telephone: (207) 287-3371

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. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term.

The members of the Advisory Council receive \$25 per day for their services and actual expenses for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM:

The Advisory Council met with the Commissioner to review regulation changes, acquisition of major land parcels, and other department matters 8 times during FY 95.

FINANCES, FISCAL YEAR 1996: 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 to 12 MRSA, sections 7302-7303 the testing programs were formulated; one for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated, but candidates may use others if they are equal or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

The Trip Leader Curriculum Board reviewed and revised the examination for permit and Instructor applicants in order to make it easier for the Instructors to use and to update material within.

The number of permits issued has remained consistent with the prior year, with 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 Itinerary Cards
Information packer-free

FINANCES, FISCAL YEAR 1996: 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:
- To provide advice and consent regarding rules proposed by the Commissioner;
 - At the request of the Commissioner, to conduct oral examinations of applicants for guide licenses; and
 - 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:

- One subordinate officer of the department designated by the Commissioner;
- Two wardens of the department; and
- 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.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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)
Crib (33)

LICENSES:

Master Guides License
Hunting Guides License
Fishing Guides License
Recreational Guides License
Whitewater Guides License

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE OUTDOOR HERITAGE FUND BOARD

Central Office: , , ME

Mail Address: , , ME

Established: 1995

Reference: Policy Area: 05 ; *Umbrella:* 09 *Unit:* 585 ; *Citation:* T0012 *M.R.S.A., Sect.* 000007788

Average Count--All Positions: 1.00

FINANCES, FISCAL YEAR 1996: The 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 OUTDOOR HERITAGE FUND BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES STATE	279		279			
COMMODITIES	7		7			
TRANSFER TO OTHER FUNDS	2		2			
TOTAL EXPENDITURES	288		288			

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

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 1996: 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

Average Count--All Positions: 10.00

Legislative Count: 9.00

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.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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.

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.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 1996: The 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	294,803	278,172	16,631			
HEALTH BENEFITS	58,068	55,122	2,946			
RETIREMENTS	44,392	41,351	3,041			
OTHER FRINGE BENEFITS	2,857	2,857				
OTHER CONTRACT SERVICES STATE	81,038	43,225	37,813			
COMPUTER SERVICES STATE	30		30			
OTHER CONTRACT SERVICES	125,960	104,998	20,962			
RENTS	27,165	12,360	14,805			
COMMODITIES	44,403	19,486	24,917			
EQUIPMENT	80,609	10,714	69,895			
TRANSFER TO OTHER FUNDS	927		927			
TOTAL EXPENDITURES	760,252	568,285	191,967			

INLAND FISHERIES AND WILDLIFE

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)

PUBLICATIONS:

On Water, On Wings, In The Woods	\$4.95
"Gee Mister" Poster	\$5.00
"Look Before You Shoot" 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

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 M.R.S.A., Sect. 000007013

Average Count--All Positions: 111.50

Legislative Count: 100.00

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 90,000 acres of upland and wetland habitat strategically located throughout the State, as well as nearly 300 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. Propagation of Fish - The fish needed to support statewide fisheries management programs are produced and reared in the Department's fish hatcheries and rearing stations. Approximately one and one 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 1996: The 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	3,506,567	1,848,363	138,711		1,519,493	
HEALTH BENEFITS	710,548	388,274	26,345		295,929	
RETIREMENTS	630,424	269,261	22,166		338,997	
OTHER FRINGE BENEFITS	25,557	22,724	2,371		462	
OTHER CONTRACT SERVICES STATE	428,533	105,191	31,457		291,885	
COMPUTER SERVICES STATE	73,686	34,798	7,724		31,164	
OTHER CONTRACT SERVICES	547,490	209,053	22,071		316,366	
RENTS	281,203	243,732	4,713		32,758	
COMMODITIES	401,069	288,281	13,762		99,026	
GRANTS, SUBSIDIES, PENSIONS	109,432	5,930	36,578		66,924	
PURCHASE OF LAND	1,232,515		32,014		1,200,501	
EQUIPMENT	286,450	73,471	37,062		175,917	
INTEREST-DEBT RETIREMENT	49	49				
TRANSFER TO OTHER FUNDS	27,926		2,337		25,589	
TOTAL EXPENDITURES	8,261,449	3,489,127	377,311		4,395,011	

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

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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: 134.50

Legislative Count: 134.00

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 (6) Game Warden Lieutenants, fifteen (15) Game Warden Sergeants, four (4) Game Warden Investigators, two (3) Game Warden Specialists, eighty-seven (87) Game Wardens, three (3) Game Warden Pilots, and fifteen (20) part-time Assistant Game Wardens.

PROGRAM:

The Maine Warden Service responded to 10723 complaints on all matters of conservation law enforcement, prosecuting 4,994 persons and warning 1,943. To accomplish this, the Warden Service drove 3,212,999 miles.

Search and Rescue. During 1995 Warden Service searched for 162 lost persons, as well as 7 drowning victims. Safety. During the calendar year 1995, 868 volunteer hunter safety instructors certified 6,794 students in 310 hunter safety courses across the State. During the same time, there were 219 snowmobile students certified. 110 ATV instructors taught 47 courses for 450 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 1995 Maine Warden Service was responsible for compiling the following data for management purposes: Oversaw the administration of fur tagging stations; which tagged 27,384 instate raw furs for trappers and hunters, and 1,621 imported raw furs for fur buyers. Oversaw the administration of big game registration stations, which tagged 27,384 deer, 2,645 bears, and 1,304 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 1996: The 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	4,338,133	4,263,099	1,331		73,703	
HEALTH BENEFITS	859,891	852,052	109		7,730	
RETIREMENTS	2,007,049	1,991,737	256		15,056	
OTHER FRINGE BENEFITS	60,029	59,999	19		11	
OTHER CONTRACT SERVICES STATE	23,437	15,495			7,942	
COMPUTER SERVICES STATE	181,721	-232,827			414,548	
OTHER CONTRACT SERVICES	475,405	296,451	47,415		131,539	
RENTS	773,632	773,091			541	
COMMODITIES	177,736	168,756			8,980	
GRANTS, SUBSIDIES, PENSIONS	971	971				
EQUIPMENT	82,716	82,716				
INTEREST-DEBT RETIREMENT	155	155				
TRANSFER TO OTHER FUNDS	4,574		321		4,253	
TOTAL EXPENDITURES	8,985,449	8,271,695	49,451		664,303	

JUDICIAL DEPARTMENT

JUDICIAL DEPARTMENT

HON. DANIEL E. WATHEN, CHIEF JUSTICE

Central Office: 70 CENTER STREET, PORTLAND, ME,

Mail Address: BOX 4820 DTS, PORTLAND, ME, 04112

Established: 1920

Reference: Policy Area: 00 ; *Umbrella:* 40 *Unit:* 274 ; *Citation:* T0004 *M.R.S.A., Sect.* 000000001

Average Count--All Positions: 368.5

Legislative Count: 364.5

Units:

ADMINISTRATIVE OFFICE OF THE COURTS

ADMINISTRATIVE COURT

BOARD OF BAR EXAMINERS

STATE COURT LIBRARY COMMITTEE

COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE
COMMITTEE

DISTRICT COURT FOR THE STATE OF MAINE

COMMITTEE ON JUDICIAL RESPONSIBILITY AND

DISABILITY

BOARD OF OVERSEERS OF THE BAR

SUPERIOR COURT

SUPREME JUDICIAL COURT

PURPOSE:

The purpose of the Judicial Department is to administer the State courts.

ORGANIZATION:

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.

JUDICIAL DEPARTMENT

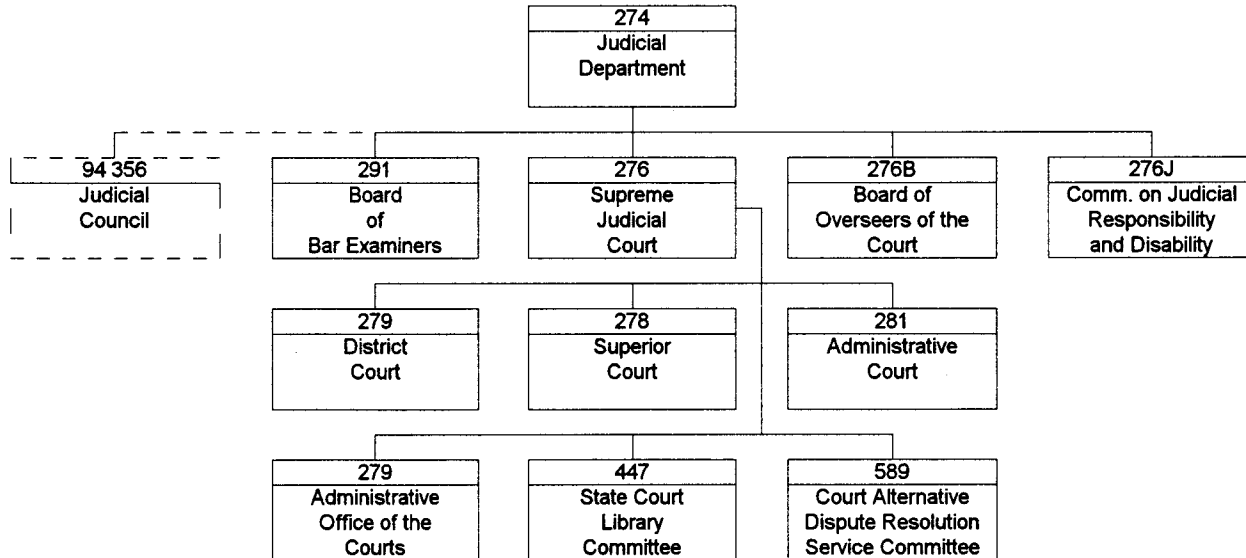
FINANCES, FISCAL YEAR 1996: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	12,767,667	12,638,917	128,750			
HEALTH BENEFITS	1,992,091	1,972,634	19,457			
RETIREMENTS	2,816,901	2,791,026	25,875			
OTHER FRINGE BENEFITS	126,701	125,398	1,303			
OTHER CONTRACT SERVICES STATE	5,965,713	5,677,164	278,729		9,820	
COMPUTER SERVICES STATE	11,726	9,259	2,467			
OTHER CONTRACT SERVICES	4,116,162	3,829,188	249,103		37,871	
RENTS	1,416,314	1,282,215	134,099			
COMMODITIES	453,374	387,572	37,969		27,833	
GRANTS, SUBSIDIES, PENSIONS	2,127,139	1,727,938	399,201			
PURCHASE OF LAND	52,497	52,497				
EQUIPMENT	429,013	405,491	3,122		20,400	
INTEREST-DEBT RETIREMENT	1,806,788	1,806,763	25			
TRANSFER TO OTHER FUNDS	4,219		3,802		417	
TOTAL EXPENDITURES	34,086,305	32,706,062	1,283,902		96,341	

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	12,767,667	12,638,917	128,750			
HEALTH BENEFITS	1,992,091	1,972,634	19,457			
RETIREMENTS	2,816,901	2,791,026	25,875			
OTHER FRINGE BENEFITS	126,701	125,398	1,303			
OTHER CONTRACT SERVICES STATE	5,938,434	5,677,164	251,450		9,820	
COMPUTER SERVICES STATE	11,726	9,259	2,467			
OTHER CONTRACT SERVICES	4,104,747	3,829,188	237,688		37,871	
RENTS	1,411,459	1,282,215	129,244			
COMMODITIES	453,289	387,572	37,884		27,833	
GRANTS, SUBSIDIES, PENSIONS	2,127,139	1,727,938	399,201			
PURCHASE OF LAND	52,497	52,497				
EQUIPMENT	429,013	405,491	3,122		20,400	
INTEREST-DEBT RETIREMENT	1,806,788	1,806,763	25			
TRANSFER TO OTHER FUNDS	4,219		3,802		417	
TOTAL EXPENDITURES	34,042,671	32,706,062	1,240,268		96,341	

ORGANIZATION CHART JUDICIAL DEPARTMENT

UMB 40



JUDICIAL DEPARTMENT

ADMINISTRATIVE OFFICE OF THE COURTS

JAMES T. GLESSNER, STATE COURT ADMINISTRATOR

Central Office: 70 CENTER STREET, PORTLAND, ME

Mail Address: BOX 4820 DTS, PORTLAND, ME 04112

Established: 1975

Reference: Policy Area: 00 ; Umbrella: 4Q Unit: 425 ; Citation: T0004 M.R.S.A., Sect. 000000015

FAX: (207) 822-0781

Telephone: (207) 822-0792

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 assignment 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 appointed 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

JUDICIAL DEPARTMENT

ADMINISTRATIVE COURT

HON. ROLAND BEAUDOIN, CHIEF JUDGE

Central Office: 205 NEWBURY STREET, PORTLAND, ME

Mail Address: BOX 7260 DTS, PORTLAND, ME 04112

Established: 1973

Reference: Policy Area: 00 ; Umbrella: 40 Unit: 281 ; Citation: T0004 M.R.S.A., Sect. 000001151

Telephone: (207) 822-4291

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 disciplinary decisions of the Real Estate Commission.

There are two judges of the Administrative Court; the Administrative Court judge and the Associate Administrative Court judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, Administrative Court judges regularly sit in 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 1996: 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 04330

Mail Address: PO BOX 30, AUGUSTA, ME 04332-0030

Established: 1999

Reference: Policy Area: 00 ; Umbrella: 40 Unit: 291 ; Citation: T0004 M.R.S.A., Sect. 000000801

FAX: (207) 623-4175

Telephone: (207) 623-2464

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

JUDICIAL DEPARTMENT

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 chair who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The administrator of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM:

In its efforts to discharge its statutory duties, the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination; and,
5. the effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of 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 1996: The 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	27,279		27,279			
OTHER CONTRACT SERVICES	11,415		11,415			
RENTS	4,855		4,855			
COMMODITIES	85		85			
TOTAL EXPENDITURES	43,634		43,634			

JUDICIAL DEPARTMENT

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

Telephone: (207) 947-6124

Reference: Policy Area: 00 ; Umbrella: 40 Unit: 447 ; Citation: T0004 M.R.S.A., Sect. 000000191

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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE COMMITTEE

PATRICIA JENNINGS, INTERIM DIRECTOR

Central Office: 37 CHURCH STREET, BELFAST, ME 04915

Mail Address: 37 CHURCH STREET, BELFAST, ME 04915

Established: 1996

Telephone: (207) 338-1046

Reference: Policy Area: 00 ; Umbrella: 40 Unit: 589 ; Citation: T0004 M.R.S.A., Sect. 000000018B

PURPOSE:

The purpose and objective of the Court Alternative Dispute Resolution Service is to provide an administrative structure that organizes and provides court-connected Alternative Dispute Resolution services in Maine.

ORGANIZATION:

The Court Alternative Dispute Resolution Service is the successor to the former Court Mediation Service created in 1984.

The operation and policies of the Service are overseen by the Court Alternative Resolution Service Committee. Members of the Committee are appointed by the Chief Justice of the Supreme Judicial Court pursuant to 4 MRSA Section 18-B. The Director of the Service is appointed by the State Court Administrator, with the advice of the Committee, and the Director coordinates the work of mediators, who are independent contractors. The mediators provide the actual mediation services as required in each of the State's 50 court locations.

JUDICIAL DEPARTMENT

PROGRAM:

Through FY96, mediation services have been provided to all contested domestic relations matters involving children in all court locations, in small claims actions in many locations, and in land use enforcement actions brought by the Department of Environmental Protection. The mediations have been conducted by mediators drawn from a closed panel of some 40 members. As a result of the statutory changes enabled by the enactment of 4 MRSA Section 18-B, the service is undergoing substantial restructuring, and in FY97 will move to a system of utilizing open panels of ADR providers who meet specified qualifications and who are drawn from the state's growing community of mediation professionals. It is contemplated that ADR services will be provided in all contested divorce actions, in all contested small claims actions, and in a broader range of land use cases, as well as in some general civil cases.

Beginning in December 1996, the Service will operate from offices located at the Bath-Brunswick District Court. The address there will be: Court Alternative Dispute Resolution Service, New Meadow Road, RR #1, Box 310, West Bath, Maine 04530. The Telephone number will be (207) 442-0227.

FINANCES, FISCAL YEAR 1996: 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

Telephone: (207) 822-4171

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 jurisdiction for the State.

ORGANIZATION:

The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court has original jurisdiction in non-felony 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 including 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 claims 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

JUDICIAL DEPARTMENT

the children prior to the program's development. During 1986, legislation was enacted to establish CASA as a regular part of the Judicial Department structure.

COURT MEDIATION SERVICE. The Court Mediation Service program was established in 1978 as a supplementary method of dispute resolution for court cases, and is used primarily for civil cases in domestic relations, 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 1996: 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

Reference: Policy Area:00 ; Umbrella: 40 Unit: 276J ; Citation: J1978 *Telephone:* (207) 780-4350
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 complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, as set forth in the Code and the Court's order.

ORGANIZATION:

The Committee on Judicial Responsibility 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 Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts involved in the complaint appear to come within its authority, a copy of the complaint is submitted to the judge for a response, unless the allegations or facts available to the Committee show that no disciplinary misconduct is involved. At the time a complaint is submitted to the judge, an 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 disciplinary 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

JUDICIAL DEPARTMENT

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 1996: 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 04330

Mail Address: PO BOX 1820, AUGUSTA, ME 04332-1820

FAX: (207) 623-4175

Established: 1978

Telephone: (207) 623-1121

Reference: Policy Area: 00 ; Umbrella: 40 Unit: 276B; Citation: J1978 M.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 Discipline of Lawyers." (free)

"Bar Counsel's Annual Report." (free)

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

JUDICIAL DEPARTMENT

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 1996: 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

Telephone: (207) 822-4146

Reference: Policy Area:00 ; Umbrella: 40 Unit: 276 ; Citation: T0004 M.R.S.A., Sect. 000000001

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 Superior Court to hear cases of any type, including post-conviction matters and jury trials.

JUDICIAL DEPARTMENT

In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

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

Established: 1971

Telephone: (207) 287-3788

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 158 ; Citation: T0026 M.R.S.A., Sect. 000001401

Average Count--All Positions: 896.5

Legislative Count: 60.5

Units:

OFFICE OF THE COMMISSIONER
STATE ADVISORY COUNCIL (LABOR)
DIVISION OF ADMINISTRATIVE HEARINGS
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 TRAMWAY SAFETY
BUREAU OF EMPLOYMENT SECURITY
BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS
HUMAN RESOURCE DEVELOPMENT COUNCIL
JOB SERVICE DIVISION

BUREAU OF LABOR STANDARDS
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 effective 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 training and other employment services to individuals and employers.

ORGANIZATION:

The Department of Labor was created by State Government reorganization legislation, effective September 24, 1971, that consolidated 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. As a result of the 1996 Productivity Realization Task Force, the Department's organizational structure, beginning in fiscal year 1997, will be somewhat revised.

PROGRAM:

The long-range goal of the Department of Labor is to attract and retain a wide range of employment opportunities, promote lifelong learning, provide assistance during times of unemployment, and ensure the safe and fair treatment of all people on the job.

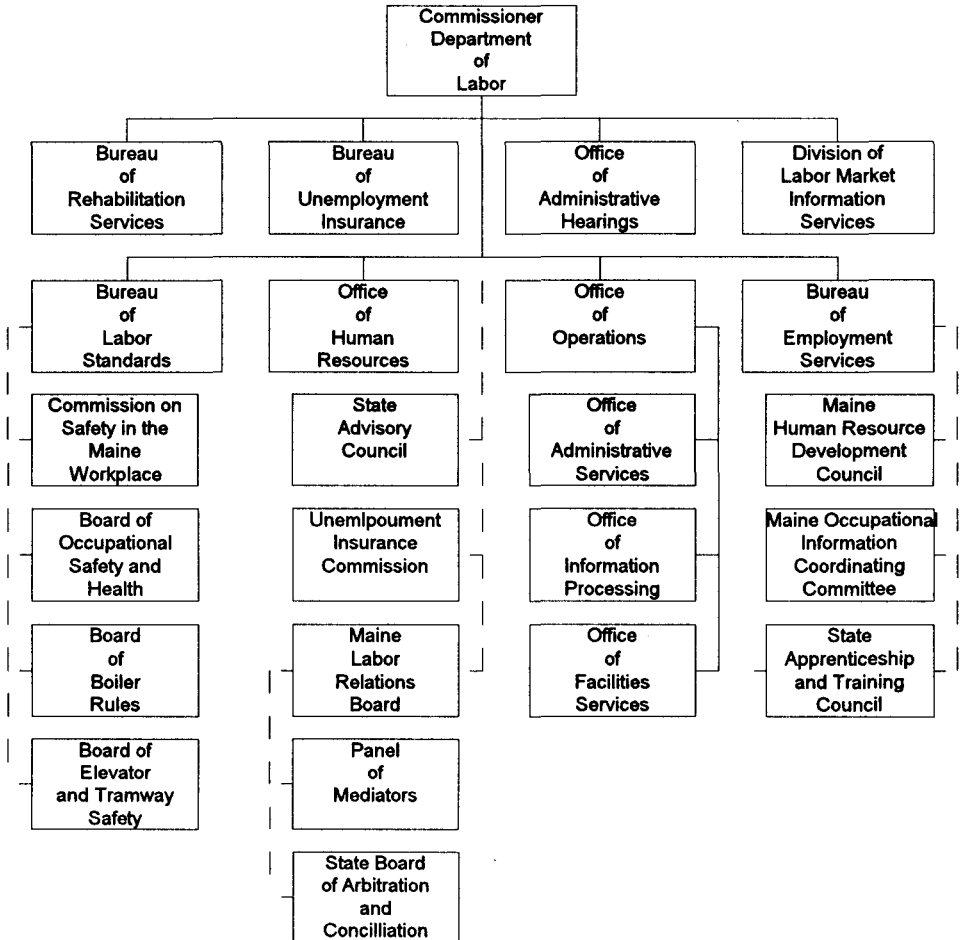
DEPARTMENT OF LABOR

FINANCES, FISCAL YEAR 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	22,051,384	1,802,049	919,780		19,329,555	
HEALTH BENEFITS	4,059,187	317,463	157,145		3,584,579	
RETIREMENTS	3,970,305	335,614	161,877		3,472,814	
OTHER FRINGE BENEFITS	196,895	10,612	12,662		173,621	
OTHER CONTRACT SERVICES STATE	792,010	119,970	269,313		402,727	
COMPUTER SERVICES STATE	363,892	160,712	103,600		99,580	
OTHER CONTRACT SERVICES	3,664,910	319,433	394,222		2,951,255	
RENTS	2,689,434	134,185	327,291		2,227,958	
COMMODITIES	648,177	30,720	98,742		518,715	
GRANTS, SUBSIDIES, PENSIONS	146,237,701	8,947,274	307,692		26,933,468	110,049,267
PURCHASE OF LAND	45,093				45,093	
EQUIPMENT	480,439		29,197		451,242	
INTEREST-DEBT RETIREMENT	2,791	2,352	9		430	
TRANSFER TO OTHER FUNDS	393,984		95,395		298,589	
TOTAL EXPENDITURES	185,596,202	12,180,384	2,876,925		60,489,626	110,049,267

ORGANIZATION CHART DEPARTMENT OF LABOR



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

Telephone: (207) 287-3788

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 168 ; Citation: T0026 M.R.S.A., Sect. 000001401

Average Count--All Positions: 18.00

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 1996: The 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	126,001	44,640	5,449		75,912	
HEALTH BENEFITS	18,647	7,166	728		10,753	
RETIREMENTS	25,228	10,181	1,023		14,024	
OTHER FRINGE BENEFITS	1,338	739	39		560	
OTHER CONTRACT SERVICES STATE	2,129	2,129				
OTHER CONTRACT SERVICES	8,448	8,448				
RENTS	776	776				
COMMODITIES	1,630	1,630				
TRANSFER TO OTHER FUNDS	76				76	
TOTAL EXPENDITURES	184,273	75,709	7,239		101,325	

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.

DEPARTMENT OF LABOR

ORGANIZATION:

Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and was further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and the general public.

PROGRAM:

The State Advisory Council met on November 21, 1995; and January 24, 1996.

The expenditures of this unit are, by administrative decision, included with those of the Bureau of Employment Security.

FINANCES, FISCAL YEAR 1996: 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, Education, Public Safety and the Maine State Housing Authority.

The Division is comprised of a Director and Chief Administrative Hearing Officer, 8 Administrative Hearing Officers and 8 support staff. In FY 95 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 \$1,002,178.83 in FY96 and are, by administrative decision, included with those of the Department of Labor, Bureau of Employment Security.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

STATE APPRENTICESHIP AND TRAINING COUNCIL

JOANNA JONES, CHAIR

Central Office: HALLOWELL ANNEX CENTRAL BLDG., HALLOWELL, ME 04347

Mail Address: 55 STATE HOUSE STATION, AUGUSTA, ME 04333-0055

Established: 1943

Telephone: (207) 624-6430

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 181 ; Citation: T0026 M.R.S.A., Sect. 000001002

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 Council's 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.

As a result of the Productivity Realization Task Force, the Council's budget will be incorporated into the Bureau of Employment Services beginning in FY 97. Membership representation on the Council may also change based on PRTF reorganization in other Departments.

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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

STATE BOARD OF ARBITRATION AND CONCILIATION

ANDREW M. HORTON, CHAIR

Central Office: STATE OFFICE BLDG, 7TH FLR, AUGUSTA, ME

Mail Address: 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090

Established: 1909

Telephone: (207) 287-2015

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 186 ; Citation: T0026 M.R.S.A., Sect. 000000931

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:

A significant operational development for the Board this year was the receipt of the first employer appeal of an employer request for a leave of absence to serve in the legislature. A decision was issued pursuant to 26 M.R.S.A. Sub-Section 821, et seq., denying the appeal. In FY 96, requests for Board services was higher than in FY 95. In FY 96, 34 requests for services were received, compared with 29 requests in FY 95 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 96 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 34 filings in FY 96, 27 were grievance arbitration requests and 3 were requests for fact finding services; 2 were interest arbitrations, 1 was the legislative leave appeal, and 1 was a duty of fair representation conciliation matter. 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 12 formal Decision and Awards during FY 96.

In addition to the matters proceeding to hearing and formal Decision and Award, 7 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 20 matters (12 concluded by formal Decision and Award and 6 others resolved at hearing) as compared with 13 disposed of through the hearing process in FY 95. Several matters were withdrawn or are scheduled for withdrawal. Withdrawals usually indicate settlement on the issues by the parties, often after a hearing has been scheduled.

DEPARTMENT OF LABOR

PUBLICATIONS:

Statute Establishing the Procedures of the State Board of Arbitration and Conciliation Uniform Arbitration Act.

FINANCES, FISCAL YEAR 1996: 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 | 11. Filling Positions |
| 2. Suspension | 12. Promotional process |
| 3. Discipline | 13. Unsafe vehicles |
| 4. Seniority/layoff | 14. Break coverage |
| 5. Seniority/bumping | 15. Sick leave |
| 6. Wage rates | 16. Value of accrued vacation |
| 7. Scheduling and payment | 17. Evaluation system |
| 8. Duty assignment | 18. Use of comp time |
| 9. Overtime | 19. Paid lunch breaks |
| 10. Reserve rotation | 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.

DEPARTMENT OF LABOR

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

Telephone: (207) 624-6420

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 did not meet during FY 96. Effective October 1, 1996, this program will be transferred to the Department of Professional and Financial Regulation, telephone (207) 624-8603.

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 are included with those of the Bureau of Labor Standards.

FINANCES, FISCAL YEAR 1996: 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.

DEPARTMENT OF LABOR

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. 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 statewide, 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.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

PUBLICATIONS:

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 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: 1994-1995 (\$8.00)
13. 1994 Maine Occupational Wages (\$15.00)
14. Occupational and Industrial Employment Projections 1992-2005 for:
 - Coastal Region
 - Southern Region
 - Northeastern Region
 - Central Region
 - Western Region
 - Northern Region

DEPARTMENT OF LABOR

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

Telephone: (207) 624-6420

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 386 ; Citation: T0026 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 of Elevator and Tramway Safety held 8 meetings in FY 96. The Board approved 11 variance requests to install residential elevators for handicapped persons in light usage buildings; approved 1 variance request to install an oversized residential elevator for handicapped persons in a light usage building; approved a request to install a vertical lift to travel 14 feet and penetrate a floor; approved a request to install a Limited Use/Limited Application unit; approved a request to install an oversized dumbwaiter; approved a request to install a vertical lift with 3 stops; adopted rules for elevator inspector certification and examination rules; adopted emergency rules to temporarily license elevator mechanics to inspect elevators; drafted rules for the testing and licensing of elevator inspectors; approved "Machine Readable Rules"; approved a request to license a tramway inspector; and held a hearing for public comments for Chapters 3 & 5, no comments were received.

Effective October 1, 1996, this program was transferred to the Department of Professional and Financial Regulation, telephone (207) 624-8603.

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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

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

Telephone: (207) 287-3788

Reference: Policy Area: 04 ; *Umbrella:* 12 *Unit:* 169 ; *Citation:* T0026 *M.R.S.A., Sect.* 000001082

Average Count--All Positions: 524.50

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 economic impact of unemployment and underemployment. It operates through a federal-state partnership in which the expenses of administration of the state programs are borne largely by the federal government. It is responsible for providing effective services for workers and employers desiring employment 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 Unemployment 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 to the Wagner-Peyser Act of 1933.

The Employment Service Bureau, set up in 1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau 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. In 1949, the name was changed by legislation to the Maine Employment Security Commission.

In 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Labor. In 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. In 1980, legislation established that administrative entity as the Bureau of Employment Security, a separate entity within the Department of Labor. In 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. As a result of the Productivity Realization Task force, the Bureau's components will be reorganized beginning in FY97. Administrative Hearings and Economic Analysis & Research (renamed Labor Market Information Services) will become stand alone divisions; Job Service will be within the Bureau of Employment Services and Unemployment Compensation will be a stand alone Bureau.

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FINANCES, FISCAL YEAR 1996: The 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						
SALARIES & WAGES	12,950,208				12,950,208	
HEALTH BENEFITS	2,476,227				2,476,227	
RETIREMENTS	2,324,676				2,324,676	
OTHER FRINGE BENEFITS	114,020				114,020	
OTHER CONTRACT SERVICES STATE	222,111		237,787		- 15,676	
COMPUTER SERVICES STATE	- 226,115		9,715		- 235,830	
OTHER CONTRACT SERVICES	2,168,940		154,803		2,014,137	
RENTS	1,989,318		301,245		1,688,073	
COMMODITIES	291,635		8,637		282,998	
GRANTS, SUBSIDIES, PENSIONS	117,160,508		10,000		7,101,241	110,049,267
PURCHASE OF LAND	45,093				45,093	
EQUIPMENT	258,483		18,336		240,147	
INTEREST-DEBT RETIREMENT	297				297	
TRANSFER TO OTHER FUNDS	161,635		5,624		156,011	
TOTAL EXPENDITURES	139,937,036		746,147		29,141,622	110,049,267

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

Telephone: (207) 624-6390

Reference: Policy Area: 04 ; *Umbrella:* 12 *Unit:* 158T; *Citation:* T0026 *M.R.S.A., Sect.* 000001401

Average Count--All Positions: 29.00

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.

As a result of the Productivity Realization Task Force, the Bureau of Employment & Training Programs will be reorganized beginning in FY 97. The Bureau will be eliminated and its funding and responsibilities will be merged into the new Bureau of Employment Services.

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

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Penobscot Consortium provides training activities in Hancock, Penobscot, and Piscataquis counties; and the 12-County 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. (Note: MTI and STAR were repealed in the Legislative session in order to create the Governor's Training Initiative (GTI) beginning in FY 97.)

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 1996: The 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	612,389	85,633			526,756	
HEALTH BENEFITS	95,408	15,357			80,051	
RETIREMENTS	116,074	14,751			101,323	
OTHER FRINGE BENEFITS	5,811	528			5,283	
OTHER CONTRACT SERVICES STATE	119,114	472			118,642	
COMPUTER SERVICES STATE	36,472	13,012			23,460	
OTHER CONTRACT SERVICES	179,829	48,437			131,392	
RENTS	41,891	32,108			9,783	
COMMODITIES	40,493	13,246			27,247	
GRANTS, SUBSIDIES, PENSIONS	8,705,413	2,573,847			6,131,566	
EQUIPMENT	28,869				28,869	
TRANSFER TO OTHER FUNDS	23,146				23,146	
TOTAL EXPENDITURES	10,004,909	2,797,391			7,207,518	

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

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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 1996: 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.

As a result of the Productivity Realization Task Force, the Job Service Division will be reorganized beginning in FY 97. The Division will be eliminated and its funding and responsibilities will be merged into the new Bureau of Employment Services.

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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 121,500 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 95 the Job Service made approximately 51,800 referrals that resulted in over 12,700 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 1,100 counseling interviews were held in PY 95.

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. 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.

FINANCES, FISCAL YEAR 1996: 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

Telephone: (207) 624-6400

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 170 ; Citation: T0026 M.R.S.A., Sect. 000000041

Average Count--All Positions: 51.00

Legislative Count: 22.00

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.

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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. As of October 1, 1996, this activity will be moved to the Department of Professional and Financial Regulation.

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 Occupational 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

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Elevator Inspection Certificate
 Tramway Inspection Certificate
 Elevator Inspectors Certificate of Authority
 Tramway Inspectors License
 Wire Rope Inspector Qualification
 Elevator Mechanics License
 Registration: Bedding & Stuffed Toys

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
 Occupational 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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,549,361	514,556	873,022		161,783	
HEALTH BENEFITS	300,074	111,217	153,489		35,368	
RETIREMENTS	282,472	95,453	158,054		28,965	
OTHER FRINGE BENEFITS	15,002	- 132	12,394		2,740	
OTHER CONTRACT SERVICES STATE	10,995	421	10,560		14	
COMPUTER SERVICES STATE	166,612	48,320	93,885		24,407	
OTHER CONTRACT SERVICES	279,293	87,516	147,900		43,877	
RENTS	35,216	10,206	16,367		8,643	
COMMODITIES	120,603	7,487	72,941		40,175	
GRANTS, SUBSIDIES, PENSIONS	231,714		231,714			
EQUIPMENT	26,493		4,924		21,569	
INTEREST-DEBT RETIREMENT	2,445	2,352	5		88	
TRANSFER TO OTHER FUNDS	104,486		83,122		21,364	
TOTAL EXPENDITURES	3,124,766	877,396	1,858,377		388,993	

WAGE AND HOUR DIVISION ACTIVITIES: FY 96

Inspections		3,789
Violations		1,849
Work Permits and Certificates of Age		3,704
Minimum Wage & Overtime Paid to Employees	\$	16,408.98
Unpaid Wages, Vacation Pay and Insurance	\$	220,892.27
Severance Pay Paid to Employees	\$	-
Wage Assurance Paid to Employees	\$	48,985.16
Registration Fees, Bedding & Upholstered Furniture	\$	36,310.00
Registration Fee, Stuffed Toys	\$	37,740.00

BOILER, ELEVATOR & TRAMWAY DIVISION ACTIVITIES: FY 96**Boilers:** 4,486 covered by the statutes

Boiler Certificates Issued		3,289
Boiler Inspector Certificates Issued		14
Welder Certificates Issued		1,063
Engineer and Operator Examinations		501
Engineer Licences Issued		1,011
Operators Licenses Issued		657
Boiler Code Books sold		61
Total Income from Boiler Operations:	\$	110,251

Elevator and Tramways: 3,114 covered by the statutes

Certificates Issued		
Elevators		1286
Incline Lifts		28
Vertical Lifts		59
Escalators		0
Tramways		59
New Installations		
Plan Reviews		127
Initial Inspections		
Elevators		40
Vertical Lifts		19
Incline Lifts		2
Elevator Mechanics Licenses		19
Elevator/Tramway Variance Requests		7
Elevator Code Books sold		0
Total Income from Elevator/Tramway Operations:	\$	41,856

SAFETY DIVISION ACTIVITIES: FY 96

Compliance Inspections		317
State Agencies		61
Municipalities		140
School Districts		74
Water/Sewer Districts		14
Counties		1
Other		27
Citations Issued		2,694
Chemical Substance Inspections		111
Consultations Visits		215
Workers Trained		9,105
Mine Safety Program		2,686
Safety Education & Training Fund		6,419

DEPARTMENT OF LABOR

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: T0026 M.R.S.A., Sect. 000000968

Average Count--All Positions: 6.00

Telephone: (207) 287-2015

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 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.

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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 96, 23 voluntary or joint agreements relative to bargaining units were received, compared with 28 in the prior fiscal year, demonstrating that organizational efforts may have saturated much of the municipal, educational and state sectors. During FY 96, 9 unit determination or clarification petitions were filed, compared with 17 such filings in FY 95.

There were 15 election requests received by the Board in FY 96. In addition to this, the Board received 4 decertification/certification requests and 1 straight decertification election. With respect to election activities, there were 26 election requests in all requiring attention during the fiscal year; this compares with 22 requests in FY 95 and 22 in FY 94. 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 69, compared with 77 last year. There were 42 carry-over matters from the FY 95 filings which required mediation activity in FY 96. 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 96 rebounded to 66 percent for mediations, including carry-overs, that were concluded in FY 96.

Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Fact finding requests increased moderately in FY 96 to 24, up from 20 requests in FY 95. 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 27 prohibited practice complaints in FY 96. This compares to 17 in FY 95, 45 in FY 94, and 38 in FY 93. 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

DEPARTMENT OF LABOR

FINANCES, FISCAL YEAR 1996: The 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	237,585	212,347	25,238			
HEALTH BENEFITS	33,775	33,775				
RETIREMENTS	47,239	47,239				
OTHER FRINGE BENEFITS	1,544	1,544				
COMPUTER SERVICES STATE	5,772	5,772				
OTHER CONTRACT SERVICES	27,948	15,441	12,507			
RENTS	280	280				
COMMODITIES	959	959				
TRANSFER TO OTHER FUNDS	2,681		2,681			
TOTAL EXPENDITURES	357,783	317,357	40,426			

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 are currently two vacancies on the Panel of Mediators.

PROGRAM:

This fiscal year, the number of new requests for mediation services decreased slightly from the high level experienced last year. New mediation requests received during FY 96 numbered 69 (77 last year). In addition, there were 42 matters carried over from FY 95 that required mediation activity in FY 96. Thus, the number of matters filed, pending, and requiring attention in FY 96 reached a total of 111, the same as 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 continuation 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

DEPARTMENT OF LABOR

successful this year, achieving a 100% settlement rate.

The most difficult issues in Maine public sector negotiations in FY 96 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 1996: 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: 3.00

Legislative Count: 2.00

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. As a result of the Productivity Realization Task Force, MOICC will be within the Bureau of Employment Services beginning in FY97.

DEPARTMENT OF LABOR

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 member agencies.

PROGRAM:

In FY 96, staff conducted about 30 training sessions across the state for (CHOICES) users. In FY 96, CHOICES user sites numbered 115, 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 96. 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 96, four issues of the MOICC NEWSLETTER were distributed to over 2,000 users of MOICC services. The 18th annual Career Development Conference was held at Central Maine Technical College.

Training remained high on the priority list. MOICC staff made over 60 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 24 School-to-Work sites designated by the Maine Department of Education. 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)

DEPARTMENT OF LABOR

FINANCES, FISCAL YEAR 1996: The 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	137,988	86,899	2,300		48,789	
HEALTH BENEFITS	19,991	12,006	945		7,040	
RETIREMENTS	22,984	15,399	407		7,178	
OTHER FRINGE BENEFITS	832	319	33		480	
OTHER CONTRACT SERVICES STATE	22,859	21,921			938	
COMPUTER SERVICES STATE	20,836	13,835			7,001	
OTHER CONTRACT SERVICES	90,393	19,758	63,886		6,749	
RENTS	1,352	678	500		174	
COMMODITIES	9,945	7,327	193		2,425	
GRANTS, SUBSIDIES, PENSIONS	53,000	1,000	2,000		50,000	
TRANSFER TO OTHER FUNDS	7,914		2,971		4,943	
TOTAL EXPENDITURES	388,094	179,142	73,235		135,717	

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 2 times in FY 96 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

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: 103.00

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.

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.

As a result of the Productivity Realization Task Force, the Workforce Development Centers Unit will be reorganized beginning in FY 97. the Workforce Development Centers will be a division within the new Bureau of Employment Services.

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.

DEPARTMENT OF LABOR

FINANCES, FISCAL YEAR 1996: The 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	1,775,830	41,191	13,771		1,720,868	
HEALTH BENEFITS	325,548	7,896	1,983		315,669	
RETIREMENTS	320,603	7,327	2,393		310,883	
OTHER FRINGE BENEFITS	15,874	141	196		15,537	
OTHER CONTRACT SERVICES STATE	31,156				31,156	
COMPUTER SERVICES STATE	122,631				122,631	
OTHER CONTRACT SERVICES	299,169	2,403	175		296,591	
RENTS	139,437	65	417		138,955	
COMMODITIES	67,465	61			67,404	
GRANTS, SUBSIDIES, PENSIONS	7,344,945	1,789	10,281		7,332,875	
EQUIPMENT	35,392				35,392	
TRANSFER TO OTHER FUNDS	69,190		464		68,726	
TOTAL EXPENDITURES	10,547,240	60,873	29,680		10,456,687	

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

Established: 1936

FAX: (207) 822-0205

Telephone: (207) 822-0200

Reference: Policy Area: 04 ; *Umbrella:* 12 *Unit:* 172 ; *Citation:* T0026 *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

DEPARTMENT OF LABOR

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.

FINANCES, FISCAL YEAR 1996: 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

Telephone: (207) 287-3788

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 14 local offices and an Interstate claims office.

PROGRAM:

Unemployment compensation workloads encompassed a wide variety of activities during FY 96. 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). 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.

DEPARTMENT OF LABOR

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 96 was 33,426, and payroll data submitted by these employers generated a total of 2,473,645 wage items processed. Tax Field and Administrative office activities produced 10,514 employer startup determinations of which 5,582 involved newly liable employer accounts. A total of 829 tax field audits conducted resulted in a net receipt due of \$74,773 in under-reported contributions. Net contributions received in FY 96 totaled \$114,792,099, and the Unemployment Trust Fund balance was \$76,150,749 as of April 30, 1996. The administrative expenditures of the Unemployment Compensation amounted to approximately \$13.9 million in FY 96.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

UNEMPLOYMENT COMPENSATION ACTIVITY FOR FY 96

Unemployment Compensation Benefits:

State Unemployment Insurance (UI)

Initial Claims	119,431
Continued Claims	793,510
Compensation	\$ 109,576,643

Unemployment Compensation for Federal Employees (UCFE)

Payments	5,564
Compensation	\$ 957,650

Ex-Service Members (UCX)

Number of Weeks	5,721
Compensation	\$ 1,076,228

Dislocated Workers Benefits (DWB)

Initial Claims	2,568
Payments	23,751
Compensation	\$ 4,114,332

Trade Readjustment Allowances (TRA)

Payments	12,758
Compensation	\$ 2,164,926

Unemployment Insurance Programs:

Eligibility Review Program (ERP)

Reviews Conducted	7,806
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Benefit Payment Control Program:

Fraud and Misrepresentation:	
Determinations Issued	856
Overpayments	\$ 512,754
Court Convictions	72
Non-Fraud:	
Determinations Issued	8,897
Overpayments	\$ 1,730,264

Quality Control Program:

Cases Audited	576
Fraud and Misrepresentation:	
Determinations Issued	53
Overpayments	\$ 7,437
Non-Fraud:	
Determinations Issued	84
Overpayments	\$ 4,905

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
Reference: Policy Area: 00 ; *Umbrella:* 31 ; *Unit:* 556 ; *Citation:* P1991 M.R.S.A., Sect. 000780-EEE
Average Count--All Positions: 14.5
Units: *Telephone:* (207) 287-1600
Legislative Count: 14.5

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, attorneys 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 for bibliographic, scientific, technical, legislative, legal 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 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 prepares legislative histories on request and lends compiled histories. The Library is a U.S. Government Documents Depository and receives over 1,400 documents annually.

All new acquisitions are entered and tracked in an on-line system. To facilitate cataloging, the Library subscribes to OCLC, an online service which enables libraries to share catalog records. 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 reports, 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, a bibliography
- *LLRL: Law and Legislative Reference Library, a brochure describing Library resources and services, available on request.
- *GPO Access via the Internet, brochure describing electronic publication by the U.S. Government Printing Office.

LAW AND LEGISLATIVE REFERENCE LIBRARY

FINANCES, FISCAL YEAR 1996: 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	530,550	530,550				
HEALTH BENEFITS	64,295	64,295				
RETIREMENTS	94,216	94,216				
OTHER FRINGE BENEFITS	4,855	4,855				
OTHER CONTRACT SERVICES	168,267	168,267				
RENTS	805	805				
COMMODITIES	9,369	9,369				
GRANTS, SUBSIDIES, PENSIONS	1,674	1,674				
TOTAL EXPENDITURES	874,031	874,031				

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	530,550	530,550				
HEALTH BENEFITS	64,295	64,295				
RETIREMENTS	94,216	94,216				
OTHER FRINGE BENEFITS	4,855	4,855				
OTHER CONTRACT SERVICES	168,267	168,267				
RENTS	805	805				
COMMODITIES	9,369	9,369				
GRANTS, SUBSIDIES, PENSIONS	1,674	1,674				
TOTAL EXPENDITURES	874,031	874,031				

LEGISLATURE

LEGISLATURE

Central Office: STATE HOUSE, AUGUSTA, ME,

Mail Address: 2 STATE HOUSE STATION, AUGUSTA, ME, 04333-0002

Established: 1920

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

HOUSE OF REPRESENTATIVES

LEGISLATIVE COUNCIL

(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE
COUNCIL

OFFICE OF FISCAL AND PROGRAM REVIEW

OFFICE OF POLICY AND LEGAL ANALYSIS

OFFICE OF THE REVISOR OF STATUTES

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

STATE HOUSE AND CAPITOL PARK COMMISSION

COMMISSION ON INTERSTATE COOPERATION

COMMISSION ON UNIFORM STATE LAWS

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, and the House of Representatives consists of 151 members. All members of both chambers are elected from single member districts. 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 117th 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; Health and Human Services; 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 First Special Session of the 117th Legislature was convened on November 28, 1995 and adjourned on December 1, 1995. The 117th Legislature then met in its Second Regular Session on January 3, 1996 and adjourned Sine Die on April 4, 1996.

During the Special Session, the Legislature considered 8 bills and 1 resolve. In the Second Regular Session, the Legislature considered 395 legislative documents, including bills, resolves, constitutional resolutions, and initiated bills. 231 bills, and 26 Resolves, were chaptered into law, and one constitutional resolution was 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.

LEGISLATURE

*MAINE'S PATH OF LEGISLATION - (Free of charge. Available on location.)

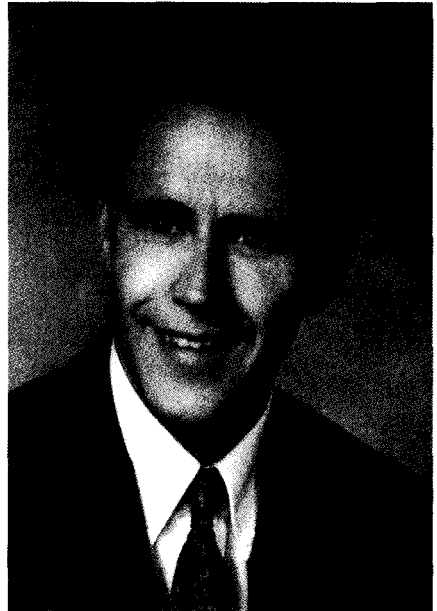
FINANCES, FISCAL YEAR 1996: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LEGISLATURE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	6,673,728	6,670,593	3,135			
HEALTH BENEFITS	1,315,599	1,315,599				
RETIREMENTS	1,057,343	1,057,343				
OTHER FRINGE BENEFITS	75,414	75,414				
OTHER CONTRACT SERVICES STATE	325,449	254,028	71,421			
COMPUTER SERVICES STATE	1,503	1,503				
OTHER CONTRACT SERVICES	2,619,611	2,609,495	10,116			
RENTS	264,337	264,217	120			
COMMODITIES	353,738	353,738				
GRANTS, SUBSIDIES, PENSIONS	203,846	203,846				
EQUIPMENT	82,275	82,275				
INTEREST-DEBT RETIREMENT	306	306				
TRANSFER TO OTHER FUNDS	5,065		5,065			
TOTAL EXPENDITURES	12,978,214	12,888,357	89,857			

LEGISLATURE

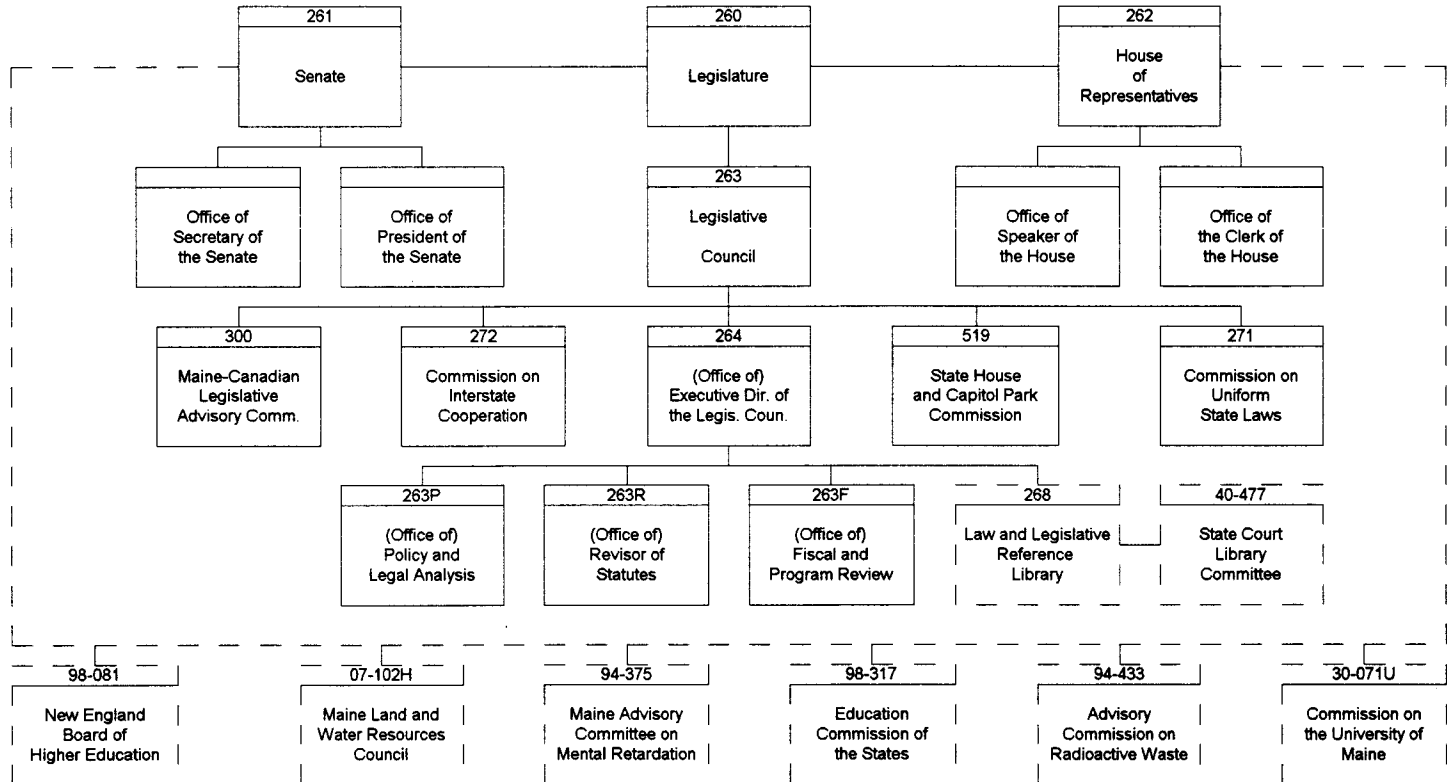


Jeffrey H. Butland
President of the Senate



Dan A. Gwadosky
*Speaker of the House
of Representatives*

ORGANIZATIONAL CHART LEGISLATIVE DEPARTMENT



LEGISLATURE

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: 3Q 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 revenue. Article IV, Part Second, Section 7, empowers the Senate to try all impeachments.

The Senate is the sole judge of the qualifications of its members; it maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its own proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval and formerly confirmed by the Executive Council.

ORGANIZATION:

The Senate has remained constant in its form of organization as a Constitutional body since its establishment in 1820.

As defined under Article IV, Part Second, Section 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 of election. The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. 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 was convened for its First Special Session on November 28, 1995.

There were 13 legislative documents, 8 joint orders and 1 joint resolution considered. The Senators submitted 13 proposed amendments for possible consideration by the Senate. After completing all its business, the Senate adjourned at four a.m. on December 1, 1995.

The Senate convened its Second Regular Session of the 117th Maine Legislature on Wednesday, January 3, 1996. During this session, the Senate considered 398 documents, 35 joint orders, 21 joint resolutions and 49 gubernatorial nominations. Senators submitted a total of 184 proposed amendments to the Secretary of the Senate for reproduction prior to consideration by the Senate. All business of the Second Regular Session was completed on April 4, 1996. The Second Confirmation Session of the 117th Legislature was held on August 1, 1996, at which time 27 gubernatorial nominations were considered by the Senate.

The Second Special Session of the 117th Legislature convened on September 5, 1996. Four legislative documents and 2 joint orders were considered during this session. The Senators submitted 8 proposed amendments for possible consideration. The Honorable Jeffery H. Butland, President of the Senate,

LEGISLATURE

declared the final session of the 117th Senate adjourned Sine Die on September 7, 1996 at 6:40 p.m.

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").
- *House and Senate Roster and Seating Arrangement (See listing under "Legislature").
- *Legislative Record (See listing under "Legislature").

FINANCES, FISCAL YEAR 1996: 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, ME

Mail Address: 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002

Established: 1920

Telephone: (207) 287-1400

Reference: Policy Area: 00 ; *Umbrella:* 30 *Unit:* 262 ; *Citation:* C0004 *M.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, Section 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 assistant 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 second regular session of the 117th Maine Legislature on Wednesday, January 3, 1996. During the second regular session 291 Legislative Documents, 12 House-sponsored Joint Orders, and 16 House-sponsored Joint Resolutions were considered. House members submitted 241 proposed

LEGISLATURE

amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session. The House adjourned from the second regular session on April 4, 1996, after meeting for 39 legislative days.

The first regular session of the 118th Maine Legislature will be convened on Wednesday, December 4, 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 through Legislative Document Service.

*WEEKLY LEGISLATIVE CALENDAR (published weekly). Edited by the Clerk of the House. Lists legislative committee meetings and the subjects 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 LEGISLATIVE RECORD (See "Legislature")

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LEGISLATIVE COUNCIL

JANE A. AMERO, CHAIR

Central Office: STATE HOUSE, AUGUSTA, ME

Mail Address: STATE HOUSE STA# 115, AUGUSTA, ME 04333

Established: 1973

Telephone: (207) 287-1615

Reference: Policy Area: 00 ; Umbrella: 30 Unit: 263 ; Citation: T0003 M.R.S.A., Sect. 000000161

Average Count--All Positions: 202.00

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 physical facilities of the Legislature; and 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 Offices 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.

LEGISLATURE

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.

During Fiscal Year 1996, the Legislative Council initiated a strategic planning process for the legislative branch in accordance with state law.

PUBLICATIONS:

See Publications listing for each office.

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	6,673,728	6,670,593	3,135			
HEALTH BENEFITS	1,315,599	1,315,599				
RETIREMENTS	1,057,343	1,057,343				
OTHER FRINGE BENEFITS	75,414	75,414				
OTHER CONTRACT SERVICES STATE	263,779	192,358	71,421			
COMPUTER SERVICES STATE	1,503	1,503				
OTHER CONTRACT SERVICES	2,472,423	2,462,307	10,116			
RENTS	239,529	239,409	120			
COMMODITIES	353,786	353,786				
GRANTS, SUBSIDIES, PENSIONS	203,846	203,846				
EQUIPMENT	82,275	82,275				
INTEREST-DEBT RETIREMENT	306	306				
TRANSFER TO OTHER FUNDS	5,065		5,065			
TOTAL EXPENDITURES	12,744,596	12,654,739	89,857			

(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 implementing 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 maintaining a computerized data base of information related to

LEGISLATURE

legislation considered in the current biennium, providing information to the general public, and for coordinating the work of Committee Clerks during the legislative session. A second unit, the Information Systems Office, is responsible for the operation and support of legislative computer systems, as well as for coordinating the design of the major applications that support the legislative process and the operations of individual legislative offices. This includes the LINK System, which is designed to make legislative information available to the public on-line.

PROGRAM:

During Fiscal Year 1996, the office initiated a major upgrade of the legislative's computer hardware and software which has been designed to move all legislative applications to a client server, Windows-based network, which is fully integrated with the Wide Area Network maintained by the State's Bureau of Information Services.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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: 3Q 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 #27, May 1996 (Free; available on request).

FINANCES, FISCAL YEAR 1996: 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, ME

Mail Address: 13 STATE HOUSE STATION, AUGUSTA, ME 04333-0013 *FAX:* (207) 287-1275

Established: 1973

Telephone: (207) 287-1670

Reference: Policy Area: 00 ; Umbrella: 3Q Unit: 263P ; Citation: T0003 M.R.S.A., Sect. 000000161

PURPOSE:

The Office of Policy and Legal Analysis provides the Maine State Legislature with objective information, impartial legal and policy analysis, and assistance in formulating and drafting legislative proposals, reports and recommendations.

LEGISLATURE

The Office provides nonpartisan research, analysis and support services to 15 joint standing committees of the Legislature, select committees, legislative study commissions and individual legislators. Major functions include: drafting of legislative proposals, analysis of legislation, preparation of research documents, facilitation of committee-decision-making, and drafting of committee amendments and new bill 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 to study committees and commissions includes 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:

"Legislators' Handbook; A Guide for Maine Legislators," 1996.

"A Summary of Legislation considered by the Joint Standing Committees of the Legislature," 117th Legislature; 1st and 2nd Regular Sessions, August 1995 and June 1996.

"A Guide to Maine's Major Natural Resource and Environmental Laws," January 1995.

Final reports of 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 1996: 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.

LEGISLATURE

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 1996: 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 1996.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LEGISLATURE

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

Telephone: (207) 287-1615

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 developing a master plan for renovation, repair and restoration projects in the State House, consistent with the recommendations of the Historic Structures Report, which had previously been completed. The 117th Legislative Council approved a 3-year plan in April, 1996, and earmarked funds for those projects to be carried out in the first year. These include replacement of the main roof and structural reinforcement of the low domes over the Senate and House Chambers; repairing and restoring the ceilings in both chambers to their appearance when the chambers were originally constructed in 1910; and refurbishing and repairs in various offices and committee hearing rooms. Each of these projects incorporates the design principles outlined in the Master Plan.

FINANCES, FISCAL YEAR 1996: The 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	61,670	61,670				
OTHER CONTRACT SERVICES	22	22				
RENTS	24,808	24,808				
COMMODITIES	-48	-48				
TOTAL EXPENDITURES	86,452	86,452				

LEGISLATURE

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 governmentnal 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 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 1996: The 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	133,053	133,053				
TOTAL EXPENDITURES	133,053	133,053				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C ROBINSON, CHRPSON

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 legislation 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.

LEGISLATURE

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 of the Maine Bar Association to review these uniform acts to determine if it is in the best interests of the State of Maine to join with the several states in adopting these Uniform Acts.

PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request.

FINANCES, FISCAL YEAR 1996: The 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	14,113	14,113				
TOTAL EXPENDITURES	14,113	14,113				

DEPARTMENT OF MARINE RESOURCES

DEPARTMENT OF MARINE RESOURCES

ROBIN ALDEN, COMMISSIONER

Central Office: BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME,

Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1967

Reference: Policy Area: 01 ; Umbrella: 13 Unit: 188 ; Citation: T0012 M.R.S.A., Sect. 000006021

Average Count--All Positions: 170.5

Telephone: (207) 624-6550

Legislative Count: 97.0

Units:

BUREAU OF ADMINISTRATION (MARINE RES)
ADVISORY COUNCIL (TO MARINE RESOURCES)
BUREAU OF MARINE DEVELOPMENT
BUREAU OF MARINE PATROL

BUREAU OF MARINE SCIENCES

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 member of the Atlantic Salmon Board.

ORGANIZATION:

The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioner of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and The Atlantic Sea Run Salmon Commission were created in 1947.

In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. A new eleven-member Lobster Advisory Council was established by the Legislature to assist the Commissioner on matters related to the lobster industry.

PROGRAM:

Foreign demand for marine resources has caused increasing and rapid expansion in three fisheries: sea urchins, whelks, 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.

DEPARTMENT OF MARINE RESOURCES

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 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. For the second year in a row, Maine had the highest landings (in value and pounds) for seafood in the Northeast--a reflection of its diverse fisheries.

FINANCES, FISCAL YEAR 1996: 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	HIGHWAY	FEDERAL
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	MISC. FUNDS
SALARIES & WAGES	4,745,990	3,509,944	655,778		580,268	
HEALTH BENEFITS	943,046	685,145	140,380		117,521	
RETIREMENTS	1,151,570	932,952	119,305		99,313	
OTHER FRINGE BENEFITS	39,666	27,722	6,642		5,302	
OTHER CONTRACT SERVICES STATE	505,566	106,570	355,076		43,920	
COMPUTER SERVICES STATE	25,401	21,585	3,862		-46	
OTHER CONTRACT SERVICES	833,226	687,070	114,219		31,937	
RENTS	325,444	265,773	8,344		51,327	
COMMODITIES	491,120	309,525	240,067		-58,472	
GRANTS, SUBSIDIES, PENSIONS	55,985	19,623	19,362		17,000	
EQUIPMENT	466,663	306,089	132,274		28,300	
INTEREST-DEBT RETIREMENT	443	427	7		9	
TRANSFER TO OTHER FUNDS	48,142		29,938		18,204	
TOTAL EXPENDITURES	9,632,262	6,872,425	1,825,254		934,583	

BUREAU OF ADMINISTRATION (MARINE RES)

SAM S JONES, DIRECTOR

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: 188A; Citation: T0012 M.R.S.A., Sect. 000006021

Average Count--All Positions: 15.00

FAX: (207) 624-6024

Telephone: (207) 624-6550

Legislative Count: 12.00

PURPOSE:

The Division of Administration was established to perform the 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

DEPARTMENT OF MARINE RESOURCES

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, 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 Division of Administration, established through the authority vested in the Commissioner of Marine Resources, consists of five sections: Personnel, Licensing, Information Services, Accounting, and Administrative Support.

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 Administrative Support section assists in 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 Division personnel. The Licensing Section handles license sales, receptions, statistics, data processing, and inquiries from the public. The Division 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 Division 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 Division 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.

FINANCES, FISCAL YEAR 1996: The 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 ADMINISTRATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	455,210	395,837	-603		59,976	
HEALTH BENEFITS	85,464	72,076	-283		13,671	
RETIREMENTS	83,682	76,807	-63		6,938	
OTHER FRINGE BENEFITS	4,063	3,089	-38		1,012	
COMPUTER SERVICES STATE	13,064	13,064				
OTHER CONTRACT SERVICES	132,904	117,617	8,773		6,514	
RENTS	9,188	7,537	1,429		222	
COMMODITIES	26,293	24,408	143		1,742	
EQUIPMENT	199,524	145,595	41,200		12,729	
INTEREST-DEBT RETIREMENT	58	58				
TRANSFER TO OTHER FUNDS	1,440		-208		1,648	
TOTAL EXPENDITURES	1,010,890	856,088	50,350		104,452	

DEPARTMENT OF MARINE RESOURCES

ADVISORY COUNCIL (TO MARINE RESOURCES)

ARTHUR J ODLIN, CHAIRMAN

Central Office: BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME

Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-6024

Established: 1947

Telephone: (207) 624-6550

Reference: Policy Area: 01 ; *Umbrella:* 13 *Unit:* 190 ; *Citation:* T0012 *M.R.S.A., Sect.* 000006024

PURPOSE:

The Marine Resources Advisory Council, established by Title 5, section 12004-G, consists of fifteen members and provides 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.

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 1996: 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: 21 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-6024

Established: 1957

Telephone: (207) 624-6550

Reference: Policy Area: 01 ; *Umbrella:* 13 *Unit:* 188D; *Citation:* T0012 *M.R.S.A., Sect.* 000006051

Average Count--All Positions: 8.00

Legislative Count: 8.00

PURPOSE:

The purpose for the Division is establish and maintain communication with constituent communities to include harvesters, processors and municipalities with regard to anticipating problems and opportunities which may be addressed by the agency.

ORGANIZATION:

The Division is staffed with: two Area Managers who work closely with the fishing industry; the Watershed Management group, which works with shellfish management and permit reviews; and, the Marketing Program.

PROGRAM:

AREA MANAGERS: Two field staff work very closely with fishing organizations, individuals and companies to identify problems and opportunities in the fisheries. The objective is to deal with both in a timely manner, to prevent problems from becoming conflict and to take advantage of the opportunities. The area managers are poised to get department assistance in the form of expertise from throughout the agency in order to deal with any

DEPARTMENT OF MARINE RESOURCES

particular issue.

WATERSHED MANAGEMENT: Most of the effort in this group is spent with municipalities that are involved in municipal shellfish management programs. Approximately 51 towns of the 90 along the coast are in this program. The group also assesses the impacts of construction and dredging projects proposed by individuals, municipal and federal governments.

MARKETING PROGRAM: DMR's Marketing Program 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:

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.

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.

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF COMMUNITY RESOURCE DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	738,223	610,381	127,842			
HEALTH BENEFITS	155,753	123,367	32,386			
RETIREMENTS	123,052	101,923	21,129			
OTHER FRINGE BENEFITS	-6,255	-7,661	1,406			
OTHER CONTRACT SERVICES STATE	69,293	48,905	11,900		8,488	
COMPUTER SERVICES STATE	1,811	1,760	51			
OTHER CONTRACT SERVICES	111,518	98,518	13,000			
RENTS	32,640	32,170	470			
COMMODITIES	53,795	52,609	1,186			
GRANTS, SUBSIDIES, PENSIONS	19,623	19,623				
EQUIPMENT	40,000	40,000				
INTEREST-DEBT RETIREMENT	22	22				
TRANSFER TO OTHER FUNDS	4,197		4,021		176	
TOTAL EXPENDITURES	1,343,672	1,121,617	213,391		8,664	

DEPARTMENT OF MARINE RESOURCES

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: 60.00

FAX: (207) 624-6024

Telephone: (207) 624-6550

M.R.S.A., Sect. 000006025

Legislative Count: 45.00

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 Boothbay Harbor 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, boating registration and safety laws, and environmental laws in cooperation with the Department of Environmental Protection; conducts search and rescue operations on coastal waters; enforces all marine-related criminal laws; and, serves as a general service agency to coastal residents and visitors.

Bureau of Marine Patrol personnel patrolled 764,950 miles in vehicles and spent 9,740 hours on patrol boats. Patrol Officers received 1,414 complaints and encountered 3,586 violations of Marine Resources laws, boat laws, and related criminal laws during 1995.

PUBLICATIONS:

A pamphlet containing marine resource laws is published biannually following adjournment of the first regular session of each legislature. This pamphlet is provided at no cost to the public.

DEPARTMENT OF MARINE RESOURCES

FINANCES, FISCAL YEAR 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,660,630	1,511,996	148,634			
HEALTH BENEFITS	330,979	301,797	29,182			
RETIREMENTS	610,525	580,821	29,704			
OTHER FRINGE BENEFITS	24,891	22,197	2,694			
OTHER CONTRACT SERVICES STATE	32,699	4,469	28,230			
COMPUTER SERVICES STATE	3,891	1,101	2,790			
OTHER CONTRACT SERVICES	247,247	174,442	72,805			
RENTS	183,236	177,710	5,526			
COMMODITIES	260,226	32,735	227,491			
GRANTS, SUBSIDIES, PENSIONS	19,362		19,362			
EQUIPMENT	179,432	88,358	91,074			
INTEREST-DEBT RETIREMENT	110	108	2			
TRANSFER TO OTHER FUNDS	9,700		9,700			
TOTAL EXPENDITURES	3,562,928	2,895,734	667,194			

BUREAU OF MARINE SCIENCES

LINDA MERCER, BUREAU DIRECTOR

Central Office: MCKOWN POINT, WEST BOOTHBAY, ME 04575

Mail Address: MCKOWN POINT, WEST BOOTHBAY, ME 04575

Established: 1946

Reference: Policy Area: 01 ; Umbrella: 13 Unit: 188S ; Citation: T0012

Average Count--All Positions: 87.50

FAX: (207) 633-9579

Telephone: (207) 633-9500

M.R.S.A., Sect. 000006021

Legislative Count: 32.00

PURPOSE:

The Bureau of Resource Management is engaged in marine education, shellfish sanitation and public health, and scientific research and monitoring to conserve, restore, and manage the marine and estuarine resources of the State of Maine. Primary responsibilities are to conduct and sponsor scientific research which may include biological, chemical, hydrological, and technological 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. The Bureau conducts monitoring of water quality for the classification of shellfish growing areas, biotoxin monitoring, the Shellfish Sanitation Program, monitoring of finfish aquaculture operations, oil spill response activities, restoration of anadromous fish resources to Maine rivers, and marine education programs including the operation of the public aquarium in West Boothbay Harbor.

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, striped bass, Atlantic menhaden, bluefish, shad and river herring, and winter flounder, and in the development of an Atlantic coast cooperative statistics program for commercial and recreational statistics. Scientific staff are also involved in data gathering and assessment activities, and management plan development for groundfish, sea scallops, surf clams and ocean quahogs, and American lobster which are managed by the New England Fishery Management Council.

ORGANIZATION:

The Bureau of Resource Management was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The bureau consists of six divisions: Assessment and Statistics, Biological Monitoring, Ecology, Marine Education, Public Health, and Stock

DEPARTMENT OF MARINE RESOURCES

Enhancement. The central office is located at McKown Point, a peninsula in Boothbay Harbor and home to a large and productive fishing industry at the turn of the 20th century. The fishery research laboratory is a state-of-the-art facility designed to meet the fishing industry's needs and the department's mandate of overseeing the state's marine resources. This laboratory consists of a marine aquarium, microbiological and biotoxin laboratories, GIS mapping facilities, wet lab, and a scientific and fishermen's library. The Stock Enhancement Division, which is responsible for anadromous fish activities, is located in Hallowell, and a second microbiological/biotoxin laboratory is located in Lamoine.

PROGRAM:

ASSESSMENT AND STATISTICS: Activities included analysis of fisheries stock assessment data on herring, American lobster, and northern shrimp; use of acoustic survey methodology for herring resource assessment; collection of commercial and recreational fisheries statistics; and gear selectivity research on the shrimp and silver hake fisheries. Atmospheric and oceanographic conditions in Boothbay Harbor were monitored. Belgrass mapping using Geographic Information System continued as part of a project to document marine resources that would be endangered by spills of hazardous materials in the marine environment. **BIOLOGICAL MONITORING:** Collection of resource information for assessment and management of the lobster, northern shrimp, sea urchin, and herring resources continued. Detailed catch, effort, and biological data were collected from fishermen along the entire Maine coast. Samples were processed for length, weight, sex, state of maturity, gonad weight, and age composition.

ECOLOGY: A groundfish enhancement project was conducted focusing on cod and winter flounder larvae rearing techniques. Larval cod were successfully raised by two Maine hatcheries and tagging techniques were investigated to evaluate the survival of released fish. A pilot study was initiated to characterize subtidal habitats of marine species in the lower Sheepscot River. Aquaculture permit site reviews were conducted and the coordinated multi-agency Finfish Aquaculture Monitoring Program continued. Research and management needs for a developing whelk fishery were identified. **STOCK ENHANCEMENT:** Activities included surveys to evaluate spawning success of American shad, alewife, and striped bass, fishway operation and maintenance, fish stocking, review of hydropower projects and activities that could impact anadromous fish resources, technical assistance to municipalities with alewife fisheries, Salmon Task Force participation, and elver fishery regulations and monitoring development.

PUBLIC HEALTH: Open shellfish harvesting areas were evaluated on a continuing basis and harvesting in all areas not within standards was prohibited. Efforts continued to identify pollution sources that may be corrected in order to increase the amount of shellfish-producing areas open to harvesting. Biotoxin sampling was conducted to monitor the occurrence of PSP or "red tide" and close shellfish harvest areas as necessary to protect public health. Wholesale shellfish dealer evaluation and certification was conducted under the Shellfish Sanitation Program.

MARINE EDUCATION: The new public aquarium operated for its first season with 50,000 visitors eager to learn about Maine's marine resources. Education programs focused on workshops and recertification classes for teachers, and the "Sea Comes to the Classroom" which provides live animals and aquaria to schools throughout the state.

DEPARTMENT OF MARINE RESOURCES

FINANCES, FISCAL YEAR 1996: The 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,891,927	991,730	379,905		520,292	
HEALTH BENEFITS	370,850	187,905	79,095		103,850	
RETIREMENTS	334,311	173,401	68,535		92,375	
OTHER FRINGE BENEFITS	16,967	10,097	2,580		4,290	
OTHER CONTRACT SERVICES STATE	403,574	53,196	314,946		35,432	
COMPUTER SERVICES STATE	6,635	5,660	1,021		-46	
OTHER CONTRACT SERVICES	341,557	296,493	19,641		25,423	
RENTS	100,380	48,356	919		51,105	
COMMODITIES	150,806	199,773	11,247		-60,214	
GRANTS, SUBSIDIES, PENSIONS	17,000				17,000	
EQUIPMENT	47,707	32,136			15,571	
INTEREST-DEBT RETIREMENT	253	239	5		9	
TRANSFER TO OTHER FUNDS	32,805		16,425		16,380	
TOTAL EXPENDITURES	3,714,772	1,998,986	894,319		821,467	

MAINE MARITIME ACADEMY

MAINE MARITIME ACADEMY

LEONARD H. TYLER, JR., PRESIDENT

Central Office: , CASTINE, ME, 04420

Mail Address: , CASTINE, ME, 04420

Established: 1941

Reference: Policy Area: 02 ; Umbrella: 75 Unit: 370 ; Citation: S1941

Units:

FAX: (207) 633-9579

Telephone: (207) 326-4311

M.R.S.A., Sect. 000000037

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 involvement in both the curricular and co-curricular educational process. The college provides public service to the State while perpetuating Maine's heritage of the sea.

ORGANIZATION:

The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through the following three divisions:

Academic Affairs Division

Administrative Division

Student Services Division

Under the policy guidance furnished by the Board of Trustees, the President of the Academy is the principal executive, being assisted by three 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 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 facilities and support services; to hire instructors and other employees; to determine compensation and dispose of property; arrange for actual 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 continues to average approximately 650 students. Students from the State of Maine typically represent about two thirds of this total. Over 90 percent of the Class of 1996 is now professionally employed in a wide range of marine and non-marine related professions. A number of members of the Class of 1996 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. During the fiscal year the Academy finalized plans for an additional undergraduate major in international business and logistics which will accept students in the fall of 1997.

MAINE MARITIME ACADEMY

The Academy makes a significant contribution to marine research in the Gulf of Maine by operating the 80 foot oceanographic research vessel Argo Maine. 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 prepares students 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 1996: 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	6,504,561	6,504,561				
TOTAL EXPENDITURES	6,504,561	6,504,561				

MAINE MARITIME ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	6,504,561	6,504,561				
TOTAL EXPENDITURES	6,504,561	6,504,561				

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

MELODIE J. PEET, COMMISSIONER

TDD: (207) 287-2000

Central Office: STATE OFFICE BLDG, AUGUSTA, ME, 04333

Mail Address: 40 STATEHOUSE STA, AUGUSTA, ME, 04333

Established: 1939

Telephone: (207) 287-4200

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 191 ; Citation: T0034B M.R.S.A., Sect. 000001201

Average Count--All Positions: 1607.5

Legislative Count: 641.5

Units:

OFFICE OF ADVOCACY (MH&MR)

AROOSTOOK RESIDENTIAL CENTER

AUGUSTA MENTAL HEALTH INSTITUTE

BANGOR MENTAL HEALTH INSTITUTE

BATH CHILDREN'S HOME

BUREAU OF CHILDREN WITH SPECIAL NEEDS (MH & MR)

DEVELOPMENTAL DISABILITIES OFFICE (MH&MR)

ELIZABETH LEVINSON CENTER

DIVISION OF MENTAL HEALTH

DIVISION OF MENTAL RETARDATION

PINELAND CENTER

PURPOSE:

The Department of Mental Health, Mental Retardation & Substance Abuse Services 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 join with individuals, families and communities to achieve good health and meaningful living through community based resources that encourage and assist people with developmental disabilities, mental health disorders and substance abuse disorders. These community based resources build on the strengths and accomplishments of the past; are local and regional; encourage widespread participation in policy decisions and planning; are easily accessed; and are measured for efficiency, outcomes and impact on quality of life.

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, Mental Retardation and Substance Abuse Services 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 and the incorporation of the Office of Substance Abuse into the Department by the Legislature in 1996. Interdepartmental divisions provide for the general administration, planning and management of Mental Health, Mental Retardation, Substance Abuse 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, facility and the Department's management infrastructure; the Associate Commissioner of Programs oversees policy development, outcome measurement and all aspects of the QI process along with facilitating the implementation of needed research and training efforts. The Associate Commissioner of Administration is responsible for all of the Department's financial affairs, personnel and employee relations, management information systems and managed care operations. The Associate Commissioner of Systems Operations oversees facility operations and activities of three integrated regional structures for coordinating and managing the provision of needed mental health, mental retardation and children's services.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

PROGRAM:

Specific program information pertaining to FY96 is included in separate reports prepared by the Department's program areas.

LICENSES:

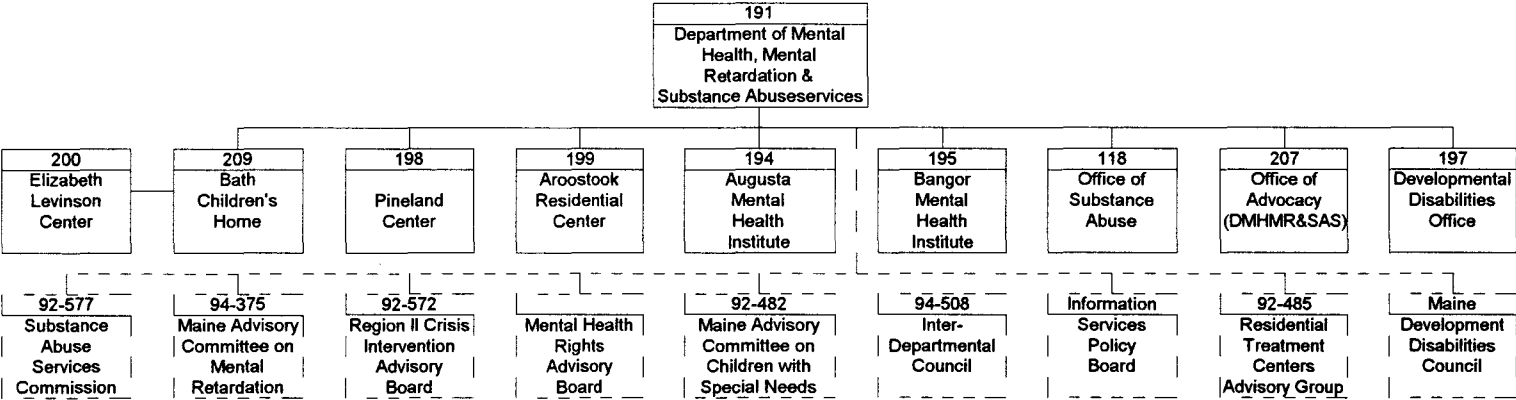
Mental Health Agency License

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	48,332,490	28,712,827	18,819,595		800,068	
HEALTH BENEFITS	11,788,260	7,208,002	4,433,714		146,544	
RETIREMENTS	9,313,396	5,680,449	3,486,217		146,730	
OTHER FRINGE BENEFITS	533,770	318,649	205,428		9,693	
OTHER CONTRACT SERVICES STATE	4,994,240	2,871,242	1,625,816		497,182	
COMPUTER SERVICES STATE	236,896	155,846	41,278		39,772	
OTHER CONTRACT SERVICES	4,313,759	3,077,573	1,064,137		172,049	
RENTS	1,666,361	1,179,942	482,343		4,076	
COMMODITIES	3,875,782	2,124,638	1,710,438		40,706	
GRANTS, SUBSIDIES, PENSIONS	99,588,701	84,265,486	2,596,002		12,539,213	188,000
PURCHASE OF LAND	53,954	20,243	33,711			
EQUIPMENT	260,063	148,543	102,359		9,161	
INTEREST-DEBT RETIREMENT	1,852	615	1,235		2	
TRANSFER TO OTHER FUNDS	156,308	51,518	86,917		17,873	
TOTAL EXPENDITURES	185,115,832	135,815,573	34,689,190		14,423,069	188,000

DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,018,772	3,018,772				
HEALTH BENEFITS	583,386	583,386				
RETIREMENTS	554,914	554,914				
OTHER FRINGE BENEFITS	28,002	28,002				
OTHER CONTRACT SERVICES STATE	446,329	446,329				
COMPUTER SERVICES STATE	29,962	29,962				
OTHER CONTRACT SERVICES	488,448	488,448				
RENTS	53,372	53,372				
COMMODITIES	38,601	38,601				
GRANTS, SUBSIDIES, PENSIONS	10,124	10,124				
EQUIPMENT	50,266	50,266				
INTEREST-DEBT RETIREMENT	20	20				
TOTAL EXPENDITURES	5,302,196	5,302,196				

ORGANIZATION CHART
 DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES
 UMB 14



DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

OFFICE OF ADVOCACY (MH&MR)

RICHARD A ESTABROOK, ESQ., CHIEF ADVOCATE

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 60 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1975

Telephone: (207) 287-2205

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 207 ; Citation: T0034B M.R.S.A., Sect. 000001205

Average Count--All Positions: 13.50

Legislative Count: 13.50

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, AMHI has two advocates and BMHI has one. In addition, there are nine community advocate positions (one part-time) 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 children with special needs. One chief advocate supervises all of the advocates.

The community advocates: (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; (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 Department's regional offices and suggest ways to deliver high quality care to persons with mental retardation.

The three advocates based in the state's two major mental health institutions (1) investigate allegations of abuse, exploitation and neglect; (2) assist in the investigation, prosecution and resolution of patient grievances; (3) attend treatment team meetings to aid in having the patient's treatment desires met; and (4) review and suggest policies and practices which encourage humane care. In addition, the advocates at AMHI advocate for compliance with the provisions of the AMHI Consent Decree. The Office of Advocacy administers a contract under which civil legal services may be provided to clients and patients of the Department.

PROGRAM:

The Office of Advocacy has provided assistance or information to upwards of 2,000 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

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

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 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	458,511	458,511				
HEALTH BENEFITS	108,526	108,526				
RETIREMENTS	83,752	83,752				
OTHER FRINGE BENEFITS	5,715	5,715				
OTHER CONTRACT SERVICES	32,747	32,747				
RENTS	10	10				
COMMODITIES	115	115				
TOTAL EXPENDITURES	689,376	689,376				

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 people leaving large institutions; (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 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.

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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.

FINANCES, FISCAL YEAR 1996: The 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	528,382	528,382				
HEALTH BENEFITS	141,673	141,673				
RETIREMENTS	109,686	109,686				
OTHER FRINGE BENEFITS	6,351	6,351				
OTHER CONTRACT SERVICES STATE	107,322	107,322				
OTHER CONTRACT SERVICES	41,940	41,940				
RENTS	27,056	27,056				
COMMODITIES	55,820	55,820				
GRANTS, SUBSIDIES, PENSIONS	3,184	3,184				
EQUIPMENT	5,469	5,469				
INTEREST-DEBT RETIREMENT	35	35				
TOTAL EXPENDITURES	1,026,918	1,026,918				

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

Telephone: (207) 287-7200

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 194 ; Citation: T0034B M.R.S.A., Sect. 000003201

Average Count--All Positions: 481.50

Legislative Count: 4.00

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.

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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 Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital and in 1973 to its present designation. Throughout most of its history the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. The development of the community mental health centers in the 1960's resulted in a redefinition of the Institute's role. It stands today as a necessary and valuable part of the comprehensive mental health system which provides a broad range of services to Maine residents.

The organizational management of AMHI is based on a functional hospital model, which includes three geographically linked units and two specialized units (gero-psych and forensic). Each of the units are responsible for the total treatment and rehabilitation of its patients; each patient is admitted and discharged from the unit that will best serve his/her needs, as well as, connect him/her to community services from which he/she lives. As an inpatient component in a network of mental health services in the two regions, an important part of the hospital's mission is arranging for post-discharge care which will enable patients to maintain or improve their levels of functioning on discharge. There are five major clinical departments which provide direct patient care: Medical, Nursing, Psychology, Rehabilitation and Social Work. The hospital also provides dietetic services, medical laboratory services(contract), radiology services, pharmaceutical services, etc.

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:

Each unit is staffed with multi-disciplinary teams which include members of each of the major departments listed above. A psychiatrist is the team leader of each multi-disciplinary team and bears ultimate responsibility for patient care. The Treatment Teams are responsible for monitoring individual patient care through the Treatment Plan and review process. Results of these reviews are recorded directly in the patient's chart. The Team involves the patient in the decision making process relating to his or her care. The Program Director is the administrative leader to the entire multi-disciplinary team and is accountable/responsible for the entire functioning of the therapeutic program. All disciplines report administratively to the Program Director. The Program Director is responsible for the patient floor on the unit for the integration of community services.

Effective discharge planning, which provides for appropriate linkage with community service agencies, Local Service Network, is a major component of the treatment planning review process. Discharge planning is primarily a social worker function, however, the multi-disciplinary team oversees the entire treatment and discharge planning process. AMHI strives to improve patient care quality; that is, increase the probability to desired patient outcomes, including patient satisfaction, by assessing and improving processes that most affect patient outcomes. Some of these processes are carried out by Medical Services, Nursing, Social Work, Rehabilitation Services, Psychology and Medical staff. Some processes are carried out jointly by clinical supervisors, Quality Improvement, Safety and Risk Management Committees. This process is coordinated, integrated and reported to the Superintendent and medical staff. AMHI's principal goal is to help everyone improve the processes in which they

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are involved.

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 as State and local presenters to provide a fresh and stimulating professional environment. This combines with AMHI's secondary function as a site for presentations sponsored by the DMHMRAS, 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. AMHI engages 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 Castellanos Medical Library Holdings

FINANCES, FISCAL YEAR 1996: The 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	14,269,568	4,684,921	9,584,647			
HEALTH BENEFITS	3,458,622	1,270,293	2,188,329			
RETIREMENTS	2,780,806	1,022,330	1,758,476			
OTHER FRINGE BENEFITS	164,005	60,367	103,638			
OTHER CONTRACT SERVICES STATE	1,400,616	482,929	917,687			
COMPUTER SERVICES STATE	49,175	18,211	30,964			
OTHER CONTRACT SERVICES	996,287	371,414	624,873			
RENTS	369,745	136,021	233,724			
COMMODITIES	1,473,511	543,784	929,727			
GRANTS, SUBSIDIES, PENSIONS	2,238,637	887,383	1,351,254			
EQUIPMENT	116,841	41,553	75,288			
INTEREST-DEBT RETIREMENT	1,316	122	1,194			
TRANSFER TO OTHER FUNDS	109,236	41,294	67,942			
TOTAL EXPENDITURES	27,428,365	9,560,622	17,867,743			

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

Telephone: (207) 941-4000

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 195 ; Citation: T0034B M.R.S.A., Sect. 000003201

Average Count--All Positions: 464.00

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

PURPOSE:

Bangor Mental Health Institute (BMHI) operates under laws established by the Maine Legislature to provide care and treatment for both voluntary and court committed and forensic patients as well as outpatients. The Institute has its own Governing Body with by-laws covering organization, purpose, duties, appointment process, committees and relationship to the Medical staff. The Governing Body provides the organizational link to the Department of Mental Health, Mental Retardation and Substance Abuse Services and on to the Governor's Office within the Executive Branch of State government. The Governing Body provides long range planning, role definition as a provider of mental health services, and integration to community services as overseen and funded by the DMHMRAS through its Regional Office.

BMHI is part of a comprehensive mental health system of services in Northern and Eastern Maine which includes community mental health centers with multiple branch offices, private psychiatric and community hospitals and private providers. It is the only public hospital serving two-thirds of the state's geographic area that provides services for people with severe mental illness who truly cannot be treated or get their needs met in other community settings. In addition to inpatient services, we provide crisis hospitalization services for clients who require such support in order to transition to, or remain in, the community.

MISSION AND VALUES: BMHI provides the highest quality acute psychiatric treatment and rehabilitation services to people with serious mental illnesses in inpatient and outpatient programs. BMHI will provide the leadership to assure that the following values permeate the entire organization: a) We will treat the people we serve with respect; b) We will protect the rights, dignity and privacy of the people we serve; c) We will address the needs of the whole person and will provide high quality treatment and rehabilitation in an integrated, compassionate manner; d) We will promote and develop a treatment environment that recognizes personal responsibility, individual choice, safety, comfort, normal daily activities, and community orientation; e) We will support and educate families, peers, caregivers, and others as to the needs of the people we serve to help them return to community settings as soon as possible; f) We will support and encourage staff in career growth and personal development.

ORGANIZATION:

The Bangor Mental Health Institute was established in 1901 as the Eastern Maine Insane Hospital. In 1913, it was renamed 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 and Substance Abuse Services. Its present name was established by the Legislature in 1973.

BMHI is a 188 bed psychiatric hospital and is organized into major clinical, administrative, and support service departments. The clinical programs and services are Admissions Services, Acute Admission Unit, Psycho-social Rehabilitation Units, Program and Outpatient Services, Rehabilitation Services, Ancillary Medical, and Support Services. The Administrative Services include Human Resources, Staff Education, The Quality Improvement Center, Utilization Review, and Medical Records. Ancillary Medical and Support Services include the Pharmacy, Laboratory, Radiology, Dental Clinic, Business Office, Plant Maintenance, Housekeeping, Dietary, Laundry, Sewing Room, Institutional Store, Switchboard, Print Shop, and the Safety Office.

The hospital received its first accreditation under the Joint Commission on Accreditation of Healthcare Organizations (J.C.A.H.O) in 1976 and has continued to be accredited. It is fully licensed as a hospital by the Maine Department of Human Services. The admitting Ward, D-1, is certified by the Health Care Finance Administration to provide acute psychiatric care.

PROGRAM:

D-1 serves as the primary admission and acute treatment unit for the hospital, admitting 250-300 people a year. The treatment focus is rapid assessment and stabilization with psychiatric medication. Psycho-social Rehabilitation Units have various treatment approaches as follows: K-2 focuses on behavioral stabilization through use of medication management, group therapy, and psycho-educational approaches. K-3 utilizes a structured, rehabilitative daily living program which helps patients gain self-care skills. C-2's focus is

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

on developing and enhancing self-care and social skills providing medical management. C-3 serves as an assessment/treatment unit for male patients referred from the legal systems for reduction of aggressive behaviors, increased awareness and acceptance of personal responsibility for problem behaviors. The Gero-Psychiatric Assessment and Resocialization Unit specializes in stabilization and active treatment of older people with severe psychiatric disorders.

The Theapeutic Community Unit provides treatment for older people to maintain and improve the patients' living skills and social interactions. Outpatient Services: The Community Link and Support Program (CLASP) provides transitional treatment and rehabilitation/habilitation for those BMHI patients who require a transitional program between the institution and community programs. The major focus of CLASP treatment is to identify barriers to clients' use of community services and to address these barriers. The Program on Aging Day Hospital serves older outpatients with major mental illness from the surrounding area to reduce demand for inpatient beds by providing day time treatment and to help patients transition to community living. The Program also provides Alzheimer's/Dementia Respite Care to help sustain community living for victims of dementia and their families and caregivers.

Rehabilitative Services: Occupational Therapy offers assistance to develop skills needed in patients' daily lives. The Benchmark Program offers paid work experiences to patients pursuing vocational goals. Therapeutic Recreation offers diversional and structured programs focused on patient's emotional, social and physical well being. Education and Information Services offers educational opportunities from basic literacy to Native American studies and computer literacy, as well as extensive library services. Physical Rehab. services are provided, i.e. on restorative care and consultation on mobility issues and adaptive equipment as requested. The Pastoral Care Department offers pastoral care to both patients and staff. Volunteer Services enlists and utilizes the volunteer resources of the community to enrich and brighten the lives of the patients. Beauty and Barber Shop services are also provided.

PUBLICATIONS:

- BMHI-Overview (free to citizens, patients and staff)
- 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 citizens, patients and staff)

FINANCES, FISCAL YEAR 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	14,241,452	5,106,456	9,125,557		9,439	
HEALTH BENEFITS	3,662,353	1,433,386	2,226,811			2,156
RETIREMENTS	2,793,142	1,082,892	1,708,497			1,753
OTHER FRINGE BENEFITS	164,272	63,603	100,521			148
OTHER CONTRACT SERVICES STATE	797,853	300,668	497,185			
COMPUTER SERVICES STATE	17,139	6,934	10,205			
OTHER CONTRACT SERVICES	690,224	292,264	397,843			117
RENTS	464,413	222,899	241,514			
COMMODITIES	1,468,090	693,636	773,372			1,082
GRANTS, SUBSIDIES, PENSIONS	2,007,037	778,420	1,229,897			- 1,280
PURCHASE OF LAND	53,954	20,243	33,711			
EQUIPMENT	52,213	25,142	27,071			
INTEREST-DEBT RETIREMENT	70	29	41			
TRANSFER TO OTHER FUNDS	27,858	10,224	17,634			
TOTAL EXPENDITURES	26,440,070	10,036,796	16,389,859		13,415	

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

BATH CHILDRENS' HOME

HOLLY B. STOVER, DIRECTOR

Central Office: 103 SOUTH ST, BATH, ME 04530

Mail Address: 103 SOUTH ST, BATH, ME 04530

Established: 1866

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 209 ; Citation: T0034B M.R.S.A., Sect. 000006253A

Average Count--All Positions: 18.00

Telephone: (207) 443-9575

Legislative Count: 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 program at Bath Children's Home, through the Legislature in 1996, is to be privatized.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

FINANCES, FISCAL YEAR 1996: The 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	421,709	421,709				
HEALTH BENEFITS	134,774	134,774				
RETIREMENTS	91,011	91,011				
OTHER FRINGE BENEFITS	7,486	7,486				
OTHER CONTRACT SERVICES STATE	9,399	9,399				
OTHER CONTRACT SERVICES	30,120	30,120				
RENTS	50,579	50,579				
COMMODITIES	51,235	51,235				
GRANTS, SUBSIDIES, PENSIONS	2,663	2,663				
INTEREST-DEBT RETIREMENT	323	323				
TOTAL EXPENDITURES	799,299	799,299				

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 04333

Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1985

Reference: Policy Area: 03 ; *Umbrella:* 14 *Unit:* 472 ; *Citation:* T0034B M.R.S.A., Sect. 000006204

Average Count--All Positions: 62.50

FAX: (207) 287-4268

Telephone: (207) 287-4250

Legislative Count: 53.50

PURPOSE:

The Department serves 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 department 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:

A Bureau of Children with Special Needs was established in 1985 to consolidate under one administrative and program authority services to children who have mental retardation, mental illness, behavioral disturbances and developmental delays and disabilities, and to their families. In 1996, the Bureau was abolished as the department moved from a categorically based organizational structure to a more functional organization. The Department operates three (3) regional offices and two residential facilities, the Elizabeth Levinson Center, Bangor, and the Bath Children's Home. The Department contracts with local non-profit agencies and provides direct services to children who have special needs and their families.

The Department collaborates in funding and delivery of services with other child-serving 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 FY96, the Department served approximately 18,000 Maine children. Children services consist of three program units and two facilities:

(A) Early Childhood, Mental Retardation and Autism Services. Program includes

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

3 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. The Department 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. The Department 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/respite 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.

(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

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

FINANCES, FISCAL YEAR 1996: The 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	1,935,004	1,667,066			267,938	
HEALTH BENEFITS	463,613	409,942			53,671	
RETIREMENTS	357,697	307,999			49,698	
OTHER FRINGE BENEFITS	26,273	22,588			3,685	
OTHER CONTRACT SERVICES STATE	198,601	31,967			166,634	
OTHER CONTRACT SERVICES	311,501	272,917			38,584	
RENTS	177,437	177,437				
COMMODITIES	22,334	8,556			13,778	
GRANTS, SUBSIDIES, PENSIONS	14,731,166	10,640,839			4,033,504	56,823
INTEREST-DEBT RETIREMENT	34	34				
TRANSFER TO OTHER FUNDS	8,355				8,355	
TOTAL EXPENDITURES	18,232,015	13,539,345			4,635,847	56,823

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, Mental Retardation and Substance Abuse Services 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, Mental Retardation and Substance Abuse Services is designated as the administering agency for the Developmental Disabilities Council by 34B M.R.S.A. 1211 para. 4.

The Office is composed of an Executive Director, a Developmental Disabilities Planner and a Secretary.

The Office assists the 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 (asterisked items currently not available)

-DD Dispatch (published three times a year)

-Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition)*

-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*

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

-Caring for Families Who Care: The Report of the Family Contribution Study Advisory Committee
-The "1990 Report"

FINANCES, FISCAL YEAR 1996: 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

Telephone: (207) 941-4400

Reference: Policy Area: 03 ; *Umbrella:* 14 *Unit:* 200 ; *Citation:* T0034B *M.R.S.A., Sect.* 000006252

Average Count--All Positions: 48.00

Legislative Count: 48.00

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.

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 implemented and monitored by medical, nursing, psychological and other professional staff. 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. The name was changed to Elizabeth Levinson Center in 1973. It is operated by the Department of Mental Health, Mental Retardation and Substance Abuse Services. Physician, occupational therapy, physical therapy, speech and language development, dental, orthopedic and psychological services are provided on a contractual basis.

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 Department's three regional offices, pediatricians, other professionals and parents and guardians. Upon approval, the Center's Social Worker and Director of Nursing Services conduct an intake visit to the home and school program. The parent and child attend a pre-admission meeting at the Center with the Interdisciplinary Team (IDT). A service contract is developed with goals, objectives, responsibilities and discharge plans. Upon admission and Individual Program Plan (IPP) and monthly program reviews are conducted, parents are encouraged to participate in the child's IPP and attend quarterly reviews by the IDT.

ELC offers inservice education for departmental and Center staff, staff training for area public schools and community agencies. Education programs for all Elizabeth Levinson Center residents are provided by local schools.

PUBLICATIONS:

Elizabeth Levinson Center included in BCSN Brochure (free).

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

FINANCES, FISCAL YEAR 1996: The 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,231,665	1,231,665				
HEALTH BENEFITS	359,803	359,803				
RETIREMENTS	248,529	248,529				
OTHER FRINGE BENEFITS	13,560	13,560				
OTHER CONTRACT SERVICES STATE	68,745	68,745				
COMPUTER SERVICES STATE	983	983				
OTHER CONTRACT SERVICES	63,924	63,924				
RENTS	28,757	28,757				
COMMODITIES	104,485	104,485				
GRANTS, SUBSIDIES, PENSIONS	1,056	1,056				
TOTAL EXPENDITURES	2,121,507	2,121,507				

DIVISION OF MENTAL HEALTH

WALTER LOWELL, ACTING DIRECTOR

Central Office: GREENLAW BLDG, AMHI, AUGUSTA, ME 04333

Mail Address: BOX 724, AUGUSTA, ME 04333

Established: 1959

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 193 ; Citation: T0034B M.R.S.A., Sect. 000003001

Average Count--All Positions: 29.00

TDD: (207) 287-7285

FAX: (207) 287-7286

Telephone: (207) 287-4230

Legislative Count: 27.00

PURPOSE:

The department 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. 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].

The department 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:

A Division of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine. In 1996, the Division was abolished as the department moved from a categorically based organizational structure to a more functional organization.

PROGRAM:

The mission of the department 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, the department acts as an advocate for the prevention of and recovery from mental illness and as an agent

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

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 FY96, the department continued its focus 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. In April 1996, based on the Productivity Realization Task Force Report, the department reorganized, creating three regional offices, each with a mental health Team Leader. 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:

- Consent Decree Report
- 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 1996: The 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	617,900	612,888			5,012	
HEALTH BENEFITS	142,733	141,443			1,290	
RETIREMENTS	109,930	108,966			964	
OTHER FRINGE BENEFITS	9,872	9,820			52	
OTHER CONTRACT SERVICES STATE	265,068	177,722	1,444		85,902	
COMPUTER SERVICES STATE	285				285	
OTHER CONTRACT SERVICES	265,283	247,929	7,208		10,146	
RENTS	20,112	20,112				
COMMODITIES	135,139	128,809	2,798		3,532	
GRANTS, SUBSIDIES, PENSIONS	27,408,400	25,596,477	13,651		1,667,095	131,177
EQUIPMENT	2,600				2,600	
INTEREST-DEBT RETIREMENT	2				2	
TRANSFER TO OTHER FUNDS	1,940		423		1,517	
TOTAL EXPENDITURES	28,979,264	27,044,166	25,524		1,778,397	131,177

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

DIVISION OF MENTAL RETARDATION

TERRY L. SANDUSKY, ACTING DIRECTOR

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

Average Count--All Positions: 179.50

TDD: (207) 287-2000

FAX: (207) 287-4268

Telephone: (207) 287-4242

Legislative Count: 175.50

PURPOSE:

The department assures 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. Responsibilities include the planning, promotion, coordination and development of complete and integrated statewide community programs for adult persons with mental retardation and autism. The department serves as liaison, coordinator and consultant to several other 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:

A Division of Mental Retardation was established in 1969. In 1996, the Division was abolished as the department moved from a categorically based organizational structure to a more functional organization.

Community mental retardation programs are supported through grants to private, non-profit agencies. Administratively, the state has been divided into three regions with a Team Leader 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 the consumer and family as possible.

PROGRAM:

During FY96 several significant activities were undertaken. First, the department, through the development of community options, closed Pineland Center. Second, under the Community Consent Decree, a system of crisis services was developed. Third, a new individual planning process was developed and implemented.

PUBLICATIONS:

- Directory of Programs Serving Maine Citizens with Mental Retardation
- Community Consent Decree
- Questions and Answers on Guardianship
- DMHMRSAS Brochure
- Comprehensive Plan for FY96 through FY97
- Family Support Program Brochure
- Resources Available for People with Mental Retardation and Autism and their Families
- Implementation and Facilitation Manual
- Planning with People
- Hearing Rules for Class Members

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

FINANCES, FISCAL YEAR 1996: The 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 RETARDATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	4,635,263	4,493,540			141,723	
HEALTH BENEFITS	1,143,079	1,115,882			27,197	
RETIREMENTS	844,672	817,409			27,263	
OTHER FRINGE BENEFITS	55,648	54,646			1,002	
OTHER CONTRACT SERVICES STATE	105,708	80,758	2,206		22,744	
COMPUTER SERVICES STATE	1,793	243			1,550	
OTHER CONTRACT SERVICES	699,324	618,299	15,793		65,232	
RENTS	207,834	206,141			1,693	
COMMODITIES	37,576	31,945	2,038		3,593	
GRANTS, SUBSIDIES, PENSIONS	42,855,367	41,867,500			987,867	
INTEREST-DEBT RETIREMENT	51	51				
TRANSFER TO OTHER FUNDS	7,767		402		7,365	
TOTAL EXPENDITURES	50,594,082	49,286,414	20,439		1,287,229	

PINELAND CENTER

TERRY SANDUSKY, ACTING SUPERINTENDENT

Central Office: PINELAND CTR, NEW GLOUCESTR, ME 04260

Mail Address: BOX D, POWNAL, ME 04069-0902

Established: 1907

Telephone: (207) 688-4811

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 198 ; Citation: T0034B M.R.S.A., Sect. 000005402

Average Count--All Positions: 158.50

Legislative Count: 158.50

PURPOSE:

Pineland Center, an institution providing housing, treatment, care and training to persons with mental retardation or developmental disabilities, was part of a network of community and institutional services administered by the Department of Mental Health, Mental Retardation and Substance Abuse Services, and was licensed by the State of Maine as an Intermediate Care Facility for people with mental retardation.

Pineland's objectives included 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, Mental Retardation and Substance Abuse Services. The institution's current name, Pineland Center, was authorized by the Legislature in 1973. Pineland Center closed in April 1996.

PROGRAM:

The program currently has nine positions which augment the community-based crisis services for adults with mental retardation. These positions will specifically be targeted for crisis in home and residential services in Region I (Cumberland and York counties) and Region III (Aroostook county). These nine

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

positions will be submitted as a FY98/99 Part II request to move them to the Mental Retardation-Community account.

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.

FINANCES, FISCAL YEAR 1996: The 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	5,491,494	5,491,494				
HEALTH BENEFITS	1,332,926	1,332,926				
RETIREMENTS	1,071,379	1,071,379				
OTHER FRINGE BENEFITS	36,480	36,480				
OTHER CONTRACT SERVICES STATE	628,107	568,898	59,209			
COMPUTER SERVICES STATE	12,367	12,258	109			
OTHER CONTRACT SERVICES	317,976	305,827	12,149			
RENTS	110,946	104,641	6,305			
COMMODITIES	367,610	366,297	1,313			
GRANTS, SUBSIDIES, PENSIONS	12,245	12,245				
EQUIPMENT	13,474	13,474				
INTEREST-DEBT RETIREMENT	1	1				
TRANSFER TO OTHER FUNDS	516		516			
TOTAL EXPENDITURES	9,395,521	9,315,920	79,601			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL
REGULATION**

S. CATHERINE LONGLEY, COMMISSIONER

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME, 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1973

Telephone: (207) 624-8500

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 027 ; Citation: T0010 M.R.S.A., Sect. 000008001

Average Count--All Positions: 213.0

Units:

BOARD OF ACCOUNTANCY	BOARD OF LICENSURE IN MEDICINE
ACUPUNCTURE LICENSING BOARD	MEDICAL SPECIALTY ADVISORY COMMITTEE ON
DIVISION OF ADMINISTRATIVE SERVICES (BUS REG)	ANESTHESIOLOGY
ADJUSTER LICENSE ADVISORY BOARD	MEDICAL SPECIALTY ADVISORY COMMITTEE ON EMERGENCY
STATE BOARD OF ALCOHOL AND DRUG COUNSELORS	MEDICINE
ARBORIST EXAMINING BOARD	MEDICAL SPECIALTY ADVISORY COMMITTEE ON OBSTETRICS
MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS,	AND GYNECOLOGY
LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS	STATE BOARD OF NURSING
MAINE ATHLETIC COMMISSION	NURSING HOME ADMINISTRATORS LICENSING BOARD
BOARD OF BARBERING AND COSMETOLOGY	BOARD OF OCCUPATIONAL THERAPY PRACTICE
BUREAU OF BANKING	OIL AND SOLID FUEL BOARD
BOARD OF CHIROPRACTIC LICENSURE	STATE BOARD OF OPTOMETRY
BOARD OF COMMERCIAL DRIVER EDUCATION	BOARD OF OSTEOPATHIC LICENSURE
OFFICE OF CONSUMER CREDIT REGULATION	BOARD OF COMMISSIONERS OF THE PROFESSION OF
BOARD OF COUNSELING PROFESSIONALS LICENSURE	PHARMACY
BOARD OF DENTAL EXAMINERS	BOARD OF EXAMINERS IN PHYSICAL THERAPY
ELECTRICIANS' EXAMINING BOARD	MAINE STATE PILOTAGE COMMISSION
STATE BOARD OF REGISTRATION FOR PROFESSIONAL	PLUMBERS' EXAMINING BOARD
ENGINEERS	BOARD OF LICENSURE OF PODIATRISTS
STATE BOARD OF LICENSURE FOR PROFESSIONAL	PROPANE AND NATURAL GAS BOARD
FORESTERS	STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS
STATE BOARD OF FUNERAL SERVICE	RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS
GENERAL LINES AGENT EXAMINATION ADVISORY BOARD	REAL ESTATE COMMISSION
STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND	BOARD OF REAL ESTATE APPRAISERS
SOIL SCIENTISTS	BOARD OF RESPIRATORY CARE PRACTITIONERS
BOARD OF HEARING AID DEALERS AND FITTERS	MEDICAL SPECIALTY ADVISORY COMMITTEE ON RADIOLOGY
BUREAU OF INSURANCE	SECURITIES DIVISION
BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS	STATE BOARD OF SOCIAL WORKER LICENSURE
BOARD OF LICENSING OF AUCTIONEERS	BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND
DIVISION OF LICENSING AND ENFORCEMENT	AUDIOLOGY
BOARD OF LICENSING OF DIETETIC PRACTICE	STATE BOARD OF VETERINARY MEDICINE
LIFE AGENT EXAMINATION ADVISORY BOARD	
MANUFACTURED HOUSING BOARD	

PURPOSE:

The Department serves the public by examining and overseeing state-chartered financial institutions; regulating bank holding companies; regulating insurance companies, agencies and agents; regulating grantors of consumer credit; 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.

The Department fosters a healthy business environment through competent, impartial and efficient regulation, in order to encourage the development of sound and ethical businesses which serve the needs of Maine citizens.

ORGANIZATION:

The Department of Business Regulation was created in October 1973 as part of State government reorganization designed to consolidate related agencies

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

along functional lines and strengthen executive direction. Some of the agencies originally placed under the jurisdiction of the Department were the Bureau of Banking, Bureau of Insurance, Real Estate Commission, and the Maine State Boxing Commission (renamed Maine Athletic Commission). 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 Office of Consumer Credit Regulation) to enforce the Maine Consumer Credit Code, which became effective January 1, 1975.

The Special Session of the 107th Legislature established a central licensing division, now called the Office of Licensing and Registration. 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. 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, and 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 insure that each complies fully with its statutory and public service responsibilities. The Commissioner may not 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.

Internet Address: <http://www.state.me.us/pfr/pfrhome.htm>

LICENSES:

See individual agencies.

PUBLICATIONS:

See reports of component units.

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FINANCES, FISCAL YEAR 1996: 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 PROFESSIONAL AND FINANCIAL REGULATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	6,841,193		6,841,193			
HEALTH BENEFITS	1,154,588		1,154,588			
RETIREMENTS	1,213,515		1,213,515			
OTHER FRINGE BENEFITS	85,817		85,817			
OTHER CONTRACT SERVICES STATE	947,670		947,670			
COMPUTER SERVICES STATE	664,540		664,540			
OTHER CONTRACT SERVICES	1,585,137		1,585,137			
RENTS	895,840		895,840			
COMMODITIES	140,836		140,836			
GRANTS, SUBSIDIES, PENSIONS	63,155		63,155			
EQUIPMENT	354,289		354,289			
INTEREST-DEBT RETIREMENT	229		229			
TRANSFER TO OTHER FUNDS	122,065		122,065			
TOTAL EXPENDITURES	14,068,874		14,068,874			

BOARD OF ACCOUNTANCY

CHERYL HERSOM, REGULATORY BD COORDINATOR

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: 280 ; Citation: T0032

TDD: (207) 624-8563

FAX: (207) 624-8637

Telephone: (207) 624-8603

M.R.S.A., Sect. 000012213

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ACUPUNCTURE LICENSING BOARD

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1987

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 502 ; Citation: T0032

TDD: (207) 624-8563

FAX: (207) 624-8637

Telephone: (207) 624-8603

M.R.S.A., Sect. 000012406

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

The Title of the Board changed October 1, 1996 to Board of Complementary Health Care Providers to reflect the inclusion of naturopaths in their licensing and regulatory authority.

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF ADMINISTRATIVE SERVICES (BUS REG)

LINDA S. GILSON, DIRECTOR, ADMIN. SVCS.

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1974

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 028 ; Citation: T0010

Average Count--All Positions: 17.00

FAX: (207) 624-8690

Telephone: (207) 624-8500

M.R.S.A., Sect. 000008003

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:

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, 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 entire Department of Professional and Financial Regulation. Additionally, the Division is responsible for ordering and arranging for the services provided to all units by outside staff agencies, the landlord and by private parties and vendors. It has continued to computerize its functions through the MFASIS System and the Bureau of Budget in order to provide better and more varied management information reports.

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The Information Systems Support Services section program includes administration of the Department's centralized licensing database (approximately 129,535 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 of 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.

Internet Address: <http://www.state.me.us/pfr/com/admhome2.htm>

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.

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF ADMINISTRATIVE SERVICES (BUS REG)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	570,597		570,597			
HEALTH BENEFITS	90,223		90,223			
RETIREMENTS	96,596		96,596			
OTHER FRINGE BENEFITS	6,471		6,471			
OTHER CONTRACT SERVICES STATE	5,305		5,305			
COMPUTER SERVICES STATE	8,643		8,643			
OTHER CONTRACT SERVICES	165,327		165,327			
RENTS	211,314		211,314			
COMMODITIES	49,682		49,682			
EQUIPMENT	314,528		314,528			
TRANSFER TO OTHER FUNDS	4,136		4,136			
TOTAL EXPENDITURES	1,522,822		1,522,822			

ADJUSTER LICENSE ADVISORY BOARD

BRIAN K. ATCHINSON, SUPERINTENDENT

Central Office: 124 NORTHERN AVENUE, GARDINER, ME 04345

Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1989

FAX: (207) 624-8599

Telephone: (207) 624-8475

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 036 ; Citation: T0024A M.R.S.A., Sect. 000001525

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

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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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE BOARD OF ALCOHOL AND DRUG COUNSELORS 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: 1977

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 384 ; Citation: T0032 M.R.S.A., Sect. 000006201

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: 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 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1933

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 287 ; Citation: T0032 M.R.S.A., Sect. 000002001

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 288 ; Citation: T0032 *M.R.S.A., Sect.* 000000211

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE ATHLETIC 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

Established: 1939

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 035 ; Citation: T0032 *M.R.S.A., Sect.* 000013501

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

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PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF BARBERING AND COSMETOLOGY

CHERYL HERSOM, COORDINATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1937

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 265 ; Citation: T0032 M.R.S.A., Sect. 000014211

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

Established: 1997

FAX: (207) 624-8690

Telephone: (207) 624-8570

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 029 ; Citation: T0009B M.R.S.A., Sect. 000000121

Average Count--All Positions: 38.00

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 Division, 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. In January, 1996,

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the Bureau assumed the responsibility of enforcing Title 9-A M.R.S.A., the Maine Consumer Credit Code, in banks and credit unions.

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 senior manager. The Chief Bank Examiner 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 95-96, 24 safety and soundness examinations and 22 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 8,020 copies of educational booklets and videos and made 54 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 1,069 consumer complaints and/or inquiries. The Bureau assisted Maine consumers in obtaining \$44,494 in restitution.

During fiscal year 1996, 33 letters of notification were processed effecting the opening, closing or relocation of 33 branches and to establish 16 new and close 2 ATM locations, bringing the total number of shared facilities to approximately 334. In addition, the Bureau gave one bank permission to purchase the branch of another bank. In other application activity, the Bureau approved the formation of, or investment in, two subsidiary corporations; two additional acquisitions by holding companies and one merger of two financial institutions.

The Bureau has created a site on the World Wide Web which contains consumer information, the Bureau's booklets and regulations and bulletins. Consumer complaints can now be filed electronically with the Bureau using this media.

Internet Address: <http://www.state.me.us/pfr/bkg/bkghome.htm>

PUBLICATIONS:

Banking Regulations and Bulletins (\$65.00), Annual Updates (\$20.00);
Status of Maine's Financial Institutions - 1/15/85 to 1/15/96 (\$10.00 ea.)
Consumer booklets free to Maine residents, others \$1.50:

Bureau of Banking's Consumer Outreach Program,
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,

Free video rentals:

Applying for a Loan,
Adventures in Money Management,
Students Ask Questions I and II,
The Real World...Part I

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FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,253,738		1,253,738			
HEALTH BENEFITS	183,349		183,349			
RETIREMENTS	226,906		226,906			
OTHER FRINGE BENEFITS	13,862		13,862			
OTHER CONTRACT SERVICES STATE	3,520		3,520			
COMPUTER SERVICES STATE	29,263		29,263			
OTHER CONTRACT SERVICES	221,004		221,004			
RENTS	98,100		98,100			
COMMODITIES	19,707		19,707			
INTEREST-DEBT RETIREMENT	55		55			
TRANSFER TO OTHER FUNDS	18,537		18,537			
TOTAL EXPENDITURES	2,068,041		2,068,041			

BOARD OF CHIROPRACTIC 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: 1923

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 297 ; Citation: T0032 M.R.S.A., Sect. 000000501

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF COMMERCIAL DRIVER EDUCATION

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: 1982

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 295 ; Citation: T0032 M.R.S.A., Sect. 000009552

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

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The Board of Commercial Driver Education was transferred to the Secretary of State during fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF CONSUMER CREDIT REGULATION

WILLIAM N LUND, SUPERINTENDENT

WATS: (800) 332-8529

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATEHOUSE STA, AUGUSTA, ME 04333-0035

FAX: (207) 582-7699

Established: 1975

Telephone: (207) 624-8527

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 030 ; Citation: T0009A M.R.S.A., Sect. 006-00103

Average Count--All Positions: 11.00

PURPOSE:

The Office of Consumer Credit Regulation was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Agency is to protect Maine consumers through implementation of the Maine Consumer Credit Code. The Code requires the Agency 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 Agency 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, pawnbrokers and money order issuers.

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) again changed the name of the agency, to the "Office of Consumer Credit Regulation," effective January 1, 1996. This legislation also shifted responsibility for compliance by banks and credit unions with the Maine Consumer Credit Code to the Bureau of Banking.

PROGRAM:

During FY 96, 526 creditors, 28 collection agencies, 10 credit services organizations and 6 credit reporting agencies were examined. During this period, creditors refunded \$95,076.92 to consumers as a result of violations discovered during the examination process. The Bureau cited 352 violations of Truth-in-Lending Laws and 308 Consumer Credit Code violations after reviewing 15,500 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 224 formal written complaints. Many were mediated informally, by telephone, while others required conferences, hearings

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

or formal resolutions. As a result of the efforts of the Complaint Division, an additional \$111,520 was credited and refunded to consumers.

The Bureau licensed or registered the following creditors and businesses in FY 96:

Supervised Financial Organizations (banks, credit unions-including branches): 427; Supervised Lenders (134 main offices, 22 branches): 256; Other Creditors (excluding branches)*: 938; Sales Finance Companies: 90; Collection Agencies: 82; Credit Services Organizations: 28; Credit Reporting Agencies: 24. This results in a grand total of 1,845 licensees and registrants.

*This year's "Other Creditor" tally includes the following categories: Insurance Premium Finance Companies: 4; Mobile Home Dealers: 47; New Car Dealers: 156; Used Car Dealers: 147; Rent-to-Own Merchants: 27; Pawnbrokers: 46.

LICENSES:

License:

Collection Agencies, Supervised Lenders, Repossession Companies and Money Order Issuers.

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? Business Guide" (Both free to interested parties).

FINANCES, FISCAL YEAR 1996: The 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 CONSUMER CREDIT REGULATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	412,301		412,301			
HEALTH BENEFITS	61,509		61,509			
RETIREMENTS	74,085		74,085			
OTHER FRINGE BENEFITS	2,682		2,682			
OTHER CONTRACT SERVICES STATE	15,302		15,302			
COMPUTER SERVICES STATE	27,270		27,270			
OTHER CONTRACT SERVICES	68,988		68,988			
RENTS	32,982		32,982			
COMMODITIES	2,228		2,228			
TRANSFER TO OTHER FUNDS	6,817		6,817			
TOTAL EXPENDITURES	704,164		704,164			

BOARD OF COUNSELING PROFESSIONALS LICENSURE

ALEXANDER SEVERANCE, REGULATORY BD COORDINATOR

WATS: (207) 624-8603

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1989

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 514 ; Citation: T0032 M.R.S.A., Sect. 000013852

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

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LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

Established: 1891

Telephone: (207) 287-3333

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 313 ; Citation: T0032 M.R.S.A., Sect. 000001071

Average Count--All Positions: 1.00

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, denturism or radiography in Maine; collect payment of specified fees to register dentists and dental hygienists biannually, denturists 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 1996 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 925 dentists currently registered for the biennium 1995-1996. Of these 300 list out of state residences or practices. The Board issued 55 new dental hygiene licenses in the past fiscal year, bringing the total of Maine licensed hygienists to 1065 and 174 are out of state. Registered dental radiographers now number 747. A total of 39 dentists are registered to administer anesthesia/sedation.

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During the past fiscal year the Board has amended the rules relating to dental hygienists to allow dental hygienists to practice in a public health setting under the general supervision of a dentist. This provides education and some dental care to a segment of the State's population that was previously underserved.

Per legislative mandate, a subcommittee has been formed and is in the process of revising the rule regarding denturism. This will bring the rule up to date and provide for better access to education for those wishing to practice denturism. The Board is also studying the feasibility of dental hygienists administering anesthesia under the direct supervision of a licensed dentist.

LICENSES:

Dentistry
Dental Hygiene
Denturism
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 hygienists.

Dental Directory mailed to all Maine licensed dentists and dental hygienists.

FINANCES, FISCAL YEAR 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	38,057		38,057			
HEALTH BENEFITS	5,010		5,010			
RETIREMENTS	5,654		5,654			
OTHER FRINGE BENEFITS	566		566			
OTHER CONTRACT SERVICES STATE	5,308		5,308			
COMPUTER SERVICES STATE	12,262		12,262			
OTHER CONTRACT SERVICES	22,941		22,941			
RENTS	6,490		6,490			
COMMODITIES	1,766		1,766			
TOTAL EXPENDITURES	98,054		98,054			

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

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 318 ; Citation: T0032 M.R.S.A., Sect. 000001151

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

Telephone: (207) 287-3236

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 satisfactorily qualify as professional engineers or engineer-interns in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistent with State Laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION:

The State Board of Registered Professional Engineers, established in 1935, is composed of six 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 1996, 256 candidates successfully completed the requirements for registration as Professional Engineers. Of that number, 63 qualified through written examination, 172 by Comity with other jurisdictions, and 21 by oral examination. These candidates are rapidly registered as their credentials have been previously gathered and verified. As of June 4, 1996, a total of 5,076 engineers were registered. Approximately 50% reside out of state. During FY 1996, 232 applicants were examined for certification as Engineer-Interns. Of those examined, 159 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 (EI) 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 examinations were given at Augusta on October 27, 1995 for 64 Professional Engineer candidates. On October 28, 1995 for 68 Engineer-Intern candidates. Of those taking the P.E. exam, 26 passed. Of those taking the EI exam, 45 passed. Spring examinations were given at Augusta. On April 18, 1996, 89 candidates sat for the P.E. exam in Augusta. Also on April

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19, 1996, 164 candidates sat for the EI exam at either Augusta or Orono. Of those taking the P.E. exam, 37 passed. Of those taking the EI exam, 114 passed. Of the 21 oral candidates who sat for the examination, all were found qualified and registered as Professional Engineers. The Board held 4 meetings during FY 96. These were held September 21, 1995, January 10 and 11, March 21, and June 13, 1996.

LICENSES:

Registration:

Professional Engineer Registration
Engineer-Intern Certification

PUBLICATIONS:

"Fifty-first Report With Roster of Professional Engineers" as of December 31, 1995 (\$10.00)
"Suppliment to the Fifty-first Report with Roster of Professional Engineers" as of December 31, 1996 (\$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"
"Newsletter" - Spring of each year

FINANCES, FISCAL YEAR 1996: The 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	28,441		28,441			
HEALTH BENEFITS	5,052		5,052			
RETIREMENTS	4,429		4,429			
OTHER FRINGE BENEFITS	443		443			
OTHER CONTRACT SERVICES STATE	40,019		40,019			
COMPUTER SERVICES STATE	610		610			
OTHER CONTRACT SERVICES	39,543		39,543			
RENTS	5,875		5,875			
COMMODITIES	1,640		1,640			
TRANSFER TO OTHER FUNDS	1,072		1,072			
TOTAL EXPENDITURES	127,124		127,124			

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

Established: 1975

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 333 ; Citation: T0032 M.R.S.A., Sect. 000005004

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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STATE BOARD OF FUNERAL SERVICE

CHERYL HERSOM, REGULATORY BD COORDINATOR

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1903

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 331 ; Citation: T0032 M.R.S.A., Sect. 000001451

TDD: (207) 624-8563

FAX: (207) 624-8637

Telephone: (207) 624-8603

ORGANIZATION:

All professional and occupational boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

BRIAN K ATCHINSON, SUPERINTENDENT

Central Office: 124 NORTHERN AVENUE, GARDINER, ME 04345

Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333

Established:

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 033 ; Citation: T0024A M.R.S.A., Sect. 000001525

FAX: (207) 624-8599

Telephone: (207) 624-8475

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 board, the superintendent, so far as practicable, must appoint persons with prior experience in the education and training of 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, 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.

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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 1996: 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 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1973

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 070 ; *Citation:* T0032 *M.R.S.A., Sect.* 000004907

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF HEARING AID DEALERS AND FITTERS

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

FAX: (207) 624-8637

Established: 1969

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 164 ; *Citation:* T0032 *M.R.S.A., Sect.* 000001660A

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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

FAX: (207) 624-8599

Established: 1870

Telephone: (207) 624-8475

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 031 ; Citation: T0024A M.R.S.A., Sect. 000000200

Average Count--All Positions: 73.00

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 reviews 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 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; 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.

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The Life and Health Division reviews life and health policy forms and rates, processes consumer complaints and requests for information, processes license applications for medical utilization review entities and preferred provider organizations, reviews managed care networks, and maintains data bases for and evaluates mandated health insurance benefits: 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, 1996; Medicare Supplement Insurance Comparison Chart, 1996; 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, 1995; Consumer Guide to Introduction to Insurance, 1991; Consumer Guide to Mobile Home Insurance, 1994; Consumer Guide to Snowmobile Insurance, 1991; Consumer Guide to Individual Health Insurance, 1995; Consumers Guide to HMOs, 1996; What Maine Small Employees Should Know About Health Insurance, 1996.

FINANCES, FISCAL YEAR 1996: The 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 INSURANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,509,895		2,509,895			
HEALTH BENEFITS	418,602		418,602			
RETIREMENTS	455,610		455,610			
OTHER FRINGE BENEFITS	34,710		34,710			
OTHER CONTRACT SERVICES STATE	688,276		688,276			
COMPUTER SERVICES STATE	183,212		183,212			
OTHER CONTRACT SERVICES	399,804		399,804			
RENTS	203,774		203,774			
COMMODITIES	20,958		20,958			
TRANSFER TO OTHER FUNDS	52,755		52,755			
TOTAL EXPENDITURES	4,967,596		4,967,596			

Self-Insurance Division: The Self-Insurance Division reviews and evaluates applications for Workers' Compensation Self-Insurance Authority. It's mission is to apply the rules and regulations governing self-insurance in a fair, consistent, and timely manner to assure that Maine businesses who self-insure workers' compensation risk do so in an effective and responsible manner.

The division processed and approved 7 applications for self-insurance during the past year. The total number of self-insured employers is approximately 1,291. The division also coordinated the filing of documents, reports and information with other State agencies and departments.

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BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS
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: 1967 *Telephone:* (207) 624-8603
Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 360 ; *Citation:* T0032 *M.R.S.A., Sect.* 0000013901

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF LICENSING OF AUCTIONEERS
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: 1979 *Telephone:* (207) 624-8603
Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 302 ; *Citation:* T0032 *M.R.S.A., Sect.* 000000271

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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 *FAX:* (207) 624-8637
Established: 1976 *Telephone:* (207) 624-8603
Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 041 ; *Citation:* T0010 *M.R.S.A., Sect.* 000008003
Average Count--All Positions: 48.00

PURPOSE:

The Office of Licensing and Registration exists for the purpose of assuring the competency of persons or entities subject to State licensure. Consequently, it is the point of origin for all other regulation conducted within the Department of Professional and Financial Regulation, as it is here that persons and businesses whose future conduct will be monitored first seek authorization

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to become practitioners of various professions, occupations and trades.

In those few instances where, subsequent to licensure, practitioners fail to maintain competency, as evidenced by complaints received from members of the public, our inspection of their work products or their noncompliance with continuing education requirements, it is further the responsibility of the Office of Licensing and Registration to rescind the authority it has granted.

ORGANIZATION:

The staff of the Office consists of sixty-five persons who are either Administrators, Inspectors or Clerks, organized into operational units: Reporting to the Director are an Administrative Secretary, the Executive Director of the Manufactured Housing Board, the Executive Director of the Real Estate Commission, two Administrators for the newly-formed Licensing Service Center, and three Administrators who provide administrative assistance to some thirty-seven occupational boards and commissions in the fields of Finance, Health, Service and Trade.

PROGRAM:

Licensing: Pursuant to legislation enacted upon the recommendation of Maine's Productivity Realization Task Force, the Department of Professional and Financial Regulation was designated as the future cluster organization for licensure within State government, and the former "Division of Licensing and Enforcement" became the new "Office of Licensing and Registration" effective January 1, 1996. Since then, licensing operations for Insurance and Real Estate have been relocated from those areas of State government where they previously resided into the Office of Licensing and Registration. Effective October 1, 1996, the Board of Boiler Rules and the Board of Elevator and Tramway Safety will be resituated as well.

As their respective processes have become assimilated, a standardized prototype has evolved, integrating the optimal elements of each to produce a more efficient and centralized mechanism. In order to accommodate this expansion, the Licensing Service Center was created, to serve as the nucleus for processing activity throughout the Office of Licensing and Registration.

Complaints: During FY 95-96, 271 new complaints were opened, 154 were dismissed, 3 were referred to the Office of the Attorney General, and 103 are pending resolution. Other cases were concluded in various disciplinary actions, including the imposition of fines and license suspensions and/or revocations by the boards of jurisdiction.

Internet Address: <http://www.state.me.us/pfr/led/ledhome2.htm>

LICENSES:

During FY 95-96, the Office of Licensing and Registration issued some 100,672 licenses (57,268 new and 43,404 renewal) for occupations ranging from Accountancy to Veterinary Medicine, which are subject to the authority of boards of jurisdiction, and 8,694 for professions relating to insurance.

Revenues for the corresponding period and resulting from fees for licensure and incidental services totaled \$3,405,200 for board-related areas and \$3,277,930 for insurance licensing.

PUBLICATIONS:

The Office of Licensing and Registration publishes a quarterly newsletter containing articles of general interest. In addition, several of the regulatory boards periodically issue their own newsletter to convey information specific to their areas of regulation.

Name-and-address lists of license holders are available to trade organizations and other interested parties for a nominal fee, and to other State governments agencies at no charge. These lists are obtainable in any one of three formats -- in printed sheets, as mailing labels or on computer diskettes.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1996: The 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 LICENSING AND REGISTRATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,271,532		1,271,532			
HEALTH BENEFITS	277,671		277,671			
RETIREMENTS	215,815		215,815			
OTHER FRINGE BENEFITS	16,895		16,895			
OTHER CONTRACT SERVICES STATE	109,559		109,559			
COMPUTER SERVICES STATE	207,722		207,722			
OTHER CONTRACT SERVICES	478,548		478,548			
RENTS	226,639		226,639			
COMMODITIES	30,761		30,761			
INTEREST-DEBT RETIREMENT	129		129			
TRANSFER TO OTHER FUNDS	26,082		26,082			
TOTAL EXPENDITURES	2,861,353		2,861,353			

OFFICE OF LICENSING AND REGISTRATION
BOARDS/COMMISSIONS:

Board of Accountancy Cheryl Hersom, Administrator	624-8605
Board of Alcohol and Drug Counselors (formerly the Board of Substance Abuse Counselors) Alex Severance, Administrator	624-8607
Arborist Examining Board Cheryl Hersom, Administrator	624-8605
Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers Carol Leighton, Administrator	624-8520
Maine Athletic Commission Cheryl Hersom, Administrator	624-8605
Board of Licensing of Auctioneers Carol Leighton, Administrator	624-8520
Board of Barbering and Cosmetology Geraldine Betts, Administrator	624-8625
Board of Boiler Rules Cheryl Hersom, Administrator	624-8605
Board of Chiropractic Licensure Alex Severance, Administrator	624-8607
Board of Complementary Health Care Providers (formerly the Acupuncture Licensing Board) Geraldine Betts, Administrator	624-8625
Board of Counseling Professionals Licensure Alex Severance, Administrator	624-8607
Board of Licensure of Dietetic Practice Geraldine Betts, Administrator	624-8625
Electricians' Examining Board Cheryl Hersom, Administrator	624-8605
Board of Elevator and Tramway Safety Cheryl Hersom, Administrator	624-8605
Board of Licensure for Professional Foresters Carol Leighton, Administrator	624-8520
State Board of Funeral Service Geraldine Betts, Administrator	624-8625
Board of Certification for Geologists and Soil Scientists Geraldine Betts, Administrator	624-8625
Board of Hearing Aid Dealers and Fitters Alex Severance, Administrator	624-8607

Board of Licensure for Professional Land Surveyors Carol Leighton, Administrator	624-8520
Manufactured Housing Board	
Nursing Home Administrators Licensing Board Geraldine Betts, Administrator	624-8625
Board of Occupational Therapy Practice Geraldine Betts, Administrator	624-8625
Oil and Solid Fuel Board Cheryl Hersom, Administrator	624-8605
Board of Commissioners of the Profession of Pharmacy Alex Severance, Administrator	624-8607
Board of Examiners in Physical Therapy Geraldine Betts, Administrator	624-8625
Maine State Pilotage Commission Cheryl Hersom, Administrator	624-8605
Plumbers' Examining Board Cheryl Hersom, Administrator	624-8605
Board of Licensure of Podiatric Medicine Geraldine Betts, Administrator	624-8625
Propane and Natural Gas Board Cheryl Hersom, Administrator	624-8605
State Board of Examiners of Psychologists Alex Severance, Administrator	624-8607
Radiologic Technology Board of Examiners Geraldine Betts, Administrator	624-8625
Board of Real Estate Appraisers Carol Leighton, Administrator	624-8520
Real Estate Commission Carol Leighton, Administrator	624-8520
Board of Respiratory Care Practitioners Geraldine Betts, Administrator	624-8625
State Board of Social Worker Licensure Alex Severance, Administrator	624-8607
Board of Examiners on Speech Pathology and Audiology Alex Severance, Administrator	624-8607
State Board of Veterinary Medicine Alex Severance, Administrator	624-8607

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF LICENSING OF DIETETIC PRACTICE

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: 1985

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 344 ; Citation: T0032 M.R.S.A., Sect. 000009903

FAX: (207) 624-8637

Telephone: (207) 624-8603

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LIFE AGENT EXAMINATION ADVISORY BOARD

BRIAN K. ATCHINSON, SUPERINTENDENT

Central Office: 124 NORTHERN AVENUE, GARDINER, ME 04345

Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1989

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 034 ; Citation: T0024A M.R.S.A., Sect. 000001525

FAX: (207) 624-8599

Telephone: (207) 624-8475

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:

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 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.

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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 1996: 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 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1977

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 385 ; Citation: T0010 M.R.S.A., Sect. 000009003

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

PROGRAM:

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

Telephone: (207) 287-3601

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

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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, censure, fine, 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 as required by law are 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, as it did in 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:

Permanent Licensures	243
Intern/Resident Certificate	206
Camp physician	57
Temporary/Locum Tenens	156
In July 1995 renewed licenses totaled:	4,688
Active Practice	3,276
Inactive Practice (elsewhere)	1,412

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Certified Physician Assistants Licensed	277
Certified Advanced Practice Nurses Registered	276

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. Actions are reported to the National Practitioner Databank. During the past year the Board received 158 new complaints and carried 168 forward from previous years. Of these:

Disciplinary sanctions imposed	10
Dismissed for lack of merit or insufficient grounds	82
Remaining under investigation or pending final action	244

MEDICAL 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.

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FINANCES, FISCAL YEAR 1996: The 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 IN MEDICINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	283,939		283,939			
HEALTH BENEFITS	39,983		39,983			
RETIREMENTS	49,414		49,414			
OTHER FRINGE BENEFITS	3,719		3,719			
OTHER CONTRACT SERVICES STATE	17,366		17,366			
COMPUTER SERVICES STATE	71,685		71,685			
OTHER CONTRACT SERVICES	67,190		67,190			
RENTS	44,646		44,646			
COMMODITIES	10,222		10,222			
GRANTS, SUBSIDIES, PENSIONS	63,155		63,155			
EQUIPMENT	39,696		39,696			
INTEREST-DEBT RETIREMENT	28		28			
TRANSFER TO OTHER FUNDS	1,805		1,805			
TOTAL EXPENDITURES	692,848		692,848			

MEDICAL SPECIALTY ADVISORY COMMITTEE ON ANESTHESIOLOGY

RICHARD M. M. FLOWERDEW, M.D., CHAIRMAN

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: 543 ; 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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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 1996: 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

Telephone: (207) 287-3603

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 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 1996: 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

Telephone: (207) 624-5275

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 responsibilities 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 1991, the Board of Nursing was affiliated with the Department of Professional and Financial Regulation.

In 1995, an advanced practice registered professional nurse was added to the Board of Nursing, which changed the composition of the Board as follows: six registered professional nurses, one licensed practical nurse, 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.

PROGRAM:

During the fiscal year 1995-96, the Board met in nine regular sessions and five special session for a total of twenty 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

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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 names 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 thru the exercise of its legal, investigative and disciplinary program. During fiscal year 1995-96, the Board received 106 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in FY 95-96: terminated probation (4); took no action/dissmised complaint (71); warned, censured, reprimanded or fined (8); placed license on probation (4); reinstated license on probation (4); fined for unlicensed practice (82); 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 (free to Maine citizens)
Prescribed Curriculum for Nursing Assistant Training Programs (\$10.00)
Standardized Medication Course for Certified Nursing Assitants (\$5.00)

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	205,991		205,991			
HEALTH BENEFITS	33,916		33,916			
RETIREMENTS	37,217		37,217			
OTHER FRINGE BENEFITS	3,311		3,311			
OTHER CONTRACT SERVICES STATE	36,197		36,197			
COMPUTER SERVICES STATE	32,375		32,375			
OTHER CONTRACT SERVICES	69,768		69,768			
RENTS	28,852		28,852			
COMMODITIES	2,064		2,064			
TRANSFER TO OTHER FUNDS	3,628		3,628			
TOTAL EXPENDITURES	453,319		453,319			

EXAMINATION FOR REGISTERED NURSE LICENSURE

July 1, 1995 - June 30, 1996

	First Time			Repeat		
	Writers	Pass	Fail	Writers	Pass	Fail
Candidates from schools in:						
Maine	580	507	73	120	59	61
other states	37	34	3	10	7	3
foreign	4	3	1	0	0	0
Total	621	544	77	130	66	64

EXAMINATION FOR PRACTICAL NURSE LICENSURE

July 1, 1995 - June 30, 1996

	First Time			Repeat		
	Writers	Pass	Fail	Writers	Pass	Fail
Candidates from schools in:						
Maine	43	42	1	5	3	2
other states	11	11	0	1	0	1
foreign	0	0	0	0	0	0
Total	54	53	1	6	3	3

NURSES LICENSED BY ENDORSEMENT REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE

July 1, 1995 - June 30, 1996

Registered Nurses		Licensed Practical Nurses	
from other states	451	from other states	75
from other countries:		from other countries:	
with examination	3	with examination	0
without examination	94	without examination	2
Total	548	Total	77

	Registered Nurses	Practical Nurses
Licensed by:		
examination	563	56
endorsement	548	77
renewal	7,215	1,788
reinstatement	248	102
Total	8,574	2,023

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NURSING HOME ADMINISTRATORS LICENSING BOARD

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

FAX: (207) 624-8637

Established: 1973

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 371 ; *Citation:* T0032 *M.R.S.A., Sect.* 000000063A

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF OCCUPATIONAL THERAPY PRACTICE

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

FAX: (207) 624-8637

Established: 1984

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 477 ; *Citation:* T0032 *M.R.S.A., Sect.* 000002271

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OIL AND SOLID FUEL 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

FAX: (207) 624-8637

Established: 1955

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 381 ; *Citation:* T0032 *M.R.S.A., Sect.* 000002351

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

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LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

Telephone: (207) 287-2535

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 Maine Board of Optometry held five meetings in FY 96. All members of the board, as well as the executive secretary, attended the Training Conference for Board members held in November. Board members have attended meetings of the Maine Health Professions Regulations Task Force during the year.

The Board held exams for licensure in August 1995 and February 1996. Six optometrists took the exam in August; three passed and three failed. Six optometrists took the exam in February and all six passed. 172 Active licenses were issued on April 1, 1996 and 11 non-active licenses were also issued.

The Board revised some of the language in Chapter I of its Rules of Practice and repealed Chapter IV.

The Board investigated four formal complaints during the year. No violation of the Optometry Law was found in three of these cases. One case is still open.

The Board is presently working with Paul Sawyer and Paul Fournier to upgrade its

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

computer system.

LICENSES:

Diagnostic Drug License
Optometrist
Therapeutic Drug License

PUBLICATIONS:

"The Maine Optometry Law" - free upon request
"Rules of Practice" - free upon request

FINANCES, FISCAL YEAR 1996: The 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 REVENUE FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,375		1,375			
OTHER CONTRACT SERVICES STATE	9,869		9,869			
COMPUTER SERVICES STATE	90		90			
OTHER CONTRACT SERVICES	5,852		5,852			
RENTS	4,068		4,068			
COMMODITIES	563		563			
TOTAL EXPENDITURES	21,817		21,817			

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

Telephone: (207) 287-2480

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 years, 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.

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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., Chair; Patricia C. Bourgoin, Vice-Chair; Charles Pernice, D.O., Secretary for 1996-1997.

LICENSES:

License to Practice Osteopathic Medicine

License to Practice Osteopathic Medicine as Locum Tenens/Camp Physician

Temporary Educational Permits

Certificate of Registration/Certificate of Qualification

PUBLICATIONS:

List of licensed osteopathic physicians in Maine - \$20.00

Rules and Regulations governing Physician's Assistants/Extenders - \$10.00

A pamphlet entitled "What You Should Know About...", which was co-produced with the Board of Licensure in Medicine, is available at no cost. The Pamphlet explains to members of the public the procedures of and authority of both Boards in regulating the professions. It also explains the procedure for filing a complaint against a physician.

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF OSTEOPATHIC LICENSURE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	26,713		26,713			
HEALTH BENEFITS	1,161		1,161			
RETIREMENTS	3,863		3,863			
OTHER FRINGE BENEFITS	308		308			
OTHER CONTRACT SERVICES STATE	16,941		16,941			
COMPUTER SERVICES STATE	62,472		62,472			
OTHER CONTRACT SERVICES	14,775		14,775			
RENTS	4,115		4,115			
COMMODITIES	804		804			
EQUIPMENT	65		65			
TRANSFER TO OTHER FUNDS	2,533		2,533			
TOTAL EXPENDITURES	133,750		133,750			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF COMMISSIONERS OF THE PROFESSION OF
PHARMACY**

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: 1877 *Telephone:* (207) 624-8603
Reference: Policy Area: 01 ; Umbrella: 02 Unit: 392 ; Citation: T0032 M.R.S.A., Sect. 000013711

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF EXAMINERS IN PHYSICAL THERAPY

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: 1955 *Telephone:* (207) 624-8603
Reference: Policy Area: 01 ; Umbrella: 02 Unit: 393 ; Citation: T0032 M.R.S.A., Sect. 000003112

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 387 ; *Citation:* T0038 *M.R.S.A., Sect.* 000000089

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The 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 STATE	- 17		- 17			
OTHER CONTRACT SERVICES	128		128			
TRANSFER TO OTHER FUNDS	51		51			
TOTAL EXPENDITURES	162		162			

PLUMBERS' 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

FAX: (207) 624-8637

Established: 1937

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 395 ; *Citation:* T0032 *M.R.S.A., Sect.* 000003401

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF LICENSURE OF PODIATRISTS

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: 1933

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area:01 ; Umbrella: 02 Unit: 396 ; Citation: T0032 M.R.S.A., Sect. 000003601

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

PROPANE AND NATURAL GAS BOARD

CHERYL HERSOM, ADMINISTRATOR

WATS: (207) 624-8603

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1995

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area:01 ; Umbrella: 02 Unit: 582 ; Citation: T0032 M.R.S.A., Sect. 000014803

PURPOSE:

The Purpose of the Propane and Natural Gas 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 propane and natural gas installations. The Board is empowered to examine and license persons in the propane and natural gas industry. It is also 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 Procedure Act of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION:

The Propane and Natural Gas Board consists of eight members appointed by the Governor for three-year terms. Of these eight, three shall be representatives of the propane industry, one mechanical contractor, one representative of the natural gas industry, one member representing the Maine fire chiefs, one public member, and one nonvoting member appointed by the Commissioner of Public Safety. The Board meets at least once a year and whenever necessary to conduct the business of the Board.

PROGRAM:

During FY 95-96, the Propane and Natural Gas Board met seven times. The Board will start conducting examinations for licensure in September of 1996. At this time, the Board has not started licensing.

Internet Address: <http://www.state.me.us/pfr/led/ledhome2.htm>

LICENSES:

Propane and Natural Gas Technician

Dispensing Stations

Limited Operator (for Dispensing Stations)

Temporary Permit for Plant Operators and Delivery Technicians

PUBLICATIONS:

List, labels or diskettes of licensed Technicians, Dispensing Stations, Limited Operators and Temporary Permits may be purchased through the Office of Licensing and Registration. For further information, you may contact the Board at 624-8603.

Laws and rules are available free of charge upon request.

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FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS
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

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

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS
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

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

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

REAL ESTATE COMMISSION

CAROL J LEIGHTON, DIR

Central Office: GARDINER ANNEX, GARDINER,, ME 04345

Mail Address: STATEHOUSE STA# 35, AUGUSTA, ME 04333

Established: 1937

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 039 ; *Citation:* T0032 *M.R.S.A., Sect.* 000013062

Average Count--All Positions: 8.00

FAX: (207) 624-8690

Telephone: (207) 624-8515

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:

Thirteen (13) meetings of the Commission were held, including sixteen (16) adjudicatory hearings. The Commission prepared and distributed a newsletter to all licensees. **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 ninety-six (196) cases were under investigation during the year, one hundred-ten (110) 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 \$7,250. In addition, the following penalties were imposed through consent agreements or by Commission order. Two (2) licenses were suspended, three (3) licenses were revoked, three (3) licenses were denied and \$20,450 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 1,539, Renewal license applications 4,206, License examination applications 823, New license applications 1000, Total applications processed 7,568. On June 30, 1996 the following licenses were in effect: Real Estate Agencies 1,423; Active Licenses 4,751; Inactive Licenses 3,377; Home Service Contracts 88; TOTAL ALL LICENSES 9,695.

License examinations were administered thirty-five (35) times at the Commission office in Gardiner to seven hundred forty-four (744) 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

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

of license examination questions. During the year the Commission continued its program of allowing course instructors the opportunity to review the license examination bank. During the year the Commission revised its licensing handbook.

Internet Address: <http://www.state.me.us/pfr/led/ledhome2.htm>

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
Newsletter - Free

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	238,614		238,614			
HEALTH BENEFITS	38,112		38,112			
RETIREMENTS	43,926		43,926			
OTHER FRINGE BENEFITS	2,850		2,850			
OTHER CONTRACT SERVICES STATE	25		25			
COMPUTER SERVICES STATE	28,936		28,936			
OTHER CONTRACT SERVICES	31,269		31,269			
RENTS	28,985		28,985			
COMMODITIES	441		441			
INTEREST-DEBT RETIREMENT	17		17			
TRANSFER TO OTHER FUNDS	4,649		4,649			
TOTAL EXPENDITURES	417,824		417,824			

BOARD OF REAL ESTATE APPRAISERS

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

FAX: (207) 624-8637

Established: 1990

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 298 ; Citation: T0032 M.R.S.A., Sect. 000013967

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF RESPIRATORY CARE PRACTITIONERS

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

FAX: (207) 624-8637

Established: 1985

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 343 ; *Citation:* T0032 *M.R.S.A., Sect.* 000009703

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MEDICAL SPECIALTY ADVISORY COMMITTEE ON RADIOLOGY

NEIL NEWTON, M.D., CHAIRMAN

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:* 547 ; *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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 1996, the Division received and processed 8361 applications to register securities (increase of 15% over fiscal year 1995), 219 private placement filings (increase of 5%), 125 exemption filings for offerings to existing security holders (increase of 26%), and 14 filings relying on the small Maine issuer exemptions (no change). As of the end of fiscal year, there were 928 broker-dealers licensed to do business in Maine (increase of 10%), 31,158 licensed sales representatives (increase of 12%), and 402 licensed investment advisers (increase of 15%). In connection with the Division's review of licensing applications, 379 sales representative applications, 42 broker-dealer applications, and three investment adviser applications were withdrawn as a result of questions or objections raised by the Division.

Through its enforcement actions, the Division obtained \$227,916 in restitution and \$111,812 in penalties. Through the Attorney General, the Division commenced a major lawsuit involving the widespread sale in Maine of unregistered securities.

Internet Address: <http://www.state.me.us/pfr/sec/sechome2.htm>

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 1996: 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

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: 1967 *Telephone:* (207) 624-8603
Reference: Policy Area: 01 ; Umbrella: 02 Unit: 416 ; Citation: T0032 *M.R.S.A., Sect.* 000007026

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

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: 1976 *Telephone:* (207) 624-8603
Reference: Policy Area: 01 ; Umbrella: 02 Unit: 296 ; Citation: T0032 *M.R.S.A., Sect.* 000006010

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

STATE BOARD OF VETERINARY MEDICINE

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

FAX: (207) 624-8637

Established: 1905

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 285 ; *Citation:* T0032 *M.R.S.A., Sect.* 000004854

ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

LICENSES:

PUBLICATIONS:

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY

ALFRED SKOLFIELD, COMMISSIONER

TDD: (207) 287-4478

Central Office: 36 HOSPITAL ST, AUGUSTA, ME, 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1971

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 219 ; Citation: T0025

Average Count--All Positions: 631.0

Units:

BUREAU OF CAPITOL SECURITY
MISSING CHILDREN INFORMATION CLEARINGHOUSE
MAINE CRIMINAL JUSTICE ACADEMY
BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE
ACADEMY
MAINE DRUG ENFORCEMENT AGENCY
EMERGENCY MEDICAL SERVICES BOARD
E-9-1-1 COUNCIL
EMERGENCY SERVICES COMMUNICATION BUREAU
OFFICE OF THE STATE FIRE MARSHAL

BUREAU OF HIGHWAY SAFETY
MAINE HIGHWAY SAFETY COMMISSION
STATE BUREAU OF IDENTIFICATION
BUREAU OF LIQUOR ENFORCEMENT
BUREAU OF STATE POLICE

FAX: (207) 624-8637

Telephone: (207) 624-7074

M.R.S.A., Sect. 000002901

Legislative Count: 507.0

PURPOSE:

The Department of Public Safety was established to serve the people by providing, coordinating and leading a responsive and comprehensive public safety system to protect their lives, rights and properties.

Employees of the Maine Department of Public Safety will continue to serve the public to the best of our ability by being dedicated and accountable and by managing resources effectively and efficiently. We seek to preserve the public order and to protect the persons, property, rights and privileges of all people in the State through ethical leadership and the development of our employees, while upholding and respecting the constitutional rights of all persons to liberty, equity and justice.

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. Recommendations of the Productivity Realization Task Force requiring the merger of Administrative Services Units of Public Safety and the Department of Defense and Veterans' Services with Public Safety acting as fiscal agent was completed in January 1996. Also a recommendation of the PTRF to consolidate all licensing and

DEPARTMENT OF PUBLIC SAFETY

inspections within the Department of Public Safety into a single point of contact under Administrative Services Unit was implemented in July 1996.

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.

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 enforcement 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 of Public Safety and the Department of Defense and Veterans' Services.

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 is expected to process approximately 1700 applications. This Office also provides a full range of services to the Department of Defense and Veteran's Services.

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 1996: 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	19,158,464	3,507,366	4,118,866	10,862,965	669,267	
HEALTH BENEFITS	3,957,183	378,716	835,617	2,627,351	115,499	
RETIREMENTS	6,692,211	1,145,200	1,325,084	4,054,214	167,713	
OTHER FRINGE BENEFITS	344,266	24,266	70,711	240,743	8,546	
OTHER CONTRACT SERVICES STATE	2,273,096	537,841	258,521	132,872	1,202,634	141,228
COMPUTER SERVICES STATE	848,380	167,020	17,806	224,709	21,845	417,000
OTHER CONTRACT SERVICES	3,739,120	742,418	715,406	2,036,694	244,602	
RENTS	826,224	261,619	215,080	239,942	109,583	
COMMODITIES	805,695	318,745	135,107	254,764	97,079	
GRANTS, SUBSIDIES, PENSIONS	1,355,561	-7,311	39,755	579,382	743,735	
EQUIPMENT	4,311,939	414,592	825,489	2,428,589	643,269	
INTEREST-DEBT RETIREMENT	775	196	141	435	3	
TRANSFER TO OTHER FUNDS	671,113		156,928	488,887	25,298	
TOTAL EXPENDITURES	44,984,027	7,490,668	8,714,511	24,171,547	4,049,073	558,228

DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	780,814	198,686	168,203	312,100	101,825	
HEALTH BENEFITS	175,070	31,147	37,403	88,369	18,151	
RETIREMENTS	151,263	40,054	33,575	59,045	18,589	
OTHER FRINGE BENEFITS	9,833	2,111	2,578	3,448	1,696	
OTHER CONTRACT SERVICES STATE	727,599	507,887	73,215	1,249	4,020	141,228
COMPUTER SERVICES STATE	418,372	356		1,016		417,000
OTHER CONTRACT SERVICES	148,711	94,500	11,698	29,440	13,073	
RENTS	30,324	25,655	3,456	1,213		
COMMODITIES	31,934	8,633	5,450	12,112	5,739	
EQUIPMENT	40,684	18,608	1,913		20,163	
TRANSFER TO OTHER FUNDS	19,560		6,638	9,827	3,095	
TOTAL EXPENDITURES	2,534,164	927,637	344,129	517,819	186,351	558,228

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

Telephone: (207) 287-4357

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 219C; Citation: T0005 M.R.S.A., Sect. 000002904

Average Count--All Positions: 11.00

Legislative Count: 10.00

PURPOSE:

The Bureau of Capitol Security is responsible for the parking enforcement in most 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 1996, the Bureau processed over 2,900 incidents, investigated 36 automobile accidents, issued over 1000 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

DEPARTMENT OF PUBLIC SAFETY

FINANCES, FISCAL YEAR 1996: The 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	248,466	248,039	427			
HEALTH BENEFITS	55,892	55,892				
RETIREMENTS	45,406	45,322	84			
OTHER FRINGE BENEFITS	4,144	4,144				
COMPUTER SERVICES STATE	29	29				
OTHER CONTRACT SERVICES	11,864	11,864				
RENTS	244	244				
COMMODITIES	4,541	4,541				
TRANSFER TO OTHER FUNDS	11		11			
TOTAL EXPENDITURES	370,597	370,075	522			

MISSING CHILDREN INFORMATION CLEARINGHOUSE

ALFRED SKOLFIELD, COMMISSIONER

Central Office: 36 HOSPITAL STREET, AUGUSTA, ME 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1993

FAX: (207) 624-7137

Telephone: (204) 624-7074

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 562 ; Citation: T0025 M.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 1996: 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, WATERTOWN, ME 04901

Mail Address: 142 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1973

FAX: (207) 877-8027

Telephone: (207) 877-8000

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 228 ; Citation: T0025 M.R.S.A., Sect. 000002801A

Average Count--All Positions: 14.00

Legislative Count: 7.00

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

DEPARTMENT OF PUBLIC SAFETY

enforcement performance; and to facilitate coordination and cooperation between 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 1996 the Trustees certified 81 Law Enforcement Officers, 17 State Law Enforcement Officers, 106 Corrections Officers, and 273 Pre-Service Officers. They waived 12 law enforcement training requirements and issued 52 Instructor Certificates, recognized 3 Chiefs and Sheriffs. The Academy sponsored 336 specialized and in-service courses that were conducted for 7,983 law enforcement and corrections officers. The MCJA Board of Trustees suspended 3 Law Enforcement Certificates.

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
 Canine Trainer Certification
 Drug Recognition Technician Certification
 Instructor Certification

PUBLICATIONS:

Administrative Provisions Manual
 Newsletter
 All Points Bulletin
 Report to Legal Affairs

FINANCES, FISCAL YEAR 1996: The 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	497,994	220,409	154,283		123,302	
HEALTH BENEFITS	113,586	52,520	36,412		24,654	
RETIREMENTS	89,697	41,293	29,021		19,383	
OTHER FRINGE BENEFITS	4,436	2,795	813		828	
OTHER CONTRACT SERVICES STATE	230,962	72,995	98,779		59,188	
COMPUTER SERVICES STATE	13,095	13,095				
OTHER CONTRACT SERVICES	165,885	84,581	29,594		51,710	
RENTS	31,885	22,895	3,968		5,022	
COMMODITIES	82,657	44,738	11,423		26,496	
GRANTS, SUBSIDIES, PENSIONS	158,822	6			158,816	
INTEREST-DEBT RETIREMENT	57	55			2	
TRANSFER TO OTHER FUNDS	6,238		3,290		2,948	
TOTAL EXPENDITURES	1,395,314	555,382	367,583		472,349	

DEPARTMENT OF PUBLIC SAFETY

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

RICHARD HARBURGER, CHAIRPERSON

Central Office: 93 SILVER ST, WATERTVILLE, ME 04901

Mail Address: 93 SILVER ST, WATERTVILLE, ME 04901

Established: 1969

FAX: (207) 877-8027

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 Criminal Justice Academy

PUBLICATIONS:

See the Maine Criminal Justice Academy

FINANCES, FISCAL YEAR 1996: 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 04101

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1987

FAX: (207) 822-0381

Telephone: (207) 822-0380

Reference: Policy Area: 06 ; *Umbrella:* 16 *Unit:* 230 ; *Citation:* T0025 *M.R.S.A., Sect.* 000002955

Average Count--All Positions: 4.00

Legislative Count: 3.00

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 1996: The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	232,694	137,242	95,452			
HEALTH BENEFITS	46,974	25,682	21,292			
RETIREMENTS	43,438	26,662	16,776			
OTHER FRINGE BENEFITS	3,383	2,066	1,317			
OTHER CONTRACT SERVICES STATE	1,017,676	-103,455	8,746		1,112,385	
COMPUTER SERVICES STATE	64,737	35,528	8,780		20,429	
OTHER CONTRACT SERVICES	251,843	133,799	19,722		98,322	
RENTS	245,904	104,079	39,875		101,950	
COMMODITIES	23,124	7,828	1,074		14,222	
GRANTS, SUBSIDIES, PENSIONS	-10,300	-7,489	-2,811			
EQUIPMENT	64,362		64,362			
INTEREST-DEBT RETIREMENT	1	1				
TOTAL EXPENDITURES	1,983,836	361,943	274,585		1,347,308	

EMERGENCY MEDICAL SERVICES BOARD

KEVIN MCGINNIS, DIRECTOR

Central Office: 16 EDISON DRIVE, AUGUSTA, ME 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

Established:

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 163 ; Citation: T0032

FAX: (207) 287-6251

Telephone: (207) 287-3953

M.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 255 ambulance and first responder services providing emergency medical care through Paramedic levels, special air medical and rescue transportation services, 4,500 licensed EMS personnel, 41 acute care hospitals, 450 EMS vehicles, and 1500 emergency physicians, nurses, vehicle operators, and dispatchers.

DEPARTMENT OF PUBLIC SAFETY

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 over 150,000 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" patient/provider information kit
Spine Injury Management

FINANCES, FISCAL YEAR 1996: 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 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-7137

Established:

Telephone: (207) 624-7074

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 241 ; Citation: T0025 M.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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PUBLIC SAFETY

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

FAX: (207) 624-7088

Telephone: (204) 624-7004

M.R.S.A., Sect. 000002926

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. It is funded by a two cent per month subscriber telephone charge.

PROGRAM:

The Bureau has focused on implementation of the E-9-1-1 system based on a plan submitted by a consultant in 1992. A contract was issued to assist municipalities in the naming and numbering of streets and plans are underway to initiate an information program to inform the public safety community of progress made in the development of the system.

PUBLICATIONS:

Maine Enhanced 9-1-1 Addressing Guidebook for Local Governments

FINANCES, FISCAL YEAR 1996: The 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	43,265		43,265			
HEALTH BENEFITS	7,331		7,331			
RETIREMENTS	9,434		9,434			
OTHER FRINGE BENEFITS	758		758			
OTHER CONTRACT SERVICES STATE	1,106		1,106			
OTHER CONTRACT SERVICES	18,638		18,638			
RENTS	2,017		2,017			
COMMODITIES	8,704		8,704			
EQUIPMENT	9,391		9,391			
TRANSFER TO OTHER FUNDS	1,825		1,825			
TOTAL EXPENDITURES	102,469		102,469			

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: 45.50

FAX: (207) 289-5163

Telephone: (207) 287-3473

M.R.S.A., Sect. 000002396

DEPARTMENT OF PUBLIC SAFETY

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.

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 occurring in the state.

The Office was reorganized in 1996 as a result of recommendations of the Productivity Realization Task Force with the licensing and inspections functions consolidated with other department licensing functions in order to provide for a single point of contact under the Administrative Services Division.

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

DEPARTMENT OF PUBLIC SAFETY

FINANCES, FISCAL YEAR 1996: The 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	1,112,579		1,112,579			
HEALTH BENEFITS	256,924		256,924			
RETIREMENTS	200,231		200,231			
OTHER FRINGE BENEFITS	21,079		21,079			
OTHER CONTRACT SERVICES STATE	44,122		44,122			
COMPUTER SERVICES STATE	8,306		8,306			
OTHER CONTRACT SERVICES	186,575		186,575			
RENTS	122,074		122,074			
COMMODITIES	21,901		21,901			
GRANTS, SUBSIDIES, PENSIONS	2,282		2,282			
EQUIPMENT	57,171		57,171			
INTEREST-DEBT RETIREMENT	30		30			
TRANSFER TO OTHER FUNDS	30,131		30,131			
TOTAL EXPENDITURES	2,063,405		2,063,405			

BUREAU OF HIGHWAY SAFETY

RICHARD E PERKINS, DIRECTOR

Central Office: 397 WATER ST, GARDINER, ME 04345

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1980

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 221 ; Citation: T0025

Average Count--All Positions: 8.00

FAX: (207) 624-8767

Telephone: (207) 624-8756

M.R.S.A., Sect. 000002902

Legislative Count: 5.00

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 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF HIGHWAY SAFETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	236,743		14,492	175,243	47,008	
HEALTH BENEFITS	49,162		3,108	36,992	9,062	
RETIREMENTS	44,036		2,299	34,725	7,012	
OTHER FRINGE BENEFITS	3,286		255	2,367	664	
OTHER CONTRACT SERVICES STATE	29,311		8,250		21,061	
COMPUTER SERVICES STATE	173,731		30	172,285	1,416	
OTHER CONTRACT SERVICES	83,028		7,900	26,951	48,177	
RENTS	24,333			21,722	2,611	
COMMODITIES	5,504		1,063	2,466	1,975	
GRANTS, SUBSIDIES, PENSIONS	622,964		38,045		584,919	
EQUIPMENT	497,064		130,000		367,064	
INTEREST-DEBT RETIREMENT	1				1	
TRANSFER TO OTHER FUNDS	8,443		475	6,268	1,700	
TOTAL EXPENDITURES	1,777,606		205,917	479,019	1,092,670	

MAINE HIGHWAY SAFETY COMMISSION

RICHARD PERKINS, DIRECTOR

Central Office: 397 WATER STREET, GARDINER, ME 04345

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1957

FAX: (207) 624-8767

Telephone: (207) 624-8756

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 256 ; Citation: T0025 M.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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PUBLIC SAFETY

STATE BUREAU OF IDENTIFICATION

COL. ALFRED SKOLFIELD, COMMISSIONER

Central Office: 36 HOSPITAL ST, AUGUSTA, ME 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1937

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 223 ; Citation: T0025

FAX: (207) 624-7137

Telephone: (207) 624-7074

M.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 1996: 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 04330

Mail Address: 87 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1972

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 226 ; Citation: T0025

Average Count--All Positions: 32.00

FAX: (207) 287-8261

Telephone: (207) 287-3571

M.R.S.A., Sect. 000003901

Legislative Count: 32.00

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 1972 the Enforcement Division was

DEPARTMENT OF PUBLIC SAFETY

placed under the newly created Department of Public Safety and renamed the Bureau of Liquor Enforcement.

The Bureau maintains 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. As a result of a recommendation of the Productivity Realization Task Force the licensing function was consolidated with other departmental like functions into a single point of contact under the Administrative Services Division in 1996.

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. There are currently eight approved courses with three more courses under design.

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. Phase two of this program which requires working with licensees is being well received and will soon become part of the Bureau's regular duties.

LICENSES:

B.A.S.I.C. Program Certification

PUBLICATIONS:

New Licenses Quick Reference Booklet
Retail Licensee List
Lawbook and Rules

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	971,482	961,614			9,868	
HEALTH BENEFITS	202,535	202,535				
RETIREMENTS	208,625	206,593			2,032	
OTHER FRINGE BENEFITS	12,190	12,190				
OTHER CONTRACT SERVICES STATE	1,898	1,898				
COMPUTER SERVICES STATE	201	201				
OTHER CONTRACT SERVICES	92,696	86,540	5,334		822	
RENTS	1,671	1,671				
COMMODITIES	13,060	10,815	148		2,097	
GRANTS, SUBSIDIES, PENSIONS	172	172				
EQUIPMENT	62,055	62,055				
INTEREST-DEBT RETIREMENT	37	37				
TRANSFER TO OTHER FUNDS	1,161		303		858	
TOTAL EXPENDITURES	1,567,783	1,546,321	5,785		15,677	

DEPARTMENT OF PUBLIC SAFETY

BUREAU OF STATE POLICE

COL ALFRED SKOLFIED, CHIEF

Central Office: 36 HOSPITAL ST, AUGUSTA, ME 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1925

Reference: Policy Area: 06 ; *Umbrella:* 16 *Unit:* 222 ; *Citation:* T0025

Average Count--All Positions: 485.50

WATS: (800) 452-4664

FAX: (207) 624-7088

Telephone: (207) 624-7047

M.R.S.A., Sect. 000001501

Legislative Count: 427.00

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 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.

DEPARTMENT OF PUBLIC SAFETY

FINANCES, FISCAL YEAR 1996: The 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	15,034,427	1,741,376	2,530,165	10,375,622	387,264	
HEALTH BENEFITS	3,049,709	10,940	473,147	2,501,990	63,632	
RETIREMENTS	5,900,081	785,276	1,033,664	3,960,444	120,697	
OTHER FRINGE BENEFITS	285,157	960	43,911	234,928	5,358	
OTHER CONTRACT SERVICES STATE	220,422	58,516	24,303	131,623	5,980	
COMPUTER SERVICES STATE	169,909	117,811	690	51,408		
OTHER CONTRACT SERVICES	2,779,880	331,134	435,945	1,980,303	32,498	
RENTS	367,772	107,075	43,690	217,007		
COMMODITIES	614,270	242,190	85,344	240,186	46,550	
GRANTS, SUBSIDIES, PENSIONS	581,621		2,239	579,382		
EQUIPMENT	3,581,212	333,929	562,652	2,428,589	256,042	
INTEREST-DEBT RETIREMENT	649	103	111	435		
TRANSFER TO OTHER FUNDS	603,744		114,255	472,792	16,697	
TOTAL EXPENDITURES	33,188,853	3,729,310	5,350,116	23,174,709	934,718	

PUBLIC UTILITIES COMMISSION

PUBLIC UTILITIES COMMISSION

CHRISTOPHER SIMPSON, ADMIN DIR PUC

Central Office: 242 STATE ST (OLD MV BLDG), AUGUSTA, ME,

Mail Address: 18 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1913

Reference: Policy Area: 01 ; Umbrella: 65 Unit: 407 ; Citation: T0035A M.R.S.A., Sect. 000000103

Average Count--All Positions: 68.5

Units:

WATS: (800) 452-4664

FAX: (207) 624-7088

Telephone: (207) 287-3831

Legislative 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 163 water utilities, 13 electric utilities, 1 gas utility, 23 telephone utilities, 10 water carriers, 144 COCOTS and 90 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 powers vested in that Board, as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for-hire over any street or highway in Maine.

Pursuant to Chapter 469 of the Public Laws of 1981, the Commission's jurisdiction over for-hire freight and passenger surface transportation was removed and transferred to the Bureau of State Police and the Department of Transportation, effective January 1, 1982. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in

PUBLIC UTILITIES COMMISSION

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, 1996, 677 cases were filed with the Commission and 668 cases were closed by the Commission. The Commission will be deciding a number of issues in the next year including: pending approval of the NYNEX/Bell Atlantic merger, telecommunication interconnect agreements, continued implementation of the Federal Telecommunications Act of 1996, and Electric Utility Industry Restructuring.

Major decisions issued by the Commission during fiscal year 1996 include: approval of MPS's flexible pricing plan and 4 year rate stability plan, approval of rate design changes for MPS, approval of NYNEX's implementation plan for the Maine School and Library Network, approval for the creation of several CMP subsidiaries, approval of DSM targets for CMP, approval of annual rate change pursuant to CMP rate cap plan, approval of CMP's service quality plan for the Jackman area, an investigation into the marketing practices of Excell Communications, 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 1996, CAD handled 8,442 consumer contacts, including 7,069 information requests and 1,373 complaints. The vast majority of complaints (91%) were related to the electric and telephone utilities with more than half relating to actual or threatened disconnection and a third related to billing problems. CAD issued 108 decisions ordering over \$38,000 in abatements to customers. Finally, CAD received 1,539 requests from utilities to disconnect customers from service during the winter of 1994-1995, representing a 110% increase over 1994.

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 -- (Annual Fee \$28.00 -- mailed monthly) *Consumer Assistance Division Annual Report (No Charge) At your Service: A Guide To The Rights And Responsibilities

PUBLIC UTILITIES COMMISSION

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 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,543,854		2,543,854			
HEALTH BENEFITS	429,216		429,216			
RETIREMENTS	489,782		489,782			
OTHER FRINGE BENEFITS	32,997		32,997			
OTHER CONTRACT SERVICES STATE	189,662		189,662			
COMPUTER SERVICES STATE	15,480		15,480			
OTHER CONTRACT SERVICES	303,619		303,619			
RENTS	20,759		20,759			
COMMODITIES	45,050		45,050			
GRANTS, SUBSIDIES, PENSIONS	1,259		1,259			
EQUIPMENT	18,553		18,553			
TRANSFER TO OTHER FUNDS	177,158		177,158			
TOTAL EXPENDITURES	4,267,389		4,267,389			

PUBLIC UTILITIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,543,854		2,543,854			
HEALTH BENEFITS	429,216		429,216			
RETIREMENTS	489,782		489,782			
OTHER FRINGE BENEFITS	32,997		32,997			
OTHER CONTRACT SERVICES STATE	189,662		189,662			
COMPUTER SERVICES STATE	15,480		15,480			
OTHER CONTRACT SERVICES	303,619		303,619			
RENTS	20,759		20,759			
COMMODITIES	45,050		45,050			
GRANTS, SUBSIDIES, PENSIONS	1,259		1,259			
EQUIPMENT	18,553		18,553			
TRANSFER TO OTHER FUNDS	177,158		177,158			
TOTAL EXPENDITURES	4,267,389		4,267,389			

DEPARTMENT OF THE SECRETARY OF STATE

DEPARTMENT OF THE SECRETARY OF STATE

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

Telephone: (207) 626-8400

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250 ; Citation: T0005 M.R.S.A., Sect. 000000081

Average Count--All Positions: 442.5

Legislative Count: 439.5

Units:

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

MAINE STATE ARCHIVES

DIVISION OF MOTOR VEHICLES

DIVISION OF ARCHIVES SERVICES

PUBLIC SERVICES DIVISION

DIVISION OF CORPORATIONS AND ELECTIONS

DIVISION OF RECORDS MANAGEMENT SERVICES

COMMERCIAL VEHICLES AND RECIPROCITY DIVISION

DIVISION OF RULES, COMMISSIONS AND NOTARIES

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS

DRIVER LICENSING AND CONTROL DIVISION

ENFORCEMENT AND REGULATION DIVISION

DIVISION OF INFORMATION SERVICES

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.

DEPARTMENT OF THE SECRETARY OF STATE

FINANCES, FISCAL YEAR 1996: 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	10,675,196	1,490,964	397,759	8,786,473		
HEALTH BENEFITS	2,311,752	282,496	97,379	1,931,877		
RETIREMENTS	1,931,328	270,419	70,823	1,590,086		
OTHER FRINGE BENEFITS	143,387	13,602	8,916	120,869		
OTHER CONTRACT SERVICES STATE	581,478	55,986	150	434,838	90,504	
COMPUTER SERVICES STATE	740,182	64,859	2,074	671,523	1,726	
OTHER CONTRACT SERVICES	1,895,483	392,219	52,614	1,439,615	11,035	
RENTS	2,131,930	51,563	644	2,079,723		
COMMODITIES	1,681,875	62,795	3,693	1,611,710	3,677	
GRANTS, SUBSIDIES, PENSIONS	2,400			2,400		
EQUIPMENT	546,941	180,218	62,243	304,480		
INTEREST-DEBT RETIREMENT	79			79		
TRANSFER TO OTHER FUNDS	1,041,675		34,348	1,002,426	4,901	
TOTAL EXPENDITURES	23,683,706	2,865,121	730,643	19,976,099	111,843	

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	22,588			22,588		
COMPUTER SERVICES STATE	48,890			48,890		
COMMODITIES	3,043			3,043		
TRANSFER TO OTHER FUNDS	298			298		
TOTAL EXPENDITURES	74,819			74,819		

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

PETER C. BRAZIER, DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 287-6304

Established: 1943

Telephone: (207) 287-2762

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250D; Citation: T0029 M.R.S.A., Sect. 000000051

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

DEPARTMENT OF THE SECRETARY OF STATE

division continued to review and make improvements in the areas of fiscal management, budget and work programs during FY96.

PUBLICATIONS:

World Wide Web: http://www.state.me.us/sos/bmv_hmp.htm

FINANCES, FISCAL YEAR 1996: 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 04333-0084

Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-5739

Established: 1965

Telephone: (207) 287-5790

Reference: Policy Area: 00 ; *Umbrella:* 29 *Unit:* 255 ; *Citation:* T0005 *M.R.S.A., Sect.* 000000094

Average Count--All Positions: 14.00

Legislative Count: 14.00

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.

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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/mawww001.htm>. It will soon contain reference information

PUBLICATIONS:

Informational brochures describing record holdings related to general public interest, including military history, family history, local history, public lands, Judicial and Legislative records. Free.

Reference Publications:

Documentary Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books, \$1.00
Counties, Cities, Towns and Plantations of Maine - A Handbook of Incorporations, Dissolutions, and Boundary Changes. \$5.00
Lands and Forests: Maine and the Nation - A Select Bibliography, \$1.00
Public Record Repositories in Maine, \$5.25
Microfilm List - Maine Town and Census Records. \$1.00
Archives of The Legislature of Maine: Legislative Index Series 1820-1825; 1826-1830; 1831-1835; 1841-1845. \$5.25 each

Documentary Publications

Dubros Times: Selected Depositories of Maine Revolutionary War Veterans. \$3.00

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FINANCES, FISCAL YEAR 1996: The 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	414,928	414,928				
HEALTH BENEFITS	80,355	80,355				
RETIREMENTS	76,128	76,128				
OTHER FRINGE BENEFITS	1,929	1,929				
OTHER CONTRACT SERVICES STATE	12,302	12,152	150			
COMPUTER SERVICES STATE	2,081	7	2,074			
OTHER CONTRACT SERVICES	28,156	26,665	1,491			
RENTS	9,518	8,874	644			
COMMODITIES	18,470	15,867	2,603			
EQUIPMENT	45,710	40,477	5,233			
TOTAL EXPENDITURES	689,577	677,382	12,195			

DIVISION OF ARCHIVES SERVICES

SYLVIA J. SHERMAN, DIRECTOR

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0084

Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-5739

Established: 1971 *Telephone:* (207) 287-5795

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 255A; Citation: T0005 M.R.S.A., Sect. 000000095

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

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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 1996: 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 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:* 250Q; *Citation:* T0005 *M.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

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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 1996: 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 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 622-5332

Established: 1992

Telephone: (207) 287-8600

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250C; Citation: T0029 M.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 commercial vehicle credentials for highway use including commercial 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.

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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-divisible, oversized or overweight loads. The compact permits the trucker to contact a single state to move an overlimit load in up to five states. The compact states developed a uniform set of procedures for the movement of overlimit non-divisible 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 1996: 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: 41.00

Legislative Count: 38.50

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

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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 1996: The 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	1,122,849	1,076,036	46,813			
HEALTH BENEFITS	214,860	202,141	12,719			
RETIREMENTS	202,615	194,291	8,324			
OTHER FRINGE BENEFITS	13,172	11,673	1,499			
OTHER CONTRACT SERVICES STATE	43,834	43,834				
COMPUTER SERVICES STATE	64,852	64,852				
OTHER CONTRACT SERVICES	371,494	365,554	5,940			
RENTS	42,689	42,689				
COMMODITIES	46,928	46,928				
EQUIPMENT	196,751	139,741	57,010			
TRANSFER TO OTHER FUNDS	3,989		3,989			
TOTAL EXPENDITURES	2,324,033	2,187,739	136,294			

DEPARTMENT OF THE SECRETARY OF STATE

DRIVER LICENSING AND CONTROL DIVISION

ROBERT E. O'CONNELL, JR., DIRECTOR

TDD: (207) 287-4476

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 287-5455

Established: 1920

Telephone: (207) 287-2576

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250L; Citation: T0029 M.R.S.A., Sect. 000000531

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 division 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

DEPARTMENT OF THE SECRETARY OF STATE

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 1996: 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 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 287-8282

Established: 1980

Telephone: (207) 287-5409

Reference: Policy Area:00 ; Umbrella: 29 Unit: 250E; Citation: T0029 M.R.S.A., Sect. 000000081

PURPOSE:

The Division of Enforcement and Regulation was established to provide services 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

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FINANCES, FISCAL YEAR 1996: 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 1996: 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

TDD: (207) 287-4476

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

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. 0000000547

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 examination 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.

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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 1996: 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 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 287-6304

Established: 1905

Telephone: (207) 287-2761

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250A; Citation: T0029 M.R.S.A., Sect. 000000051A

Average Count--All Positions: 387.50

Legislative Count: 387.00

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 responsibilities 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.

DEPARTMENT OF THE SECRETARY OF STATE

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 1996: The 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	9,137,419		350,946	8,786,473		
HEALTH BENEFITS	2,016,537		84,660	1,931,877		
RETIREMENTS	1,652,585		62,499	1,590,086		
OTHER FRINGE BENEFITS	128,286		7,417	120,869		
OTHER CONTRACT SERVICES STATE	502,754			412,250	90,504	
COMPUTER SERVICES STATE	624,359			622,633	1,726	
OTHER CONTRACT SERVICES	1,495,833		45,183	1,439,615	11,035	
RENTS	2,079,723			2,079,723		
COMMODITIES	1,613,434		1,090	1,608,667	3,677	
GRANTS, SUBSIDIES, PENSIONS	2,400			2,400		
EQUIPMENT	304,480			304,480		
INTEREST-DEBT RETIREMENT	79			79		
TRANSFER TO OTHER FUNDS	1,037,388		30,359	1,002,128	4,901	
TOTAL EXPENDITURES	20,595,277		582,154	19,901,280	111,843	

PUBLIC SERVICES DIVISION

CATHERINE DIBENEDETTI, DIRECTOR

TDD: (207) 287-4476

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

Telephone: (207) 287-3556

Reference: Policy Area:00 ; Umbrella: 29 Unit: 250S; Citation: T0029 M.R.S.A., Sect. 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 mail offices, and 450 town offices.

DEPARTMENT OF THE SECRETARY OF STATE

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.

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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 1996: 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 04333-0084

Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-5739

Established: 1971

Telephone: (207) 287-5790

Reference: Policy Area:00 ; Umbrella: 29 Unit: 255R; Citation: T0005 M.R.S.A., Sect. 000000095

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

DEPARTMENT OF THE SECRETARY OF STATE

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 Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate. The Photoduplication Laboratory continues to stabilize, duplicate and preserve the thousands of images in our holdings which date from the 1860's and range from poor to excellent condition.

PUBLICATIONS:

Available to the general public. "Information Resources in Maine State Government" (A listing of Official Records by Agency). Free

Available to State employees: "Guidelines for Your Records Management Program" (instructions on how to correctly complete retention schedules and other Records Management forms - useful only to Executive Branch employees). Free

FINANCES, FISCAL YEAR 1996: 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.

DEPARTMENT OF THE SECRETARY OF STATE

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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

DEPARTMENT OF TRANSPORTATION

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: 2393.5 Legislative Count: 902.0

Units:

BUREAU OF FINANCE AND ADMINISTRATION
(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 PLANNING

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 transportation facilities and services designed to contribute to the economic growth of the State of Maine and the well-being of its people. The department plans for future transportation needs, and assists in the development, operation, and maintenance of services and facilities while promoting transportation safety. Key links in the transportation network are an internal highway system that incorporates scenic values, safety, environmental conservation, and economic considerations; port and water transportation facilities that support the planned development of coastal resources; and an aviation infrastructure developed with the assistance of the department. Finally, the department administers on behalf of the state all federal or other monies that are intended for transportation uses.

ORGANIZATION:

The Department of Transportation had its origin in 1905, when a Commissioner of Highways was appointed by the governor and charged with compiling statistics, disseminating information, working for better highways, and advising local officials on the best means of building and maintaining roads and sidewalks. In 1907, the Commissioner became head of a new State Highway Department, which was created to apportion money to political subdivisions, plan road improvements, and let contracts for road construction. In 1913, both the department and the office of Commissioner of Highways were abolished and replaced by a State Highway Commission, which consisted of three members whom the governor appointed.

When the state highway system began to grow and state responsibility for highway construction and maintenance increased, the State Highway Commission expanded to include a central office in Augusta and seven offices located throughout the state. During the state government reorganization of 1972, the Commission was dissolved, and all of its functions were transferred to a newly-established Department of Transportation headed by a commissioner who was appointed by the governor. At the same time several independent, transportation-related agencies such as the Maine Port Authority were integrated into the department. Major changes occurred once again in 1981 when the commissioner was authorized to organize the department into bureaus and other units.

In early 1996, the Bureau of Transportation Services was dissolved and an Office of Passenger Transportation and an Office of Freight Transportation were established to promote these forms of transportation. Also, the number of deputy commissioners was reduced from three to one, and the Chief Engineer was placed in charge of the Bureaus of Planning, Project Development, and Maintenance and Operations. Finally, the Bureau of Planning was reorganized to become the Bureau of Planning Research, and Community Services. The department's organizational chart reflects the bureaus and other units administratively established by the commissioner.

DEPARTMENT OF TRANSPORTATION

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.

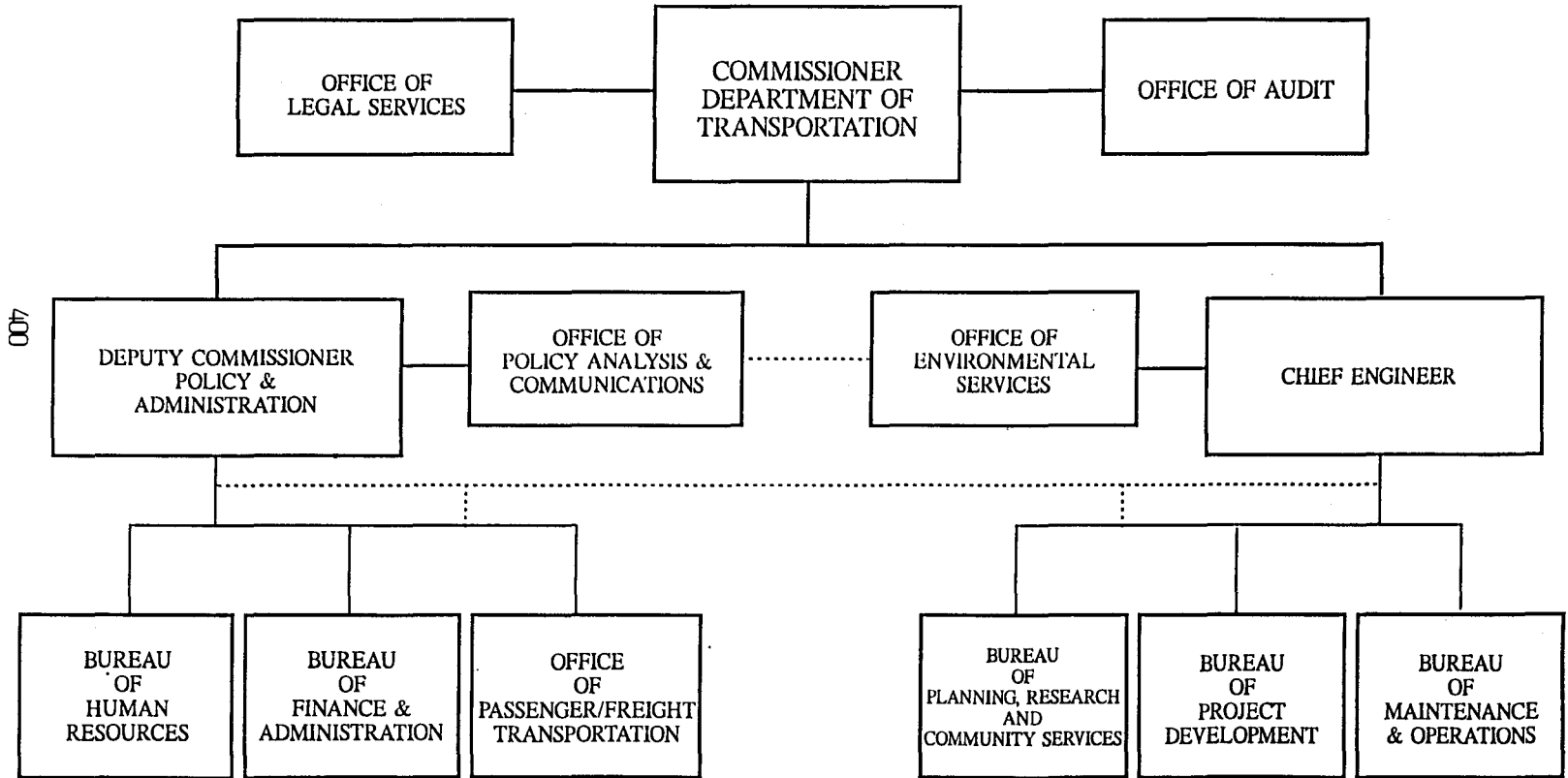
LICENSES:

Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	69,274,038	166,084	45,195	47,030,238	13,573,222	8,459,299
HEALTH BENEFITS	16,748,355	34,526	9,629	12,277,476	2,251,037	2,175,687
RETIREMENTS	12,219,842	32,692	11,112	7,996,735	2,693,738	1,485,565
OTHER FRINGE BENEFITS	828,118	1,709	815	683,372	15,090	127,132
OTHER CONTRACT SERVICES STATE	14,812,086	72,582	344,351	2,844,142	10,386,282	1,164,729
COMPUTER SERVICES STATE	-9,858,218	13,666	20,165	826,596	230,622	-10,949,267
OTHER CONTRACT SERVICES	27,213,875	19,199	118,755	4,708,515	2,421,573	19,945,833
RENTS	31,474,711	2,855	67,778	28,239,538	132,342	3,032,198
COMMODITIES	14,823,670	1,563	40,005	10,494,338	1,767,976	2,519,788
GRANTS, SUBSIDIES, PENSIONS	29,637,498	454,729	808	21,072,226	7,019,201	1,090,534
PURCHASE OF LAND	5,463,415		125,224	572,412	4,748,145	17,634
EQUIPMENT	139,264,096		2,691,212	17,766,314	103,177,030	15,629,540
INTEREST-DEBT RETIREMENT	26,335,316	3		25,323,980	31	1,011,302
TRANSFER TO OTHER FUNDS	4,525,019	1,965,727	11,897	2,356,676	-27,913	218,632
TOTAL EXPENDITURES	382,761,821	2,765,335	3,486,946	182,192,558	148,388,376	45,928,606

MAINE DEPARTMENT OF TRANSPORTATION



OCTOBER 1996

DEPARTMENT OF TRANSPORTATION

**BUREAU OF FINANCE AND ADMINISTRATION
(TRANSPORTATION)**

H. GREGORY SHEA, DIR FINANCE & ADMIN

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

Established: 1972

Telephone: (207) 287-2641

Reference: Policy Area: 07 ; Umbrella: 17 Unit: 231 ; Citation: T0023 M.R.S.A., Sect. 000004206

Average Count--All Positions: 196.50

Legislative Count: 194.00

PURPOSE:

The Bureau of Finance and Administration was 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 information systems in both engineering and data processing fields, accounting and budgetary functions, financial planning and analysis, 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 of Transportation and assigned to the Bureau of Administrative Services. In accordance with the recommendations of the Ernst & Whitney Management Study, the title of the Bureau was changed by Legislative action in February, 1981, to Finance & Administration and has been reorganized to include the Division of Financial Planning & Analysis, Financial & Administrative Processing, Administrative Services, Information Systems, and Accounting.

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 with financial projections and cash management. Through professional and technical training, the Bureau continues to improve its effectiveness at maintaining a high level of accountability of the transportation programs.

The Information Systems Division is continuing to expand the capabilities of Computer Aided Drafting, Design, Mapping and Geographic Information Systems 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. Increasing utilization and deployment of Local Area Network and Wide Area Network capabilities continue, broadening the Department's uses of information systems technology. Restructuring of the Department, organizationally and functionally, has increased reliance on information systems and the Division's personnel.

Financial information and position counts for other units are also included in this program.

DEPARTMENT OF TRANSPORTATION

FINANCES, FISCAL YEAR 1996: The 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	5,851,267		-15,105	4,880,681	985,691	
HEALTH BENEFITS	1,170,281		-6,571	1,004,059	172,793	
RETIREMENTS	1,057,228		-2,388	878,299	181,317	
OTHER FRINGE BENEFITS	56,418		815	55,603		
OTHER CONTRACT SERVICES STATE	1,311,410		146,002	370,433	794,975	
COMPUTER SERVICES STATE	104,354		20,165	-58,362	142,551	
OTHER CONTRACT SERVICES	1,215,770		40,871	1,058,963	115,936	
RENTS	780,242		61,718	718,159	365	
COMMODITIES	617,960		27,458	587,722	2,780	
GRANTS, SUBSIDIES, PENSIONS	-157,437		808	-158,245		
PURCHASE OF LAND	52,244			52,244		
EQUIPMENT	337,397			342,526	-5,129	
INTEREST-DEBT RETIREMENT	79			77	2	
TRANSFER TO OTHER FUNDS	1,330,304		5,985	1,333,716	-9,397	
TOTAL EXPENDITURES	13,727,517		279,758	11,065,875	2,381,884	

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 Managers 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 Office of Passenger Transportation 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. Members serve without compensation or expenses.

PROGRAM:

The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and improving the State's role in State-wide aviation matters. The Board makes recommendations and proposes initiatives to improve the air transportation system and will make recommendations on potential legislation.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

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:

Telephone: (207) 287-5735
M.R.S.A., Sect.

PURPOSE:

To advise on environmental matters; recommend environmental policy; support all units in protecting and enhancing natural and cultural resources by: recommending and participating in environmental and cultural resource identification, protection, enhancement, and mitigation efforts; providing technical services; developing and constructing resource protection, mitigation and landscape projects; coordinating environmental activities; providing liaison with regulatory and resource agencies and with the public; 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 transportation-related environmental interests. It has department-wide responsibilities and authority. In May 1996 it was transferred from the Commissioner's Office to that of the Chief Engineer's. 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. Air and noise responsibilities are handled by other units in the department.

PROGRAM:

The Office accomplished the following: 159 project field reviews; 158 compliance assistance reviews; 404 water samples collected/analyzed, 25 wells monitored regarding salt storage effects; 5 facility assessments; 44 well claim investigations, 13 replacement wells drilled; 277 environmental documentation (NEPA) submissions, 314 approvals; 748 historic/archeological submissions, 560 approvals; 1 federal historic recordation; 193 permit submissions, 201 approvals; 17 EPA notifications; 8 DEP dredge spoil approvals; 1 Biological Assessment approval; 54 PDR reviews; 3 Environmental Assessments in progress; 2 Sec.4(f) submissions; 10 interagency permit meetings conducted; and 5 training sessions presented.

The Office had 44 wetland mitigation projects estimated at \$10,000,000 and helped manage/support the roadside vegetation management program (11,200 roadside miles). The Office made computer upgrades to handle the new network system at a cost of about \$45,000. Office personnel attended 66 training sessions in the areas of computer conversion, leadership, environmental regulations, safety, metric conversion, project team leaders, BMPs, and hazardous waste.

Office personnel represented the Department on the State Wetlands Task Force/Work Groups, Great Pond Task Force, Maine Well Drilling Commission, CONEG Compost Work Group, the Meduxnekeag Watershed Coalition, and Maine Historic Preservation Commission, among other groups. The Office participated on Department and Bureau of Project Development task forces, unit review teams, partnering groups, design teams, and on the department's CASS/GIS technical committee and TQM Council.

PUBLICATIONS:

The Office published and distributed the report, "An Evaluation of the Maine Department of Transportation Compensatory Wetland Mitigation Program."

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

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 to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION:

The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

PROGRAM:

During the year the committee concentrated on discussion of maintenance, scheduling, and financing of the Maine State Ferry Service. Development of a Ferry Service Strategic Plan is currently underway.

FINANCES, FISCAL YEAR 1996: 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, affirmative action, equal opportunity, labor relations, personnel and training, and special projects.

ORGANIZATION:

The office was administratively reorganized in early 1996 in conjunction with the efforts of the Productivity Task Force and includes the functions and activities of the Divisions indicated under Organizational Units.

PROGRAM:

DIVISION OF EQUAL OPPORTUNITY/EMPLOYEE RELATIONS. This Division represents the Department in all contract Administrative issues, and in the Collective Bargaining Process. DEO/ER develops and implements MDOT programs for internal equal employment opportunity, affirmative action and Title VI, Section 504; external programs for Disadvantages/Women Business Enterprises, EEO Contract Compliance and On-the-Job Training; and strives to further improve the internal and external coordination of equal opportunity activities. The internal EEO Program places increased emphasis on training of supervisory employees in affirmative action/EEO management. The external Affirmative Action emphasis increases awareness and certification and participation of minority and women-owned firms in Federal-aid contracts with MDOT, and pre-entry training of women and minorities into the construction industry.

DEPARTMENT OF TRANSPORTATION

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 SPECIAL PROJECTS. This Division 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, ad hoc committees, and other constituencies.

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 1996: 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

Telephone: (207) 287-2902

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, 1995, 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.

DEPARTMENT OF TRANSPORTATION

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 1996: 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 is to provide the necessary legal service for the Department of Transportation. 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 part of the former State Highway Commission, which is now the Department of Transportation.

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 198 new State Claims Commission referrals; 24 cases were presented for hearing and 126 were settled and 76 were defaulted. The Office also completed and updated for the Department 3,155 title abstracts. Sixteen real estate related projects 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. \$71,185.81 of outstanding accounts receivable are currently being handled by the Office with \$34,992.08 received.

Finances for this unit are included within other programs.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

Telephone: (207) 287-2058

Reference: Policy Area: 07 ; Umbrella: 17 Unit: 234 ; Citation: T0023 M.R.S.A., Sect. 000004206

Average Count--All Positions: 1541.00

Legislative Count: 159.00

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

DEPARTMENT OF TRANSPORTATION

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 Services, 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 was one of the most demanding on record. It was the third snowiest winter in 115 years. Most of these storms occurred during nights and weekends. This resulted in 14% more overtime than the average of the last three years. With the joint Contractor/MDOT paving effort, some 650 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.

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FINANCES, FISCAL YEAR 1996: The 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	42,618,146		60,300	34,867,354	1,132,189	6,558,303
HEALTH BENEFITS	11,211,777		16,200	9,400,196	64,106	1,731,275
RETIREMENTS	7,259,683		13,500	5,902,631	180,726	1,162,826
OTHER FRINGE BENEFITS	572,496			480,901		91,595
OTHER CONTRACT SERVICES STATE	1,440,048		90,569	1,192,127	129,126	28,226
COMPUTER SERVICES STATE	- 10,072,011			873,586	- 727	- 10,944,870
OTHER CONTRACT SERVICES	22,068,685		13,815	3,100,288	152,447	18,802,135
RENTS	28,572,213		5,600	26,161,167	11,915	2,393,531
COMMODITIES	13,634,571		9,157	9,675,817	1,684,926	2,264,671
GRANTS, SUBSIDIES, PENSIONS	20,018,753			20,012,074		6,679
PURCHASE OF LAND	504,548			484,866	19,682	
EQUIPMENT	7,180,206		541,633	5,712,537	926,036	
INTEREST-DEBT RETIREMENT	1,013,226			1,957		1,011,269
TRANSFER TO OTHER FUNDS	845,133		665	686,108	- 1,204	159,564
TOTAL EXPENDITURES	146,867,474		751,439	118,551,609	4,299,222	23,265,204

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 ISTEAs and the CAAA Amendments at the Federal level and the Sensible Transportation Policy Act (STPA) at the State level.

The Bureau is responsible for conducting systematic and comprehensive transportation planning, research and community services 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 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.

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The Bureau was reorganized in July 1996, and renamed the Bureau of Planning, Research and Community Services. The Maine Local Roads Center and Research sections of the Division of Technical Services was transferred to the renamed Bureau. Traffic Engineering functions were transferred to the Bureau of Maintenance and Operations. The Bridge and Pavement Management System formally in Technical Services were joined with those already in Planning to form the Management Systems Division.

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 listed in the Program section.

PROGRAM:

Statewide Multimodal Planning Div. Responsible for planning at statewide, regional and corridor levels and coordination of planning efforts ongoing in the 4 urbanized areas through the designated metropolitan planning organizations. Responsibility for public involvement through the oversight and coordination of the 8 regional advisory committees (RTACs) to provide advisor input to the MDOT on transportation matters. Develop the State's 20-year Transportation Plan. Responsibility for the Biennial Transportation Improvement Program (BTIP) and oversight of the implementation of programmed projects by Project Development. 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 available fund sources; and selection of projects allocating resources to meet the goals of the BTIP.

Transportation Research & Management Systems. The Management Systems is comprised of Pavement, Bridge, Safety and Mobility which provides information to assist and support decision makers in optimizing investments. Management systems serve as tools to objectively assess the costs and benefits of individual projects, evaluate network level forecasts, and make program recommendations. The Transportation Research Division is responsible for research concerning materials, methods, and technologies for the purpose of providing the public with a safe, cost effective transportation system. The division also provides a wide variety of support services to the department such as concrete and bituminous expertise, technical reviews, problem solving, specifications, design recommendations, and new product evaluation. It also administers a continuing program to evaluate experimental products that are incorporated into construction projects.

Community Services. This program is comprised of a systems inventory and Maine Local Roads Section. Systems Inventory is responsible for providing information for reference purposes, and to permit updating of the Transportation Integrated Network Information System Database and inventory reference maps. Road inventory includes all town, State-Aid, and State & Federal-Aid Highways. It also administers the Local Road Assistance Program distributing 41 million dollars per biennium. The Maine Local Roads Center provides training, technical assistance, and information to the municipal people who are responsible for constructing, maintaining, and managing local roads and bridges in Maine. It is one of 56 Technology Transfer Centers established by the Local Technical Assistance Program and the Federal Highway Administration.

PUBLICATIONS:

Biennial Transportation Improvement Program, Free
Highway Safety Improvement Program, Free
Traffic Volume Report, Free
20 year Statewide Transportation Plan, Free
Access Management Handbook for Local Officials, Free
Maine's Pavement Needs Parts I & II
Maine's Bridge Needs
Bath-Woolwich Additional Capacity Study
Average Vehicle Occupancy by Using a Traffic Accident Database

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

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 support the Deputy Commissioner of Transportation in matters of state and federal legislative liaison, public affairs, intensive policy analysis, and policy direction.

ORGANIZATION:

The Office was administratively established in early 1996, merging functions of the former Office of Policy Analysis, the former Office of Legislative and Governmental Affairs, and the Office of Public Affairs and Mapping.

PROGRAM:

The Office directs public policy research and advocacy, provides federal, state and local coordination on policy issues, directs internal and external communications for the Department, and oversees public affairs and press relations.

OFFICE OF PUBLIC AFFAIRS AND MAPPING. This office 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, this office 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.

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

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)

Publications are available and free upon request unless otherwise noted.

FINANCES, FISCAL YEAR 1996: 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

DEPARTMENT OF TRANSPORTATION

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.

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. The Maine Port Authority is currently under the Office of Freight 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 1996: 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: 580.50

Legislative Count: 545.00

PURPOSE:

The Primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, through to construction completion once funding has been approved. 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 began 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 Survey. 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. Internal changes are being implemented as the result of Unit Reviews which began in 1995.

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

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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.

The Bureau continues to deliver an annual program of transportation capital improvements with a construction, or contract value of about \$70 million. This included in 1995/96 some \$12 million for highway reconstruction/rehabilitation, about \$25 million for highway resurfacing and over \$25 million for bridge replacement/rehabilitation. In addition, most of the final contracts were let for completion of major projects linking Portland & So. Portland, Topsham & Brunswick, plus Waterville & Winslow. Plans continue to be developed for replacement of the Bath-Woolwich, Carlton Bridge.

Financial information for other units is also included in this program.

LICENSES:

Permit:
Utility Location

PUBLICATIONS:

Statewide Transportation Improvement Program (STIP)

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	18,601,136			7,282,203	11,318,933	
HEALTH BENEFITS	3,863,485			1,873,221	1,990,264	
RETIREMENTS	3,522,302			1,215,805	2,306,497	
OTHER FRINGE BENEFITS	161,958			146,868	15,090	
OTHER CONTRACT SERVICES STATE	11,649,004			1,281,582	9,425,895	941,527
COMPUTER SERVICES STATE	99,254			11,372	87,882	
OTHER CONTRACT SERVICES	3,072,152			549,264	2,128,845	394,043
RENTS	1,839,600			1,360,212	119,912	359,476
COMMODITIES	405,447			230,799	79,891	94,757
GRANTS, SUBSIDIES, PENSIONS	4,276,902			613,397	3,453,308	210,197
PURCHASE OF LAND	4,763,765			35,302	4,728,463	
EQUIPMENT	127,818,172		1,856,834	11,711,251	101,250,087	13,000,000
INTEREST-DEBT RETIREMENT	25,321,975			25,321,946	29	
TRANSFER TO OTHER FUNDS	319,606			336,852	- 17,246	
TOTAL EXPENDITURES	205,714,758		1,856,834	51,970,074	136,887,850	15,000,000

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: 75.50

Legislative Count: 4.00

PURPOSE:

In the spring of 1996, the Bureau of Transportation Services was dissolved, and its responsibilities were divided between two new organizational units: the Office of Freight Transportation, headed by Robert D. Elder and the Office of Passenger Transportation, directed by Ronald L. Roy. The Office of Freight Transportation was instructed to concentrate on developing a free-flowing intermodal freight network that would offer Maine shippers greater choice among

DEPARTMENT OF TRANSPORTATION

modes, increased productivity, environmental benefits and reduced transportation costs. The Office of Passenger Transportation was charged with promoting an efficient, environmentally-sensitive and cost-effective passenger transportation system that would encourage alternative modes of transportation.

ORGANIZATION:

The Office of Freight Transportation is functionally divided into a planning section, a program management section that manages special projects and operations, and a development/marketing section, which advocates new freight ideas and technologies and implements economic development strategies. Included within the Office of Passenger Transportation are the Transportation Programming Unit, the Planning and Engineering Unit, the Maine State Ferry Service and Special Projects.

PROGRAM:

The Office of Freight Transportation is responsible for maintaining Maine's Three Port Policy and its Three Rail Carrier Strategy, and for improving freight transportation on Maine's highways and railroads, in the vessels that ply its waters, and in the air. It provides rail inspection services, undertakes rail rehabilitation projects, and coordinates the implementation of intermodal facilities. The office also promotes maritime commerce, and has worked to secure funding for the expansion of Eastport's International Marine Terminal, implemented and funded the Small Harbor Improvement Program which involved approximately 30 cities or towns, and provided grants to improve municipal marine facilities along Maine's waterfront. It has also been involved with the expansion of container cargo operations in Portland, and coordinated marine issues on the Million Dollar Bridge and Carlton Bridge replacement projects.

The OPT also is involved with the NASTO Highway Transport Committee, which is working on a regional commercial vehicle overlimit permitting system, with a working group preparing a state business plan on the use of intelligent transportation systems technology in commercial vehicle operations, and with a third group that has been charged with implementing the International Fuel Tax Agreement in Maine. Former Transportation Services' programs transferred to the Office of Passenger Transportation include oversight of the Maine State Ferry Service; continuation of transit programs; the involvement of the Department with aviation programs; the development of bicycle and pedestrian programs; and the spearheading of efforts to return passenger rail service to Maine.

In addition, the OPT is developing in conjunction with the Office of Tourism a "Strategic Passenger Transportation Plan" that will support initiatives to enhance tourism, promote an alternative transportation system for Maine citizens, and set priorities for capital investments in order to insure the development of coordinated systems. It is also establishing a Passenger Transportation Advisory Committee, which will be composed of key business, transportation, tourism and civic leaders whose task will be to advise the Department on the implementation of transportation strategies to meet changing needs and competing demands.

DEPARTMENT OF TRANSPORTATION

FINANCES, FISCAL YEAR 1996: The 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 SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,203,489	166,084			136,409	1,900,996
HEALTH BENEFITS	502,812	34,526			23,874	444,412
RETIREMENTS	380,629	32,692			25,198	322,739
OTHER FRINGE BENEFITS	37,246	1,709				35,537
OTHER CONTRACT SERVICES STATE	411,624	72,582	107,780		36,286	194,976
COMPUTER SERVICES STATE	10,185	13,666			916	-4,397
OTHER CONTRACT SERVICES	857,268	19,199	64,069		24,345	749,655
RENTS	282,656	2,855	460		150	279,191
COMMODITIES	165,692	1,563	3,390		379	160,360
GRANTS, SUBSIDIES, PENSIONS	5,499,280	454,729		605,000	3,565,893	873,658
PURCHASE OF LAND	142,858		125,224			17,634
EQUIPMENT	3,928,321		292,745		1,006,036	2,629,540
INTEREST-DEBT RETIREMENT	36	3				33
TRANSFER TO OTHER FUNDS	2,029,976	1,965,727	5,247		-66	59,068
TOTAL EXPENDITURES	16,452,072	2,765,335	598,915	605,000	4,819,420	7,663,402

(OFFICE OF) TREASURER OF STATE

(OFFICE OF) TREASURER OF STATE

SAMUEL D. SHAPIRO, TREASURER

Central Office: STATE OFFICE BLDG, AUGUSTA, ME,

Mail Address: 39 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1820

Reference: Policy Area: 00 ; Umbrella: 28 Unit: 248 ; Citation: T0005

Average Count--All Positions: 19.0

Units:

Telephone: (207) 287-2771

M.R.S.A., Sect. 000000121

Legislative Count: 18.0

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 2,000,000 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 1996: 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	545,830	518,394	27,436			
HEALTH BENEFITS	84,650	80,531	4,119			
RETIREMENTS	99,448	94,792	4,656			
OTHER FRINGE BENEFITS	5,114	4,657	457			
OTHER CONTRACT SERVICES STATE	129,498	118				129,380
COMPUTER SERVICES STATE	5,765	5,295	-90			560
OTHER CONTRACT SERVICES	288,341	157,200	1,466			129,675
RENTS	932	932				
COMMODITIES	43,788	38,168				5,620
GRANTS, SUBSIDIES, PENSIONS	72,704,600		72,704,600			
EQUIPMENT	1,485	1,485				
INTEREST-DEBT RETIREMENT	86,204,550	86,204,513				37
TRANSFER TO OTHER FUNDS	4,620		4,620			
TOTAL EXPENDITURES	160,118,621	87,106,085	72,747,264			265,272

(OFFICE OF) TREASURER OF STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	545,830	518,394	27,436			
HEALTH BENEFITS	84,650	80,531	4,119			
RETIREMENTS	99,448	94,792	4,656			
OTHER FRINGE BENEFITS	5,114	4,657	457			
OTHER CONTRACT SERVICES STATE	129,498	118				129,380
COMPUTER SERVICES STATE	5,765	5,295	-90			560
OTHER CONTRACT SERVICES	288,341	157,200	1,466			129,675
RENTS	932	932				
COMMODITIES	43,788	38,168				5,620
GRANTS, SUBSIDIES, PENSIONS	72,704,600		72,704,600			
EQUIPMENT	1,485	1,485				
INTEREST-DEBT RETIREMENT	86,204,550	86,204,513				37
TRANSFER TO OTHER FUNDS	4,620		4,620			
TOTAL EXPENDITURES	160,118,621	87,106,085	72,747,264			265,272

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**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

Telephone: (207) 973-3200

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 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 University of Maine at Orono's name was changed to the University of Maine.

The University System is organized into the following units:

Board of Trustees
Office of the Chancellor
Systemwide Services
University of Maine
University of Southern Maine
University of Maine at Farmington
University of Maine at Fort Kent
University of Maine at Machias
University of Maine at Presque Isle

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

University of Maine at Augusta
Education Network 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 particular cultural, agricultural, and industrial needs of regions. Fall 1995 enrollment totaled 31,115, including many part-time and adult learners, and 4,918 persons were awarded degrees in 1994/95.

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) Chancellor's Newsletter, University of Maine System (free)
- (2) University of Maine System Profile (free)
- (3) University of Maine System Admissions Brochure (free)
- (4) Financial Report, University of Maine System (free)
- (5) Directory of Public Service Programs in the University of Maine System (free)
- (6) University of Maine System Facts & Figures (free)

FINANCES, FISCAL YEAR 1996: 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	134,709,009	132,642,841				2,066,168
TOTAL EXPENDITURES	134,709,009	132,642,841				2,066,168

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE 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	134,709,009	132,642,841				2,066,168
TOTAL EXPENDITURES	134,709,009	132,642,841				2,066,168

ORGANIZATIONAL UNITS

Board of Trustees	University of Maine at Fort Kent (UMFK)
Office of the Chancellor	University of Maine at Machias (UMM)
Systemwide Services	University of Maine at Presque Isle (UMPI)
University of Maine (UM)	University of Maine at Augusta (UMA)
University of Southern Maine (USM)	Education Network of Maine (ENM)
University of Maine at Farmington (UMF)	

UNIVERSITY OF MAINE SYSTEM FULL-TIME REGULAR EMPLOYEES JUNE 1996

BY EMPLOYEE CATEGORY

Faculty	1,238
Professional and Administrative	1,281
Classified	1,654
Total	4,173

BY SOURCE OF FUNDING

Educational and General	3,153
Auxiliary Enterprise	331
Restricted	689
Total	4,173

INDEPENDENT AGENCIES - REGULATORY

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:

This Board was abolished through the Productivity Realization Task Force legislation enacted as 1995 PL C. 502. An Animal Welfare Advisory Committee was retained. The membership was increased to reflect ex-board representatives. The Advisory Committee functions to provide a balanced viewpoint on matters related to all aspects of animal cruelty and animal control.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

CHILDREN'S RESIDENTIAL TREATMENT COMMITTEE

DAWN STILES,

Central Office: STATE HOUSE STATION # 11, AUGUSTA, ME, 04333

Mail Address: DEPARTMENT OF HUMAN SERVICES, AUGUSTA, ME, 04333 FAX: (207) 287-7548

Established: 1985

Telephone: (207) 287-5060

Reference: Policy Area: 03 ; Umbrella: 90 Unit: 484 ; Citation: T0022 M.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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - REGULATORY

STATE BOARD OF EDUCATION

MARJORIE MEDD, CHAIR

Central Office: EDUCATION BLDG, AUGUSTA, ME, 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023

Established: 1949

Telephone: (207) 287-5813

Reference: 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 agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of 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;

INDEPENDENT AGENCIES - REGULATORY

and hosted the teacher of the year ceremony.

FINANCES, FISCAL YEAR 1996: 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
EXPENDITURES						
SALARIES & WAGES	12,815	12,815				
OTHER CONTRACT SERVICES STATE	133,155	133,155				
OTHER CONTRACT SERVICES	106,991	106,991				
RENTS	5,164	5,164				
COMMODITIES	5,350	5,350				
GRANTS, SUBSIDIES, PENSIONS	200	200				
INTEREST-DEBT RETIREMENT	1	1				
TOTAL EXPENDITURES	263,676	263,676				

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

JUDITH MALCOLM, DIR HIGHER ED SVCS

Central Office: EDUCATION BUILDING, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023

Established: 1963

Telephone: (207) 287-5803

Reference: Policy Area: 02 ; Umbrella: 90 Unit: 080 ; Citation: T0020A 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 resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct, either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - REGULATORY

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: T0010 M.R.S.A., Sect. 000001414

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'96, as no changes to the Energy Efficiency Standards were proposed.

FINANCES, FISCAL YEAR 1996: 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

Telephone: (207) 287-3006

Reference: Policy Area: 03 ; Umbrella: 90 Unit: 460 ; Citation: T0022 M.R.S.A., Sect. 000000383

PURPOSE:

The Commission was created to design and administer the hospital payment system established by the 111th Maine Legislature. The purposes of this system were 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 Legislature repealed the Commission's 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. The Task Force recommended, and the Legislature approved, the termination of the Commission and the creation of the Maine Health Data Organization to continue the data collection activities.

ORGANIZATION:

The Commission was composed of five members appointed by the Governor subject to review by the Joint Standing Committee on Human Resources and confirmation by the Legislature. The members are: Rosalyn S. Bernstein of Portland, Chair; Elinor Goldblatt of Auburn, Vice-Chair; Harvey Picker of

INDEPENDENT AGENCIES - REGULATORY

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 components. The Division of Financial Operations 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 consulted with the members of four advisory bodies. The Hospital Advisory Committee is composed of two representatives of hospitals with 55 or fewer beds, two representatives of hospitals of moderate size and two representatives of large hospitals. The Payor Advisory Committee is composed of a representative of the Department of Human Services, a representative of Blue Cross and Blue Shield of Maine, a representative of a commercial insurer, and a representative of self-insured employer groups. The Professional Advisory Committee is composed of two allopathic physicians, two osteopathic physicians, two registered nurses and a hospital employee, other than a nurse or a physician, 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. Effective December 31, 1996 the Commission closed. The data collection activities of the Commission will be transferred to the newly created Maine Health Data Organization. The Commission 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 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. The Legislature terminated the Commission in the belief that managed care trends in the state would control hospital costs statewide. However, managed care has penetrated the state by only 15% which is not enough to know what the effects will be. It is yet to be established that managed care has become a strong enough force to control hospital costs statewide and it is unclear how managed care will effect populations not in managed care plans.

PUBLICATIONS:

- 1) 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.

INDEPENDENT AGENCIES - REGULATORY

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

WORK CENTER PURCHASES COMMITTEE

RICHARD THOMPSON, CHAIRMAN

Central Office: STATE OFFICE BUILDING, AUGUSTA, ME, 04333

Mail Address: 9 STATE HOUSE STATION, AUGUSTA, ME, 04333-0009

Established: 1985

Reference: Policy Area: 03 ; Umbrella: 90 Unit: 486 ; Citation: T0005 M.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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

WORKERS' COMPENSATION BOARD

JAMES MCGOWAN, EXEC DIR

Central Office: AMHI DEERING BLDG, AUGUSTA, ME,

Mail Address: 27 STATE HOUSE STATION, AUGUSTA, ME, 04333-0027 FAX: (207) 287-6578

Established: 1992

Reference: Policy Area: 01 ; Umbrella: 90 Unit: 351 ; Citation: T0039A M.R.S.A., Sect. 00000151

Average Count--All Positions: 114.5

PURPOSE:

The Workers' Compensation Board, created by the Workers' Compensation Act of 1992, which took effect on January 1, 1993, is responsible for administering the duties and provisions outlined in the Act. The Board is the successor to the Workers' Compensation Commission.

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 (during the Summer of 1996 the Board appointed Paul R. Dionne whose appointment became effective on September 1, 1996.) Regional Offices are located in Augusta, Bangor, Caribou, Lewiston and Portland. The Central Office is in Augusta. Mediation and formal

INDEPENDENT AGENCIES - REGULATORY

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 exists to resolve disputes between employers and employees over work-related injuries since fair and effective resolution of disputes enhances Maine workplaces for all Maine's people. To ensure the efficient implementation of the Workers' Compensation Act the Board is actively engaged in the promulgation of rules and regulations; the resolution of disputes through troubleshooting, mediation, and formal hearing; the monitoring of payments to injured workers; the monitoring and enforcement of insurance coverage; the supervision of medical protocols, utilization review, medical fee schedules and enforcement guidelines; the implementation of an independent medical examiner system; the administration of a Vocational Rehabilitation Fund and vocational rehabilitation services; the predetermination of independent contractor applications; the investigation and prosecution of complaints of misrepresentation, fraud, illegal conduct and violations of the Act through its Abuse Unit.

The Board meets on a bi-weekly basis to set policy for the proper implementation of the Act. It created a new standing subcommittee: the Budget Subcommittee addresses budget matters and performance budgeting. The Board adopted a rate of 2.65% on an FY 97 estimated insured market of \$135,000,000. The Worker Advocate Task Force evaluated the pilot program started in the prior fiscal year. The full board voted to expand the pilot to a statewide program to commence on October 1, 1996. The Board also established its first advisory committee. The Forms and Data Collection Advisory Committee is comprised of members of the public as well as staff people. The Board is conducting an ongoing review of the dispute resolution process including backlogs and caseloads. The board's migration to a new computer system is approximately 80% complete. The work continues regarding enhancements to the electronic filing of data.

The Board promulgated rules regarding various parts of the Act including rules on penalties, mediation, the appointment of impartial physicians under the Occupational Disease Law, independent medical examiners and proposed amending the rules regarding the medical fee schedule. In addition, the Board repealed the rule on Board review of provisional orders. The Board also adopted by-laws regarding the conduct of Board business.

LICENSES:

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, \$4.00 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

Workers' Compensation Board Rules and Regulations, booklet, \$3.00 each

Workers' Compensation Board Minutes, \$80.00 per year for minutes or \$100.00 per year for minutes and cumulative index

INDEPENDENT AGENCIES - REGULATORY

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

WORKERS' COMPENSATION BOARD	TOTAL		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	3,336,811		3,336,811			
HEALTH BENEFITS	598,735		598,735			
RETIREMENTS	575,432		575,432			
OTHER FRINGE BENEFITS	47,664		47,664			
OTHER CONTRACT SERVICES STATE	40,772	371	40,401			
COMPUTER SERVICES STATE	13,017		13,017			
OTHER CONTRACT SERVICES	489,317		489,317			
RENTS	349,278		349,278			
COMMODITIES	67,654		67,654			
GRANTS, SUBSIDIES, PENSIONS	51,163		51,163			
INTEREST-DEBT RETIREMENT	62		62			
TRANSFER TO OTHER FUNDS	90,848		90,848			
TOTAL EXPENDITURES	5,660,753	371	5,660,382			

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 13,567 in 1995 (see chart). These reports are processed by the Insurance Coverage Division.

<u>Year</u>	<u>Lost Time First Reports</u>	<u>Average Employment</u>
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	533,420
1995	13,567	541,600*

* Preliminary

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.

Troubleshooting

	<u>Claims Assigned</u>	<u>Claims Disposed</u>
1993	15,065	10,618
1994	14,140	15,509
1995	11,487	12,425

The number of claims pending at troubleshooting as of June, 1996 is 2,190, compared to 2,272 in June 1995.

Mediation

	<u>Claims Assigned</u>	<u>Claims Disposed</u>
1993	4,439	2,688
1994	8,021	8,168
1995	6,226	6,932

The number of claims pending at mediation as of June, 1996 is 1,388, compared to 1,780 in June of 1995.

Formal Hearing

	<u>Claims Assigned</u>	<u>Claims Disposed</u>
1993	5,887	9,428
1994	3,592	2,955
1995	3,887	3,973

The number of claims pending at the Formal Hearing level as of June, 1996 is 2,798 compared to 4,248 in June, 1995.

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	584 (FY 96)
Reports/Requests Disposed	868
	(includes prior fiscal years)

Office of Medical/Rehabilitation Services

The Office of Medical and Rehabilitation Services assists the Board in the administration and promulgation of the rules regarding medical protocols, medical utilization review, impairment guidelines, independent medical examiners, medical fee schedules and employment rehabilitation services.

- 23 Independent medical examiners were appointed by the Board
- 22 requests for Independent Medical Review were received
 - 13 cases were assigned
 - 3 requests were withdrawn
 - 6 were denied because the date of injury was prior to 1/1/93.

* A request for proposal was issued to develop a new medical fee schedule. The contract was awarded to the Maine Health Information Center.

* OMRS continues work on the development and implementation of medical protocols.

Forms and Data Processed by Division in Calendar Year 1995

Central Files Division

This division receives requests for files from Central Office and Regional Office staff. 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 employers and receives applications for the predetermination of independent contractors.

A. Proof of Coverage	112,083
B. First Reports	13,567
C. Waivers Approved	4,150
D. Independent Contractor Applications	790
E. No Recorded Coverage Letters Mailed to Employers	6,211

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	12,866
Petitions	7,034

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 Statement</u>	<u>Discontinuances</u>	<u>Agreements</u>	<u>H.O. Decisions</u>
1993	18,394	14,066	18,677	894	8,835
1994	16,422	12,519	16,648	353	5,844
1995	15,028	9,860	18,155	167	5,372

	<u>Interim/Final Reports</u>	<u>Miscellaneous Forms</u>	<u>Approximate # of Forms Processed</u>	<u>Files Audited</u>
1993	11,895	3,068	75,829	
1994	22,519	7,847	82,172	
1995	26,030	24,673	99,285	4,367

INDEPENDENT AGENCIES - ADVISORY

MAINE HIV ADVISORY COMMITTEE

KATE PERKINS, CHAIR

Central Office: STATEHOUSE STA 11, AUGUSTA, ME, 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1993

Reference: Policy Area: 03 ; Umbrella: 92 Unit: 510 ; Citation: T0005 M.R.S.A., Sect. 000019202

PURPOSE:

This committee was originally mandated to advise the Department of Human Services on content and dissemination of educational materials, crises that may develop, coordination of services to people living with AIDS, AIDS related 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 knowledgeable 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 acquiring 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 1996: 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

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.

INDEPENDENT AGENCIES - ADVISORY

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 thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

PROGRAM:

The Archives Advisory Board has met periodically during the fiscal year to advise the State Archivist on the disposition of records, retention, schedules and on administrative matters of concern.

LICENSES:

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).

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE ADVISORY COMMITTEE ON CHILDREN WITH SPECIAL NEEDS

JANE WEIL, CHAIRPERSON

Central Office: RM 411 STATE OFFICE BLDG, AUGUSTA, ME, 04333

Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1985

Telephone: (207) 287-4250

Reference: Policy Area: 03 ; Umbrella: 92 Unit: 482 ; Citation: T0034B M.R.S.A., Sect. 000006241

PURPOSE:

To act in an advisory capacity to the Commissioner of the Department of Mental Health, Mental Retardation and Substance Abuse Services, and to the Program Manager, MR Services, in assessing programs, planning future activities and developing the means to meet the needs of children in need of treatment and their families.

ORGANIZATION:

The committee shall consist of 15 members appointed by the Governor, with due consideration given in the appointments to including parents or relatives of children in need of treatment, providers of service to these children and representatives of state agencies concerned with children. The chairperson is named by the Governor and members shall serve for staggered three year terms.

PROGRAM:

The Committee meets 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.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE CRIMINAL JUSTICE COMMISSION

JOSEPH GROFF II, CHAIRMAN

Central Office: UNIVERSITY OF MAINE, ORONO, ME, 04469

Mail Address: 241A NORTH STEVENS HALL, ORONO, ME, 04469-5754

FAX: (207) 624-8599

Established: 1991

Telephone: (207) 581-1877

Reference: Policy Area: 06 ; Umbrella: 92 Unit: 549 ; Citation: T0005 M.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

INDEPENDENT AGENCIES - ADVISORY

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 strategies, evaluation methodology, offender-based tracking systems. The commission meets on the second Wednesday of each month in Augusta.

FINANCES, FISCAL YEAR 1996: 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 1996, the Commission met 7 times and submitted to the Legislature two legislative proposals.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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, 04333

Established: 1973

Reference: Policy Area: 00 ; Umbrella: 92 Unit: 311 ; Citation: T0005

FAX: (207) 287-3120

Telephone: (207) 624-7800

M.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 1996: 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

Reference: Policy Area: 03 ; Umbrella: 92 Unit: 050 ; Citation: T0034B

Telephone: (207) 287-4213

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 statute 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

INDEPENDENT AGENCIES - ADVISORY

concerned with services to persons with developmental disabilities in Maine. Those who serve by virtue of their positions are representatives of the three principal state agencies that serve persons with developmental disabilities. Council membership reflects a regional distribution across the State, as well as an attempt to equitably represent disabilities associated with the target population.

The Council is staffed by an Executive Director, a Planner and a Secretary. Administrative support is provided as needed by the Department of Mental Health, Mental Retardation and Substance Abuse Services. 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 two 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 two 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) financial assistance to family support groups concerned with issues affecting a family member with a disability; (5) financial assistance to families who have a child with a disability to attend conferences to gain more information; and (6) 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 (Asterisked items currently not available)

-DD Dispatch (published three times a year)

-Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition)*

-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 1996: 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

Telephone: (204) 624-7074
M.R.S.A., Sect. 000000770B

INDEPENDENT AGENCIES - ADVISORY

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 activities 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 1996: 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, 04333

Mail Address: 4 STATE HOUSE STATION, AUGUSTA, ME, 04333-0004 *FAX:* (207) 624-7137

Established: 1973

Telephone: (207) 287-3761

Reference: Policy Area: 02 ; Umbrella: 92 Unit: 284 ; Citation: T0005 M.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. In 1991, the Educational Leave Law was amended to require advance approval by the Board for educational programs that require position leave for thirty (30) days or more. With this amendment, educational leaves for less than thirty days may be approved by the employing agency. The Educational Leave Advisory Board is also responsible for establishing rules and administrative procedures for submitting and processing educational leave requests and for maintaining records of employee requests for educational leave and the terms and disposition of these requests.

ORGANIZATION:

In 1989, membership of the Educational Leave Advisory Board was increased from three to five members. The members of the Board are: the Director, Bureau of Human Resources as Chair, the Commissioner (or designee) of the Department of Education, the manager of Human Resource Development within the Bureau of Human Resources, and two State employee members, one of whom must be a bargaining unit employee. The State employee members are appointed by the Governor for a three-year term. Members of the Board receive no compensation for their services.

PROGRAM:

During FY 95-96, the Educational Leave Advisory Board processed seven requests for educational leave. Five requests were approved and two requests were disapproved.

Three requests were submitted by employees of the Department of Human Services, and four requests were submitted by employees of the Department of Mental Health, Mental Retardation and Substance Abuse. Two requests were for a Masters in Social Work, two requests were for Nursing Program courses, one request was for a psychology practicum, one request was for a Bachelors in

INDEPENDENT AGENCIES - ADVISORY

Biology and one request was for a Bachelors in Special Education.

Leave terms for the five approved requests are summarized as follows: Three requests were approved for full-time leave without pay for a year. Two requests were approved for full-time leave without pay for three to four months.

PUBLICATIONS:

Guidelines for Educational Leave (first issued 7/2/74)

FINANCES, FISCAL YEAR 1996: 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

Established: 1959

Telephone: (207) 287-5854

Reference: Policy Area:02 ; Umbrella: 92 Unit: 326 ; Citation: T0020A M.R.S.A., Sect. 000009002

PURPOSE:

The Advisory Committee provides Southern Maine Technical College with recommendations for the Firefighter's Training Program.

ORGANIZATION:

The committee consists of 17 members appointed by the President of Southern Maine Technical College 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 the Fire Science Craft Committee at Eastern Maine Technical College.

PROGRAM:

The Southern Maine Technical College's Advisory Committee on Fire Training and Education met three times during FY 96, advising 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.

INDEPENDENT AGENCIES - ADVISORY

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 1996: 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

Telephone: (201) 283-0171

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 continuing 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, the University of New England College of Osteopathic Medicine (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, Piscataquis, 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 practitioners; registered nurses; occupational and physical therapists and clinical social workers.

INDEPENDENT AGENCIES - ADVISORY

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 Association, Maine Osteopathic Association, and Maine Colleges and Universities) 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 Careers: A Guide to Health Professional Education Programs,"
1993

FINANCES, FISCAL YEAR 1996: 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, 04333-0084

Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME, 04333-0084 *FAX:* (207) 282-6379

Established: *Telephone:* (207) 287-5790

Reference: Policy Area:00 ; Umbrella: 92 Unit: 533 ; Citation: GFY89 M.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.

INDEPENDENT AGENCIES - ADVISORY

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 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,621				2,621	
HEALTH BENEFITS	1,288				1,288	
RETIREMENTS	465				465	
OTHER FRINGE BENEFITS	19				19	
OTHER CONTRACT SERVICES	12				12	
GRANTS, SUBSIDIES, PENSIONS	9,840				9,840	
TOTAL EXPENDITURES	14,245				14,245	

DISPLACED HOMEMAKERS ADVISORY COUNCIL

GILDA E NARDONE, DIRECTOR

Central Office: UNIVERSITY OF MAINE, AUGUSTA, ME,
Mail Address: STODDARD HOUSE, UMA, AUGUSTA, ME, 04330-9410 *FAX:* (207) 287-5739
Established: 1977 *Telephone:* (207) 621-3433
Reference: Policy Area: 04 ; Umbrella: 92 Unit: 390 ; Citation: T0026 M.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 contractual 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 of the Maine Centers for Women, Work, and Community continued to offer a full range of pre-training/pre-employment and self-employment services through a toll-free resource line and thirteen regional Resource Centers throughout the state. Three additional outreach sites were phased out during the year because of a reduction in funding and staffing.

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, employment, economic and business development, and advocacy organizations on a community, state, regional, and national level. Integrated workforce development services were provided to AFDC recipients in collaboration with ASPIRE and Adult Education Programs throughout Maine;

INDEPENDENT AGENCIES - ADVISORY

self-employment technical assistance and training activities were developed and implemented with the Maine Department of Labor and Workforce Development Centers.

PUBLICATIONS:

Single copies of "Venturing Forth: A guide for Women Considering Starting a Small Business" and the Program's Annual Report are available free of charge.

All other expenditures for FY 96 were \$380,531. This fiscal data has been provided by the unit from its own accounting records.

FINANCES, FISCAL YEAR 1996: 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

Established: 1989

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
- 2) identify resources available and gaps in the delivery of services to the the homeless and persons with special needs
- 3) develop a Maine Plan to End Homelessness
- 4) to set operating standards for shelters
- 5) provide technical assistance on fair housing
- 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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 1996: 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: T0012 M.R.S.A., Sect. 000006462 *Telephone:* (207) 624-6550

PURPOSE:

The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

ORGANIZATION:

Created effective September 14, 1979, the Lobster Advisory Council consists of eleven members. Each member is appointed by the Governor. Eight members of the council must be holders of lobster and crab fishing licenses and shall represent Maine's eight coastal counties. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobsters. One member must be a member of the general public and shall not hold any license under this subchapter. All members shall be appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Members serve without compensation, but shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council shall not exceed \$2,000 a year.

A quorum shall be 6 members of the council, if at least 4 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may select other officers and designate their duties. They meet at least 4 times a year at regular intervals and may meet at other times at the call of the chairman or the commissioner.

PROGRAM:

The Lobster Advisory Council met twice during FY 1996. A total of \$72,840 was allocated from the Seed Lobster Fund for the purchase of seed and female lobsters.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

JOINT PRACTICE COUNCIL ON ADVANCED PRACTICE REGISTERED NURSING

MONICA COLLINS, CHAIR

Central Office: , ME,

Mail Address: , ME,

FAX: (207) 624-6024

Established: 1995

Reference: Policy Area: 01 ; *Umbrella:* 92 *Unit:* 583 ; *Citation:* T0032 *M.R.S.A., Sect.* 000002265

PURPOSE:

The purpose of the Joint Practice Council is to make recommendations to the State Board of Nursing regarding the prescription of drugs and devices by advanced practice registered nurses. The council may make other recommendations regarding the practice of advanced practice registered nursing as it considers appropriate. The duties of the council are advisory in nature.

ORGANIZATION:

The Joint Practice Council was created in 1995.

PROGRAM:

The Joint Practice Council met 3 times during FY 95-96 to discuss the projected rule of the Maine State Board of Nursing to regulate the practice of advanced registered nursing. The Joint Practice Council made recommendations to the Board of Nursing and also prepared testimony to submit according to the Administrative Procedures Act process. The Council was chaired by the Chair of the Board of Licensure in Medicine at the start of FY 96-97.

LICENSES:

None

PUBLICATIONS:

None

OIL SPILL ADVISORY COMMITTEE

MICHAEL HASTINGS, CHAIR

Central Office: AMHI RAY BUILDING, AUGUSTA, ME, 04333

Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1992

Telephone: (207) 287-2651

Reference: Policy Area: 05 ; *Umbrella:* 92 *Unit:* 567 ; *Citation:* T0038 *M.R.S.A., Sect.* 000000551A

PURPOSE:

The Oil Spill Advisory Committee was established to advise the Department of Environmental Protection in carrying out its responsibilities under Maine's Oil Discharge Prevention and Pollution Control laws. See 38 MRSA 551-A.

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 fisheries biology 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.

INDEPENDENT AGENCIES - ADVISORY

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 1996: 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 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

INDEPENDENT AGENCIES - ADVISORY

outlet.

FINANCES, FISCAL YEAR 1996: 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

Telephone: (207) 287-4223

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:

Pineland Center closed in April 1996.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE POET LAUREATE SELECTION ADVISORY PANEL

Central Office: , ME,

Mail Address: , ME,

Established: 1995

Reference: Policy Area: 02 ; Umbrella: 92 Unit: 581 ; Citation: T0027 M.R.S.A., Sect. 000000421

PURPOSE:

This Law seeks to honor some of the most noteworthy and numerous in our artistic life; our poets. From our historical past to the lively literary community of the present, Maine stands apart in its depth and breadth of literary genius. This Law creates an honorary office of State Poet Laureate to be appointed by the Governor of the State of Maine annually.

ORGANIZATION:

The Maine Arts Commission works in conjunction with the State Poet Laureate Selection Advisory Panel to select the State Poet Laureate. The Advisory Panel is composed of the chairs of the English departments of each of the campuses of the University of Maine System and the directors of the Maine State Library and the Maine Arts Commission who serve as co-chairs. The Poet Laureate must be a resident of the State of Maine and must have published poems of recognized merit.

PROGRAM:

The duties of the State Poet Laureate are to provide free consultation on poetry to state educational institutions; and to write annually at least one poem addressing the beauty, history, heritage or character of the State or the spirit of its people, to be presented to the Governor and the presiding officers of the Legislature on March 15, Maine Statehood Day.

INDEPENDENT AGENCIES - ADVISORY

FINANCES, FISCAL YEAR 1996: 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, 04333-0078

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 of Human Resources on matters affecting personnel in Maine State Service. In addition to general policy development, the Board is directed by its enacting legislation to review, study and develop policy for specific program areas including: longevity incentive, educational leave and job performance evaluation. Policy recommended or approved by the Board may be subject to collective bargaining negotiations.

ORGANIZATION:

The Policy Review Board was established on July 1, 1986. The Board is comprised of the Commissioners of Transportation, Human Services, Mental Health and Mental Retardation, Conservation and Labor (or the designees of these named Commissioners), a representative from the Office of the Governor and two members chosen from private sector personnel systems. The Commissioner of 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 this approach will be effective in improving the human resource management programs and services that it oversees.

FINANCES, FISCAL YEAR 1996: 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

INDEPENDENT AGENCIES - ADVISORY

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 Commissioner or the Commissioner's designee is a voting member. The Director of the Bureau of Air Quality Control or the Director's designee is a voting member. The Commissioner of Labor, and the Director of the Maine Emergency Management Agency serve as ex officio members and do not vote on Committee matters.

PROGRAM:

In 1995, 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 assistance program.

FINANCES, FISCAL YEAR 1996: 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: 2.0

Legislative Count: 2.0

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.

INDEPENDENT AGENCIES - ADVISORY

LICENSES:

MEMA issues Training Certificates to offsite emergency preparedness personnel when they accomplish training objectives.

PUBLICATIONS:

1. Planning information for an emergency at the Maine Yankee Plant or other regional emergency (free-distributed to 30,000 residents).
2. Maine Yankee Radiological Incident Plan-eight volumes. (Not for general distribution to public).

FINANCES, FISCAL YEAR 1996: 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	37,401		37,401			
HEALTH BENEFITS	7,362		7,362			
RETIREMENTS	7,226		7,226			
OTHER FRINGE BENEFITS	432		432			
OTHER CONTRACT SERVICES STATE	1,900		1,900			
OTHER CONTRACT SERVICES	26,039		26,039			
RENTS	8,120		8,120			
COMMODITIES	4,257		4,257			
GRANTS, SUBSIDIES, PENSIONS	101,038		101,038			
EQUIPMENT	8,165		8,165			
INTEREST-DEBT RETIREMENT	22		22			
TRANSFER TO OTHER FUNDS	1,307		1,307			
TOTAL EXPENDITURES	203,269		203,269			

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 1996: 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

Telephone: (207) 287-5060

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

INDEPENDENT AGENCIES - ADVISORY

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 1996: 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 8 Occupational Safety Loan requests and recommended that the Commissioner of Labor approve all 8 loans. Two loan requests were withdrawn after approval. Loans totaled \$187,199.

The Commission engaged in a strategic planning process to focus its work over 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

SUBSTANCE ABUSE SERVICES COMMISSION

JACK MARA, INTERIM CHAIRPERSON

Central Office: 24 STONE STREET, AUGUSTA, ME, 04330

Mail Address: 159 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1994

Telephone: (207) 287-2595

Reference: Policy Area: 00 ; Umbrella: 92 Unit: 577 ; Citation: T0005 M.R.S.A., Sect. 000020065

PURPOSE:

The Substance Abuse Services Commission was established for the following purposes: (1) to advise 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.

PROGRAM:

During Fiscal Year 1996, the Commission has continued to use its operational structure and working committees. The Commission has reviewed policy issues, and recommended support of legislation.

FINANCES, FISCAL YEAR 1996: 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.

INDEPENDENT AGENCIES - ADVISORY

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/Fish-0
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 1996: 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

Telephone: (207) 781-6200

Reference: Policy Area: 03 ; Umbrella: 92 Unit: 538 ; Citation: 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.

INDEPENDENT AGENCIES - ADVISORY

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 1996: 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 *FAX:* (207) 781-6296

Established: 1977

Telephone: (207) 287-2391

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 Maintenance Control, Bureau of Maintenance & Operations of the Department of Transportation.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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 1996: 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

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 Visitors of the Maine Youth Center has conducted a series of monthly visits, meetings, and individual visits as part of its activities. In general, these activities have resulted in an observation that the Maine Youth Center is a well managed institution, there are no apparent issues related to the disregard for the rights of residents on the part of staff, there is an active and well structured program for the youth assigned to custody, and the administration and staff have been most open and responsive to the inquiries of the Board.

Other issues such as those concerned with the needs of the program, improved systems of accessing funds for educational, clinical and medical services, the future of the Maine Youth Center with regard to the findings of the Jail Monitoring Committee and adequate support to the administration of the Center, are among those addressed in the Board's written reports.

FINANCES, FISCAL YEAR 1996: 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 reviewing 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 1996: 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

Telephone: (207) 287-2724

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 088 ; Citation: T0027 - M.R.S.A., Sect. 000000401

Average Count--All Positions: 9.0

Legislative Count: 6.0

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 between 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 1996: 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 ARTS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	350,667	232,136			118,531	
HEALTH BENEFITS	49,729	33,330			16,399	
RETIREMENTS	67,527	44,316			23,211	
OTHER FRINGE BENEFITS	4,087	2,640			1,447	
OTHER CONTRACT SERVICES STATE	28,025	4,225	990		22,810	
COMPUTER SERVICES STATE	75	75				
OTHER CONTRACT SERVICES	93,534	21,331	9,324		62,879	
RENTS	1,256	75			1,181	
COMMODITIES	5,142	65	500		4,577	
GRANTS, SUBSIDIES, PENSIONS	681,626	178,715	27,000		475,911	
TRANSFER TO OTHER FUNDS	16,093		147		15,946	
TOTAL EXPENDITURES	1,297,761	516,908	37,961		742,892	

ATLANTIC SALMON AUTHORITY

RAY B OWEN, JR, CHAIRMAN IF&W

Central Office: HEDIN HALL, BMHI, BANGOR, ME,

Mail Address: 650 STATE ST, BANGOR, ME, 04401

Established: 1947

Reference: Policy Area: 05 ; *Umbrella:* 94 Unit: 289 ; *Citation:* T0012

Average Count--All Positions: 10.0

FAX: (207) 287-2335

Telephone: (207) 941-4449

M.R.S.A., Sect. 000009901

Legislative Count: 2.0

PURPOSE:

The Atlantic Salmon Authority replaced the Atlantic Sea Run Salmon Commission which had been in existence from 1947-1995. The Authority has sole authority and responsibility to manage the Atlantic salmon fishing in the State, including the authority to stock salmon into Maine inland water and to limit or prohibit the talking of salmon, issue licenses, and regulating the method, time, place, and manner of Atlantic salmon fishing in all waters of the State.

ORGANIZATION:

The Authority is governed by the Atlantic Salmon Board which consist of the following 9 members: the Commissioner of the Department of Inland Fish and

INDEPENDENT AGENCIES - OTHER

Wildlife, The Commissioner of the Department of Marine Resources, one member of the Passamaquoddy tribe, one member of the Penobscot Nation, one member at large, and 4 members representing various river drainages throughout the state. The board annually elects a chair from its members, except that neither appointed commissioner may serve as chair. The chair directs the administrative and financial matters of the Authority.

A bilateral 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 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 585. A license is required to fish for Atlantic salmon in all inland and designated tidal waters of 12 Maine rivers. Atlantic Salmon License-resident and non-resident.

PUBLICATIONS:

1. Maine Atlantic Salmon Authority, Regulations, 1996, (no cost).
2. Atlantic Salmon River Management Plans (\$2.00 each; \$12.00 for a complete set of 9).
 - Aroostook River (includes Upper St. John River, Meduxnekeag River and Prestile 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

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 1996: 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 SALMON AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	274,987	49,198	-2,486		228,275	
HEALTH BENEFITS	50,559	7,074	152		43,333	
RETIREMENTS	48,411	8,694	-984		40,701	
OTHER FRINGE BENEFITS	2,400	166	-43		2,277	
OTHER CONTRACT SERVICES STATE	8,676				8,676	
COMPUTER SERVICES STATE	15	15				
OTHER CONTRACT SERVICES	30,761	-1,330	2,045		30,046	
RENTS	11,302	2,360	-213		9,155	
COMMODITIES	9,531	722	-325		9,134	
EQUIPMENT	2,885				2,885	
TRANSFER TO OTHER FUNDS	5,707		29		5,678	
TOTAL EXPENDITURES	445,234	66,899	-1,825		380,160	

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

Telephone: (207) 723-9616

Reference: Policy Area: 05 ; *Umbrella:* 94 *Unit:* 293 ; *Citation:* T0012 *M.R.S.A., Sect.* 000000901

Average Count--All Positions: 38.5

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 present size of 201,018 acres. In 1992, 1046 acres were purchased from an adjoining 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.

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

INDEPENDENT AGENCIES - OTHER

exercise of all Trest obligations. 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 original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient, as it was felt that the main purpose of Governor Baxter's bequests was

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 donor, 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

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BAXTER STATE PARK AUTHORITY	TOTAL		SPECIAL			
	FOR					
EXPENDITURES	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	873,368		873,368			
HEALTH BENEFITS	134,816		134,816			
RETIREMENTS	149,666		149,666			
OTHER FRINGE BENEFITS	10,532		10,532			
OTHER CONTRACT SERVICES STATE	235,116		235,116			
COMPUTER SERVICES STATE	1,774		1,774			
OTHER CONTRACT SERVICES	198,630		198,630			
RENTS	71,592		71,592			
COMMODITIES	122,741		122,741			
PURCHASE OF LAND	59,411		59,411			
EQUIPMENT	98,560		98,560			
INTEREST-DEBT RETIREMENT	37		37			
TRANSFER TO OTHER FUNDS	10,961		10,750			211
TOTAL EXPENDITURES	1,967,204		1,966,993			211

Statistical Use Information:
SUMMER SEASON (5/15 - 10/15)

	1995	1994	1993	1992	1991	1990
USE - BY TYPE						
Day Use	53,591	53,579	54,335	53,919	49,402	49,195
Transient	3,776	3,202	4,249	4,122	5,177	6,570
Campers	31,953	23,362	24,508	24,197	24,756	24,869
TOTAL PEOPLE	89,320	80,143	83,092	82,238	79,335	80,634
MISCELLANEOUS						
Camper Days	67,735	73,676	70,695	73,960	68,147	64,823
Average Stay (Days)	2.77	3.24	2.88	3.00	2.70	2.20
Number of Vehicles	33,954	31,337	33	32,546	28,191	27,381
Recreation Visitor Days	153,941	156,297	153,687	157,108	149,465	123,790

FINANCIAL INFORMATION

Balance Forward 7/1/94: \$242,757

	1995	1994	1993	1992	1991	1990
Revenue:						
Net from Operations	1,764,054	767,596	757,854	669,175	524,718	457,924
Trust Fund	650,293	889,165	879,196	710,000	1,093,309	1,028,000
Miscellaneous	29,494	6,243	7,195	13,357	15,427	18,740
TOTAL	2,443,841	1,663,004	1,644,245	1,392,532	1,633,454	1,504,664
Expenditures:						
Personal Services	1,080,069	979,563	1,003,933	951,343	892,346	833,273
All Other	1,345,486	609,035	510,121	471,690	423,554	463,540
Capital	78,671	55,467	85,233	90,155	125,255	130,537
TOTAL	2,504,226	1,644,065	1,599,287	1,513,188	1,441,155	1,427,350

Balance Forward 6/30/95: \$183,166

INDEPENDENT AGENCIES - OTHER

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

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 legislation provides that blueberry tax revenue be allocated as follows: 30% for research and extension programs at the University of Maine; 25% for market development and promotion; no more than 15% for administration; and the balance of funds to be used for research or promotion as may be determined by the Commission. Most of the research and all of the extension activities are programmed through the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine. The Experiment Station maintains a research farm known as Blueberry Hill in the town of Jonesboro. In recent years, and largely due to new technology generated through the Agricultural Experiment Station, the production of blueberries in Maine has approximately tripled from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 63 million pounds in 1995. The wild blueberry industry in Maine contributed approximately \$100 million to Maine's economy.

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 restaurants, 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:

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

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 1996: 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	48,925		48,925			
HEALTH BENEFITS	7,761		7,761			
RETIREMENTS	8,754		8,754			
OTHER FRINGE BENEFITS	838		838			
OTHER CONTRACT SERVICES STATE	8,339		8,339			
OTHER CONTRACT SERVICES	4,992		4,992			
COMMODITIES	10,688		10,688			
GRANTS, SUBSIDIES, PENSIONS	617,243		617,243			
TRANSFER TO OTHER FUNDS	2,405		2,405			
TOTAL EXPENDITURES	709,945		709,945			

BLUEBERRY ADVISORY COMMITTEE

RAGNAR KAMP, CHAIRPERSON

Central Office: 5715 COBURN HALL UMO, ORONO, ME 04469-5715

Mail Address: 5715 COBURN HALL UMO, ORONO, ME 04469-5715

Established: 1945

Telephone: (207) 581-1475

Reference: Policy Area: 01 ; *Umbrella:* 94 *Unit:* 426 ; *Citation:* T0036 *M.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 supplemental funds for research and extension programs at the University of Maine.

The function of the Advisory Committee was to work with the Director of the Maine Agricultural Experiment Station and the Director of the Cooperative Extension Service in an advisory capacity. While the function of the Committee remains essentially the same, legislation enacted in 1984 changed the status of the Committee by having the committee members appointed by the Maine Blueberry Commission instead of 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE COMMISSION ON COMMUNITY SERVICE

MARYALICE CROFTON, EXECUTIVE DIRECTOR

Central Office: 184 STATE STREET, AUGUSTA, ME, 04330

Mail Address: 38 STATE HOUSE STATION, AUGUSTA, ME, 04333-0038

Established: 1995

Telephone: (207) 287-5300

Reference: Policy Area: 00 ; Umbrella: 94 Unit: 578 ; Citation: T0005 M.R.S.A., Sect. 000007501

PURPOSE:

The Maine Commission for Community Service was established by Executive Order 6 FY 93/94 to link the Corporation for National Service to the State of Maine. It is the goal of the Commission to foster community service and volunteerism to meet human and environmental needs in the State. The Commission is responsible for producing the comprehensive state plan for community service, identifying service efforts on the local level, establishing priorities and devising strategies for program development and training.

The Commission makes sub-grants in accordance with provisions of the federal National and Community Service Trust Act of 1993 and recommends State priorities regarding programs that receive financial assistance under the federal Domestic Volunteer Act of 1973. As well as administering Maine's AmeriCorps program, it coordinates with the Maine Corporation for National Service, with Volunteers in Service to America (VISTA), Senior Corps and with the Maine State Department of Education for Learn and Serve (K-12) programs.

In 1996, activities moved from the Commission's setting its own strategies and priorities to providing technical assistance for program planning, implementation, and grant applications.

INDEPENDENT AGENCIES - OTHER

ORGANIZATION:

The Commission is comprised of no fewer than 15 and no more than 25 voting-members appointed by the Governor and subject to approval by the Joint Standing Committee of State and Local Government. Representation is directed by Statute. Members are appointed to serve in three year staggered terms. Voting members of the Commission elect a chair for one year from their ranks. The Executive Director of the Commission is a staff member of the State Planning Office.

PROGRAM:

The Commission moved from developing its own mission and vision into its first full year of operation. Several successful grants were written to benefit communities and the general population of the entire State. Many activities were made in a collaborative effort with other service organizations in the State. The State Planning Office displays the Commission's Web page with its link to many national and local service organizations.

This year the Commission coordinated a competitive grant process to award \$300,000 in pass-through moneys for AmeriCorps. An additional \$276,000 was obtained for other community initiatives. The Commission was granted \$65,000 for program development and training. A \$148,000 grant was obtained in the competitive grant process of Learn & Serve (K-12) to fund community-based service learning in the State.

The Commission continues through conferences and training activities to strive to further its own abilities to maintain an active leadership role with service organizations throughout the State.

PUBLICATIONS:

Annual Report
Calculating the Value of Volunteer Organizations
Strategic Plan

FINANCES, FISCAL YEAR 1996: 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.

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 1996: 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

Telephone: (207) 287-2656

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 University 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.

PROGRAM:

The continuing work of the Coordinating Council has essentially been assumed by the Governor's Cabinet Subcommittee on Economic Development. In January of 1996, the state's economic development strategic plan was adopted, and contains 23 individual tactical areas of focus.

FINANCES, FISCAL YEAR 1996: 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, 04333

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME, 04333

FAX: (207) 287-2861

Established: 1993

Telephone: (207) 287-2656

Reference: Policy Area: 01 ; *Umbrella:* 94 *Unit:* 573 ; *Citation:* T0010 *M.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.

INDEPENDENT AGENCIES - OTHER

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 reports and has constructed briefings for state-wide organizations and agencies. In addition, the Council has been compiling baseline data for the benchmarks and will be conducting state-wide surveys of Maine businesses and citizens, and is in the process of refining and updating the "Goals for Growth" report.

FINANCES, FISCAL YEAR 1996: 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

Established: 1988

FAX: (207) 287-5701

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.

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. An additional \$12.5 million dollars of tax exempt bonds were issued in June of 1996.

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 available to students and parents based solely on the credit worthiness of the applicant. Interest rates are both set or variable and

INDEPENDENT AGENCIES - OTHER

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, 1992A-4, and 1996A series)
MELA (Maine Educational Loan Authority): 1995 and 1996 Educational Loan Information
Brochure - Free

FINANCES, FISCAL YEAR 1996: 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

WATS: () -

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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE EMERGENCY RESPONSE COMMISSION

JOHN LIBBY, CHAIRPERSON

Central Office: 72 SHS, AUGUSTA, ME, 04333-0072

Mail Address: ,,,
Established: 1987

Telephone: (207) 287-4080

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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

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 architectural barrier removal and to be advocates for people with disabilities on issues which interfere with equal opportunity for employment.

ORGANIZATION:

The Maine Committee provides a state program in cooperation with the President's Committee on Employment of People With Disabilities, which was established by an Act of Congress in 1947.

The Maine Committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. This legislation was amended by the 111th Legislature based on recommendations of the Audit and Program Review Committee. The Committee is composed of 18 members appointed by the Governor to 3 year terms.

PROGRAM:

The Committee is charged with the responsibility of informing the public on the laws and regulations relating to architectural barriers. To that end, voluminous materials are mailed to various individuals/organizations on issues 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 Accommodation 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

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

Reference: Policy Area: 03 ; Umbrella: 94 Unit: 178 ; Citation: T0010 M.R.S.A., Sect. 000000373

Telephone: (207) 623-3263

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 determination 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 challenged 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 1996: 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, 04333-0135

Established: 1976

Reference: Policy Area: 00 ; Umbrella: 94 Unit: 270 ; Citation: T0001 M.R.S.A., Sect. 000001002

Average Count--All Positions: 3.0

Telephone: (207) 623-0095

Telephone: (207) 287-6219

Legislative 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

INDEPENDENT AGENCIES - OTHER

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 law.

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 law 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. Pursuant to 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 1996, the Commission held 7 meetings and issued 10 advisory opinions. Seven opinions dealt with the financing of political campaigns, two with personal financial disclosure, and one involved lobbyist disclosure. The staff distributed approximately 2,600 filing notices, processed 4,300 filings, and filled 540 requests for copies of the laws administered by the Commission. Additionally, the staff conducted limited audits on the reports of 650 candidates and 102 political action committees.

Complaints, Late Filings, Penalties. During FY 1996, 13 complaints were filed with the Commission. Eight of these resulted in Commission determinations and five were continued in FY 1997. Ten complaints concerned alleged violations of the campaign finance laws, one concerned legislative ethics and one related to lobbyist disclosure. The Commission ruled on the lateness of the filings of 28 candidates, 24 registered lobbyists, 4 political action committees, and 2 party committees; and levied a total of \$8,285.48 in penalties. Lobbyist registrations and docket fees brought an additional \$88,937

INDEPENDENT AGENCIES - OTHER

in revenue.

Other Activities. The Commission held a public hearing on the lobbyist disclosure law in September 1995. The Agency also continued its study of the laws within its jurisdiction.

PUBLICATIONS:

The Commission distributes copies of the campaign reports and finances laws, the laws governing political action committees (PAC), the lobbyist disclosure law, the code of fair campaign practices, and the legislative ethics law. Other publications include:

- Filing schedules, registrations, and reporting forms for lobbyists, PACs, party committees, and candidates for state, county, and federal office
- Sources of income statements for Legislators and Legislative candidates
- Rosters of registered PACs, lobbyists, and candidates/treasurers
- Annual Report of the Commission's activities
- Candidate compliance manual
- Summaries of campaign contributions/expenditures
- Annual report of lobbyist compensation

FINANCES, FISCAL YEAR 1996: 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	87,159	87,159				
HEALTH BENEFITS	16,203	16,203				
RETIREMENTS	15,526	15,526				
OTHER FRINGE BENEFITS	945	945				
OTHER CONTRACT SERVICES STATE	2,177	2,177				
COMPUTER SERVICES STATE	224	224				
OTHER CONTRACT SERVICES	12,333	12,333				
RENTS	132	132				
COMMODITIES	3,564	3,564				
TOTAL EXPENDITURES	138,263	138,263				

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 FAX: (207) 287-6775

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

INDEPENDENT AGENCIES - OTHER

representing the chief executive officers of public and private post-secondary 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. Teachers are eligible for up to \$1,500 per academic year, depending 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 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	11,043,394	9,043,394				2,000,000
TOTAL EXPENDITURES	11,043,394	9,043,394				2,000,000

INDEPENDENT AGENCIES - OTHER

FINANCE AUTHORITY OF MAINE

RAY D. HEWS, CHAIRMAN

Central Office: 83 WESTERN AVE, AUGUSTA, ME 04330

Mail Address: PO BOX 949, AUGUSTA, ME 04332

Established: 1983

Reference: Policy Area: 01 ; Umbrella: 94 Unit: 457 ; Citation: T0010 M.R.S.A., Sect. 000000964

FAX: (207) 623-0095

Telephone: (207) 623-3263

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 programs. 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 enterprises
- 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 natural 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

INDEPENDENT AGENCIES - OTHER

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 1996: The 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	11,043,394	9,043,394				2,000,000
TOTAL EXPENDITURES	11,043,394	9,043,394				2,000,000

ADVISORY COMMITTEE ON MEDICAL EDUCATION

JOHN LACASSE, CHAIRMAN

Central Office: ONE WESTON COURT, AUGUSTA, ME

Mail Address: 119 STATE HOUSE STATION, AUGUSTA, ME 04333-0119

Established: 1992

Telephone: (207) 289-2183

Reference: 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 disciplines not available in the State of Maine. This plan is to include the development of a coordinated mechanism for the administration of the program, the projected number of student seats needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total amount expended for the purchase of the seats at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in under served areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

**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 FY96, the Authority issued \$47,720,000 in bonds on behalf of 12 hospitals, 1 community mental health facility, 3 nursing and boarding homes, and 1 institutions of higher education.

PUBLICATIONS:

Annual Report - Audit

FINANCES, FISCAL YEAR 1996: 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, 04333-0011

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME, 04333-0011

FAX: (207) 623-5359

Established: 1987

Telephone: (000) 000-0000

Reference: Policy Area: 03 ; *Umbrella:* 94 Unit: 495 ; *Citation:* T0024A *M.R.S.A., Sect.* 000006052

INDEPENDENT AGENCIES - OTHER

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 individuals 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 1996: 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

TDD: (207) 287-6740

Central Office: 55 CAPITOL ST, AUGUSTA, ME, 04333-0065

Mail Address: STATEHOUSE STA# 65, AUGUSTA, ME, 04333

Established: 1971

Telephone: (207) 287-2132

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 089 ; Citation: T0027 M.R.S.A., Sect. 000000502

Average Count--All Positions: 12.0

Legislative Count: 3.0

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 members made up as follows: Commissioner or representative of the Department of Transportation, Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman. 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 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 95 the Commission expanded the National Register of Historic Places by forty-seven individual sites and one historic districts. The Commission sponsored four prehistoric archaeological surveys, one historic archaeological survey, and seven architectural inventories of Maine communities.

INDEPENDENT AGENCIES - OTHER

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 Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the 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 1996: 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 HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	377,810	121,079	87,396		169,335	
HEALTH BENEFITS	73,532	16,469	21,194		35,869	
RETIREMENTS	72,158	24,299	15,528		32,331	
OTHER FRINGE BENEFITS	3,170	920	1,057		1,193	
OTHER CONTRACT SERVICES STATE	30,583	2,219	16,027		12,337	
COMPUTER SERVICES STATE	25				25	
OTHER CONTRACT SERVICES	71,269	5,588	-4,233		69,914	
RENTS	2,890				2,890	
COMMODITIES	33,634	4,065	854		28,715	
GRANTS, SUBSIDIES, PENSIONS	107,907	39,959	-16,644		84,592	
EQUIPMENT	1,960				1,960	
TRANSFER TO OTHER FUNDS	14,635		4,083		10,552	
TOTAL EXPENDITURES	789,573	214,598	125,262		449,713	

INDEPENDENT AGENCIES - OTHER

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: 11.5

Legislative Count: 8.0

PURPOSE:

The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine; to keep in review all practices and their causes infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and to prevent discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental disability, religion, ancestry, or national origin, and in employment, discrimination on account of age; and in housing, discrimination on account of source of income and familial status; and in extension of credit, on account of age, race, color, sex, marital status, ancestry, religion or national origin; and in education, discrimination because of sex, physical or mental 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 '96, 747 new complaints were filed with the Maine Human Rights Commission. In addition, 823 complaints were carried over from the previous fiscal year. The Commission closed 831 cases, leaving a total of 739 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

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 1996: 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 HUMAN RIGHTS COMMISSION	TOTAL		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	385,056	276,003			109,053	
HEALTH BENEFITS	57,937	36,007			21,930	
RETIREMENTS	69,828	49,447			20,381	
OTHER FRINGE BENEFITS	1,742	1,245			497	
OTHER CONTRACT SERVICES STATE	6,000				6,000	
COMPUTER SERVICES STATE	270				270	
OTHER CONTRACT SERVICES	41,709	31,554	1,109		9,046	
RENTS	2,296	1,586			710	
COMMODITIES	5,937	2,685			3,252	
GRANTS, SUBSIDIES, PENSIONS	720	720				
EQUIPMENT	2,836				2,836	
TRANSFER TO OTHER FUNDS	10,418		73		10,345	
TOTAL EXPENDITURES	584,749	399,247	1,182		184,320	

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

Telephone: (207) 622-4815

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 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.

INDEPENDENT AGENCIES - OTHER

PUBLICATIONS:

"Maine Indian Claims Settlement: Concepts, Context, and Perspectives"
"Wabanaki: A New Dawn" (video)
"Fish and Wildlife Provisions Under the 1980 Maine Indian Claims Settlement"

FINANCES, FISCAL YEAR 1996: 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						
GRANTS, SUBSIDIES, PENSIONS	34,861	15,000	19,861			
TOTAL EXPENDITURES	34,861	15,000	19,861			

JUDICIAL COUNCIL

MURROUGH H. O'BRIEN, EXECUTIVE SECRETARY

Central Office: 38 HIGH STREET, PORTLAND, ME, 04112

Mail Address: BOX 370, PORTLAND, ME, 04112

Established: 1935

Telephone: (207) 772-2834

Reference: Policy Area: 00 ; Umbrella: 94 Unit: 356 ; Citation: T0004 M.R.S.A., Sect. 000000451

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 at improving the operations of the courts. These have included study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various 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.

INDEPENDENT AGENCIES - OTHER

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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE STATE LIBRARY

J GARY NICHOLS, ST LIBRARIAN

WATS: () -
TDD: (207) 287-6740

Central Office: CULTURAL BLDG, AUGUSTA, ME, 04333-0064

Mail Address: STATEHOUSE STA# 64, AUGUSTA, ME, 04333

Established: 1837

FAX: (207) 774-5018

Telephone: (207) 287-5600

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 075 ; Citation: T0027 M.R.S.A., Sect. 000000001

Average Count--All Positions: 60.5

Legislative Count: 47.0

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.

INDEPENDENT AGENCIES - OTHER

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 5 meetings during FY 96. 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 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,602,835	1,311,385			291,450	
HEALTH BENEFITS	286,495	227,093			59,402	
RETIREMENTS	292,718	238,864			53,854	
OTHER FRINGE BENEFITS	11,287	8,628			2,659	
OTHER CONTRACT SERVICES STATE	73,246	55,306			17,940	
COMPUTER SERVICES STATE	265	20			245	
OTHER CONTRACT SERVICES	307,207	113,814	6,864		186,529	
RENTS	4,503	938	720		2,845	
COMMODITIES	155,074	101,304	13,593		40,177	
GRANTS, SUBSIDIES, PENSIONS	593,383	247,487	2,500		343,396	
EQUIPMENT	- 158	10,140			- 10,298	
INTEREST-DEBT RETIREMENT	8				8	
TRANSFER TO OTHER FUNDS	40,273		1,711		38,562	
TOTAL EXPENDITURES	3,367,136	2,314,979	25,388		1,026,769	

MAINE LIBRARY COMMISSION

J GARY NICHOLS, ST LIBRARIAN

Central Office: CULTURAL BLDG, AUGUSTA, ME,

Mail Address: STATEHOUSE STA# 64, AUGUSTA, ME, 04333

Established: 1973

Reference: Policy Area:02 ; Umbrella: 94 Unit: 082 ; Citation: T0027

FAX: (207) 287-5615

Telephone: (207) 287-5600

M.R.S.A., Sect. 000000111

PURPOSE:

See Maine State Library.

INDEPENDENT AGENCIES - OTHER

ORGANIZATION:

See Maine State Library.

PROGRAM:

See Maine State Library.

PUBLICATIONS:

See Maine State Library.

FINANCES, FISCAL YEAR 1996: 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:

Selected advertising in five trade publications and representation at six key trade shows provide high visibility to buyers on behalf of the entire lobster industry. New in FY 96 was the proclamation of Maine Lobster Month in August by Governor King. A culinary competition for chefs culminated the promotion. The MLPC's public relations efforts include media coverage (13 TV segments reaching 29,565,560 viewers plus radio interviews), feature stories, public service announcements (aired 2540 times), press releases (6,000 disseminated nationwide). The MLPC developed its homepage on the Internet. Dispelling the myths and misinformation about lobster is a key role of the MLPC.

A training video for the restaurant industry was produced. The MLPC began its airport ad campaign at both Bangor International Airport and Portland International Jetport. Key promotions included new shell, Beach Days, No More Ho-Ho-Hum (Christmas). Direct mail campaign to 67 cruise lines/airlines.

In its efforts to increase services to members of the lobster industry, the MLPC participated in the Market Promotion Program (MPP). Funds were allocated to promote lobster in Europe through ANUGA (the world's largest food show) and the European Seafood Exposition, in Korea at the Great American Food Show, and in Japan through a lobster products training seminar for chefs. An application was developed and submitted to continue and expand export promotional efforts into FY 97 (funding was approved). The MLPC continues to co-promote Maine products through the Natural Resource Commodity Group, a group of ten commodity groups responsible for product promotions. Production of a PBS TV special is in progress.

The MLPC continued to meet with lobster coops to share the activities of the Council with its constituents. Meetings with lobster industry associations, hosting a seminar at the Fisherman's Forum, publication of a newsletter two times annually, monthly communications with each industry organization help keep industry groups informed. Strengthening industry communications is a critical part of the efforts of the MLPC. The MLPC responded to requests for information

INDEPENDENT AGENCIES - OTHER

as follows: 100 lobster bake kits, 1,099 SASE's, 811 requests for general information.

PUBLICATIONS:

Consumer Brochure*	Nutritional and Recipe Brochure*
Lobster Cutout*	Stovetop Lobster Bake Recipe Card*
"Lobster Tales" Newsletter*	List of Direct Shippers to Consumers*
List of Promotional Materials*	Promotion Calendar*
Directory of Dealers & Processors	New Shell Brochure*
Choice Sheet*	"Lobster Tales Special Edition"*
Press Kit (For Media Only)	Poster - \$5.00 (includes postage)
Lobster Bake Kit - \$2.00	Lobster Table Tents - postage charge
Maine Lobster Recipes Cookbooklet - \$2.00 (includes postage)	
Annual Report, available for on location review at MLPC office	

*Single copy free, include a self addressed stamped envelope with your request.

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this units accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LOBSTER PROMOTION COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	300,300		300,300			
TOTAL EXPENDITURES	300,300		300,300			

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

FAX: (207) 947-3191

Established: 1989

Telephone: (207) 287-4242

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 Program Manager, MR Services 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

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 empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION:

The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank. The Bank pays all costs of issuance on behalf of local governmental units using the Bank's General Bond Resolution, except for local bond counsel, 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 October, 1995, the Bond Bank issued \$25,360,000 which assisted 14 governmental units finance its capital projects. In May of 1996 another bond offering was issued in the amount of \$1,970,000 which helped 16 governmental units finance their capital projects. Both issues were rated Aa by Moody's Investors Service, Inc., and A+ by Standard & Poors and insured by AMBAC.. Concurrently with the bond issues, the Maine Municipal Bond Bank assists governmental units, particularly the smaller units, with their long-term financial plans and debt management problems.

PUBLICATIONS:

Annual Report

FINANCES, FISCAL YEAR 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	113,637	113,637				
TOTAL EXPENDITURES	113,637	113,637				

INDEPENDENT AGENCIES - OTHER

MAINE STATE MUSEUM

JOSEPH R. PHILLIPS, ST. MUSEUM DIRECTOR

Central Office: CULTURAL BLDG, AUGUSTA, ME, 04333-0083

Mail Address: STATEHOUSE STA# 83, AUGUSTA, ME, 04333

Established: 1972

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 073 ; Citation: T0027 M.R.S.A., Sect. 00000085A

Average Count--All Positions: 20.5

WATS: () -

TDD: (207) 287-6740

FAX: (207) 623-5359

Telephone: (207) 287-2301

Legislative Count: 19.5

PURPOSE:

The Maine State Museum Commission was established in 1966 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. Without a clear mandate or consistent governance the fledgling museum was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. Disappearing completely, the Museum collection was re-established in 1861, loaned to Colby College in 1889, and later returned to the State House under the control of the Commissioner of Inland Fisheries and Game. Significant expansion took place between 1896 and 1936, but in 1945, 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 1966. 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; With a return to free admission exhibit gallery attendance increased by 30% to 100,012 visitors in Fiscal Year 1996, of whom over 29,000 came in groups from more than 300 Maine communities. Museum educators provided live demonstrations and hands-on gallery programs. Our fourth annual winter lecture series, "From Paleo Indians to the Guns of the NOTTINGHAM: Maine Archaeology Today" extended the learning into the evening.

EXHIBITS: A special exhibit, "Highlights of Twenty-Five Years at the Maine State Museum" was the key element of a celebration of all that has been accomplished in research, collecting, publishing, education, and exhibition since the new building opened in 1971. A lobby exhibit of Library, Museum, and

INDEPENDENT AGENCIES - OTHER

Archives activity was opened by former Governor Ken Curtis as he re-dedicated the building in a festive ceremony. Recognizing Maine's international connections was "Merci, Arigato, Thank You: Gifts to Maine from Across the Seas.

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. The **MEMBERSHIP PROGRAM** offers an opportunity for those interested in Maine history to participate actively in the Museum's growth. 1,800 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 fourth year of service "to benefit the Maine State Museum and its mission to preserve Maine's heritage." The Friends' most significant contributions this year include sponsorship of the Winter Lecture Series and Insiders Tour, plus a week-long archaeological Field School. Their "Save Maine's Colors" campaign continued to raise funds to conserve the historic flag collection.

OUTREACH; Objects from the collection are on view at many other institutions, with over 240 loan agreements outstanding. Unfortunately the best professional outreach program in the State was significantly reduced in January.

The Cultural Resources Information Center, a collaborative effort with the Maine State Archives and Maine Association of Museums, was managed on a half time basis by a Museum Educator, for three and one half years until further staff reductions eliminated this professional position.

LICENSES:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land (including 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 §371-378 inclusive).

PUBLICATIONS:

Rolde, Neil: **AN ILLUSTRATED HISTORY OF MAINE**, 1995,
Illustrated 207 pp.
ISBN 0-913764-26-4 Cloth binding \$55.00

Hunt, H. Draper: **THE BLAINE HOUSE, HOME OF MAINE'S GOVERNORS**, 1994
Illustrated 213 pp.
ISBN 0-913764-23-X Cloth binding \$35.00
ISBN 0-913764-24-8 \$25.00

Bassett, Donald J.: **MAINE STATE MUSEUM COLORING BOOK, IMAGES FOR ALL AGES**, 1996,
Illustrated, 45 pp.
ISBN 0-913764-50-7 \$3.50

Churchill, Edwin A.: **HAIL BRITANNIA; MAINE PEWTER AND SILVERPLATE**, 1992,
Illustrated 69 pp.
ISBN 0-913764-22-1 Cloth binding 20.00
ISBN 0-913764-21-3 10.00

Rivard, Paul E.: **LION 1987**. Illus. 64 pp. 6.50

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 1996: 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 MUSEUM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	604,728	583,676	21,052			
HEALTH BENEFITS	90,191	85,281	4,910			
RETIREMENTS	110,005	106,258	3,747			
OTHER FRINGE BENEFITS	4,357	3,983	374			
OTHER CONTRACT SERVICES STATE	26,474	22,617	3,726		131	
COMPUTER SERVICES STATE	128	128				
OTHER CONTRACT SERVICES	67,812	65,225	2,417		170	
RENTS	9,718	8,499	1,149		70	
COMMODITIES	124,961	53,788	71,144		29	
GRANTS, SUBSIDIES, PENSIONS	98,422	18,074	51,937		28,411	
EQUIPMENT	40,111	40,111				
TRANSFER TO OTHER FUNDS	253	90	113		50	
TOTAL EXPENDITURES	1,177,160	987,730	160,569		28,861	

MAINE STATE MUSEUM COMMISSION

JOSEPH R PHILLIPS, ST MUSEUM DIR

Central Office: CULTURAL BLDG, AUGUSTA, ME,

Mail Address: STATEHOUSE STA# 83, AUGUSTA, ME, 04333

Established: 1965

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 085 ; Citation: T0027

FAX: (207) 287-6633

Telephone: (207) 287-2301

M.R.S.A., Sect. 000000082

PURPOSE:

See Maine State Museum.

ORGANIZATION:

See Maine State Museum.

PROGRAM:

See Maine State Museum.

LICENSES:

See Maine State Museum.

FINANCES, FISCAL YEAR 1996: 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

Reference: Policy Area: 00 ; Umbrella: 94 Unit: 391 ; Citation: T0036

Average Count--All Positions: 0.5

Telephone: (207) 287-4699

M.R.S.A., Sect. 000000271

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.

INDEPENDENT AGENCIES - OTHER

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: 164
Hearings held:77
Written Decisions Issued:30
Cases settled prior to hearing:14

Comprehensive Docket Information:

Cases Pending Hearing:58

Cases Pending Appeal:10

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 1996: 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 REVIEW	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	18,924	18,924				
HEALTH BENEFITS	751	751				
RETIREMENTS	1,740	1,740				
OTHER FRINGE BENEFITS	174	174				
OTHER CONTRACT SERVICES STATE	29,825	29,825				
COMPUTER SERVICES STATE	29,001	29,001				
OTHER CONTRACT SERVICES	11,498	11,498				
COMMODITIES	273	273				
TOTAL EXPENDITURES	92,186	92,186				

MAINE PUBLIC UTILITY FINANCING BANK

LAWRENCE DWIGHT, CHAIRMAN

Central Office: PO BOX 2268, AUGUSTA, ME, 04338

Mail Address: PO BOX 2268, AUGUSTA, ME, 04338

Established: 1981

Reference: Policy Area:01 ; Umbrella: 94 Unit: 401 ; Citation: T0035A.M.R.S.A., Sect. 000002904

FAX: (207) 287-4032

Telephone: (207) 622-9386

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

INDEPENDENT AGENCIES - OTHER

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. In June of 1996, the Maine Public Utility Financing bank issued \$15,000,000 on behalf of the Maine Public Service Company to finance certain capital projects and to refinance its 1991 issuance. This issue was rated A+/A-1 by Standard and Poors.

PUBLICATIONS:

Audit Report

FINANCES, FISCAL YEAR 1996: 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

Telephone: (207) 287-3461

Reference: Policy Area: 00 ; Umbrella: 94 Unit: 411 ; Citation: T0005 M.R.S.A., Sect. 000017101

PURPOSE:

As of June 30, 1996, the Maine State Retirement System administered the Legislative Retirement System, the Judicial Retirement System, and the system that covers all public school teachers in the State 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 was fully implemented as of July 1, 1996, and covers 224 PLDs, and the separate plans the remaining non-consolidated PLDs that continue to function as districts for their remaining employee-members and retirees. 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 and public school teachers, and for many PLD employees, and for members and retirees of the Legislative and Judicial Retirement Systems.

ORGANIZATION:

The responsibility for the operation of the MSRS, 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,

INDEPENDENT AGENCIES - OTHER

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. All prospective trustees are subject to legislative conformation.

The Board employs an actuary, which as of June 30, 1996, 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 these systems' 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 manager selection and evaluation, and for allotment of investment funds to 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 Medical Board provides recommendations as to the medical aspects of disability. The Board of Trustees appoints the Executive Director of the MSRS, who is responsible for the work of the MSRS staff, including the Information Systems, Finance, Human Resources and Basic 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, 1996, there are approximately 47,581 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, 1996, there are approximately 51,366 inactive members in the MSRS.

The MSRS benefits payroll has increased in recent years, with a total of 27,028 people receiving benefits either as service retirees, beneficiaries, or disability retirees. The total monthly benefits payroll as of June 30, 1996, was \$22,410,891.

Those looking for more details concerning the membership, finances, or benefits of the MSRS are invited to contact the System 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
- "MSRS Benefits for State Employees and Teachers" - free
- "MSRS Benefits for Members in the Participating Local District (PLD) Consolidated Plan" - free
- "Preliminary Benefit Program" - free

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 1996: 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) ME STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	181,369	181,369				
TOTAL EXPENDITURES	181,369	181,369				

SACO RIVER CORRIDOR COMMISSION

DENNIS FINN, EXECUTIVE DIRECTOR

WATS: () -

Central Office: MAIN ST, CORNISH, ME, 04020

Mail Address: BOX 283, CORNISH, ME, 04020

Established: 1973

FAX: (207) 287-1032

Telephone: (207) 625-8123

Reference: Policy Area: 05 ; Umbrella: 94 Unit: 412 ; Citation: T0038 M.R.S.A., Sect. 000000954

PURPOSE:

The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. 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."

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 quality of the Saco River Corridor.

ORGANIZATION:

The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, 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

INDEPENDENT AGENCIES - OTHER

acceptable site plan and in completing the necessary permit application forms. During this fiscal year, the Commission conducted 4 public hearings and 12 regular meetings. Members considered a total of 64 applications for permits or variances for development activities within the Corridor and also considered 12 amendments to permits previously granted. Commission staff traveled 2,786 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 incompatible uses.

During the fiscal year, the Commission engaged in the preparation of a draft strategic plan that seeks to incorporate natural resource planning and public education into the Commission's long term agenda. 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 for 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)
2. "The Saco River Corridor: The View From the Valley" - the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of \$16.95.
3. "The Saco River: A Survey of Recreational Use" - 1977 - \$14.95
4. Informational pamphlet - free

FINANCES, FISCAL YEAR 1996: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	5,000	5,000				
TOTAL EXPENDITURES	5,000	5,000				

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

Telephone: (207) 989-2180

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

INDEPENDENT AGENCIES - OTHER

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 supplies 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. With this change, the Legislature transferred to the Council, from the State, all of its property, land and buildings. In 1996, the 117th Legislature clarified that the value of these assets be transferred back to companies comprising the Council if the Maine Sardine Council is dissolved in the future. At that time, a requirement that the Council report annually to the Legislature on its finances and activities was established.

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 active 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

INDEPENDENT AGENCIES - OTHER

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 1995 season, ending January 1, 1996, the industry's production of sardines decreased to 580,417 cases from the 665,674 cases packed in 1994 due primarily to a decreased supply of smaller fish for packing as sardines. Steak, kipper, and other canned herring production during 1995 increased from the 269,012 cases during 1994 to 292,507 cases reflecting the availability of larger herring. A conservative estimate of the wholesale value of the Maine sardine industry's production again exceeded \$45 million during the 1995 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 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	202,055		202,055			
TOTAL EXPENDITURES	202,055		202,055			

MAINE SCIENCE AND TECHNOLOGY FOUNDATION

ROBERT M KIDD, EXEC DIR

Central Office: STATE HOUSE, AUGUSTA, ME,
Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME, 04333 FAX: (207) 989-2154
Established: 1993 Telephone: (207) 287-3703
Reference: Policy Area:00 ; Umbrella: 94 Unit: 112 ; Citation: T0005 M.R.S.A., Sect. 00013122A

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.

INDEPENDENT AGENCIES - OTHER

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 1996: 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	2,740,000	2,740,000				
TOTAL EXPENDITURES	2,740,000	2,740,000				

PUBLICATIONS:

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
Director 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
1995 Annual Report
Making a Difference for Maine's Manufacturers — 1995 (videotape)
Support Package for Network Competencies — 1996
Support Package for Getting Community Support for Technology Programs — 1996
Support Package for Designing and Implementing Local- and Wide-Area Networks — 1996

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.

Maine Science & Technology Foundation	Total for all Funds	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Expenditures:						
Contracts & Grants	\$4,059,355	\$2,307,090			\$1,752,265	
General & Administrative	\$ 439,883	\$ 383,528			\$ 56,355	
Total Expenditures	\$4,499,238	\$2,690,618			\$1,808,620	

INDEPENDENT AGENCIES - OTHER

**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

Telephone: (207) 646-1555

Reference: Policy Area: 05 ; Umbrella: 94 Unit: 335 ; Citation: S1989 M.R.S.A., Sect. 000000108

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 addition, 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 frontal dune at the Reserve's public access to Laudholm Beach was rebuilt following failure of experimental material employed the previous year in an attempt to stabilize the dune. The reconstructed dune protected an adjacent threatened seawall for an additional winter. Town personnel rebuilt the frontal dune at the Reserve's ocean access to protect the Drakes Island seawall adjacent to the south.

RESEARCH AND MONITORING. Staff collected continuous data on water quality in the Webhannet River and measured dissolved oxygen, salinity and temperature profiles in the Little River; organized volunteer water quality monitoring projects; supervised a macroinfaunal survey of the Little and Webhannet Rivers;

INDEPENDENT AGENCIES - OTHER

and participated in reconstructing a fish passage on a Little River tributary. A sanitary survey by Reserve staff led to resumption of recreational clamming on 300 acres of Webhannet River tidal flats that had been closed from pollution for 9 years.

EDUCATION. DEPTHS is a K-8th grade science curriculum focusing on the theme of estuarine ecology. Fifteen schools in 10 school districts participated in the DEPTHS program this year. Staff led 60 K-8 school teachers in a three-day biological study comparing species richness in two Maine estuaries; prepared and led 39 K-12 teachers in 2 workshops focused on energy and motion in coastal ecosystems. The Reserve sponsored 2 individuals from the Maine Research Internship for Teachers and Students program. They conducted a survey of Macroinvertebrates in the Merriland River and Branch Brook, and led 50 students in one 2-week and two one-week Junior Researcher sessions. Staff and volunteers conducted on-site programs for over 1,200 fourth grade pupils. Staff-trained volunteer docents conducted tours for nearly 6,000 visitors.

PUBLICATIONS:

1. "Recovery of a Northern New England Salt Marsh after Partial Restoration of Tidal Flow."
2. "Fish Foraging Ecology in Vegetated Habitats."
3. "The Wild Gulf Almanac - Educational Resources about Habitats and Ecosystems in the Gulf of Maine Watershed," (with The Chewonki Foundation and U.S. Fish & Wildlife Service).
4. "The Watershed," newsletter of the Wells Reserve's DEPTHS outreach program.
5. "Watermark," newsletter of the Wells Reserve and Laudholm Trust.
6. "W.E.T.," newsletter of Wells Reserve's volunteer water quality monitoring program.
7. "Eco-Paths," newsletter of the Wells Reserve's volunteer program
8. Wells Reserve Summer program - Free
9. CHILDREN'S TRAIL GUIDES - \$3.00 each

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

*WELLS NATIONAL ESTUARINE RESEARCH
RESERVE MANAGEMENT AUTHORITY*

SCHEDULE OF FUNCTIONAL EXPENSES

YEAR ENDED DECEMBER 31, 1995

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	<u>Program Services</u>		<u>Supporting Services</u>		<u>December 31, 1994</u>
	<u>Education</u>	<u>Research</u>	<u>General and Administrative</u>	<u>Total</u>	<u>Total (Memorandum Only)</u>
EXPENSES					
Salaries	\$ 122,568	\$ 58,260	\$ 118,287	\$ 299,115	\$ 262,971
Payroll taxes and benefits	28,388	15,765	37,469	81,622	74,585
Contracted services	69,407	17,422	27,703	114,532	46,921
Docent and volunteer expenses	-	-	3,084	3,084	3,326
Insurance	-	-	5,332	5,332	4,005
Miscellaneous	8,930	1,293	119	10,342	1,653
Monitoring materials	-	3,700	-	3,700	1,045
Postage	2,271	-	2,554	4,825	3,539
Printing	19,160	-	1,386	20,546	10,824
Professional fees	-	-	7,000	7,000	7,013
Repairs and maintenance	1,318	948	15,345	17,611	13,609
Staff development	1,686	-	1,551	3,237	5,005
Subscriptions and memberships	1,199	1,014	2,000	4,213	3,538
Supplies	33,986	6,496	7,331	47,813	26,771
Travel	7,614	4,142	2,640	14,396	11,591
Utilities and telephone	<u>766</u>	<u>-</u>	<u>16,414</u>	<u>17,180</u>	<u>15,509</u>
Total Expenses	\$ <u>297,293</u>	\$ <u>109,040</u>	\$ <u>248,215</u>	\$ <u>654,548</u>	\$ <u>491,905</u>

INDEPENDENT AGENCIES - OTHER

MAINE WORLD TRADE ASSOCIATION

DANIEL MARRA, PRESIDENT

Central Office: 77 SEWALL STREET, AUGUSTA, ME, 04330

Mail Address: 77 SEWALL STREET, AUGUSTA, ME, 04330

Established: 1980

Telephone: (207) 622-0234

Reference: Policy Area: 01 ; Umbrella: 94 Unit: 534 ; Citation: T0010 M.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 Governor from the list of ex officio public section members specified in 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 FY96 the Association provided over 500 cases of one-on-one technical assistance to Maine firms. The Association also provided training to over 1200 individuals through its training courses and seminars.

In accordance with 5 M.R.S.A. Section 13063-A, the Maine World Trade Association was dissolved and its assets and liabilities transferred to the Maine International Trade Center. All memberships in the MWTA were transferred in full force to the Center.

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 96 Training Courses and Seminars:

1. A creative Approach to Letters of Credit
2. Argentina Business Briefing
3. Are Your Bases Covered? Export Basics
4. CE Mark Briefing
5. Canadian Business Briefing
6. Export Documentation Essentials
7. Export Licensing Workshop
8. French Ambassador Luncheon
9. International Methods of Payment

INDEPENDENT AGENCIES - INTERSTATE COMPACT

FINANCES, FISCAL YEAR 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	125,000	125,000				
TOTAL EXPENDITURES	125,000	125,000				

NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY

MICHAEL J. MURRAY, EXECUTIVE DIRECTOR/SEC.

Central Office: TRANSPORTATION BLD CHILD ST, AUGUSTA, ME, 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016 *FAX:* (207) 622-3760

Established: 1995

Telephone: (207) 287-2346

Reference: Policy Area: 07 ; *Umbrella:* 95 *Unit:* 584 ; *Citation:* T0023 *M.R.S.A., Sect.* 000008111

PURPOSE:

The Northern New England Passenger Rail Authority, as established by Title 5, section 12004-F, Subsection 16, is directed to take all actions that are reasonably necessary to initiate, establish, or reinstitute regularly scheduled passenger rail service between points within this State and points within and outside the State.

ORGANIZATION:

The authority consists of a board of 5 directors appointed by the Governor each to serve for 5 years; except for those first appointed one director is appointed for one year, one director for 2 years, one director for 3 years and one director for 4 years. The Governor shall name one of the appointed members as chair of the authority.

PROGRAM:

The Northern New England Passenger Rail Authority has the task of establishing and overseeing passenger rail service between Portland, Maine and Boston, Massachusetts.

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ATLANTIC STATES MARINE FISHERIES COMMISSION

JOHN H DUNNIGAN, EXECUTIVE DIRECTOR

Central Office: 1444 EYE ST NW 6TH FLOOR, WASHINGTON, DC, 20005

Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1942

Telephone: (202) 289-6400

Reference: Policy Area: 05 ; *Umbrella:* 98 *Unit:* 290 ; *Citation:* T0012 *M.R.S.A., Sect.* 000004603

PURPOSE:

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

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

INDEPENDENT AGENCIES - INTERSTATE COMPACT

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 agencies of each state and the U.S. Fish and Wildlife Service for that purpose.

PROGRAM:

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

INDEPENDENT AGENCIES - INTERSTATE COMPACT

FINANCES, FISCAL YEAR 1996: 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	25,579	25,579				
TOTAL EXPENDITURES	25,579	25,579				

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.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

PUBLICATIONS:

State Education Leader
Periodic Reports on Elementary, Secondary and Higher Education Finance,
Governance and Legal Issues.

FINANCES, FISCAL YEAR 1996: 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 96 included the annual Commission meeting in New York, Incident Management Training in Portland, Maine in February, and training for all member states. Much fire equipment was mobilized to Quebec from Maine to assist on fires there.

A communication van was equipped with aid of the U.S. Forest Service and is available as a command post for the compact members. This van was transported to every member for site specific training. It was mobilized to New Brunswick to handle large fires.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

JOHN G MELROSE, COMMISSIONER OF TRANSP

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME, 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016 *FAX:* (207) 287-8422

Established: 1936

Telephone: (207) 287-2551

Reference: Policy Area: 07 ; Umbrella: 98 Unit: 419 ; Citation: S1937 M.R.S.A., Sect. 000000018

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.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

ORGANIZATION:

The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Commissioner of the Department of Transportation of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM:

Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and has 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 1996: 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, 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023

Established: 1955

Telephone: (207) 287-5114

Reference: Policy Area: 02 ; Umbrella: 98 Unit: 081 ; Citation: T0020A 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 actual expenses incurred in the performance of their official duties.

PROGRAM:

The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purpose: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England;

INDEPENDENT AGENCIES - INTERSTATE COMPACT

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 Officerings
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 1996: 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
Reference: Policy Area:05 ; Umbrella: 98 Unit: 497 ; Citation: T0038

Telephone: (506) 466-7550

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 Brunswick have agreed to jointly manage the resources of this international water corridor in order to preserve a shared heritage and increase mutual benefits.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

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 the past year:

RESOURCE AND RECREATION MANAGEMENT: The Commission coordinated a multi-year St. Croix sport fisheries development program, delivered an Atlantic salmon monitoring and stocking program and issued a transboundary sport fishing guide. It also began an upgrade of remote river campsite facilities, helped communities to plan water access and trail projects and assisted with a major coastal resource inventory.

WATER MANAGEMENT: The Commission served as regional coordinator for the state's volunteer lake monitoring program and assisted with a bacterial study on the estuary. It contributed to an international water regulation study for the upper watershed.

HERITAGE RECOGNITION: The Commission sponsored a planning workshop for the 400th anniversary of France's settlement of St. Croix Island and contributed to Canadian and American planning for the site's commemoration and management. It issued a map and brochure highlighting the waterway's natural, cultural and recreational heritage.

ECONOMIC DEVELOPMENT: The Commission participated in transportation, tourism and heritage planning activities on both sides of the St. Croix.

PUBLIC INFORMATION: The Commission responded to numerous technical and general inquiries about the international St. Croix basin. It issued an annual report and a newsletter and delivered a range of presentations to development, educational, conservation and community interests.

Further information on the Commission's activities is given in its 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 1995 Annual Report." 12p. Currents Newsletter. December 1995. 4p.

"St. Croix International Waterway: A Heritage to Experience" (brochure/map). 1995

"Recreational Fishing Guide to the St. Croix Boundary Waters" 1996 edition
1995-96 St. Croix Recreational Fisheries Development Program Final Report.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

FINANCES, FISCAL YEAR 1996: 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	10,000	10,000				
TOTAL EXPENDITURES	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

Telephone: (207) 287-2812

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 municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

The NEIWPCC-A 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 1996: 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

Mail Address: PO BOX 2007, AUGUSTA, ME, 04338-2007

Established: 1977

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:

1. Advocacy assistance for:
 - a. All persons who are developmentally disabled and/or people with mental retardation and have a disability rights-related complaint;
 - b. Persons with mental illness residing in facilities for their care and/or treatment, and persons whose disability-rights related complaints arose within 90 days of discharge from such facilities.
 - c. Other individuals with disabilities whose civil and/or human rights have been violated based on disability.
2. Information and referral for rights and services related to disability.
3. Training on disability-related rights and services for people with disabilities and their family members.
4. Legal representation of eligible clients.

ORGANIZATION:

MAS is a private non-profit agency with a governing Board of Directors. It is designated by the Governor to serve as the federally mandated Protection and Advocacy system for persons with developmental disabilities and mental illness.

PROGRAM:

In federal FY 95, MAS represented 1,060 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 1,093 persons who were not eligible for or did not require direct representation. Approximately 1,517 people with disabilities, providers and family members attended public education and/or constituency training activities, such as training on legal rights and available services.

PUBLICATIONS:

"Parents as Advocates: A Guide to Special Education in Maine" (free)
"Questions and Answers on Your Rights under the AMHI Settlement Agreement" (free)
"Disability Civil Rights Education and Advocacy" (free)
"Advocacy and Rights Training Manual" (free)

FINANCES, FISCAL YEAR 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

Established: 1994

FAX: (207) 621-1419

Telephone: (623) 546-0001

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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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:

- a) Through a joint venture with the Maine Association of Child Abuse and 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 awareness 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.
- e) Publicize criteria and review applications for grants and award grants to recipients that best address reduction of child abuse and neglect through prevention.

Fiscal year begins July 1 and ends June 30.

FINANCES, FISCAL YEAR 1996: 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	86,957		86,957			
TOTAL EXPENDITURES	86,957		86,957			

CIVIL AIR PATROL

COLONEL CRAIG R. TREADWELL, WING COMMANDER

WATS: () -

Central Office: NAVAL 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 Civil 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

and national emergencies, particularly air search and rescue, and disaster relief.

To accomplish the purposes for which it was chartered CAP: (1) Conducts a nationwide internal and external program of aerospace education, including coordination of workshops conducted at local schools and communities. (2) Conducts a comprehensive 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 and 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 headquarters - Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings - one for each state, the District of Columbia, and Puerto Rico. A wing is composed of a wing headquarters unit and all subordinate units within geographical boundaries of a state. Wing Commanders are appointed by the National Headquarters and have command authority over all CAP units and members thereof, within their respective wings. The Squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of 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 operations (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, decorations, awards, eligibility for national special activities, 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 1996: 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, 07330

Mail Address: 1 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

Established: 1977

Reference: Policy Area: 01 ; Umbrella: 99 Unit: 399 ; Citation: T0010 M.R.S.A., Sect. 000000916

FAX: (207) 780-9658

Telephone: (207) 622-6345

PURPOSE:

The Maine Development Foundation (MDF) 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.

MDF promotes Maine's long term economic vitality by identifying issues and advocating new ideas, providing trusted, non-partisan common ground for public and private sector leaders, and building the state's leadership capacity.

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 additional business activity in Maine.

The board of directors consists of fifteen people: twelve elected by the incorporators and two appointed by the Governor. Of these fourteen, seven must come from the public sector incorporators and seven from among the private sector incorporators. 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. Corporations, counties, cities, towns, and other organizations can become incorporators by contributing to the foundation.

PROGRAM:

LEADERSHIP MAINE is a one year, eleven day training program for CEO's and senior level managers from business, government, education, and the non-profit sector. The program is experiential and helps participants gain new awareness about issues facing Maine's economic future, new skill needed for effective leadership, and networks with others throughout the state.

THE MAINE ECONOMIC GROWTH COUNCIL is a permanent, 19 member council appointed by the Governor, the Speaker of the House, and the President of the Senate to establish and maintain a long range economic development plan for the state. The Council's work includes preparing a vision for Maine's economic future, goals to achieve that vision, performance measures and benchmarks to

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

determine the extent to which Miame is achieving its goals, and alternate strategies. Created in 1993, the Council is administered by the Foundation.

THE ASPIRATIONS PROGRAM works with educators, business, and community members to raise the aspirations of Maine youth by improving academic performance, increasing personal expectations, and expanding career and educational choices. The program has organized local efforts to create new opportunities for youth in dozens of Maine communities from Fort Kent to Berwick.

THE POLICY LEADERS ACADEMY helps prepare Maine legislators to lead in an increasingly dynamic environment through learning experiences which result in: greater knowledge about the economy, using the work of the Maine Economic Growth Council as a template, and broader leadership skills to ensure their effectiveness.

PUBLICATIONS:

1996 Program Report

"Measures of Growth," Maine Economic Growth Council

"Shaping the 21st Century, A Guide to Building Community-Based Aspirations Partnerships"

An Information Technology Primer

Directory of Economic Development Organizations in Maine

Maine Manufacturing: Bringing Maine into the 21st Century

Leadership Maine Alumni Directory

YouthLEAD Leadership Assessment Booklet

FINANCES, FISCAL YEAR 1996: 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 1996: 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'. Since 1940, the Society has received an annual appropriation in support of the Society's 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. 1996 acquisitions include a 1770 manuscript sermon of Samuel Eaton; ephemera from the collections of Elizabeth Ring and William B. Jordan. The Society has begun a digitized imaging and computerized cataloging project of its glass plate negative collection, and has participated with the Maine State Library in the U.S. Newspaper Project. **LIBRARY COLLECTIONS USE.** The Library was open 225 days and served over 10,000 researchers.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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. 1996 interpretive exhibits at the Maine History Gallery, adjacent to the Wadsworth-Longfellow House, include "From Souchong Teas to Canton Silks: The Exotic China Trade in Everyday Maine, 1760-1900," "China: Exploring the Interior, 1903-1904," and "Homes Away: Victorian Life on the High Seas." Approximately 11,000 visitors and 2,000 school children toured the Wadsworth-Longfellow House historic site and 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-1996, the Society awarded its Albion K. P. Meserve Grants for the publication of town histories to the Whitneyville Library Association to support their publishing project, "Illustrated History of Whitneyville." "The Children's Hour: Celebrating Longfellow's Birthday" featured poetry readings for family audiences. The Society co-sponsored a major genealogical conference entitled "Researching ME: Maine, Northern New England, and Canadian Neighbors" which was attended by over 300. The Society hosted story reading for children ages 4-10 during spring break. The Society co-sponsored "Small Wonders: Show and Sale of Dolls, Bears and Miniatures" with the Maine Society of Doll & Bear Artists. Proceeds benefit MHS educational programs. The Society hosted four noon-time lectures about Maine's nineteenth-century trade with China in conjunction with the current exhibit. The Society held its 174th Annual Meeting at Old Fort Western in Augusta, followed by a tour.

PUBLICATIONS:

The Society continued its publication of "Maine History." Four (4) issues included articles on the Third Annual Washburn Humanities Center Conference, Yankee Migration to Maine, Navigating Women, the Practice of Medicine in the Maine Frontier, Maine soldiers respond to the Civil War, and the Frye-White Collection. Jean Hankins won the James Phinney Baxter Award for "A Cage for John Sawyer: The Poor of Otisfield, ME."

*"The Indians of Maine: A Bibliographic Guide," edited by Roger Ray and Gretchen Faulkner (\$9).

*"My Best Wearing Apparel: 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 1996: 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 SOCIETY	TOTAL		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	24,761	24,761				
TOTAL EXPENDITURES	24,761	24,761				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

MAINE HOSPICE COUNCIL

KANDYCE POWELL, EXECUTIVE DIRECTOR

Central Office: 16 WINTHROP STREET, AUGUSTA, ME, 04330

Mail Address: 16 WINTHROP STREET, AUGUSTA, ME, 04330

Established: 1984

Telephone: (207) 626-0651

Reference: Policy Area: 03 ; *Umbrella:* 99 *Unit:* 516 ; *Citation:* T0022 *M.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 disciplines.

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:

The Maine Hospice Council remained focused on education and program development. Examples of education were: Technical workshops; inservices for Hospices and other health care organizations; collaborative, statewide educational programs with CHEP; ITV classes at academic institutions; 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 the University System and the Education Network of Maine, the Maine Cancer Pain Initiative offered the first in a series of 6 classes on cancer pain management, utilizing ITV. The Council continued its collaboration with the University of New England on a proposal for a course on Hospice & Palliative Care for the first-year medical students. The Executive Director continued to participate on the National Hospice Organization (NHO) Legislative Committee and NHO Task Force on Access to Hospice Care by Minorities which continues to give Maine a national voice regarding care for the terminally ill.

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 - (.50)

*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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
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

Established: 1969

FAX: (207) 626-0651

Telephone: (207) 626-4600

Reference: Policy Area: 03 ; Umbrella: 99 Unit: 346 ; Citation: T0030A.M.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 additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly, those of lower income, those with special housing needs, and first-time homebuyers.

ORGANIZATION:

The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no 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 FY96, the Maine State Housing Authority continued its position as one of the State's largest financial institutions. By year-end 1995, the Authority had assets of \$1,166,275,000 and fund balances of \$130,281,000.

The Authority has participated in HUD's Section 8 program since 1974, and in calendar year 1995 received from HUD \$48,517,183 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 make up the difference between HUD-established fair market rents and 30% of an eligible tenant's income. In 1984, the Authority started a Rental Loan Program which has provided financing for more than 2,000 apartment units.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

The Authority also operates a first-time homebuyer loan program, providing low interest loans to low and moderate income families which has helped 26,000 families buy homes. In 1995 this program provided \$100 million in low interest loans to help 1,600 Maine families become homeowners. The Authority also implemented 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 1995, the program was allocated \$2 million in funds.

In 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; home repairs for low income families; housing for people with special needs; and frail elderly. 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."

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 - Newsletter
Guide to Finding and Financing Your Home
Maine Rental Housing Guide
Various program brochures

FINANCES, FISCAL YEAR 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	5,007,107	735,294	2,207,359			2,064,454
TOTAL EXPENDITURES	5,007,107	735,294	2,207,359			2,064,454

MAINE INSURANCE GUARANTY ASSOCIATION

PAUL M. GULKO, EXECUTIVE SECRETARY

WATS: () -

Central Office: 551 MAIN STREET, PRESQUE ISLE, ME, 04769

Mail Address: ONE BOWDOIN SQUARE, BOSTON, MA, 02114-2916

Established: 1970

FAX: (207) 626-4678

Telephone: (617) 227-7020

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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

MAINE COURT FACILITIES AUTHORITY

ROBERT O. LENNA, EXECUTIVE DIRECTOR

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 Maine Court Facilities 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 issued \$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

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 Legal 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 service offices in Augusta, (622-4731), Bangor, (942-8241), Portland, (774-8211), Presque Isle (764-4349), Farmworker and Native American units in Bangor (942-0673); Lewiston Outreach (784-1588) and Machias Outreach (255-8656). PTLA is co-sponsor of the Volunteer Lawyers Project (VLP) with the Maine Bar Foundation. The VLP has a toll free number, (800) 442-4293.

PROGRAM:

Pine Tree Legal Assistance, Inc. receives its funding, expected to be about \$1.6 million in calendar 1996, 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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PTLA provides direct legal services to eligible clients throughout the state. In 1995 its area offices and special units (including volunteer Lawyers Project) closed 14,339 legal matters for eligible clients. Through the basic field offices, Farmworker Unit and Native American Unit, 7,772 eligible clients received legal assessment or simple advice, printed informational materials, referral to another source of help or brief service by PTLA staff. Substantial legal representation was provided in 867 cases, including representation before the Maine District Court, the Maine Superior Court, the Maine Supreme Judicial Court and before local and state administrative agencies, legislative committees, review boards, advisory councils, federal district and appellate courts, and federal agencies. The Volunteer Lawyers Project handled 8,045 calls; of those calls, 1,414 cases were referred to volunteer lawyers for representation. A total of 6,246 cases were closed by the VLP in 1995.

Because staffing shortages prevent PTLA from representing all eligible clients with legal needs, PTLA accepts cases 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 1995, 42% were in the housing area; 19% were in the government benefits area; 28% were in the family law area; 403 were in the consumer law area; 4% involved health issues; and the remaining 10% in the areas of employment, health, education, individual rights, juvenile, and other miscellaneous areas. The case priorities for the Volunteer Lawyers Project complement those of PTLA. Of all cases closed by the VLP in 1995, 57% were in the family law area; 16% were in the consumer law area; 11% were in the government benefit area; 7% were in the housing area and the remaining 9% 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. The general public may access this information by downloading it from Pine Tree's web page at <http://www.ptla.org>. 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 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	148,050	148,050				
TOTAL EXPENDITURES	148,050	148,050				

MAINE PUBLIC BROADCASTING CORPORATION

ROBERT H. GARDINER, PRESIDENT

Central Office: 1450 LISBON STREET, LEWISTON, ME, 04240

Mail Address: 1450 LISBON STREET, LEWISTON, ME, 04240

Established: 1992

Telephone: (207) 783-9101

Reference: Policy Area: 02 ; Umbrella: 99 Unit: 561 ; Citation: P1991 M.R.S.A., Sect. 000000848

PURPOSE:

The mission of Maine Public Broadcasting is to engage the minds and enrich the lives of people in our community.

ORGANIZATION:

The Maine Public Broadcasting Corporation is made up of: Maine Public Television and Maine Public Radio. Producing stations and administrative offices are located in Lewiston, Bangor and Portland.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PROGRAM:

Maine Public Broadcasting completed its fourth fiscal year as Maine's unified public broadcasting entity in a strong financial position and with over 46,000 members of Maine Public Television and more than 17,000 members of Maine Public Radio. Maine Public Television service was chosen by almost 250,000 households each week. Public radio use increased to 104,000 listeners per week with both Portland and Bangor stations ranking in the top five stations in the nation for cumulative reach.

The year's activities and programs designed to better serve the people of Maine included: expanded public affairs coverage of local issues and political campaigns on both MPTV and Maine Public Radio. MPTV new offerings included: the magazine series "True North; the science series "Quest: Investigating the World We Call Maine" and the series focused on Maine's rural life "RFD Maine." Maine Public Radio expanded its own locally produced classical music programming while "Maine Things Considered" received numerous state and national awards.

During FY 96 Maine Public Television, in cooperation with the Maine Department of Education continued its work in producing interactive programs in professional development for Maine teachers. This series enables Maine educators to share high-quality professional development opportunities, without the burdens of travel and expense.

PUBLICATIONS:

Viewfinder - Program Guide, Maine Public Television - Membership fee, \$35.00

Airplay - Program Guide, 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 1996: 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

Summary Statement of Revenues and Expenses
Changes in Total Net Assets
For Year Ending June 30, 1996

	Operations	Investment and Endowment	Plant	Total
REVENUE AND GAINS				
State of Maine	\$2,230,157			\$2,230,157
Auction	510,635			510,635
Corp. for Public Broadcasting	1,694,939			1,694,939
Contributions	418,288	85,757		504,045
Membership and Underwriting	4,726,622			4,726,622
Investment Income	121,563	1,798		123,361
Government Grants	515,072		554,289	1,069,361
Other / miscellaneous	136,293			136,293
Decrease of temporarily restricted net assets	(284,638)			(284,638)
Increase in permanently restricted net assets		111,157		111,157
TOTAL REVENUE AND GAINS	\$10,068,931	\$198,712	\$554,289	\$10,821,932
EXPENSES				
Program Service				
Technical	\$1,809,746		\$613,810	\$2,423,556
Programming and Production	3,986,652			\$3,986,652
Public Information	1,196,293			\$1,196,293
	<u>\$6,992,691</u>		<u>\$613,810</u>	<u>\$7,606,501</u>
Support Service				
Development	1,246,189			1,246,189
Administration	1,417,953		328,051	1,746,004
	<u>\$2,664,142</u>		<u>\$328,051</u>	<u>\$2,992,193</u>
TOTAL EXPENSES	\$9,656,833		\$941,861	\$10,598,694
TOTAL NET ASSET INCREASE (DECREASE)	\$412,098	\$198,712	(\$387,572)	\$223,238

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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: S1945 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 guarantees, 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 has provided a loan to CADCAM Associates to assist in the expansion of the building occupied by Woodard & Curran, a Portland consulting engineering firm. The Commission has extended a conditional commitment to help fund the Center for Environmental Enterprise. The Commission continues to monitor its investments in Narrow Gauge Railroad, Yale Cordage and North Atlantic Venture Fund II.

PUBLICATIONS:

Brochure describing the activities of the Commission. (No fee)

FINANCES, FISCAL YEAR 1996: 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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

The goals and 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 1996: 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 TECHNICAL COLLEGE SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	32,034,138	28,770,504	488,805			2,774,829
INTEREST-DEBT RETIREMENT	129,510					129,510
TOTAL EXPENDITURES	32,163,648	28,770,504	488,805			2,904,339

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

Telephone: (207) 287-1070

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-category, 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, setting 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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.

The Maine Technical College System operates two state-wide programs geared toward meeting the workforce needs of Maine employers. The Maine Quality Centers Program, established by the Legislature in 1994, is an economic development incentive that provides new or expanding Maine firms with customized education and training, free of charge to the employers and trainees. Maine Career Advantage (formerly the Maine Youth Apprenticeship Program) was established by the Legislature in 1992 as a school-to-work transition program for high school students. Operated statewide through the seven technical colleges, the program integrates school-based learning and real work experience and includes a year at a technical college.

PUBLICATIONS:

Annual Report of the Maine Technical College System - free
 Maine Technical College System 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 5 times a year) - free

FINANCES, FISCAL YEAR 1996: The 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	32,034,138	28,770,504	488,805			2,774,829
INTEREST-DEBT RETIREMENT	129,510					129,510
TOTAL EXPENDITURES	32,163,648	28,770,504	488,805			2,904,339

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

Telephone: (207) 784-2385

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 are prepared for lifelong learning with 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 135 acre site donated to the Institute by the City of Auburn. In 1989, the 114th Legislature changed the name of the college from Central Maine Vocational-Technical Institute to Central Maine Technical College. The first class numbered 47 students. In FY96, 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 Jalbert Hall, built in 1966, 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, school-to-work programs, child care center, classrooms, science, health and fitness facilities, a 230 seat auditorium and a large multi-purpose facility. CMTC is governed by the Board of Trustees of the Maine Technical College System.

PROGRAM:

Central Maine Technical College's program offerings are divided into 3 categories: 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, Telecommunications Technology and Trade and Technical Occupations. CMTC awards certificates, diplomas and associate degrees to those students who have successfully completed program requirements.

The Continuing Education division offers courses to 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 or complementary academic skills. 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. Beginning in FY97, the Division will operate outreach programs in Livermore Falls-Jay and Lincoln County.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Special Community Interest Programs 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, other 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 provide professional development opportunities for a wide variety of interests.

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 1996: 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

Telephone: (207) 941-4600

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 focuses on 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 Technical

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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. The recent renovation of space at Rangeley Hall allowed EMTC to add three drafting labs, including a CAD room and a new state-of-the-art micro-computer lab.

PROGRAM:

During FY 1996, Eastern Maine Technical College offered the following full time educational programs: Automotive Technology; Building Construction Technology; Business Management; Business Management with Office Administration and Foods Management options; Diesel, Truck, and Heavy Equipment Technology; Electrical Power Technology; Electrician Technology; Electronics Technology; Foods Technology; General Technology; Machine Tool Technology; Medical Radiography; Nursing; Refrigeration, Airconditioning and Heating Technology; Trade and Technical Occupations; Welding/Pipe Fabrication Technology; and Workplace Technology.

Enrollment for the Fall 1995 semester totaled 609 matriculated students while 628 part-time students were served through the evening programs. The Professional Development and Professional Services Division provided customized training and education for over 275 employees of Maine businesses. EMTC employs 54 full-time faculty members and 50 adjunct faculty. Over 517 students received \$1,600,000 in financial aid during 1995 - 96. Qualified students were awarded financial aid from programs such as Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Stafford Student Loan, and institutional 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. The Welding Center has expanded and now offers tensile testing. The Automotive Technology and Truck, Diesel and Heavy Equipment Technology programs both have been ASE certified.

LICENSES:

Associate Degree in Applied Science
Diploma
Certificate

PUBLICATIONS:

Eastern Maine Technical College Catalog
Student Handbook
Admissions Guide
Residential Life Handbook
Brochures on all Student Services and Professional & Business Services
All publications are available without charge at the college.

FINANCES, FISCAL YEAR 1996: 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-fulfillment. 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 society. 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 safe and supportive of student growth and achievement.

The college is accredited by the New England Association of Schools and Colleges. The Health Information and Technology and Respiratory Therapy are accredited by the Commission on Accreditation of Allied Health Education Programs. The Occupational Therapy program is accredited by the Accreditation Council for Occupational Therapy Education. The Nursing program is 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.

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 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979, the Legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education, along with the other five (5) vocational-technical institutes (VTIs). During the summer of 1980, KVTC purchased 60 acres of land and buildings adjacent to I-95 in Fairfield. Programs were offered at both the Fairfield and Waterville sites. In October of 1986, construction was completed on a new multi-purpose classroom building at the Fairfield campus. The name was changed from Kennebec Valley Vocational-Technical Institute to Kennebec Valley Technical College in 1989. All of KVTC's programs are now based in Fairfield.

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 Office Technology, Business Administration, Medical Assistant, Respiratory Therapy, Health Information Technology, Radiologic Technology, Nursing, Physical Therapist Assistant, Bioscience Technology, Industrial Electrical/Electronics Technology, Applied Electronics, Occupational Therapy Assistant, Educational Technician, the EMS Academy, Lineworker Technology and Pulp and Paper Technology. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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.

KVTC endeavors to meet the following goals in its programs and services:

1. Provide quality programs and services that are relevant to the educational and economic needs of Maine citizens.
2. Provide opportunities and assistance for the economically and educationally disadvantaged and disabled.
3. Contribute to economic development and growth of the region and State.
4. Strengthen the relationship with secondary and post-secondary schools.
5. Continually strive to provide for the highest quality of educational instruction.
6. Provide quality administrative services.

The stated goals and objectives of KVTC's Strategic Plan provides for growth and expansion.

KVTC provided education to 923 degree/diploma candidates and 3,568 non-degree students during FY 1996. 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.

LICENSES:

Associate 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 1996: 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 EDMONT DRIVE, PRESQUE ISLE, ME 04769

Mail Address: 33 EDMONT DRIVE, PRESQUE ISLE, ME 04769

Established: 1961

Telephone: (207) 768-2700

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 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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

The College began classes in 1963 and is located on an 87-acre tract adjacent to Skyway Industrial Park in Presque Isle. The college continues to upgrade programs and equipment to reflect current technology utilized by business and industry.

In 1995 - 96 NMTC offered instruction in 26 occupational programs. NMTC offers two-year Associate Degree, two-year Diploma and one-year Certificate programs.

PROGRAM:

NMTC served 889 full - and part-time students in 26 different technical programs during FY96. Commencement figures indicated that 251 students completed college programs. Annual job placement figures for the 1993 - 1994 year were favorable with over 80 percent of graduates gainfully employed. During FY96, over 100 people were served through courses at off-campus centers throughout Aroostook 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, Notary Public Classes, and Internet training.

About 1,500 students participated in non-credit courses. Over 5,000 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 1996: 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

Telephone: (207) 767-9500

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 Viceroy-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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

of Vocational-Technical Education in Maine," officially changing the names of the Vocational-Technical Institutes to Technical Colleges. Effective September 30, 1989, by recommendation of the Board of Trustees, SMVTI became Southern Maine Technical College.

The present SMTC campus of approximately 80 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, Administrative 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, Integrated Manufacturing Technology, Law Enforcement Technology, Practical Nursing, Medical Assistant, Medical Transcriptionist, Plant & Soil Technology, Plumbing, Pollution Abatement Technology, Radiation Technology, Radiography, Registered Nursing, Respiratory Therapy, Surgical Technology, Technical Graphics & Design Technology, and Video Technology.

PROGRAM:

The 1995-96 year at SMTC brought strong 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 2,365 in the fall of 1995. Freshmen enrollment totaled 869. 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 30 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. Through the Maine Quality Centers program, education and training services were provided to IDEXX Laboratories, Blue Cross and Blue Shield of Maine, and National Semiconductor.

Approximately 700 students received \$3.5 million in student financial aid during 1995-96. Needy students applied for a variety of student assistance programs, including Federal Pell Grant, Federal Supplemental 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 13% over the previous year to a record number of 1,825 applications.

In 1995, 83% of the graduates responding to the annual follow-up survey reported that they had found employment. Twenty-two percent of the graduates responding to the survey indicated that they were pursuing 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 1996: 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

Telephone: (207) 454-1000

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 competitive 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, Ronald 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. CERTIFICATES are available in: Automotive Technology; Diesel Technology; Heating Technology; Heavy Equipment Maintenance Technology;

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Heavy Equipment Operation 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 (Free)
WCTC Viewbook (Free)
Scuttlebutt (WCTC Marine Technology Center Newsletter)

FINANCES, FISCAL YEAR 1996: 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

Established: 1994

Reference: Policy Area: 02 ; Umbrella: 99 Unit: 580 ; Citation: T0020A M.R.S.A., Sect. 000012714

FAX: (928) 2 -

Telephone: (207) 646-9282

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 1997. The College began with three degree programs and two certificate programs in Computer Applications Technology, Office Information Management, and Hospitality Management. For Fall 1996, the college will add associate degree programs in Business Management, Computer Aided Drafting, Culinary Arts and Early Childhood Education, and certificate programs in Food Service and Early Childhood Education Specialists. Planning is underway for additional programs in Electronics, Automotive Technology, 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 1996: 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, 04103
Established: 1941

FAX: (928) 2 -
Telephone: (207) 871-7771

Reference: Policy Area: 07 ; Umbrella: 99 Unit: 420 ; Citation: T0023 M.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 supplemental 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 1996: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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. 000000603

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.

ORGANIZATION:

The Board of Trustees of the Maine Veterans' Homes was established in 1977 and consists of ten members appointed by the Governor for overlapping terms of three years under limitations provided by statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

PROGRAM:

The Maine Veterans Home has a 120-bed nursing home in Augusta, a 40-bed nursing home in Caribou, 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 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 specialty of Family Practical Medicine and Internal Medicine at the Maine Medical Center. Both Homes are also clinical resources in geriatric nursing education for Registered Nurses, Licensed Practical Nurses and nurse aides. These educational functions fulfill, in part, the goal of the Maine Veterans Home to provide patient service, education and research in geriatric and rehabilitative medicine.

FINANCES, FISCAL YEAR 1996: 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
INTEREST-DEBT RETIREMENT	165,750					165,750
TOTAL EXPENDITURES	165,750					165,750

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