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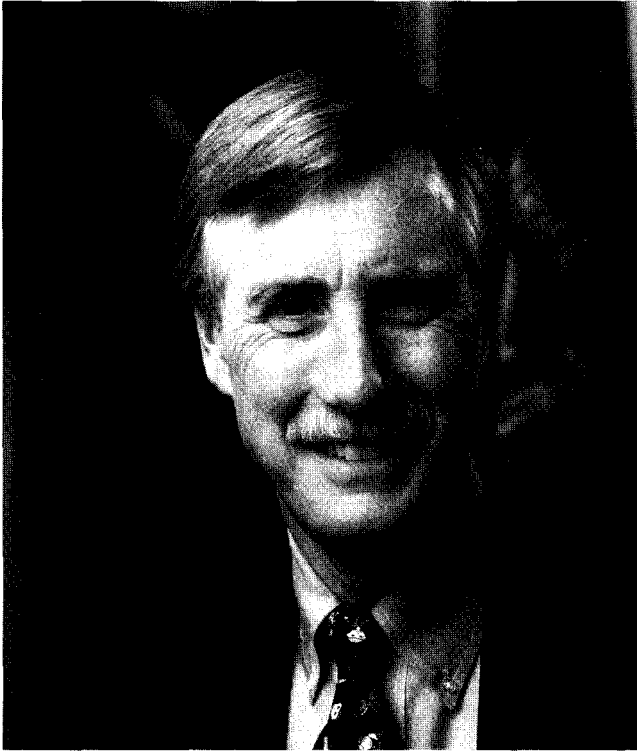
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MAINE STATE GOVERNMENT ANNUAL REPORT 1999-2000



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

*Published at
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2000*



**Angus S. King, Jr.
Governor of Maine**

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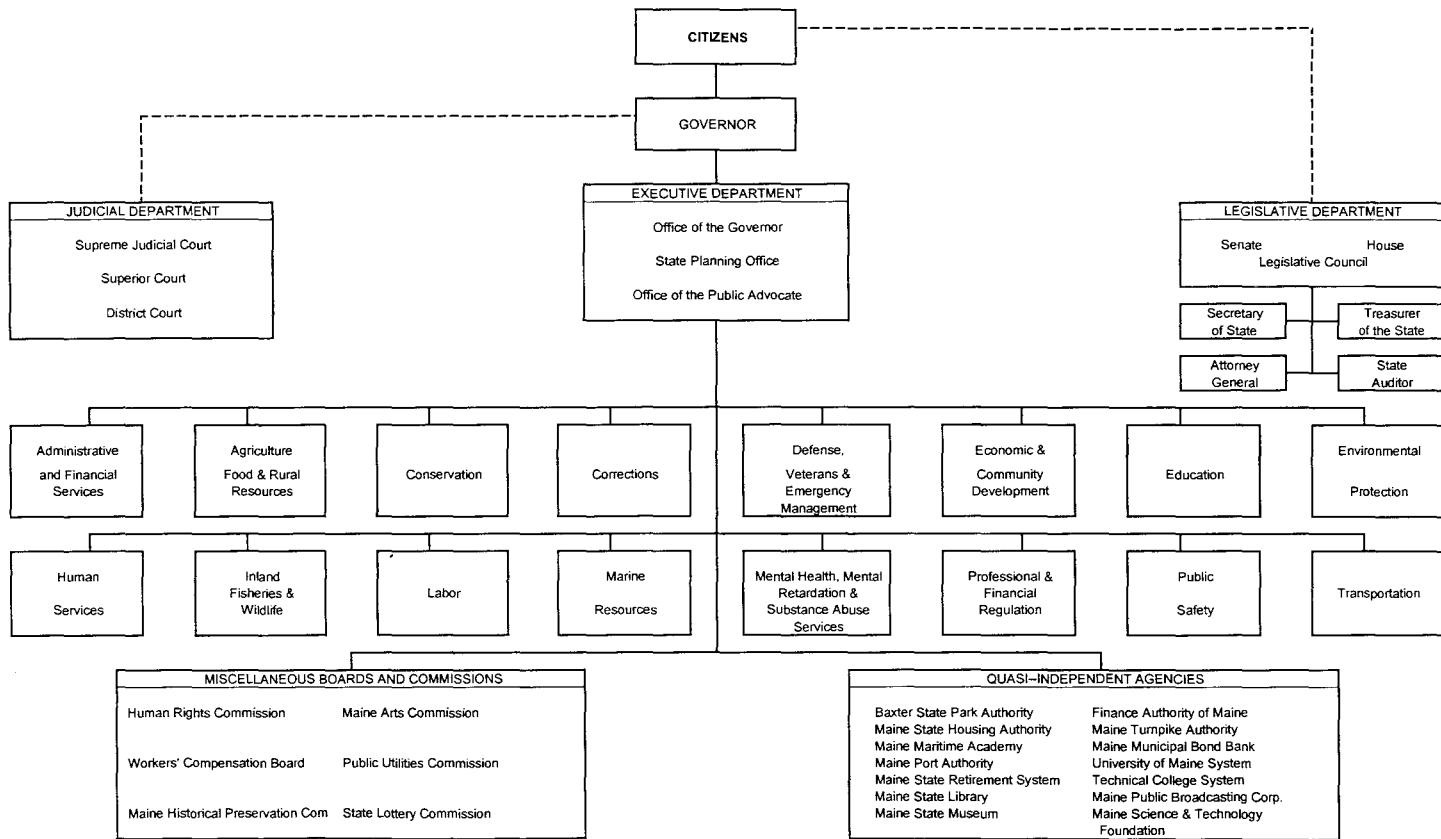
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.



FOREWORD

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, Food and Rural Resources, for example.

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

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

- 04 Department of Conservation
- 05 Department of 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, an 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 MFAS/S system supplemented by data not included in the State's accounting system or nor carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine System and the Maine Maritime Academy. Data relating to enterprise-type accounts reflect only those expenditure elements which are included in the work program process.

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

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

Since the MFAS/S system deals with "rounded" whole-dollars, some small dollar differences will exist between this report and the Financial Report issued by the State Comptroller.

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

THE EDITOR

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NEWLY CREATED UNITS

Unit	Name	Citation
604	Advisory Committee on Dental Education	P.L. 1999. c. 401
611	Maine Technology Institute	P.L. 1999. c. 541

ABOLISHED UNITS

Unit	Name	Citation
013	Maine Potato Marketing Committee	P.L. 1999 c. 668
414	Maine Sardine Council	P.L. 1999 c. 678
484	Children's Residential Treatment Committee	P.L. 1993 c. 738
485	Residential Treatment Center Advisory Group	P.L. 1993 c. 738

INACTIVE UNITS

Unit	Name
583	Joint Practice Council on Advance Practice Registered Nursing

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

JANET E. WALDRON, COMMISSIONER

Central Office: MUSKIE BUILDING, 4TH FLOOR, 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:* 106 ; *Citation:* T0005 *M.R.S.A., Sect.* 000021002

Average Count--All Positions: 1006.341

Legislative Count: 997.00

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

STATE EMPLOYEE HEALTH COMMISSION

BUREAU OF EMPLOYEE RELATIONS

DIVISION OF FINANCIAL AND PERSONNEL SERVICES

BUREAU OF GENERAL SERVICES

BUREAU OF HUMAN RESOURCES

BUREAU OF INFORMATION SERVICES

STATE LIQUOR AND LOTTERY COMMISSION

BUREAU OF REVENUE SERVICES

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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	29,812,306	15,134,870	1,193,790	510,986	32,286	12,940,374
HEALTH BENEFITS	6,604,949	3,392,067	287,388	156,056	8,436	2,761,002
RETIREMENTS	4,672,924	2,422,871	204,403	70,682	4,914	1,970,054
OTHER FRINGE BENEFITS	345,261	171,078	12,172	7,428	546	154,037
OTHER CONTRACT SERVICES STATE	12,105,490	3,952,048	3,268,538	27,246	62,346	4,795,312
COMPUTER SERVICES STATE	2,164,559	669,283	27,762	28,120	52,415	1,386,979
OTHER CONTRACT SERVICES	47,374,292	16,857,148	544,155	665,462	11,198	29,296,329
RENTS	4,722,426	2,209,400	68,459	5,025	95	2,439,447
COMMODITIES	14,675,017	8,443,102	348,488	156,522	22	5,726,883
GRANTS, SUBSIDIES, PENSIONS	128,361,121	108,893,509	6,305,484		575,219	12,586,909
BUILDING IMPROVEMENTS	848,700	848,700				
EQUIPMENT	7,491,083	2,230,852	5,260,231			
INTEREST-DEBT RETIREMENT	810,838	188,461	5	48,173		574,199
TRANSFER TO OTHER FUNDS	190,320,242		150,009	8,695	2,186	190,159,352
COST OF GOODS SOLD	13,374,089	226,226		94,965		13,052,898
TOTAL EXPENDITURES	463,683,297	165,639,615	17,670,884	1,779,360	749,663	277,843,775

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	195,216	195,216				
HEALTH BENEFITS	28,289	28,289				
RETIREMENTS	38,594	38,594				
OTHER FRINGE BENEFITS	1,917	1,917				
OTHER CONTRACT SERVICES STATE	80	80				
COMPUTER SERVICES STATE	50	50				
OTHER CONTRACT SERVICES	9,099,171	9,099,171				
RENTS	106	106				
COMMODITIES	13,693	13,693				
GRANTS, SUBSIDIES, PENSIONS	41,693,746	41,693,746				
TOTAL EXPENDITURES	51,070,862	51,070,862				

BUREAU OF ACCOUNTS AND CONTROL

CAROL F. WHITNEY, STATE CONTROLLER

Central Office: TYSON CENTER, 1ST FLOOR, AUGUSTA, ME 04333

Mail Address: 14 STATE HOUSE STATION, AUGUSTA, ME 04333-0014 *FAX:* (207) 287-4601

Established: 1931

Reference: Policy Area: 00 ; *Umbrella:* 18 *Unit:* 119 ; *Citation:* T0005 *M.R.S.A., Sect.* 000001541

Average Count--All Positions: 29.500

Legislative Count: 29.50

PURPOSE:

The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

ORGANIZATION:

The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Administrative and Financial Services. The Bureau is

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 financial transactions. It examines bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. Both electronic funds transfers or EFT, and Direct Deposit of payroll and expense checks are initiated and administered by Bureau staff. 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. The State's Deferred Compensation Plan is maintained within the Bureau. The State's General Purpose Financial Statements, based on generally accepted accounting principles (GAAP), are prepared annually by the Bureau's Reporting Unit. The State Auditor audits this report, which is delivered to a wide audience.

The Maine Financial and Administrative Statewide Information System (MFASIS) is the statewide IT enterprise system. Bureau staff contracts with Bureau of Information Services for the MFASIS IT team and work closely with them and the MFASIS Steering Committee to maintain and enhance the overall system. The MFASIS system is made up of three production systems, Accounting, Budget, and Human Resources. A data warehouse is also maintained by the MFASIS team and provided to all fiscal areas, all departments. The Accounting system handles and processing of over 1.5-million payments and another 160,000 accounting transactions annually. All payments above \$2,500 are reviewed and approved by Bureau staff. The system provides on-line access, subject to appropriate security, to current financial information, and daily, monthly, and annual accounting information and reports for all departments.

The Human Resource Management System retains current personnel, payroll and position control information. This system issues over 400,000 payroll payments, both checks and direct deposit, annually, and maintains and controls tax withholding and payroll deduction transactions. The Budget Management System provides assistance to the Bureau of the Budget in preparation and monitoring the State's budget process. The system supports a range of functionality from the initial input of a biennial budget to quarterly allotment control.

PUBLICATIONS:

The Comprehensive Annual Financial Report for the State of Maine - Free

FINANCES, FISCAL YEAR 2000: The 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	972,171	972,171				
HEALTH BENEFITS	188,555	188,555				
RETIREMENTS	164,669	164,669				
OTHER FRINGE BENEFITS	11,598	11,598				
OTHER CONTRACT SERVICES STATE	874,270	856,258	18,012			
COMPUTER SERVICES STATE	2,798	2,798				
OTHER CONTRACT SERVICES	94,444	93,335	1,109			
RENTS	- 690	- 690				
COMMODITIES	2,364,550	2,354,606	9,944			
INTEREST-DEBT RETIREMENT	9	9				
TRANSFER TO OTHER FUNDS	627		627			
TOTAL EXPENDITURES	4,673,001	4,643,309	29,692			

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 04347

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: 139.784

Legislative Count: 134.00

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, fortified wines, malt beverages, instant lottery tickets; Pick 3, Pick 4, Tri-State Megabucks and Tri-State Win 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. Lottery Link
3. 25th Anniversary Factbook

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 2000: The 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	3,648,276					3,648,276
HEALTH BENEFITS	858,532					858,532
RETIREMENTS	528,482					528,482
OTHER FRINGE BENEFITS	31,591					31,591
OTHER CONTRACT SERVICES STATE	142,469					142,469
COMPUTER SERVICES STATE	278,869					278,869
OTHER CONTRACT SERVICES	2,981,091					2,981,091
RENTS	1,541,782					1,541,782
COMMODITIES	1,359,494					1,359,494
INTEREST-DEBT RETIREMENT	448					448
TRANSFER TO OTHER FUNDS	153,013,047					153,013,047
TOTAL EXPENDITURES	164,384,081					164,384,081

BUREAU OF THE BUDGET

JOHN R. NICHOLAS, STATE BUDGET OFFICER

Central Office: MUSKIE BUILDING, 6TH FLOOR, AUGUSTA, ME 04333

Mail Address: 58 STATE HOUSE STATION, AUGUSTA, ME 04333-0058 *FAX:* (207) 287-7803

Established: 1931

Telephone: (207) 287-7790

Reference: Policy Area: 00 ; *Umbrella:* 18 *Unit:* 117 ; *Citation:* T0005 *M.R.S.A., Sect.* 0000001662

Average Count--All Positions: 11.000 *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 statements of the State's bond indebtedness.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 Fiscal Year 2000, the Bureau continued its effort as the lead agency 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 reformatted strategic plan and the linkage of existing programs to performance measures in accordance with PL 1997, c. 764.

The Bureau also produces the Maine State Government Annual Report, prepares long range budget forecasts for financial planning and analyses and prepares General Fund and Highway Fund revenue forecasts through consensus forecasting pursuant to Title 5, chapter 151-B. The Bureau of the Budget presented to the Second Regular Session of the 119th Legislature a Prototype Performance Budget which has become the accepted format for the full implementation of performance budgeting for the FY02-03 biennium.

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

"Revenue & Expenditure Projection - General Fund and Highway Fund - Fiscal Years 2002 - 2003"

"Performance Budgeting Prototype"

FINANCES, FISCAL YEAR 2000: The 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	525,751	525,751				
HEALTH BENEFITS	88,292	88,292				
RETIREMENTS	100,958	100,958				
OTHER FRINGE BENEFITS	3,048	3,048				
OTHER CONTRACT SERVICES STATE	1,785	1,785				
COMPUTER SERVICES STATE	105	105				
OTHER CONTRACT SERVICES	25,355	25,355				
RENTS	114	114				
COMMODITIES	31,490	31,490				
TOTAL EXPENDITURES	776,898	776,898				

CAPITOL PLANNING COMMISSION

ELAINE CLARK, SECRETARIAT

Central Office: MUSKIE BUILDING, 2ND FLOOR, 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:

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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

interests involved.

ORGANIZATION:

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

PROGRAM:

The Capitol Planning Commission again met four times during 1999: March 16, 1999, June 21, 1999, September 22, 1999 and December 9, 1999. Several issues relating to the construction at the State Office Building were discussed including: temporary trailers in the parking lot, construction fencing, and a sign indicating the new address of state agencies. Also discussed were several issues relating to the AMHI campus, including: the inclusion of a MSEC branch on the AMHI campus and the parking lots. The Augusta Master Plan was discussed as was the Kennebec River Trail.

LICENSES:

Sign Permits for:
Businesses
Any building within Capitol Complex

PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

CENTRAL MOTOR POOL

ELAINE CLARK, DIRECTOR

Central Office: COLUMBIA STREET, AUGUSTA, ME 04333

Mail Address: 106 STATE HOUSE STATION, AUGUSTA, ME 04333-0106 *FAX:* (207) 287-6521

Established: 1991 *Telephone:* (207) 287-7113

Reference: Policy Area: 00 ; Umbrella: 18 Unit: 555 ; Citation: T0005 *M.R.S.A., Sect.* 000001811

Average Count--All Positions: 13,000 *Legislative Count:* 13,00

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.

The 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 2000: The 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	357,999					357,999
HEALTH BENEFITS	93,734					93,734
RETIREMENTS	55,578					55,578
OTHER FRINGE BENEFITS	6,357					6,357
OTHER CONTRACT SERVICES STATE	6,273					6,273
COMPUTER SERVICES STATE	110,509					110,509
OTHER CONTRACT SERVICES	2,532,719					2,532,719
COMMODITIES	58,476					58,476
INTEREST-DEBT RETIREMENT	418,704					418,704
TRANSFER TO OTHER FUNDS	572					572
TOTAL EXPENDITURES	3,640,921					3,640,921

STATE CLAIMS COMMISSION

RONALD ROY, CHIEF COUNSEL

Central Office: TYSON BUILDING, 2ND FLOOR, 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: 2.000 *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.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

PROGRAM:

FINANCES, FISCAL YEAR 2000: The 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	57,593			57,593		
HEALTH BENEFITS	8,685			8,685		
RETIREMENTS	2,023			2,023		
OTHER FRINGE BENEFITS	532			532		
OTHER CONTRACT SERVICES STATE	3,656			3,656		
COMPUTER SERVICES STATE	5,638			5,638		
OTHER CONTRACT SERVICES	12,507			12,507		
RENTS	139			139		
COMMODITIES	15,754			15,754		
TRANSFER TO OTHER FUNDS	5,024			5,024		
TOTAL EXPENDITURES	111,551			111,551		

STATE EMPLOYEE HEALTH COMMISSION

FRANK A. JOHNSON, EXECUTIVE 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 Cost--All Positions: 11.361

Legislative Count: 11.00

PURPOSE:

The State Employee Health Commission was established to serve as trustee of the State Employee's Health Insurance Program, including health and dental insurance, 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 (EAP).

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 twenty (20) 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; one labor member from Maine Turnpike Authority employees appointed by the employee organization authorized to represent the employees; four management members appointed by the Commissioner of Administrative and Financial Services; one management member appointed by the Court Administrator; the Executive Director of Employee Health & Benefits, ex officio; 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.

PROGRAM:

The Commission conducted a competitive bid process to select an organization to provide a health plan for State employees during FY2000. As a result of the bid process, the Commission awarded a two-year contract to Blue Cross/Blue Shield effective April 1, 2000. The contract provides for a

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

point-of-service (POS) managed care plan for active employees and non-Medicare eligible retirees. The Retirees' Premier Plan was introduced in FY98 to supplement Medicare coverage for eligible retirees. The Commission has renewed the dental insurance contract with Northeast Dental through FY2002.

PUBLICATIONS:

Group Subscriber ASgreement (POS) - Free
Certificate of Coverage, Retirees' Premier Plan - Free
Healthsource POS Directory of Participating Providers - Free
Northeast Delta Dental; Dental Plan Description - Free
Directory of Participating Dentists - Free

FINANCES, FISCAL YEAR 2000: The 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	315,255		315,255			
HEALTH BENEFITS	90,898		90,898			
RETIREMENTS	57,876		57,876			
OTHER FRINGE BENEFITS	2,644		2,644			
OTHER CONTRACT SERVICES STATE	574,883		566,883			8,000
COMPUTER SERVICES STATE	46,276		10,072			36,204
OTHER CONTRACT SERVICES	21,660,812		73,760			21,587,052
RENTS	47,204		47,204			
COMMODITIES	88,887		88,887			
INTEREST-DEBT RETIREMENT	4		4			
TOTAL EXPENDITURES	22,884,739		1,253,483			21,631,256

BUREAU OF EMPLOYEE RELATIONS

KENNETH A. WALO, DIRECTOR

Central Office: 161 CAPITOL STREET, 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: 7.000

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 FY97, the Bureau successfully completed negotiations for successor collective bargaining agreements for seven bargaining units for contracts which expire on June 30, 1999. 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 2000: The 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	348,228	348,228				
HEALTH BENEFITS	51,514	51,514				
RETIREMENTS	63,206	63,206				
OTHER FRINGE BENEFITS	2,747	2,747				
OTHER CONTRACT SERVICES STATE	24,536	24,536				
OTHER CONTRACT SERVICES	40,467	40,467				
RENTS	1,922	1,922				
COMMODITIES	16,779	16,779				
TOTAL EXPENDITURES	549,399	549,399				

DIVISION OF FINANCIAL AND PERSONNEL SERVICES

EDWARD A. KARASS, DIRECTOR

Central Office: TYSON BUILDING, 2ND FLOOR, 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: 34.000 *Legislative Count:* 34.00

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.

PROGRAM:

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

PUBLICATIONS:

Affirmative Action - (Free)

Department Employee Information Booklet - (Free)

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 2000: The 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	1,022,466	312,928	709,538			
HEALTH BENEFITS	231,267	68,737	162,530			
RETIREMENTS	178,901	60,348	118,553			
OTHER FRINGE BENEFITS	11,022	2,847	8,175			
OTHER CONTRACT SERVICES STATE	12,523	255	12,268			
OTHER CONTRACT SERVICES	50,749	12,310	38,439			
RENTS	1,955	441	1,514			
COMMODITIES	186,815	35,356	151,459			
INTEREST-DEBT RETIREMENT	100	100				
TRANSFER TO OTHER FUNDS	28,306		28,306			
TOTAL EXPENDITURES	1,724,104	493,322	1,230,782			

BUREAU OF GENERAL SERVICES

ELAINE CLARK, DIRECTOR

Central Office: MUSKIE BUILDING, 4TH FLOOR, 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: 199.375

Legislative Count: 199.00

PURPOSE:

General Services was established to provide one centralized bureau to manage and oversee the state's procurement process, insurance advice 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: 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.

In FY2001, eight (8) positions were transferred from the Augusta Mental Health Institute to BGS. These positions will be responsible for grounds work on the East Side Campus. (Chapter 731 A01P)

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.

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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 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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPFASIS System

BUREAU OF GENERAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	5,055,070	3,052,905	127,555	381,808		1,492,802
HEALTH BENEFITS	1,334,033	797,432	25,195	125,988		385,418
RETIREMENTS	775,432	473,640	19,781	57,764		224,247
OTHER FRINGE BENEFITS	63,640	38,433	877	5,677		18,653
OTHER CONTRACT SERVICES STATE	1,433,326	957,872	342,002	23,510		109,942
COMPUTER SERVICES STATE	290,451	20,478	6,858	12,676		250,439
OTHER CONTRACT SERVICES	5,897,871	4,699,877	340,485	651,635		205,874
RENTS	2,061,205	1,755,026	3,886	4,886		297,407
COMMODITIES	1,854,849	1,544,344	10,552	128,903		171,050
GRANTS, SUBSIDIES, PENSIONS	250,000	250,000				
BUILDING IMPROVEMENTS	848,700	848,700				
EQUIPMENT	7,108,294	1,848,063	5,260,231			
INTEREST-DEBT RETIREMENT	236,846	188,327	1	48,173		345
TRANSFER TO OTHER FUNDS	35,479,752		30,363			35,449,389
COST OF GOODS SOLD	405,892	226,226		94,965		84,701
TOTAL EXPENDITURES	63,095,361	16,701,323	6,167,786	1,535,985		38,690,267

BUREAU OF HUMAN RESOURCES

DONALD A. WILLS, DIRECTOR

Central Office: 161 CAPITOL STREET, AUGUSTA, ME 04333

Mail Address: 4 STATE HOUSE STATION, AUGUSTA, ME 04333-0004 FAX: (207) 287-4414

Established: 1987

Telephone: (207) 287-3761

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

Average Count--All Positions: 36.500 Legislative Count: 36.50

PURPOSE:

The Bureau of Human Resources is responsible for centralized administration of the State's Civil Services System. The mission of the Bureau is to adopt, amend and enforce Civil Service Law and Rules to ensure that positions essentially alike in duties and responsibilities are treated alike in pay and other civil service processes; to ensure that applicants for State positions are afforded fair and equal opportunity to obtain employment on the basis of merit and fitness; and through these merit programs and employee development and training programs, to promote effective services and economy for the conduct of State business. The Bureau is a service agency to Executive Branch departments, and the Bureau's enacting legislation mandates a civil service system that is responsive to the needs of agencies and employees.

The goals for administration of the State's Civil Service System are: 1)to design and administer human resource programs, services, and benefits 2)to recruit, develop, and retain the best talent, managed within available resources 3)to work cooperatively with state agencies, employees, and labor organizations to provide services effectively and fairly 4)to inform and educate state employees, managers, and supervisors at all levels and in all agencies on the

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

policies and programs necessary to effectively administer and monitor human resource programs and benefits.

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 appellat 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:

The Merit Systems and Operations Division has implemented a comprehensive Human Resource Policy and Practices Manual that will be available and maintained on the Internet system for access by State managers, State employees and the general public. Also, Job Specifications are placed on the State Intranet with a word search capability and several human resources forms were put on-line. In addition, research was initiated to design application and examination programs that will make it easier for candidates to apply for state jobs and make the register referral process more efficient. The Equal Employment Opportunity Program continued to provide direction, support and technical assistance to State Agencies with respect to EEO issues, complaint investigations and related training and headed a special project effort to increase the diversity of the State's work force.

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. 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. In compliance with the Federal Highway Administration rules and regulations, the alcohol and drug testing program was administered for approximately 1,300 employees in safety-sensitive positions.

The State Training and Development Division provided training and management consulting services to approximately 2,500 participants in ongoing core competency management and professional development programs and new employee orientation. Activities included the following series of Special Events and Workshops: Ethics in Public Service, Thinking on Your Feet, Customer Surveying, Introduction to Budgeting and Advance Budgeting, The Legislative

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Process, Developing Public Policy, The RFP and Contracting Process, and a project management certificate program. In addition, the Division administered a statewide training needs assessment, conducted the Administrative support Symposium, attended by almost 200 administrative support staff, revamped the New Employee Orientation Program and Handbook, and organized and staffed the Governor's Employee Recognition Program.

PUBLICATIONS:

The following publications are available through the Bureau of Human Resources or as noted:

<http://www.state.me.us/bhr/humanres.htm> for links to:

- Civil Service rules
- Personnel Action Forms
- Training Catalogue
- Employment Opportunities Listing (current)

Human Resources Policy and Procedures Manual

<http://janus.state.me.us/bhr/Policies/homepage.htm>

<http://janus.state.me.us/legis/statutes/05/htframe.htm> for links to:

- Civil Service Law (Title 5, Chapters 56 (repealed), 60, 65, 67, 68, 69, 71, and 372)

FINANCES, FISCAL YEAR 2000: The 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	1,481,681	980,043	41,442			460,196
HEALTH BENEFITS	326,270	181,824	8,765			135,681
RETIREMENTS	291,530	189,751	8,193			93,586
OTHER FRINGE BENEFITS	13,648	7,667	476			5,505
OTHER CONTRACT SERVICES STATE	1,650,879	80,481	122,877			1,447,521
COMPUTER SERVICES STATE	245,680		10,832			234,848
OTHER CONTRACT SERVICES	182,173	77,391	68,817			35,965
RENTS	85,840	3,371	7,176			75,293
COMMODITIES	339,844	53,760	8,833			277,251
GRANTS, SUBSIDIES, PENSIONS	12,586,909					12,586,909
EQUIPMENT	10,366	10,366				
INTEREST-DEBT RETIREMENT	57,026					57,026
TRANSFER TO OTHER FUNDS	277,277		24,689			252,588
TOTAL EXPENDITURES	17,549,123	1,584,654	302,100			15,662,369

BUREAU OF INFORMATION SERVICES

RICHARD HINKLEY, ACTING DIRECTOR

Central Office: 26 EDISON DR, 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. 000001883

Average Count--All Positions: 176.457

Legislative Count: 176.00

PURPOSE:

The Bureau of Information Services was created to provide information services and telecommunications throughout Maine State Government and ensure coordination in the use of technology.

The Bureau of Information Services provides a wide range of services for state agencies, including managing the state's telecommunications network and an enterprise-wide Help Desk. The Bureau includes three divisions: Development Services, Network Services and Production Services.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

For additional and/or current information regarding the Bureau of Information Services and its numerous projects, please visit our Internet site at this address: <http://www.state.me.us/bis/bishome.htm>.

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 Chief Information Officer (also Bureau Director) in meeting the purpose and mission of the Bureau.

PROGRAM:

Development Services offers a full range of application development/mgmt. services to state agencies on a consulting basis. The Division is trained in departmental systems, Web development, database mgmt. and data warehousing. The staff makes full use of productivity and fourth generation tools and continues to support 3GL languages. Development Services includes Maine's Office of GIS. GIS coordinates activities statewide to promote the effective use of geographic information in Maine. GIS operates the state's GIS Center, develops GIS standards/guidelines, develops/maintains the State's GIS database, and makes GIS data available to the public. The past year, the Division expended a great deal of effort to ready itself for Year 2000. BIS successfully "survived" Y2K by upgrading programs or discontinuing and replacing other programs. GIS continues to work with towns and cities on E911 projects.

Network Services offers enterprise wide services for data/voice communication, and desktop support services. Implementation of a high speed data backbone was completed during this fiscal year, supporting the more than 11,000 devices on the WAN. Voice communication continues to see an increase in voice services requirements with over 15,000 full service phones deployed statewide of which approximately 8,000 are voice mail boxes. The Bureau of Motor Vehicles and Maine Revenue Services are now utilizing call management services, initially installed for DOL last fiscal year. Focus continued on management of enterprise mail utilities with almost 10,000 mail boxes (an increase of almost 25% since last year). Desktop also provides services to agencies interested in outsourcing their desktop support. Network services is currently working on a service level agreement with Maine Revenue Services migrating them to a full service desktop program.

Production Services operates the state's Data Center staffed around the clock every day. The Center houses the state's 2 mainframe computers and over 70 applications and shared database servers. The Data Center provides a full range of computing services, including forms design services, print production and finishing. The forms design services and bar code readers allow state agencies to take advantage of discounts offered by the U.S. Postal Service. Systems Software support staff maintain operating systems software on all computing platforms, and consult on a regular basis with State customers to help ensure technology meets business needs. Production Services is the home of the BIS Help Desk which provides first line problem resolution and dispatches support groups to address the problems of the users of the state's computer systems and telecommunications network.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 2000: The 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	6,808,040					6,808,040
HEALTH BENEFITS	1,255,451					1,255,451
RETIREMENTS	1,038,096					1,038,096
OTHER FRINGE BENEFITS	88,640					88,640
OTHER CONTRACT SERVICES STATE	3,047,230				46,160	3,001,070
COMPUTER SERVICES STATE	456,027				51,199	404,828
OTHER CONTRACT SERVICES	568,963				72	568,891
RENTS	509,701				95	509,606
COMMODITIES	3,843,464					3,843,464
INTEREST-DEBT RETIREMENT	97,640					97,640
TRANSFER TO OTHER FUNDS	1,263,714					1,263,714
COST OF GOODS SOLD	12,968,197					12,968,197
TOTAL EXPENDITURES	31,945,163				97,526	31,847,637

STATE LIQUOR AND LOTTERY COMMISSION

EBEN B. MARSH, DIRECTOR

Central Office: 10 - 12 WATER STREET, HALLOWELL, ME 04347

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: T0005 M.R.S.A., Sect. 000000283A

PURPOSE:

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

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

ORGANIZATION:

The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale on Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933 consisting of three members appointed by the Governor, with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The board was renamed State Liquor Commission in legislation effective 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. As of 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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 Department of Public Safety Annual Report).

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF REVENUE SERVICES

ANTHONY J. NEVES, STATE TAX ASSESSOR

Central Office: 26 EDISON DR, AUGUSTA, ME 04333

Mail Address: 24 STATE HOUSE STATION, AUGUSTA, ME 04333-0024 *FAX:* (207) 287-4028

Established: 1931

Telephone: (207) 287-2076

Reference: Policy Area: 00 ; *Umbrella:* 18 *Unit:* 125 ; *Citation:* T0005 *M.R.S.A., Sect.* 000021006

Average Count--All Positions: 338.365

Legislative Count: 336.00

PURPOSE:

The Bureau of Revenue Services 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, Maine Homestead Exemption Program, Business Equipment Tax Reimbursement 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 Revenue Services 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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 Revenue Services, and effective July 1, 1975 all property tax functions were returned to the Bureau of Revenue Services and the Bureau of Property Taxation was abolished. Effective September, 1997, the Bureau of Taxation became the Bureau of Revenue Services. 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, Elderly Low Cost Drug Program and Business Equipment Tax Reimbursement 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, the newly enacted Homestead Exemption Program, 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; 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; prepares budgets for the Bureau; monitors Bureau expenditures; 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,
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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

FINANCES, FISCAL YEAR 2000: The 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 REVENUE SERVICES	TOTAL FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	8,851,499	8,747,628		71,585	32,286	
HEALTH BENEFITS	2,017,243	1,987,424		21,383	8,436	
RETIREMENTS	1,347,514	1,331,705		10,895	4,914	
OTHER FRINGE BENEFITS	104,586	102,821		1,219	546	
OTHER CONTRACT SERVICES STATE	4,253,543	2,030,781	2,206,496	80	16,186	
COMPUTER SERVICES STATE	656,874	645,852		9,806	1,216	
OTHER CONTRACT SERVICES	2,656,799	2,622,808	21,545	1,320	11,126	
RENTS	457,789	449,110	8,679			
COMMODITIES	4,483,774	4,393,074	78,813	11,865	22	
GRANTS, SUBSIDIES, PENSIONS	73,255,247	66,949,763	6,305,484			
EQUIPMENT	372,423	372,423				
INTEREST-DEBT RETIREMENT	25	25				
TRANSFER TO OTHER FUNDS	71,882		66,024	3,671	2,187	
TOTAL EXPENDITURES	98,529,198	89,633,414	8,687,041	131,824	76,919	

DIVISION OF RISK MANAGEMENT

DAVID FITTS, DIRECTOR

Central Office: 323 STATE STREET, AUGUSTA, ME 04333

Mail Address: 85 STATE HOUSE STATION, AUGUSTA, ME 04333-0085 *FAX:* (207) 287-4008

Established: 1991

Telephone: (207) 287-2341

Reference: Policy Area: 00 ; Umbrella: 18 Unit: 133 ; Citation: P1991 *M.R.S.A., Sect.* 000622BB-2

Average Count--All Positions: 5.000

Legislative Count: 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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF RISK MANAGEMENT	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	173,061					173,061
HEALTH BENEFITS	32,186					32,186
RETIREMENTS	30,065					30,065
OTHER FRINGE BENEFITS	3,291					3,291
OTHER CONTRACT SERVICES STATE	80,037					80,037
COMPUTER SERVICES STATE	71,282					71,282
OTHER CONTRACT SERVICES	1,571,171	186,434				1,384,737
RENTS	15,359					15,359
COMMODITIES	17,148					17,148
GRANTS, SUBSIDIES, PENSIONS	575,219				575,219	
INTEREST-DEBT RETIREMENT	36					36
TRANSFER TO OTHER FUNDS	180,041				-1	180,042
TOTAL EXPENDITURES	2,748,896	186,434			575,218	1,987,244

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

ROBERT W. SPEAR, COMMISSIONER, AGRICULTURE

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

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

Established: 1852

Telephone: (207) 287-3871

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

Average Count--All Positions: 187.997

Legislative Count: 136.00

Units:

OFFICE OF AGRICULTURAL, NATURAL AND RURAL
RESOURCES

MAINE AGRICULTURAL BARGAINING BOARD

DIVISION OF ANIMAL HEALTH AND INDUSTRY

AROOSTOOK WATER AND SOIL MANAGEMENT BOARD

STATE HARNESS RACING COMMISSION

(OFFICE OF) STATE HORTICULTURIST

DIVISION OF MARKET AND PRODUCTION DEVELOPMENT

MAINE MILK COMMISSION

BOARD OF PESTICIDES CONTROL

DIVISION OF PLANT INDUSTRY

OFFICE OF POLICY, PLANNING, LEGISLATION AND
INFORMATION SERVICES

SEED POTATO BOARD

POTATO MARKETING IMPROVEMENT COMMITTEE

PULL EVENTS COMMISSION

DIVISION OF QUALITY ASSURANCE AND REGULATION

(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 prosecution of cases of cruelty to animals; to administer the agricultural bargaining laws; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

ORGANIZATION:

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

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

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective July 1980, changed the department's name to the Department of Agriculture, Food and Rural Resources and authorized the reorganization of the department into four bureaus. 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.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

PROGRAM:

Specific activities of the department during FY00 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

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	4,777,736	2,316,259	1,610,435		561,886	289,156
HEALTH BENEFITS	1,120,313	525,233	386,819		127,861	80,400
RETIREMENTS	733,424	365,352	243,323		81,079	43,670
OTHER FRINGE BENEFITS	60,867	29,269	20,117		7,765	3,716
OTHER CONTRACT SERVICES STATE	788,196	235,340	435,229		80,533	37,094
COMPUTER SERVICES STATE	547,221	398,905	104,583		26,733	17,000
OTHER CONTRACT SERVICES	789,961	369,638	317,833		46,338	56,152
RENTS	434,310	265,470	131,333		9,963	27,544
COMMODITIES	700,879	433,514	169,644		20,857	76,864
GRANTS, SUBSIDIES, PENSIONS	6,482,857	539,625	5,816,157		121,575	5,500
EQUIPMENT	89,095	73,860	8,735		6,500	
INTEREST-DEBT RETIREMENT	35,672	203	147			35,322
TRANSFER TO OTHER FUNDS	-743,108	291,900	81,968		29,826	-1,146,802
TOTAL EXPENDITURES	15,817,423	5,844,568	9,326,323		1,120,916	-474,384

OFFICE OF AGRICULTURAL, NATURAL AND RURAL RESOURCES

PETER 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: 1995

Telephone: (207) 287-1132

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

Average Count--All Positions: 7.000

Legislative Count: 7.00

PURPOSE:

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. OANRR was formed to be proactive in developing and implementing programs and policies to ensure that agriculture is in harmony with people and the environment. OANRR coordinates its activities by forming partnerships with other state and federal agencies, the public and with the agricultural community. The focus of OANRR's activities is to promote adoption of agricultural practices that are economically and environmentally sound.

ORGANIZATION:

The Office has three organizational sub-units: the Board of Pesticides Control (BPC), the Aroostook Soil and Water Management Board, and the Nutrient Management Board.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

The Board of Pesticides Control is a citizen-member board which establishes policy in the areas of pesticide sales and use. Location of the Board within this Office provides administrative consolidation. In addition, it provides access to the technical expertise of the Board's staff. This strengthens OANRR's ability to assist Maine farmers in their efforts to adopt sound chemical management practices. The Nutrient Management Board will assist the Office in implementing the Nutrient Management Act and by advising the Commissioner on policies and program development relating to nutrient use in agriculture. The Aroostook Soil and Water Management Board coordinates all irrigation activities in Aroostook County, dealing with issues involving irrigation and competing uses for water such as wildlife and recreation.

OANRR staff consists of the staff of the Board of Pesticides Control (10 full-time and 4 seasonal employees) and the following specialist positions: Soil Scientist, Natural Resource Specialist, Entomologist, two Agricultural Compliance Officers, a Secretary and one Nutrient Management Coordinator. This team is led by an Agronomist. The broad spectrum of expertise and experience of these employees provides the foundation for the programs listed below and under the separate section in this report for the Board of Pesticides Control. The Office practices a proactive approach to handling environmental concerns associated with Maine agriculture.

PROGRAM:

Programs are designed to ensure agriculture is in harmony with people and the environment. The Compliance Officer responds to nuisance and contamination complaints, resolving problems with a team approach involving OANRR staff and outside expertise to design site specific Best Management Practices for adoption by farmers. The Board of Pesticides Control's regulatory programs assist farmers in their effort to adopt sound chemical practices. 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 Natural Resources Specialist is involved with composting as a waste management tool, works on demonstration projects and does outreach work with farmers and compost producers. The Director provides leadership and coordination of these diverse activities.

In FY99, the Office began implementation of the newly enacted Nutrient Management Law. One of the major tasks was the development of rules necessary to implement the law. The effort required contributions from the entire staff as well as assistance from staff members of the Natural Resources Conservation Service and the University of Maine Cooperative Extension. The law also required the development of a certification and training program and a process for permitting livestock operations.

Two new positions were approved to implement the Nutrient Management Act, namely a Nutrient Management Coordinator to coordinate the program and a second Agricultural Compliance Officer to assist in responding to complaints involving agriculture and to assist in inspecting farms requiring a Livestock Operation Permit. The Nutrient Management Coordinator is responsible for implementing and operating the nutrient management program.

LICENSES:

Livestock Operation Permit

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 2000: The 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	207,385	207,385				
HEALTH BENEFITS	45,587	45,587				
RETIREMENTS	34,045	34,045				
OTHER FRINGE BENEFITS	1,771	1,771				
OTHER CONTRACT SERVICES STATE	27,157	2,120			25,037	
COMPUTER SERVICES STATE	2,667	2,667				
OTHER CONTRACT SERVICES	23,259	22,139			1,120	
RENTS	11,127	11,127				
COMMODITIES	34,507	34,507				
GRANTS, SUBSIDIES, PENSIONS	132,400	131,900			500	
TRANSFER TO OTHER FUNDS	1,145				1,145	
TOTAL EXPENDITURES	521,050	493,248			27,802	

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.

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.

LICENSES:

Certification of qualified associations.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

DIVISION OF ANIMAL HEALTH AND INDUSTRY

SHELLEY F. DOAK, 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) 287-3701

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

Average Count--All Positions: 16.882

Legislative Count: 15.00

PURPOSE:

The goal of the Division of Animal Health and Industry 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 investigate cases involving the welfare of animals, race horses and animals used in pulling events. The Division is also responsible for the Dairy Inspection Program. The Animal Welfare Advisory Committee resides within this Division as well.

ORGANIZATION:

Professional staff is comprised of two Chemists, two Lab Technicians, three Dairy Inspectors, 2 full-time and 7 part-time Humane Agents, two State Veterinarians and the Division Director. Clerical/administrative support is comprised of three clerk typists. N.P.I.P. Pullorum-Typhoid Testers and Salmonella enteritidis sample collectors have been recruited, trained and certified by the Division to assist with programs and to promote animal husbandry programs.

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 United States 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. They conduct farm and dairy plant inspections in compliance with the Interstate Milk Shippers Program (IMS). The Division tests and analyzes dairy products, tests milk producers' water samples and certifies commercial and industry milk laboratories involved in the IMS 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 and District Humane Agents oversee the enforcement of animal cruelty laws. The Division manages the State's dog licensing program in conjunction with Maine municipalities.

LICENSES:

Licenses:

- Swine Garbage Feeders
- Livestock and Poultry Dealers
- Custom Slaughter Houses
- Livestock Auctions
- Babcock Testers
- Milk Plant, Raw Milk, Fermented Milk & Frozen Desserts
- Pet Shops
- Boarding and Animal Kennels
- Pulling Events

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Permits:

Calf/Pig Scrambles; General and Poultry Importation
Laboratory Evaluation Officer; Farm Water Permit; Biologics

FINANCES, FISCAL YEAR 2000: The 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	513,641	338,296	169,549		5,796	
HEALTH BENEFITS	123,782	79,580	42,792		1,410	
RETIREMENTS	84,990	56,174	27,898		918	
OTHER FRINGE BENEFITS	7,859	5,206	2,633		20	
OTHER CONTRACT SERVICES STATE	103,797	2,410	101,387			
COMPUTER SERVICES STATE	3,577	1,262	2,315			
OTHER CONTRACT SERVICES	56,715	26,738	29,977			
RENTS	46,443	36,238	10,205			
COMMODITIES	66,672	39,644	27,028			
GRANTS, SUBSIDIES, PENSIONS	2,730		2,730			
INTEREST-DEBT RETIREMENT	63		63			
TRANSFER TO OTHER FUNDS	18,468		18,112		356	
TOTAL EXPENDITURES	1,028,737	585,548	434,689		8,500	

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 deal with issues and develop programs involving irrigation and competing uses for water in Aroostook County.

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

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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. The Board completed the study in 1996 and submitted its final report. In 1999, the legislature reestablished the Board.

PUBLICATIONS:

Irrigation Pump Noise Diagnostic Measurements-Aroostook County, 1993

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE HARNESS RACING COMMISSION

HENRY JACKSON, EXECUTIVE DIRECTOR

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: 7.825

Legislative Count: 6.00

PURPOSE:

The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for holding, conducting and operating all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to license Off-Track Betting facilities in Maine; and to oversee the enforcement of the Commission's Rules and Regulations and the Statutes governing horse racing in Maine.

The Commission: grants track licenses to operate day or night harness racing; licenses off-track betting facilities to operate and accept pari-mutuel wagers; licenses or registers participants in harness horse racing, pari-mutuel employees and race officials, upon application, and charges a fee for such license not to exceed \$100; regulates, supervises and checks the making of pari-mutuel pools and the distribution therefrom; establishes a schedule of fines not to exceed \$1,000 and adopts a schedule of suspensions which may include lifetime suspensions from participating in the sport; and encourages and promotes 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 remaining three members must be persons with a knowledge of harness racing. The members must be appointed to provide a broad geographic representation. 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 who has no industry affiliation as Chair. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

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Pursuant to 1991 PL Ch. 579, the Commission's authority was expanded to include jurisdiction over off-track betting facilities. Pursuant to 1997 PL Ch. 527, an Executive Director's position was created to provide administrative management for the Commission's daily activities. Pursuant to 1997 PL Ch. 528, the Department of Agriculture shall have the administrative responsibilities of the Commission budget and the hiring and contracting for services on behalf of the Commission. The Commission shall have the responsibilities of rule-making, enforcement and adjudicatory hearings. Furthermore, pursuant to Ch. 579, the Commission has the authority to contract for judges of harness racing meets. The law requires that the Commission's budget be submitted unchanged to the Committee having jurisdiction over Agriculture. Pursuant to 1997 P.L. Ch. 406, the Commission may impose conditions of a license if one or more of the criteria are not met at time of licensing.

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 testing programs are used on a continuing basis in an effort to eliminate as nearly as possible drug use on race horses and by humans within the State. The Maine Standardbred Sire Stakes 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:

Licenses:

- Standardbred Horse Owners
- Drivers, Trainers, and Grooms
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association---
- Fairs, Extended Meets and Commercial Meets
- Pari-Mutuel Employees - Directors, Managers and Tellers
- Vendors at Licensed Pari-Mutuel Facilities
- Off-Track Betting Facilities and Simulcast Facilities

PUBLICATIONS:

Rules and Regulations of the Maine State Harness Racing Commission, not to exceed \$10

Maine State Harness Racing Commission Annual Report

Maine Sire Stakes Annual Report - contained within the Racing Report

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FINANCES, FISCAL YEAR 2000: The 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	271,880	271,880				
HEALTH BENEFITS	61,487	61,487				
RETIREMENTS	41,105	41,105				
OTHER FRINGE BENEFITS	3,821	3,821				
OTHER CONTRACT SERVICES STATE	127,510	90,501	37,009			
COMPUTER SERVICES STATE	230,342	200,059	30,283			
OTHER CONTRACT SERVICES	39,157	38,577	580			
RENTS	12,151	11,412	739			
COMMODITIES	32,391	20,705	11,686			
GRANTS, SUBSIDIES, PENSIONS	4,405,839	378,771	4,027,068			
INTEREST-DEBT RETIREMENT	153	153				
TRANSFER TO OTHER FUNDS	803		803			
TOTAL EXPENDITURES	5,226,639	1,118,471	4,108,168			

(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 *FAX:* (207) 287-7548

Established: 1910

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:

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

Over 1,850 inspections were made at nurseries, greenhouses and plant dealers in 1999. A variety of different diseases and insect pests were identified, the most significant being the Hemlock Woolly Adelgid (HWA). This pest poses a serious threat to Maine's native hemlock resources. It was found on hemlock nursery stock imported from states known to be infested. The unit's staff spent a significant amount of time checking incoming shipments. Additional infestations were found in the spring of 2000. Significant staff hours will be devoted to surveying and inspecting for HWA in the coming year. In 1999, 1,439 lots of plant material were inspected and certified using phytosanitary certificates to assist growers in marketing products to other

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

states in the U.S. and foreign countries. The majority of these certificates were issued for seed potatoes and feed barley exported to Canada.

Additionally, Division personnel are often called upon to work on educational programs, judge at fairs, attend executive meetings of commodity associations and answer many calls from the general public about plant culture. Nearly 70 growers were licensed or requested inspections under the ginseng certification program in 1999, indicating the great interest in growing this high-value crop for the export market.

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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF MARKET AND PRODUCTION DEVELOPMENT

HOWARD JONES, 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: 1995

Telephone: (207) 287-3491

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

Average Count--All Positions: 8.000

Legislative Count: 8.00

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 C.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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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

The Market and Production Development Division Director supervises professional staff comprised of two Project Development Officers - one in Production Development and one in Market Development; one Production Specialist; one Marketing Specialist; and one secretary.

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 and Production 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 and Regulations.

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-Cranbry 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 2000: The 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	316,512	274,954	39,747		1,811	
HEALTH BENEFITS	67,641	60,228	7,110		303	
RETIREMENTS	50,813	44,534	6,013		266	
OTHER FRINGE BENEFITS	5,038	4,315	698		25	
OTHER CONTRACT SERVICES STATE	55,818	43,977	9,941		1,900	
COMPUTER SERVICES STATE	2,423	2,375	48			
OTHER CONTRACT SERVICES	91,824	57,532	34,292			
RENTS	24,692	10,199	14,493			
COMMODITIES	27,781	26,078	1,703			
GRANTS, SUBSIDIES, PENSIONS	249,958	8,454	241,504			
INTEREST-DEBT RETIREMENT	1	1				
TRANSFER TO OTHER FUNDS	4,984		4,796		188	
TOTAL EXPENDITURES	897,485	532,647	360,345		4,493	

MAINE MILK COMMISSION

STANLEY K. MILLAY, EXECUTIVE DIRECTOR

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: 2.500

Legislative Count: 2.50

PURPOSE:

The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State, while taking into consideration the public health and welfare and ensuring an adequate supply of milk. It has the power to conduct hearings, subpoena and examine under oath dealers, along 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 amended requiring the Commission to be comprised of 4 consumer members and the Commissioner of Agriculture, ex officio. None of the 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

Government reorganization legislation of 1973.

PROGRAM:

In accordance with its statute, as interpreted by the State Supreme Court in two decisions, the Commission establishes a 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. The retail study information is used to establish minimum retail prices for milk sold in various containers in order to avoid the occurrence of anti-competitive practices. The information gained from the cost of operating the most efficient processing plant is used to establish dealer margins, so that Maine dairies are ensured of receiving a fair price for the milk they produce.

The Commission does not establish prices but merely sets 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 ensuring an adequate supply of pure and wholesome milk to Maine consumers.

The Commission also administers the Maine Milk Pool, which balances prices paid to producers whether they ship milk to the "Boston market" or the "Maine market."

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 #97-08DM. Effective August 3, 1997

(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 2000: The 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	77,795		77,795			
HEALTH BENEFITS	16,109		16,109			
RETIREMENTS	13,007		13,007			
OTHER FRINGE BENEFITS	486		486			
OTHER CONTRACT SERVICES STATE	2,310		2,310			
COMPUTER SERVICES STATE	37,270		37,270			
OTHER CONTRACT SERVICES	32,544		32,544			
RENTS	1,139		1,139			
COMMODITIES	10,503		10,503			
GRANTS, SUBSIDIES, PENSIONS	1,478,355		1,478,355			
TRANSFER TO OTHER FUNDS	1,304		1,304			
TOTAL EXPENDITURES	1,670,822		1,670,822			

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: 18.923

Legislative Count: 14.00

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, Water Quality Specialist, 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 an "as needed" basis. In 1999, the Board registered 7,238 products which represents a 4.98% decrease over 1998. 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 1999, there were 1,618 private applicators licensed for a three year period; and 1,358 commercial applicators, 64 restricted and 764 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. As a result of legislation enacted in 1997, the Board continues to educate all users on methods to minimize reliance on pesticides.

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
You, Our Environment and Obsolete Pesticides - Free Brochure

FINANCES, FISCAL YEAR 2000: The 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	627,400		514,601		112,799	
HEALTH BENEFITS	132,848		107,239		25,609	
RETIREMENTS	91,279		74,365		16,914	
OTHER FRINGE BENEFITS	8,400		7,223		1,177	
OTHER CONTRACT SERVICES STATE	67,444		14,054		53,390	
COMPUTER SERVICES STATE	43,440		16,707		26,733	
OTHER CONTRACT SERVICES	103,027		61,346		41,681	
RENTS	21,814		14,478		7,336	
COMMODITIES	60,691		39,965		20,726	
GRANTS, SUBSIDIES, PENSIONS	37,000		37,000			
EQUIPMENT	8,735		8,735			
TRANSFER TO OTHER FUNDS	10,584		7,780		2,804	
TOTAL EXPENDITURES	1,212,662		903,493		309,169	

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: 1980

Telephone: (207) 287-3891

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

Average Count--All Positions: 22.808

Legislative Count: 16.00

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

PURPOSE:

The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or production of weak, diseased or insect infested commercial plant stock, fruits or seed; and to encourage the keeping of bees. Its primary responsibilities are to enforce the statutes relating to the certification of seed potatoes; to ensure an adequate supply of foundation seed potatoes for the state's commercial seed potato producers; to inspect nurseries and greenhouses; and to license beekeepers and inspect their hives.

The Division enforces regulations dealing with the quarantine, seizure, disinfection, destruction or other disposition of diseased or insect infested plant material or bees. Professional roguing services assist seed potato producers to improve the quality of their product.

The Division also conducts the winter potato disease testing program on a farm owned by the State of Maine in Homestead, Florida. This program assesses the disease content of samples of Maine seed potatoes to ensure that 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. As a result of changes made through the Productivity Realization Task Force legislation enacted as P.L. C. 502, the Entomologist III was transferred to the new Office of Agricultural, Natural and Rural Resources.

At the start of the fiscal year, the Division's professional staff was comprised of a state apiarist, a state horticulturist and two assistants, seven 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. The lab director resigned in January, and the position has not been filled. The two assistant state horticulturists were transferred to the direct supervision of the division director through the Productivity Realization Task Force legislation.

PROGRAM:

A major activity of the 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 16,800 acres of potatoes in 1999, roughly 4% less than 1998. Of this total, 16,539 acres were certified by 186 seed growers. The certification staff also inspected and certified approximately 965 acres of grain. Barley comprised the majority of this acreage, replacing oats as the major grain certified by the Division. Because of the severity of the late blight disease to Maine producers, the Division screened 75 seed potato lots for this disease. Two tubers (out of 30,000 screened) were found to be infected with late blight.

The State Apiarist licensed 437 beekeepers who registered 10,042 colonies in the state. Approximately 2,600 colonies were inspected for regulated diseases and mites. Additionally, approximately 60,000 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites. This represents an increase of 20% in the use of bees for crop pollination, placing an increasing demand on the Division's apiary program.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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

LICENSES:

License:

- Nursery
- Beekeepers
- Ginseng

Certificate:

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

Permit:

- Maine (intra- and interstate) movement of plant material
- Maine (interstate) Honeybees
- Imported Seed Potatoes

PUBLICATIONS:

Directory of Certified Seed Potato Producers - annual (free)
List of Licensed Producers and Handlers of Nursery and Ornamental Stock - annual (free)
The Maine Leaf - 6 issues annually (free)
Honey Bee Diseases and Pests (free)
Miscellaneous Honey Bee Information Sheets (free)

FINANCES, FISCAL YEAR 2000: The 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 PLANT INDUSTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	494,895	123,023	371,872			
HEALTH BENEFITS	128,551	29,676	98,875			
RETIREMENTS	76,771	21,056	55,715			
OTHER FRINGE BENEFITS	4,751	1,076	3,675			
OTHER CONTRACT SERVICES STATE	5,672	2,265	3,407			
COMPUTER SERVICES STATE	15,645	4,621	11,024			
OTHER CONTRACT SERVICES	106,345	23,611	82,734			
RENTS	92,616	12,185	80,431			
COMMODITIES	75,155	6,577	68,578			
INTEREST-DEBT RETIREMENT	84		84			
TRANSFER TO OTHER FUNDS	35,884		35,884			
TOTAL EXPENDITURES	1,036,369	224,090	812,279			

OFFICE OF POLICY, PLANNING, LEGISLATION AND INFORMATION SERVICES

VACANT, 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: 1995

Telephone: (207) 287-3219

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

Average Count--All Positions: 7.000

Legislative Count: 7.00

PURPOSE:

The Office of Planning, Policy, Legislation and Information Services works closely with the Commissioner and others on policy matters that affect agriculture or Department operations. The unit provides department-wide support

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

in the areas of information system management, financial planning and budgeting, accounting, review of legislative proposals for financial impact and provision of statistical agricultural information. In addition, the unit oversees the administration of the Temporary Emergency Food Assistance Program (TEFAP).

ORGANIZATION:

The Office of Planning, Policy, Legislation and Information Services was established in 1996 and is headed by a director. Other staff members include: a Departmental Information Systems Manager, an Accountant II, a Planning & Research Associate II, a Clerk Typist II, a Senior Planner and a Departmental Finance and Legislation Specialist.

2000 Public Law Chapter 731, effective in August 2000, contains a reorganization that will combine this office with the Office of the Commissioner. The reorganization results in the elimination of one high-level position and creates a more streamlined structure.

PROGRAM:

This unit serves many functions. One is the management of the Temporary Emergency Food Assistance Program (TEFAP) which acquires, stores and distributes federal surplus food to Maine's food pantries and soup kitchens. The program manager has been very successful in increasing the amount of food available for distribution by working closely with Maine producers to distribute their surplus inventories in addition to the federal commodities. The TEPAP program manager also administers the Hunters for the Hungry program which obtained over 13,000 pounds of venison for Maine's emergency feeding organizations during the 1999 hunting season.

Another function served by the unit is that of the provision of agricultural statistics on various segments and products of this diverse industry. In addition to that task, the Senior Planner works closely with the Land for Maine's Future Board and other organizations that are interested in the preservation of Maine's farmland and open spaces.

Other functions provided by this unit include the preparation and submission of biennial budgets and annual work programs; accounting (in conjunction with the ACE Service Center); long-range financial planning; fiscal impact assessment on legislative proposals; administration of the Rural Rehabilitation Scholarship Program; information management services, planning and policy development; and, general administrative support to all units of the department.

FINANCES, FISCAL YEAR 2000: The 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	215,102	181,057			34,045	
HEALTH BENEFITS	41,712	37,845			3,867	
RETIREMENTS	30,471	27,667			2,804	
OTHER FRINGE BENEFITS	2,249	1,915			334	
OTHER CONTRACT SERVICES STATE	5,772	5,762			10	
COMPUTER SERVICES STATE	-13,474	-13,474				
OTHER CONTRACT SERVICES	21,355	18,627			2,728	
RENTS	76,030	73,403			2,627	
COMMODITIES	238,374	238,243			131	
GRANTS, SUBSIDIES, PENSIONS	121,075				121,075	
EQUIPMENT	24,920	18,420			6,500	
TRANSFER TO OTHER FUNDS	318				318	
TOTAL EXPENDITURES	763,904	589,465			174,439	

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: 24.510

Legislative Count: 10.50

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, sufficient acreages of foundation seed potatoes of various varieties 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 serves as Secretary to the Board.

PROGRAM:

The quality and disease content of the Board's seed potato crop in 1999 was excellent. Due to good growing conditions in 1999, the yields at the Porter Seed Farm were very good. Approximately 8,500 hundredweight of the 1999 crop was sold to Maine producers. Additionally, contract requests for 8,800 hundredweight have been received for the 2000 crop, indicating strong support for Porter Farm seed by Maine producers.

Over 1,500 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 86 percent of the samples had a total virus disease content of less than 0.5 percent and 99 percent had a total virus disease content of less than 5.0 percent. These figures represent a reduction in the overall disease level of seed produced by Maine seed potato growers compared to 1998.

The Board undertook a long-range planning process to evaluate its role in Maine's changing potato industry in 1998. The Board is continuing to evaluate its role and funding sources, and held a customer service meeting last year to ensure it is meeting the needs of Maine's seed potato industry. Customers had a few suggestions for change in the Board's policies and procedures, but generally expressed satisfaction with the program at the Porter Farm. The Board also gained approximately \$30,000 for the fiscal year, reversing the trend of zero growth or slight losses in recent years. This indicates that the changes instituted through the long-range planning process have had a positive impact with the Board's customers.

PUBLICATIONS:

The Maine Seed Potato Board (free)

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 2000: The 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	247,356					247,356
HEALTH BENEFITS	70,756					70,756
RETIREMENTS	37,308					37,308
OTHER FRINGE BENEFITS	2,984					2,984
OTHER CONTRACT SERVICES STATE	1,345					1,345
COMPUTER SERVICES STATE	17,000					17,000
OTHER CONTRACT SERVICES	52,113					52,113
RENTS	18,844					18,844
COMMODITIES	72,760					72,760
EQUIPMENT	5,440	5,440				
INTEREST-DEBT RETIREMENT	31					31
TRANSFER TO OTHER FUNDS	-909,766	241,900				-1,151,666
TOTAL EXPENDITURES	-383,829	247,340				-631,169

POTATO MARKETING IMPROVEMENT COMMITTEE

ROBERT W. SPEAR, 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

PULL EVENTS COMMISSION

SHELLEY F. DOAK, 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) 287-3846

Reference: Policy Area: 01 ; Umbrella: 01; Unit: 303 ; Citation: T0007 M.R.S.A., Sect. 000000075

PURPOSE:

The Pull Events Commission develops rules for the certification of pull superintendents. It coordinates, develops and conducts pulling superintendent training seminars and takes action in the event of a violation of pull laws and rules.

ORGANIZATION:

The eleven member Pull Events Commission is comprised of representatives from a statewide association representing owners of draft horses, oxen and ponies, the Agricultural Fair Coordinator, the Maine Association of Agricultural Fairs, representatives from Maine humane organizations, a member of the general public, an individual representing the animal pulling industry, and the Commissioner of the Maine Department of Agriculture.

PROGRAM:

The Commission determines the qualifications for certification of pull superintendents, conducts superintendent training seminars, and conducts hearings.

LICENSES:

Pull Superintendent License

Pull Event License

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF QUALITY ASSURANCE AND REGULATION

DAVID GAGNON, DIRECTOR

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

Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-5576

Established: 1980

Telephone: (207) 287-2161

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

Average Count--All Positions: 68.550

Legislative Count: 46.00

PURPOSE:

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 that Standards used in law enforcement are accurate. The Division's mission is accomplished through effective surveillance, regulatory and inspection programs. The Division also develops programs based on HACCP and ISO Standards to facilitate local, national, and international commerce. The duties of the Sealer of Weights and Measures are carried out by this Division.

The Division responds to consumer complaints on food items, analyzes all suspicious products, and investigates the tampering of food products.

The Division also provides promotional marketing and educational programs to publicize, advertise and promote Maine's products and resources. Maine's quality products are promoted by the use of the Quality Trademark and by participation in trade shows, the Eastern States Exhibition and other commodity promotions. The Division also protects and promotes the general welfare of produce industries by enforcing fair and equitable practices in the handling, sale and purchasing of produce.

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 internal organization is comprised of a Division Director, a Quality Assurance Program Manager, an Inspection Program Manager, a Produce Inspection Supervisor, five Inspection Process Analysts, a Metrologist and full-time and seasonal staff consisting of Consumer Protection, Produce and Poultry and Shell Egg Processing 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 Inspection Program Manager serves as Deputy State Sealer 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.

The Harness Racing Commission and the Potato Marketing Committee also report to 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 must receive mandatory inspection prior to shipment.

The Consumer Food Inspection program performs a wide variety of activities, ranging from inspecting retail food stores to processing plants. The primary focus of the program 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, floods, power outages and other natural disasters.

The Weights and Measures Program 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. The Program investigates cases of fraud, and provides training, supervision, and calibration services to municipalities which have local Weights and Measures Sealers. It performs random inspections 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, Maryland. Maine's metrology lab, 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 and Providers (of trademark supplies); Potato Dealers; Dry Bean Dealers; Controlled Atmosphere Apple Storage; Dealers and Repair Persons of Weighing and Measuring Devices and Public Weighmasters; Wood Sealers; Food Establishments; Redemption Centers; Feed, Seed, Fertilizer Products, incl. Lime Products and Plant & Soil Amendment Products; Blueberry Processors and Packers

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2000: The 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	1,569,520	725,214	436,871		407,435	
HEALTH BENEFITS	389,483	178,117	114,694		96,672	
RETIREMENTS	233,561	107,059	66,325		60,177	
OTHER FRINGE BENEFITS	19,881	8,270	5,402		6,209	
OTHER CONTRACT SERVICES STATE	348,763	86,100	262,467		196	
COMPUTER SERVICES STATE	207,178	200,242	6,936			
OTHER CONTRACT SERVICES	201,348	150,165	50,374		809	
RENTS	117,574	108,545	9,029			
COMMODITIES	63,784	54,429	9,355			
EQUIPMENT	50,000	50,000				
INTEREST-DEBT RETIREMENT	33	33				
TRANSFER TO OTHER FUNDS	86,891	50,000	11,876		25,015	
TOTAL EXPENDITURES	3,288,016	1,718,174	973,329		596,513	

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

HAROLD C. PRINCE, DPTY ST SEALER

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

Mail Address: 28 STATEHOUSE STATION, AUGUSTA, ME 04333-0028

Established: 1939

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 Program maintains a level playing field, where weighing and measuring forms the basis for payment in commercial transactions within the State of Maine, by testing and evaluating weighing and measuring devices, by investigating cases of fraud, and by providing training, supervision, and calibration services to municipalities which have local Weights and Measures Sealers. The Program 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 Inspection Program Manager within the Division of Quality Assurance and Regulations. This section's professional staff consists of one Metrologist and Consumer Protection 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 Program 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

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 2000: 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

Central Office: 6 STATEHOUSE STATION, AUGUSTA, ME, 04333-0006
Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME, 04333-0006
Established: 1820
Reference: Policy Area: 00 ; *Umbrella:* 26 *Unit:* 239 ; *Citation:* T0005
Average Count--All Positions: 255.000
Units:

TDD: (207) 626-8865
FAX: (207) 287-3145
Telephone: (207) 626-8800
M.R.S.A., Sect. 000000191
Legislative Count: 255.00

DISTRICT ATTORNEYS

VICTIMS' COMPENSATION BOARD

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE

PURPOSE:

The Attorney General is the chief legal officer for the state. The Department is authorized to (a) appear in all civil actions and proceedings in which the State is a party; (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted pursuant to statute; (e) enforce proper application of funds given or appropriated to public trusts and charities within the State; (f) consult with and advise the District Attorneys; and (g) administer and enforce the State unfair trade practices and antitrust laws.

In addition, 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 civil divisions oversee aspects of the Department's civil and investigatory responsibilities. They are General Government; Natural Resources; Health & Human Services; Professional Regulatory; Investigations; Litigation; and Public Protection. The Criminal Division exercises the Department's criminal law responsibilities. The Divisions report to the Attorney General and the Chief Deputy Attorney General.

PROGRAM:

The Health and Human Services Division represents the Department of Human Services (DHS) and prosecutes child abuse cases and enforces child support laws.

The Division defends tort and civil rights actions brought against DHS and its employees. Additionally, the Division represents the Departments of Mental Health/Mental Retardation/SAS and Corrections. 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, 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, Administration and Financial Services, Commission on Governmental Ethics and Election Practices, Property Tax Review, and in certain matters, the Secretary of State. This Division has primary responsibility for unfair labor practices, elections litigation, contracts and leases, and liquor and lottery regulation. The Professional Regulatory Division represents the Department of Professional & Financial Regulation and numerous professional and occupational licensing boards. The Natural Resources Division represents all of the environmental and natural resource agencies of state government. The Division handles administrative and judicial enforcement actions. The Division represents the agencies at the administrative level, in rulemaking and throughout the court system.

DEPARTMENT OF THE ATTORNEY GENERAL

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, antitrust and civil rights and operates a Consumer Complaint Mediation Program.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF THE ATTORNEY GENERAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	11,395,277	6,987,689	2,676,997		1,730,591	
HEALTH BENEFITS	1,807,893	1,076,649	435,295		295,949	
RETIREMENTS	1,926,155	1,187,798	467,072		271,285	
OTHER FRINGE BENEFITS	176,198	108,264	39,254		28,680	
OTHER CONTRACT SERVICES STATE	160,147	76,314	14,444		69,389	
COMPUTER SERVICES STATE	328,151	118,216	28,082		181,853	
OTHER CONTRACT SERVICES	835,761	390,263	370,107		75,391	
RENTS	117,136	43,118	13,848		60,170	
COMMODITIES	622,798	351,722	99,424		171,652	
GRANTS, SUBSIDIES, PENSIONS	191,088	90			190,998	
INTEREST-DEBT RETIREMENT	2,044	220	3		1,821	
TRANSFER TO OTHER FUNDS	213,998		119,893		94,105	
TOTAL EXPENDITURES	17,776,646	10,340,343	4,264,419		3,171,884	

DEPARTMENT OF THE ATTORNEY GENERAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	10,864,646	6,525,927	2,608,128		1,730,591	
HEALTH BENEFITS	1,729,750	1,009,890	423,911		295,949	
RETIREMENTS	1,846,921	1,114,815	460,821		271,285	
OTHER FRINGE BENEFITS	165,893	100,566	36,647		28,680	
OTHER CONTRACT SERVICES STATE	89,142	5,379	14,374		69,389	
COMPUTER SERVICES STATE	220,202	17,017	21,332		181,853	
OTHER CONTRACT SERVICES	410,604	311,210	49,721		49,673	
RENTS	114,873	40,855	13,848		60,170	
COMMODITIES	557,427	294,651	91,124		171,652	
GRANTS, SUBSIDIES, PENSIONS	191,088	90			190,998	
INTEREST-DEBT RETIREMENT	2,041	220			1,821	
TRANSFER TO OTHER FUNDS	210,670		116,744		93,926	
TOTAL EXPENDITURES	16,403,257	9,420,620	3,836,650		3,145,987	

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

DEPARTMENT OF THE ATTORNEY GENERAL

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.

Dist.1 York-Michael Cantara, District Attorney;
Dist.2 Cumberland-Stephanie Anderson, District Attorney;
Dist.3 Oxford, Franklin, Androscoggin-Norman Croteau, District Attorney;
Dist.4 Kennebec, Somerset-David W. Crook, District Attorney;
Dist.5 Penobscot, Piscataquis-R. Christopher Almy, District Attorney;
Dist.6 Sagadahoc, Knox, Lincoln, Waldo-Geoffrey Rushlau, District Attorney;
Dist.7 Hancock, Washington-Michael E. Povich, District Attorney;
Dist.8 Aroostook-Neale T. Adams, District Attorney.

PROGRAM:

The District Attorney, who serves as legal advisor to the County Commissioners, appears for each county within the district for which he/she is elected, under the direction of the County Commissioners, in all civil proceedings in which the county is a party. All actions, whether civil or criminal, with the exception of homicides, in which the State is a party, shall be prosecuted under the District Attorney's direction.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE

MARGARET GREENWALD, 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: 8.000

Legislative Count: 8.00

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 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 and are responsible for determining the cause and manner of death. The Medical Examiner reports are filed centrally and are intended for legal and vital records purposes.

DEPARTMENT OF THE ATTORNEY GENERAL

FINANCES, FISCAL YEAR 2000: The 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	461,762	461,762				
HEALTH BENEFITS	66,759	66,759				
RETIREMENTS	72,983	72,983				
OTHER FRINGE BENEFITS	7,698	7,698				
OTHER CONTRACT SERVICES STATE	71,005	70,935	70			
COMPUTER SERVICES STATE	101,199	101,199				
OTHER CONTRACT SERVICES	78,528	79,053	-525			
RENTS	2,263	2,263				
COMMODITIES	57,071	57,071				
TRANSFER TO OTHER FUNDS	-46		-46			
TOTAL EXPENDITURES	919,222	919,723	-501			

VICTIMS' COMPENSATION BOARD

MARILYN DI BONAVENTURO, 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: 3.000 *Legislative Count:* 3.00

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 2000 the Board received 231 new applications and made award payments of approximately \$333,348.

PUBLICATIONS:

An informational pamphlet - free

DEPARTMENT OF THE ATTORNEY GENERAL

FINANCES, FISCAL YEAR 2000: The 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	68,869		68,869			
HEALTH BENEFITS	11,384		11,384			
RETIREMENTS	6,251		6,251			
OTHER FRINGE BENEFITS	2,607		2,607			
COMPUTER SERVICES STATE	6,750		6,750			
OTHER CONTRACT SERVICES	346,629		320,911		25,718	
COMMODITIES	8,300		8,300			
INTEREST-DEBT RETIREMENT	3		3			
TRANSFER TO OTHER FUNDS	3,374		3,195		179	
TOTAL EXPENDITURES	454,167		428,270		25,897	

DEPARTMENT OF AUDIT

DEPARTMENT OF AUDIT

GAIL M. CHASE, CIA, STATE AUDITOR

Central Office: FLAGG / DUMMER BUILDING, HALLOWELL, ME, 04333

Mail Address: 66 STATE HOUSE STATION, AUGUSTA, ME, 04333-0066 *FAX:* (207) 624-6273

Established: 1907

Telephone: (207) 624-6250

Reference: Policy Area: 00 ; *Umbrella:* 27 ; *Unit:* 244 ; *Citation:* T0005 *M.R.S.A., Sect.* 000000241

Average Count--All Positions: 39.000

Legislative Count: 39.00

Units:

DEPARTMENTAL BUREAU (AUDIT)

UNORGANIZED TERRITORY (AUDIT)

MUNICIPAL BUREAU (AUDIT)

PURPOSE:

The Department of Audit has the authority to audit all accounts and other financial records of State Government and its departments or agencies, with the exception of the Governor's Expense Account. It has the authority to audit counties, municipalities, and any organization, institution or other entity receiving or requesting an appropriation or grant from State Government. The Department conducts its audits in accordance with generally accepted governmental auditing standards and the Single Audit Act Amendments of 1996, United States Code, Section 7501-7507 (1998). The Department is also authorized to review departmental budgets and capital programs for better and efficient management of State Government, to serve as a staff agency to the Legislature and the Governor in making investigations of the State's finances, and to ensure that an annual audit is performed of the municipal cost component and the Unorganized Territory Education and Services Fund.

The State Auditor is required to prepare and publish an annual report and to notify the Governor and Legislature of any material weaknesses, reportable conditions or improper transactions or incompetence in handling funds.

The State Auditor has access to all information required to perform the above duties.

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, 11 Auditor IIs, 4 Auditor Is, the 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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF AUDIT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,290,310	859,851	430,459			
HEALTH BENEFITS	243,894	157,731	86,163			
RETIREMENTS	205,272	138,454	66,818			
OTHER FRINGE BENEFITS	16,443	9,946	6,497			
OTHER CONTRACT SERVICES STATE	18,639	9,274	9,365			
COMPUTER SERVICES STATE	714	480	234			
OTHER CONTRACT SERVICES	77,827	31,976	45,851			
RENTS	288	288				
COMMODITIES	111,069	28,177	82,892			
GRANTS, SUBSIDIES, PENSIONS	6,977		6,977			
EQUIPMENT	8,613		8,613			
TRANSFER TO OTHER FUNDS	24,718		24,718			
TOTAL EXPENDITURES	2,004,764	1,236,177	768,587			

DEPARTMENTAL BUREAU (AUDIT)

MICHAEL J. POULIN, CIA, DIRECTOR OF AUDITS
CAROL LEHTO, CPA, CIA, DIRECTOR OF AUDITS

Central Office: FLAGG / DUMMER BUILDING, HALLOWELL, ME 04333

Mail Address: 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 *FAX:* (207) 624-6273

Established: 1907

Telephone: (207) 624-6250

Reference: Policy Area: 00 ; Umbrella: 27 Unit: 244D; Citation: T0005 M.R.S.A., Sect. 000000243

Average Count--All Positions: 34.000

Legislative Count: 34.00

PURPOSE:

The purpose of the Departmental Bureau is to conduct financial and compliance audits of financial transactions and accounts kept by or for all state agencies subject to the Single Audit Act Amendments of 1996, 31 United States Code, Section 7501 to 7507 (1998). The audit is conducted in accordance with generally accepted governmental auditing standards. In addition the Department is authorized to conduct audits of all accounts and financial records of any organization, institution or other entity receiving or requesting an appropriation or grant from State Government and to issue reports on such audits at such times as the Legislature or the State Auditor may require.

The Departmental Bureau serves the Governor, Legislature and its committees by studying systems of internal control and department budgets for the purpose of identifying costs savings or additional revenues to the General Fund.

ORGANIZATION:

Authorized personnel in the Bureau total 34, including the State Auditor, Deputy State Auditor, 2 Directors, 3 Audit Analysts, 10 Auditor III's, 11 Auditor II's, 4 Auditor I's, one Business Manager, and an Administrative 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-133, "Audits of State, Local Governments, and Non-Profit Organizations." This audit addresses financial and compliance audit issues of the agencies and departments of state government.

DEPARTMENT OF AUDIT

PUBLICATIONS:

State Auditor's Annual Report

FINANCES, FISCAL YEAR 2000: The 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	1,144,698	859,851	284,847			
HEALTH BENEFITS	222,992	157,731	65,261			
RETIREMENTS	178,683	138,454	40,229			
OTHER FRINGE BENEFITS	14,620	9,946	4,674			
OTHER CONTRACT SERVICES STATE	10,539	9,274	1,265			
COMPUTER SERVICES STATE	680	480	200			
OTHER CONTRACT SERVICES	50,225	31,976	18,249			
RENTS	288	288				
COMMODITIES	103,636	28,177	75,459			
EQUIPMENT	8,613		8,613			
TRANSFER TO OTHER FUNDS	16,642		16,642			
TOTAL EXPENDITURES	1,751,616	1,236,177	515,439			

MUNICIPAL BUREAU (AUDIT)

RICHARD H. FOOTE, CPA, DEPUTY STATE AUDITOR

Central Office: FLAGG / DUMMER BUILDING, HALLOWELL, ME 04333

Mail Address: 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066

FAX: (207) 624-6273

Established: 1907

Telephone: (207) 624-6250

Reference: Policy Area: 00 ; *Umbrella:* 27 *Unit:* 244M *Citation:* T0005 *M.R.S.A., Sect.* 000000243

Average Count--All Positions: 3.000

Legislative Count: 3.00

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-minicipal corporation are dissatisfied with the postaudit made by a public accountant. Upon filing a valid petition, with the required number of signatures, the State Auditor orders a new postaudit to be made by the Department of Audit. The municipality or quasi-minicipal corporation pays for the expense of the postaudit.

ORGANIZATION:

Authorized personnel in the Bureau include three Auditor III's.

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 26 governmental organizations including counties, towns, school administrative units, and quasi-minicipal corporations during the 2000 fiscal year.

DEPARTMENT OF AUDIT

FINANCES, FISCAL YEAR 2000: The 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	95,237		95,237			
HEALTH BENEFITS	13,305		13,305			
RETIREMENTS	18,922		18,922			
OTHER FRINGE BENEFITS	927		927			
OTHER CONTRACT SERVICES	9,319		9,319			
COMMODITIES	708		708			
TRANSFER TO OTHER FUNDS	4,692		4,692			
TOTAL EXPENDITURES	143,110		143,110			

UNORGANIZED TERRITORY (AUDIT)

DOREEN SHEIVE, FISCAL ADMINISTRATOR

Central Office: FLAGG / DUMMER BUILDING, HALLOWELL, ME 04333-0066

Mail Address: 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 *FAX:* (207) 624-6273

Established: 1985

Telephone: (207) 624-6250

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

Average Count--All Positions: 2.000

Legislative Count: 2.00

PURPOSE:

The Fiscal Administrator of the Unorganized Territory 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's primary responsibilities include the review, analysis, and investigation of the budgets and expenditures of all county and state agencies requesting funds from the unorganized territory. This is to ensure the completeness and accuracy of the annual report 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 drafts and submits the annual Municipal Cost Components legislation in order for taxes to be levied; attends and participates in public hearings on county budgets and legislative hearings relative to the unorganized territory; and publishes and distributes an annual financial report to interested taxpayers, Legislators, and County Commissioners.

The Fiscal Administrator also serves as Chair of the State Commission on Deorganization.

PUBLICATIONS:

Annual Financial Report on the Unorganized Territory

DEPARTMENT OF AUDIT

FINANCES, FISCAL YEAR 2000: The 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		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	50,375		50,375			
HEALTH BENEFITS	7,597		7,597			
RETIREMENTS	7,667		7,667			
OTHER FRINGE BENEFITS	896		896			
OTHER CONTRACT SERVICES STATE	8,100		8,100			
COMPUTER SERVICES STATE	34		34			
OTHER CONTRACT SERVICES	18,283		18,283			
COMMODITIES	6,725		6,725			
GRANTS, SUBSIDIES, PENSIONS	6,977		6,977			
TRANSFER TO OTHER FUNDS	3,384		3,384			
TOTAL EXPENDITURES	110,038		110,038			

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

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 056 ; Citation: T0012 M.R.S.A., Sect. 000005011

Average Count--All Positions: 411.964

Legislative Count: 313.00

Units:

COASTAL ISLAND REGISTRY

DIVISION OF FOREST HEALTH AND MONITORING

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)

DIVISION OF FOREST PROTECTION

DIVISION OF FOREST POLICY AND MANAGEMENT

GENERAL SERVICES (CONSERVATION)

MAINE LAND USE REGULATION COMMISSION

BUREAU OF GEOLOGY AND NATURAL AREAS

BUREAU OF PARKS AND LANDS

PURPOSE:

The Department of Conservation was established to preserve, protect and enhance the land resources of the State of Maine. The purposes of the Department are: to educate the public and encourage the wise use of the scenic, mineral, and forest resources of the State; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; to provide coordinated land use planning in unorganized territories; to provide ongoing database information and mapping of natural resources; and to effectively manage public lands, state parks, and historic sites in Maine.

ORGANIZATION:

The Department of Conservation was created in 1973 by combining several independent natural resource departments. The Department consists of five major bureaus: Parks and Lands, Forest Service, Natural Resources Information and Mapping Center, Land Use Regulation Commission, and General Services. The Department is led by a Commissioner who is responsible for the overall executive management of the Department and whose staff oversee the information and education, safety, regulatory and legislative, and long range departmental planning efforts.

PROGRAM:

Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and programs.

PUBLICATIONS:

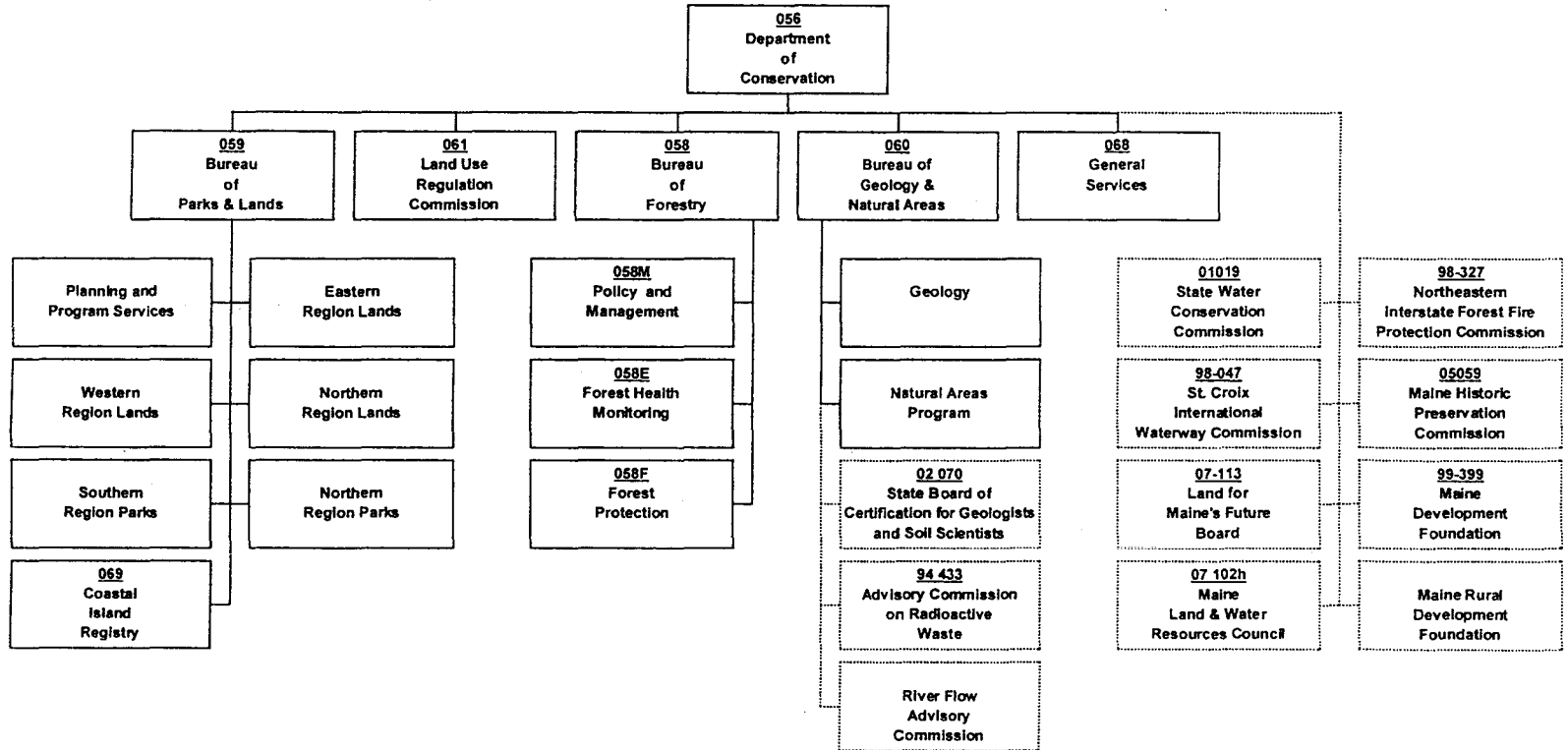
Listed separately by the Department's organizational units.

DEPARTMENT OF CONSERVATION

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF CONSERVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	13,160,966	10,712,215	2,030,371		418,380	
HEALTH BENEFITS	2,711,370	2,163,283	459,191		88,896	
RETIREMENTS	2,037,174	1,661,932	314,182		61,060	
OTHER FRINGE BENEFITS	181,873	147,064	28,623		6,186	
OTHER CONTRACT SERVICES STATE	1,431,051	435,291	587,778		405,182	2,800
COMPUTER SERVICES STATE	91,386	20,648	50,656		13,860	6,222
OTHER CONTRACT SERVICES	2,990,906	2,024,326	793,175		152,751	20,654
RENTS	1,463,028	1,146,734	270,131		46,063	100
COMMODITIES	2,096,489	1,540,339	460,432		91,189	4,529
GRANTS, SUBSIDIES, PENSIONS	9,608,521	177,232	2,768,470		6,662,819	
PURCHASE OF LAND	6,970,500	6,860,000	110,000			500
BUILDING IMPROVEMENTS	643,835	44,000	448,981			150,854
EQUIPMENT	1,476,654	411,276	807,877			257,501
INTEREST-DEBT RETIREMENT	1,204	947	255		2	
TRANSFER TO OTHER FUNDS	128,043		106,669		21,374	
TOTAL EXPENDITURES	44,993,000	27,345,287	9,236,791		7,967,762	443,160

Organization Chart
DEPARTMENT OF CONSERVATION



DEPARTMENT OF CONSERVATION

COASTAL ISLAND REGISTRY

RESOURCE ADMINISTRATOR, BUREAU OF PARKS AND LANDS

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

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

Established: 1973

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 069 ; Citation: T0033

TDD: (207) 287-2213

FAX: (207) 287-8111

Telephone: (207) 287-3061

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. It currently resides in the Bureau of Parks and Lands, 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 Parks and 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 Parks and Lands).

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

COASTAL ISLAND REGISTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	9		9			
TOTAL EXPENDITURES	9		9			

DIVISION OF FOREST HEALTH AND MONITORING

DAVID STRUBLE, STATE ENTOMOLOGIST

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

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

Established: 1921

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 058E; Citation: T0012

Average Count--All Positions: 18.550

TDD: (207) 287-2213

FAX: (207) 287-8422

Telephone: (207) 287-2791

M.R.S.A., Sect. 000008101

Legislative Count: 18.00

PURPOSE:

The Division of Insect and Disease Management within the Bureau of Forestry 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.

By action of the 118th Legislature, responsibilities were expanded to incorporate conducting an annualized 5-year cyclical inventory of Maine's forest resources. In recognition of the broadened mandate, the 119th Legislature approved changing the Division's name to Division of Forest Health & Monitoring.

DEPARTMENT OF CONSERVATION

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

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

ORGANIZATION:

The Division of Insect and Disease Management (IDM) originated in 1921 as the Division of Entomology for the purpose of protecting Maine's forest and shade trees from insects and diseases. The Director of the Maine Forest Service appoints the State Entomologist, who serves as the Director of the Division of IDM. Operating within an administrative division of the Maine Forest Service, the State Entomologist is statutorily responsible for answering all calls for information on forest insects including their identification and control. The State Entomologist is also required to assist other departments working in this field.

To protect and enhance the health and sustainability of Maine's forest resources across the extent and diversity of the resource, ranging from 16.9 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 Vector-Borne 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.

Forest Inventory and Health Monitoring - this unit primarily responsible to maintain the Maine Forest Service's statewide forest health and sustainability monitoring surveillance system: conduct and report on the annualized 5-year cyclical inventory of the condition/extent of Maine's forest resources; conduct localized and statewide surveys to detect and monitor current and potential insect, disease and other environmental stresses of the forest and shade tree

DEPARTMENT OF CONSERVATION

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 logs and pulp from outside Maine while forestalling introduction of Hemlock Woolly Adelgid.

PUBLICATIONS:

Field Book of Destructive Insects
 Planting and Care of Shade Trees
 Insect and Disease Information and Control Sheets - various
 Pest Alerts - various new or expanding pest species
 Forest and Shade Tree Insect and Disease Conditions for Maine - Annual Summary reports for 1986-1999.
 The Forest Insect Survey of Maine - Order Hymenoptera, Order Diptera, Order Coleoptera
 Forest Health Monitoring Evaluation: Brown Ash (*Praximus nigra*) in Maine, A Survey of Occurrence and Health
 The Browntail Moth, *Euproctis chrysorrhoea*, Summary of Maine Activities for 1996.
 Integrated Crop Management Schedule for Softwood Timber Plantations and Conifer Seed Orchards.

FINANCES, FISCAL YEAR 2000: The 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 HEALTH AND MONITORING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	754,587	631,955	9,068		113,564	
HEALTH BENEFITS	161,752	132,506	3,656		25,590	
RETIREMENTS	115,376	97,218	1,381		16,777	
OTHER FRINGE BENEFITS	9,102	7,484	105		1,513	
OTHER CONTRACT SERVICES STATE	156,291	7,734			148,557	
COMPUTER SERVICES STATE	114	114				
OTHER CONTRACT SERVICES	97,001	47,804			49,197	
RENTS	78,708	46,639			32,069	
COMMODITIES	34,898	24,219	366		10,313	
GRANTS, SUBSIDIES, PENSIONS	236,634		15,025		221,609	
TRANSFER TO OTHER FUNDS	4,376		145		4,231	
TOTAL EXPENDITURES	1,648,839	995,673	29,746		623,420	

DEPARTMENT OF CONSERVATION

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)

THOMAS C. DOAK, 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: 1991

Telephone: (207) 287-2791

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 058 ; Citation: T0012 M.R.S.A., Sect. 000008001

Average Count--All Positions: 11.000

Legislative Count: 11.00

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.

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.

DEPARTMENT OF CONSERVATION

FINANCES, FISCAL YEAR 2000: The 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	356,523	319,481			37,042	
HEALTH BENEFITS	79,003	70,398			8,605	
RETIREMENTS	56,647	50,903			5,744	
OTHER FRINGE BENEFITS	6,350	5,144			1,206	
OTHER CONTRACT SERVICES STATE	12,467	12,467				
COMPUTER SERVICES STATE	825	825				
OTHER CONTRACT SERVICES	67,774	67,687			87	
RENTS	18,592	18,592				
COMMODITIES	147,547	147,369			178	
GRANTS, SUBSIDIES, PENSIONS	24,980	24,980				
TRANSFER TO OTHER FUNDS	528				528	
TOTAL EXPENDITURES	771,236	717,846			53,390	

DIVISION OF FOREST PROTECTION

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: 110.712 *Legislative Count:* 101.00

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 17.7 million acres of forest land. 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 Office and the Land Agent.

In 1909 an act creating the Maine Forestry District was approved giving forest fire protection throughout the "Unorganized Towns" and some plantations. The disastrous forest fires of 1947 gave stimulus for statute changes in 1949 that made the Forest Commissioner responsible for all forest fire control over the entire State. The Department of Conservation was established in 1973 and the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry under Conservation. Fire Control was assigned to the Bureau as the Division of Forest Fire Control and the name was changed to Forest Protection in 1999. 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

DEPARTMENT OF CONSERVATION

1999 there were 786 forest fires burning 1,054 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 fire planning. 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 incident management 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 science; Physical Fitness requirements meet national standards and the Incident Command System is used as the system of operation on all incidents. A 16 week Forest Ranger Academy is conducted for new hires, in addition to an 8 week Law Enforcement Academy. The National Interagency Management System is used to manage emergency incidents. The Forest Protection Division spends many days training other agencies, and fire departments in the use of the system. The system, also known as the Incident Command System, is used to manage forest fires throughout the United States.

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 2000: The 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 PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,619,804	3,525,037			94,767	
HEALTH BENEFITS	787,158	767,148			20,010	
RETIREMENTS	596,516	584,165			12,351	
OTHER FRINGE BENEFITS	54,079	52,906			1,173	
OTHER CONTRACT SERVICES STATE	309,930	309,930				
COMPUTER SERVICES STATE	6,534	6,534				
OTHER CONTRACT SERVICES	1,393,447	1,377,292	1,368		14,787	
RENTS	712,453	712,853	-400			
COMMODITIES	693,281	688,529	168		4,584	
GRANTS, SUBSIDIES, PENSIONS	2,235,800	291	22,506		2,213,003	
BUILDING IMPROVEMENTS	119,000	44,000	75,000			
EQUIPMENT	251,905	251,905				
INTEREST-DEBT RETIREMENT	681	681				
TRANSFER TO OTHER FUNDS	1,780		11		1,769	
TOTAL EXPENDITURES	10,782,368	8,321,271	98,653		2,362,444	

DEPARTMENT OF CONSERVATION

DIVISION OF FOREST POLICY AND MANAGEMENT

DONALD J MANSIUS, 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: 20.500

Legislative Count: 20.50

PURPOSE:

The Forest Policy and Management Division promotes informed decisions about Maine's forests by forest landowners, managers, the public, and policy makers. Division staff provide 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 (FPA), 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.

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ORGANIZATION:

The FPM Division has four components: Field Foresters who work with forest landowners and other stakeholders; policy, planning and education specialists; program specialists who oversee water quality, stewardship, community forestry, utilization and marketing programs; and shared responsibility for enforcement of the FPA. The Division Director reports to the State Forester.

PROGRAM:

During FY 2000, staff provided technical and educational assistance on forest management and conservation laws to 11,344 private, non-industrial forest landowners and to numerous municipalities, civic organizations, resource consultants, educational institutions, state and federal agencies. A campaign to promote Forest Stewardship management planning following the 1998 Ice Storm resulted in the completion of 1,246 management plans on 160,633 acres. \$1,049,745 in stewardship cost-share assistance was disbursed for 1,336 acres of erosion control, 948 acres of timber stand improvement, 191,271 feet of woodlot access road construction (including installation of appropriate Best Management Practices), and 866,940 feet of recreation trails to improve woodlot access. 48 municipalities received \$2.4 million of federal cost share assistance for ice storm damage assessment or clean up.

The primary focus in FPA administration is to prevent violations from occurring through educational outreach. The number of violations identified has declined as a result. Staff spend a fair amount of time on this critical intervention work. The caseload from earlier years has declined to a handful. One case was settled, two minor violations were closed with letters of warning, and four cases remain under investigation or are in negotiation. Staff continue to improve FPA enforcement policy and procedures and deliver training for the revised FPA rules as needed. Educational programming is delivered by all staff.

Accomplishments include: workshops on Backyard Forestry for woodland owners with less than 10 acres and incorporating forests into municipal planning; outreach on forestry BMPs; and participation in numerous public education workshops and training sessions, including Envirothon, Project LEAF teacher tours, and Project Learning Tree.

The division has focused much of its energies on reaching new audiences, including owners of small woodlots and non-traditional, underserved groups. MFS has a legislative mandate to develop a single, statewide standard for forestry water quality protection. The division leads that ongoing process, which will

DEPARTMENT OF CONSERVATION

continue into FY 2001. The division participates actively in the Atlantic Salmon Conservation Plan. Activities focus on reducing forestry impacts to salmon habitat. The division's policy unit 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 collaborates with other agencies to gather, analyze, and report to the public information about trends in Maine's forests.

PUBLICATIONS:

(only most current listed; free unless noted otherwise):

Forest Regeneration and Clearcutting Standards, MFS Rules Chapter 20

The Impact of Timber Harvesting on Nonpoint Source Pollution 1/15/99

The State of the Forest and Recommendations for Forest Sustainability Standards:

Final Report to the 119th Legislature, 6/17/99

Timber Supply Outlook for Maine: 1995 - 2005, 9/98

The

Woods in Your Backyard: A Homeowners Guide

Monthly community forestry newsletter and quarterly technical bulletin

Directory of Forestry and Natural Resource Consultants

An Evaluation of the Effects of the Forest Practices Act, 1995

Forest Trees of Maine, 1995 (\$1.00)

Annual Reports: Stumpage Statistics; Silvicultural Practices; Wood Processor report

Numerous forestry fact sheets and monthly newsletters

FINANCES, FISCAL YEAR 2000: The 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	691,548	566,842			124,706	
HEALTH BENEFITS	159,223	133,335			25,888	
RETIREMENTS	107,965	88,988			18,977	
OTHER FRINGE BENEFITS	9,246	7,670			1,576	
OTHER CONTRACT SERVICES STATE	157,829	2,483	4,791		150,555	
COMPUTER SERVICES STATE	14,180	320			13,860	
OTHER CONTRACT SERVICES	141,348	73,625			67,723	
RENTS	85,106	82,205			2,901	
COMMODITIES	75,894	55,794			20,100	
GRANTS, SUBSIDIES, PENSIONS	3,992,291	1,781	18,692		3,971,818	
TRANSFER TO OTHER FUNDS	4,294		38		4,256	
TOTAL EXPENDITURES	5,438,924	1,013,043	23,521		4,402,360	

GENERAL SERVICES (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) 287-2400

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: 19,000

Legislative Count: 19,00

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.

DEPARTMENT OF CONSERVATION

ORGANIZATION:

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

Under the department's 1995 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; human relations including organization and staff development, AA/EEO compliance, labor relations, and training; information systems management including systems development and programming, systems upgrade and maintenance, and statewide connectivity with field offices and staff; 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, the department's public information effort, and fall foliage program, coordinating the department's safety program and long range departmental planning.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

GENERAL SERVICES (CONSERVATION)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	751,997	645,488	87,736		18,773	
HEALTH BENEFITS	132,864	110,527	19,212		3,125	
RETIREMENTS	114,744	96,855	14,202		3,687	
OTHER FRINGE BENEFITS	20,518	19,212	1,002		304	
OTHER CONTRACT SERVICES STATE	19,326	753	12,760		5,813	
COMPUTER SERVICES STATE	120	120				
OTHER CONTRACT SERVICES	73,423	42,236	23,026		8,161	
RENTS	9,930	6,787	3,143			
COMMODITIES	133,136	61,064	63,697		8,375	
GRANTS, SUBSIDIES, PENSIONS	114	114				
TRANSFER TO OTHER FUNDS	9,827		8,091		1,736	
TOTAL EXPENDITURES	1,265,999	983,156	232,869		49,974	

DEPARTMENT OF CONSERVATION

MAINE LAND USE REGULATION COMMISSION

JOHN WILLIAMS, DIRECTOR

TDD: (207) 287-2213

Central Office: KEY BANK BLDG, WATER ST, AUGUSTA, ME 04333-0022

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

FAX: (207) 287-7439

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: 27.000

Legislative Count: 27.00

PURPOSE:

The Maine Land Use Regulation Commission was established in 1971 to serve as the planning and zoning board for the State's unorganized areas that have no form of local government; for plantations, which have limited local government but have chosen not to administer local land use controls, and for some towns that choose not to administer such controls at the local level despite having the option to do so. The Commission is responsible for promoting public health, safety and general welfare by encouraging the appropriate well-planned use of the resources within its jurisdiction and by guiding land use activities.

The Commission's jurisdiction includes 10.4 million acres, consisting of 410 unorganized townships, 32 plantations, and 7 organized towns. Most of the area is within Aroostook, Penobscot, Somerset, Piscataquis, Washington, Hancock, Franklin, and Oxford Counties, with single plantations or townships located in Lincoln, Knox, Sagadahoc and Kennebec Counties. Often thought of as "The North Woods," the Commission's jurisdiction also includes 308 coastal islands.

The Commission's responsibilities are to prepare a comprehensive land use plan for its jurisdiction, to prepare land use standards for each zoning district, to review applications for development, and to enforce compliance with those standards.

ORGANIZATION:

The Maine Land Use Regulation Commission is governed by a 7-member independent decision-making body, with members appointed by the Governor subject to review by the Joint Standing Committee on Agriculture, Conservation and Forestry and approval by the Legislature. Four members must be residents of the Commission's jurisdiction. Commissioners serve 4- year staggered terms. The Commission has a staff of 26, including an Executive Director.

The Commission makes decisions on permit applications, enforcement actions, zoning boundaries and land use standards at regular meetings held monthly at locations in or near its jurisdiction. The Commission also holds public hearings and information meetings as needed.

PROGRAM:

In FY 2000, the Commission opened its third full service regional office in Millinocket. 1,127 permits were issued and 926 compliance investigations were conducted. The permit inventory was reduced to 148.

LICENSES:

Building Permits
Development Permits
Subdivision Permits
Road Construction Permits
Bridge Construction Permits
Zoning Petitions
Forestry Operations Permits
Utility Line Permits
Hydropower Projects Permits
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, 1997 - 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
Erosion Control on Logging Jobs - No Charge

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Erosion Control on Logging Jobs (French Version) - No Charge

*No charge for individual copies; nominal charge for multiple copies

FINANCES, FISCAL YEAR 2000: The 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	912,036	912,036				
HEALTH BENEFITS	188,583	188,583				
RETIREMENTS	146,764	146,764				
OTHER FRINGE BENEFITS	12,215	12,215				
OTHER CONTRACT SERVICES STATE	23,635	24,764	-1,129			
COMPUTER SERVICES STATE	571	571				
OTHER CONTRACT SERVICES	101,218	101,157	61			
RENTS	59,477	59,477				
COMMODITIES	123,287	121,452	1,835			
INTEREST-DEBT RETIREMENT	8	8				
TRANSFER TO OTHER FUNDS	23		23			
TOTAL EXPENDITURES	1,567,817	1,567,027	790			

BUREAU OF GEOLOGY AND NATURAL AREAS

ROBERT G MARVINNEY, DIRECTOR

TDD: (207) 287-2213

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

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

Established: 2000

Telephone: (207) 287-2801

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

Average Count--All Positions: 18.500

Legislative Count: 18.50

PURPOSE:

The Bureau of Geology and Natural Areas is the administrative home for the Maine Geological Survey and the Maine Natural Areas Program. The mission of the Bureau is to provide the People of Maine with quality information to facilitate informed decision-making for natural resource management, economic development, conservation planning, and regulation, to provide public assistance; and to promote education. The Bureau maps, inventories, assesses, and interprets Maine's geology and the ecology of the State's plants and natural communities. The Bureau supports its mission by using computerized geographic information systems and databases, and by publishing maps and reports.

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. In 1995, the Maine Geological Survey and the Maine Natural Areas Program were administratively organized under the heading Natural Resources Information and Mapping Center, with the State Geologist as Director of this unit. In 2000 this agency was renamed the Bureau of Geology and Natural Areas for clarity of purpose and better recognition of programs.

PROGRAM:

The Bureau of Geology and Natural Areas has three divisions: Applied Geology, Natural Areas, and Resource Data Services. Applied Geology has three programs: The Bedrock and Surficial Geology Program provides basic geologic mapping and interpretation of surficial materials and bedrock mapping and

DEPARTMENT OF CONSERVATION

interpretation of rock types and structures. This 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 Hydrogeology program inventories ground and surface water conditions, emphasizing ground water supply and the prevention of ground water pollution. The Marine Geology Program conducts research on the coast and provides technical services to other state agencies involved in the coastal zone. Research and mapping is conducted for shoreline stability, landslides, sea-level rise, beach nourishment sources, and dredge spoil disposal sites.

The Natural Areas Division inventories lands that support rare and endangered plants and outstanding examples of natural communities. Inventories are conducted only with the permission of the landowner. This information is used by a wide audience, including, land owners, natural resource managers, state and federal agencies, researchers, non-profit organizations, and the general public for such diverse purposes as natural resource planning, exploring economic development opportunities, preparing environmental impact statements, reviewing permit applications, and protecting sensitive natural features.

The Resource Data Services Division prepares and publishes the results of the Bureau's 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 Bureau 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 to public lands, the marine littoral bottom to three miles from shore, and all lake bottoms, but not to mineral activities on private or federal lands.

LICENSES:

Mineral Activity on State Land:

1. Exploration Permit
2. Claim Recording Certificate
3. Land Use Ruling
4. Mining Leases on State Land
5. Machinery and Explosives for Exploration

PUBLICATIONS:

The Bureau publishes technical reports concerning surficial, groundwater, bedrock, and marine geology, and natural areas. More than 500 new maps and reports were published during the 1999-2000 biennium. For more information please request the following:

Publications List - a complete listing of Bureau publications (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
Biodiversity in Maine - price \$15.00
Collector's Guide to Maine Mineral Localities - price \$10.00
The Geology of Mt. Desert Island - price \$8.00

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FINANCES, FISCAL YEAR 2000: The 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 GEOLOGY AND NATURAL AREAS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	716,926	576,287	111,111		29,528	
HEALTH BENEFITS	132,661	104,660	22,323		5,678	
RETIREMENTS	113,335	91,930	17,881		3,524	
OTHER FRINGE BENEFITS	7,737	5,236	2,087		414	
OTHER CONTRACT SERVICES STATE	143,897	47,901	52,864		43,132	
COMPUTER SERVICES STATE	3,500	3,500				
OTHER CONTRACT SERVICES	66,433	32,024	25,280		9,129	
RENTS	25,864	6,366	9,181		10,317	
COMMODITIES	99,950	67,542	10,203		22,205	
GRANTS, SUBSIDIES, PENSIONS	101,661		90,661		11,000	
INTEREST-DEBT RETIREMENT	10	10				
TRANSFER TO OTHER FUNDS	21,452		14,260		7,192	
TOTAL EXPENDITURES	1,433,426	935,456	355,851		142,119	

BUREAU OF PARKS AND LANDS

THOMAS A. MORRISON, DIRECTOR

TDD: (207) 287-2213

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

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

Established: 1935

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 059 ; Citation: T0012

Average Count--All Positions: 186.702

FAX: (207) 287-3823

Telephone: (207) 287-3821

M.R.S.A., Sect. 000005016

Legislative Count: 98.00

PURPOSE:

The Bureau of Parks and Lands, an agency of the Department of Conservation, was established in 1995 by 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 Fund and Recreational Trail Program.

The Bureau acquires land, designs and constructs facilities for public use, distributes information, develops and implements management plans, carries out appropriate land management, administers grants, and coordinates with other state and federal agencies that have related programs.

Bureau staff 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 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.

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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, Acquisition, and Special Services 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, secures grants, reviews comprehensive plans, and administers a leasing program for camp lots and towers on Bureau lands. 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 program is responsible for the management of the State's submerged lands. The Coastal Island Registry program continues the registration of islands in order to clarify their ownership status.

PROGRAM:

Parks and historic sites provided recreation and education opportunities to more than 2,234,752 visitors, contributing \$1,969,393 in user fees and other revenue to the general fund and \$344,019 to municipalities in fee sharing in calendar year 1999. Income from the sale of loon license plates allowed the completion of numerous repair projects. Projects initiated during FY 2000: Quoddy Head SP Lightkeepers House Furnace, \$7,255; Bradbury Mtn WaterSupply, \$30,000; Peaks-Kenny SP Underground Electrical Line, \$34,726; Colonial Pemaquid Historic Site, Ft. William Henry Repair - Repoint Walls \$58,665; Aroostook SP Comfort Station and Kitchen shelter, \$214,579; Eagle Island Historic Site - Repairs to Adm Peary's House, \$100,000, Ft Knox Septic System, Water System, and Grading/Paving \$60,000; Churchill Lake Canoe Access Design and Permit \$12,600. Projects with others: E Millinocket Ranger Sta & Multi-Bureau Offices \$223,200; Greenville Waterfront Stabilize \$42,600, Old Town Office Add \$189,000.

In calendar year 1999, the three Reserved Lands regional offices conducted sustained yield forest harvesting operations on 7,549 acres of the Bureau's 352,841 acres of operable timberland yielding 57,464 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 \$1,099,010 in federal grants for 57 Recreational Trail Program projects, managed \$387,087 in federal Land and Water Conservation Fund projects, and provided technical assistance to municipalities, the Maine Trails Advisory Committee and the Maine Trails Coalition. The Boating Facilities Division, through grants, provided new or improved boat access at 16 sites and new or improved access at 9 state-owned sites. The navigational aids program maintained buoys on 21 waterbodies.

The Planning, Acquisition, and Special Services Division conducted surveys of users of Bureau lands and facilities, acquired land and interest in land totalling 23,578 acres, in Scarborough, Moosehead Lake, and Nicasious Lake, participated in grant programs, and completed several Park and Reserved Land brochures. The Off-Road Vehicle Division approved 364 snowmobile grants, totaling \$1,771,659 and managed five trail systems; purchased with LMF funds the 13.5 mile Jay-Farmington rail line, the ATV Program awarded 19 club and municipal grants (\$62,615) and continued to develop abandoned railroad rights-of-way for a total of 800 miles of ATV trail. The Administrative Services Division provided clerical support, managed the Bureau's finances, and campsite reservation system. The submerged lands program reviewed 65 applications, issuing 38 leases, 19 easements and 8 dredging leases in 1999.

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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)
 Allagash Wilderness Waterway Management Plan
 Allagash Wilderness Waterway Campsite Occupancy Study
 An Inventory of State Park Natural Areas & Features
 Maine Public Facilities for Boats Program (free)
 Maine Uniform State Waterway Marking System and Rules & Regulations (free)
 Statewide Snowmobile Trail Map and ATV Trail Map (free)
 All-Terrain Vehicle Trail Marking Techniques (free)
 Brochures on Club & Municipal Grant Information (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

FINANCES, FISCAL YEAR 2000: The 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	5,357,545	3,535,089	1,822,456			
HEALTH BENEFITS	1,070,126	656,126	414,000			
RETIREMENTS	785,827	505,109	280,718			
OTHER FRINGE BENEFITS	62,626	37,197	25,429			
OTHER CONTRACT SERVICES STATE	607,676	29,259	518,492		57,125	2,800
COMPUTER SERVICES STATE	65,542	8,664	50,656			6,222
OTHER CONTRACT SERVICES	1,050,253	282,501	743,431		3,667	20,654
RENTS	472,898	213,815	258,207		776	100
COMMODITIES	788,496	374,370	384,163		25,434	4,529
GRANTS, SUBSIDIES, PENSIONS	3,017,041	150,066	2,621,586		245,389	
PURCHASE OF LAND	6,970,500	6,860,000	110,000			500
BUILDING IMPROVEMENTS	524,835		373,981			150,854
EQUIPMENT	1,224,749	159,371	807,877			257,501
INTEREST-DEBT RETIREMENT	505	248	255		2	
TRANSFER TO OTHER FUNDS	85,763		84,101		1,662	
TOTAL EXPENDITURES	22,084,382	12,811,815	8,495,352		334,055	443,160

DEPARTMENT OF CORRECTIONS
DEPARTMENT OF CORRECTIONS
MARTIN MAGNUSSON, COMMISSIONER

TDD: (207) 287-4472

Central Office: TYSON BUILDING, AMHI COMPLEX, AUGUSTA, ME, 04333-0111
Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME, 04333-0111 *FAX:* (207) 287-4370
Established: 1981 *Telephone:* (207) 287-4360
Reference: Policy Area: 03 ; Umbrella: 03 Unit: 201 ; Citation: T0034A M.R.S.A., Sect. 000001202
Average Count--All Positions: 1292.321 *Legislative Count:* 1291.00
Units:

OFFICE OF ADVOCACY (CORRECTIONS)
CHARLESTON CORRECTIONAL FACILITY
MAINE CORRECTIONAL CENTER
DOWNEAST CORRECTIONAL FACILITY
NORTHERN MAINE REGIONAL JUVENILE DETENTION
FACILITY
JUVENILE JUSTICE ADVISORY GROUP

JUVENILE COMMUNITY CORRECTIONS
STATE PAROLE BOARD
STATE PRISON
DIVISION OF PROBATION AND PAROLE
MAINE YOUTH CENTER

PURPOSE:

The Department of Corrections is responsible for the direction and general supervision, guidance and planning of adult and juvenile correctional facilities and programs within the state. The department administers the state's correctional facilities, provides for the safety of staff and committed offenders, undertakes appropriate programming for the classification, education and rehabilitation, and maintenance of committed offenders and assures 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 Southern Maine Juvenile Facility, the Northern Maine Juvenile Facility, 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 Services account was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in

DEPARTMENT OF CORRECTIONS

such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and State agencies. The program is also funded for mental health services to correctional clients including those having drug and alcohol problems.

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, an extensive inventory was conducted to assess existing information systems. The department has defined its information system in terms of functional requirements and architecture. Several prototypes are in development; resititution, medicaid and offender housing assignments. Additionally, the department is standardizing email, hardware and software acquisitions, and database management.

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

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFAIS System

DEPARTMENT OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	40,792,514	39,836,321	136,981		621,416	197,796
HEALTH BENEFITS	9,444,664	9,240,041	32,756		127,900	43,967
RETIREMENTS	7,974,333	7,804,487	26,712		102,145	40,989
OTHER FRINGE BENEFITS	561,667	549,063	2,064		8,743	1,797
OTHER CONTRACT SERVICES STATE	7,890,310	6,185,645	161,462		1,326,599	216,604
COMPUTER SERVICES STATE	58,719	57,010	1,709			
OTHER CONTRACT SERVICES	4,623,582	4,059,846	85,466		441,805	36,465
RENTS	887,414	859,132	25,435		2,847	
COMMODITIES	7,821,750	7,127,265	292,103		320,997	81,385
GRANTS, SUBSIDIES, PENSIONS	12,230,435	8,400,694			3,829,741	
BUILDING IMPROVEMENTS	48,648	563				48,085
EQUIPMENT	3,979,811	180,121	28,972		3,719,832	50,886
INTEREST-DEBT RETIREMENT	1,583	1,559	12			12
TRANSFER TO OTHER FUNDS	47,159	82	4,563		39,701	2,813
TOTAL EXPENDITURES	96,362,589	84,301,829	798,235		10,541,726	720,799

DEPARTMENT OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,758,564	1,553,803	13,287		191,474	
HEALTH BENEFITS	306,056	269,335	2,819		33,902	
RETIREMENTS	301,294	267,903	2,882		30,509	
OTHER FRINGE BENEFITS	18,725	17,213	46		1,466	
OTHER CONTRACT SERVICES STATE	1,393,685	569,711	4,762		819,212	
COMPUTER SERVICES STATE	352	352				
OTHER CONTRACT SERVICES	624,689	221,700	1,395		401,594	
RENTS	13,942	11,410			2,532	
COMMODITIES	959,585	665,732	56		286,513	7,284
GRANTS, SUBSIDIES, PENSIONS	11,875,369	8,050,080			3,825,289	
BUILDING IMPROVEMENTS	48,085					48,085
EQUIPMENT	3,776,078	5,860			3,719,332	50,886
INTEREST-DEBT RETIREMENT	50	50				
TRANSFER TO OTHER FUNDS	32,901		463		32,438	
TOTAL EXPENDITURES	21,109,375	11,633,149	25,710		9,344,261	106,255

DEPARTMENT OF CORRECTIONS

OFFICE OF ADVOCACY (CORRECTIONS)

STEPHEN P. MAXWELL, CHIEF ADVOCATE

TDD: (207) 287-4472

Central Office: TYSON BUILDING, AMHI COMPLEX, AUGUSTA, ME 04333-0111

Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 FAX: (207) 287-4370

Established: 1984

Telephone: (207) 287-2145

Reference: Policy Area: 03 ; Umbrella: 03 Unit: 473 ; Citation: T0034A.M.R.S.A., Sect. 000001203

Average Count--All Positions: 2.500

Legislative Count: 2.50

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 two additional authorized Advocate positions, one full-time and one half-time. These may be assigned, as needed, to any facility or agency within the Department, including the Maine State Prison, Maine Correctional Center, Southern Maine Juvenile Facility, Charleston Correctional Facility, Downeast Correctional Facility, Bangor Pre-Release Center, Central Maine Pre-Release Center, Northern Maine Juvenile Facility, or Community Corrections.

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.

FINANCES, FISCAL YEAR 2000: The 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	94,923	94,923				
HEALTH BENEFITS	20,686	20,686				
RETIREMENTS	18,923	18,923				
OTHER FRINGE BENEFITS	448	448				
OTHER CONTRACT SERVICES STATE	16	16				
OTHER CONTRACT SERVICES	222	222				
RENTS	48	48				
COMMODITIES	1,556	1,556				
TOTAL EXPENDITURES	136,822	136,822				

DEPARTMENT OF CORRECTIONS

CHARLESTON CORRECTIONAL FACILITY

ERIC HANSEN, SUPERINTENDENT
DAVID LOVEJOY, DIRECTOR OF SUPPORT SERVI

Central Office: 1202 DOVER RD, CHARLESTON, ME 04422

Mail Address: 1202 DOVER RD, 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: 78.000

FAX: (207) 285-0815

Telephone: (207) 285-0800

Legislative Count: 78.00

PURPOSE:

The purpose of the Charleston Correctional Facility is to confine and rehabilitate adult male and female 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 male 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 their family, pay victim restitution, as well as, fines 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. In 1996, administrative responsibility was transferred to Probation and Parole. Prisoners are transferred to the facility from minimum facilities such as Charleston Correctional Facility, the Bolduc Correctional Facility in Warren, and the Downeast Correctional Facility.

PROGRAM:

The Charleston Correctional Facility houses prisoners classified as minimum security. A comprehensive classification process reviews the prisoners' needs for rehabilitative services such as educational, vocational, psychological, and substance abuse. Educational services are provided through a learning center/library located on facility grounds. Instruction is offered in GED preparation and testing, Adult Basic Education, and basic computer skills. The staff also coordinates parenting classes, life skills, and employment skills training. Vocational programs are provided in two areas: 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 1999-2000, the Woodharvesting program produced approximately 1402 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 109,035 board feet of lumber was produced by the Industries Program and 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 31,954 prisoner and staff hours were expended on projects during the 1999-2000 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 prepared for fighting forest fires.

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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, fines and a required savings account for their release. Those unable to find employment are assigned to restitution projects. A total of 16,241 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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,362,055	2,293,975	48,949		19,131	
HEALTH BENEFITS	638,928	616,009	15,601		7,318	
RETIREMENTS	465,565	451,533	10,090		3,942	
OTHER FRINGE BENEFITS	34,888	33,897	681		310	
OTHER CONTRACT SERVICES STATE	555,861	549,761	800		5,300	
COMPUTER SERVICES STATE	3,714	2,005	1,709			
OTHER CONTRACT SERVICES	219,913	207,309	12,158		446	
RENTS	82,922	82,922				
COMMODITIES	595,213	548,663	42,565		3,985	
EQUIPMENT	15,188	8,688	6,500			
INTEREST-DEBT RETIREMENT	22	19	3			
TRANSFER TO OTHER FUNDS	1,250		958		292	
TOTAL EXPENDITURES	4,975,519	4,794,781	140,014		40,724	

MAINE CORRECTIONAL CENTER

JAMES R. CLEMONS, SUPERINTENDENT

Central Office: 17 MALLISON FALLS ROAD, SO. WINDHAM, ME 04082

Mail Address: P. O. BOX 260, SO. WINDHAM, ME 04082

Established: 1919

Reference: Policy Area: 03 ; Umbrella: 03 Unit: 205 ; Citation: T0034A M.R.S.A., Sect. 000003401

Average Count--All Positions: 237.000

FAX: (207) 893-7001

Telephone: (207) 893-7000

Legislative Count: 237.00

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 medium and maximum classified 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.

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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 five 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 one State funded and one federally funded teacher. 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. Two state funded vocational instructors offer courses in Graphic Arts and Meat Cutting. A grant was received that will fund a vocational computer refurbishing program, a goal of which will be to offer free computers to the State's school districts. Industries programs exist in garment making, upholstery, and woodworking. Restitution crews exist to assist local communities and nonprofit agencies. The Recreation Department provides a gymnasium, outdoor playing field and leisure time activities. The Furlough program approves, for specific reasons, prisoners to be allowed in the community for limited periods of time.

A prisoner moves through housing areas as determined by a multi-level classification process. The correctional officer staff and classification committee are responsible for determining the prisoner's needs and assigning the prisoner to the area within the institution where these needs can be met most effectively. Successful adjustment provides the prisoner an opportunity to advance to a housing area with more privileges and responsibility. Once it is determined that the individual prisoner has no known problem areas which could be of danger to society and can accept the responsibility of being in the community, the prisoner, during the final months of his/her sentence, may become eligible for Work Release and upon acceptance, be transferred to the Department's private provider of Work Release programming.

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FINANCES, FISCAL YEAR 2000: The 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		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	7,470,319	7,362,675	72,964		34,680	
HEALTH BENEFITS	1,701,812	1,680,813	13,875		7,124	
RETIREMENTS	1,460,417	1,441,492	13,352		5,573	
OTHER FRINGE BENEFITS	99,455	97,529	1,305		621	
OTHER CONTRACT SERVICES STATE	1,978,985	1,669,942			309,043	
COMPUTER SERVICES STATE	2,878	2,878				
OTHER CONTRACT SERVICES	677,948	616,172	61,776			
RENTS	126,882	123,566	3,316			
COMMODITIES	1,754,966	1,509,760	245,206			
BUILDING IMPROVEMENTS	563	563				
EQUIPMENT	61,720	39,248	22,472			
INTEREST-DEBT RETIREMENT	1,360	1,351	9			
TRANSFER TO OTHER FUNDS	4,024		2,165		1,859	
TOTAL EXPENDITURES	15,341,329	14,545,989	436,440		358,900	

DOWNEAST CORRECTIONAL FACILITY

C. MARK CATON, DIRECTOR

Central Office: HCR 70 BOX 428, MACHIASPORT, ME 04655

Mail Address: HCR 70 BOX 428, MACHIASPORT, ME 04655

Established: 1984

Telephone: (207) 255-1100

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

Average Count--All Positions: 71.000

Legislative Count: 71.00

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 140.

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: Upholstery, 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

DEPARTMENT OF CORRECTIONS

prisoners housed at the facility.

FINANCES, FISCAL YEAR 2000: The 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	2,136,028	2,136,028				
HEALTH BENEFITS	536,899	536,899				
RETIREMENTS	413,113	413,113				
OTHER FRINGE BENEFITS	28,507	28,507				
OTHER CONTRACT SERVICES STATE	307,208	307,208				
COMPUTER SERVICES STATE	1,549	1,549				
OTHER CONTRACT SERVICES	200,474	191,851	8,383		240	
RENTS	46,813	46,359	454			
COMMODITIES	368,474	363,821	2,681		1,972	
EQUIPMENT	9,269	9,269				
INTEREST-DEBT RETIREMENT	1	1				
TRANSFER TO OTHER FUNDS	79		66		13	
TOTAL EXPENDITURES	4,048,414	4,034,605	11,584		2,225	

NORTHERN MAINE REGIONAL JUVENILE DETENTION FACILITY

ERIC HANSEN, SUPERINTENDENT
DAVID LOVEJOY, DIRECTOR OF SUPPORT SERVI

Central Office: 1202 DOVER RD, CHARLESTON, ME 04422

Mail Address: 1182 DOVER RD, CHARLESTON, ME 04422

Established: 1991

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

Average Count--All Positions: 54.000

FAX: (207) 285-0881

Telephone: (207) 285-0880

Legislative Count: 54.00

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:

The Northern Maine Juvenile Detention Facility was established to provide short term detention of juveniles accused of committing juvenile crimes, pending court dispositions. The facility serves ten counties: Aroostook, Franklin, Hancock, Kennebec, Knox, Penobscot, Piscataquis, Somerset, Waldo and Washington.

Upon opening, the Maine Department of Corrections assumed the total responsibility for the detention and commitment of all juveniles in the State of Maine, removing juveniles from adult facilities.

The facility further provides placement for juveniles sentenced to brief periods of incarceration known as "Shock Sentences". These sentences are ordered by the court and can be no longer than a 30 day period. The facility has a rated capacity of 40 and services both male and female juveniles between the ages of 11 and 18. The current average daily population consists of 33 youth.

PROGRAM:

The facility offers educational programming, psychological and substance abuse evaluations/assessments and a behavioral management program designed to

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reinforce positive and pro social changes. The facility provides a structured environment which enables youth to learn to take responsibility for their actions, change inappropriate attitudes and provides for meaningful positive growth and change.

The education program is aimed primarily at maintaining the youth in his/her current schools grade and class at their home school. GED educational services are provided to youth who qualify, and have dropped out of school. On average, 25 youth receive GED's while at the facility annually. Special Education Services are provided through a grant from the Department of Education.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

NORTHERN MAINE REGIONAL JUVENILE DETENTION FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,433,683	1,433,683				
HEALTH BENEFITS	372,288	372,288				
RETIREMENTS	277,025	277,025				
OTHER FRINGE BENEFITS	23,000	23,000				
OTHER CONTRACT SERVICES STATE	339,961	339,961				
COMPUTER SERVICES STATE	607	607				
OTHER CONTRACT SERVICES	81,860	81,860				
RENTS	14,930	14,930				
COMMODITIES	196,386	196,386				
INTEREST-DEBT RETIREMENT	16	16				
TOTAL EXPENDITURES	2,739,756	2,739,756				

JUVENILE JUSTICE ADVISORY GROUP

PAUL VESTAL, CHAIRPERSON

TDD: (207) 287-4472

Central Office: TYSON BUILDING, AMHI COMPLEX, AUGUSTA, ME 04333-0111

Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 FAX: (207) 287-4370

Established: 1979

Telephone: (207) 287-4371

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 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 four congressionally defined standards ("Core Requirements") for the management of juvenile offenders. These core requirements relate to; 1) the handling of status offenders, 2) the separation of juvenile from adult prisoners, 3) the detention of juveniles in places other than adult jails, and 4) 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.

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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 JJAG and its committees advocate for youth through recommendations 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 federal allocation for Maine Juvenile Justice and Delinquency Prevention Program for federal fiscal year 2000 is \$709,000. Up to 10% of the award is available for planning and program administration, determined by need and available state matching funds, and \$31,900 is allocated for the activities of the JJAG. The remainder of the formula grant is allocated to a variety of programs to support improvement of the juvenile justice system. In accordance with their three-year plan, JJAG will support gender specific programs for girls in the juvenile justice system, prevention and early intervention programs designed to keep at-risk youth out of that system, development of a comprehensive strategy to address delinquency among Native American youth, and monitoring of and technical assistance for jails to maintain compliance with the Federal JJDP Act.

Federal funds from a Challenge grant will continue to support services for youth in an intensive supervision program and will encourage development of programming that will reduce school suspensions and expulsions.

The JJAG also supports community prevention efforts with the pass-through of federal funds from the Title V Local Delinquency Prevention Program. The FY200 allocation of \$153,000 will be distributed by a competitive process with eligibility restricted to general units of local government.

PUBLICATIONS:

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

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan, 2000-2002, and annual updates.

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

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

JUVENILE COMMUNITY CORRECTIONS

MARY ANN SAAR, ASSOC COMM JUVENILE SERV.

Central Office: AMHI COMPLEX, ELKINS BLDG., AUGUSTA, ME 04333

Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX:* (207) 287-4518

Established:

Telephone: (207) 287-4365

Reference: Policy Area: 03 ; *Umbrella:* 03 *Unit:* 237A; *Citation:* 005401 *M.R.S.A., Sect.* T00034A

Average Count--All Positions: 56.500

Legislative Count: 56.50

DEPARTMENT OF CORRECTIONS

PURPOSE:

Juvenile Community Corrections was established to provide effective supervision of juvenile offenders residing in the community. Using a case management model staff assess risk presented by juveniles, develop case plans, access and advocate for, appropriate resources to implement case plans, and monitor its implementation. The purpose of this approach is to divert youth from the correctional system, supervise those on probation or aftercare status, and manage the case plans of those youth detained or incarcerated to protect public safety.

Juvenile Community Corrections is also responsible for the administration of the Interstate Compact for Juveniles.

ORGANIZATION:

Four regional offices provide services to juveniles across the state. A Regional Correctional Administrator, who reports directly to the Associate Commissioner for Juvenile Services, administers each office. Juvenile Community Corrections Officers (JCCO) accept referrals from law enforcement officers and supervise juvenile offenders in the community. Resource Coordinators manage community service contracts, develop new services, manage flexible dollars, and assist JCCO's to find appropriate resources for juveniles on their caseloads. Support staff assist in the overall management of the regional offices.

PROGRAM:

Regional offices receive referrals from law enforcement officers for detention decisions or to screen for possible diversion. The JCCO's, based on specified criteria, determine whether juveniles should be detained pending a court hearing. They also decide whether a youth can be safely diverted from the correctional system. In the latter case youth are dealt with informally through a contract specifying conditions to which the youth and his/her family agree to comply in lieu of going to court. The JCCO's will also supervise youth placed on probation or on aftercare from one of the juvenile facilities. JCCO's also continue to manage cases of youth in juvenile facilities.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

JUVENILE COMMUNITY CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,893,234	1,893,234				
HEALTH BENEFITS	427,064	427,064				
RETIREMENTS	314,888	314,888				
OTHER FRINGE BENEFITS	30,088	30,088				
OTHER CONTRACT SERVICES STATE	38,266	38,266				
COMPUTER SERVICES STATE	169	169				
OTHER CONTRACT SERVICES	201,994	201,994				
RENTS	165,074	165,074				
COMMODITIES	282,783	282,783				
GRANTS, SUBSIDIES, PENSIONS	350,381	350,381				
INTEREST-DEBT RETIREMENT	17	17				
TOTAL EXPENDITURES	3,703,958	3,703,958				

DEPARTMENT OF CORRECTIONS

STATE PAROLE BOARD

MARTIN MAGNUSSON, COMMISSIONER

TDD: (207) 287-4472

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333-0111

Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 FAX: (207) 287-4370

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

FINANCES, FISCAL YEAR 2000: The 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	880	880				
OTHER CONTRACT SERVICES	784	784				
TOTAL EXPENDITURES	1,664	1,664				

DEPARTMENT OF CORRECTIONS

STATE PRISON

JEFFREY D. MERRILL, WARDEN
KAREN CARROLL, DIRECTOR OF ADM. SERV.

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: 418.000

FAX: (207) 354-3004

Telephone: (207) 354-2535

Legislative Count: 418.00

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.

Prisoners 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 prisoners 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 prisoners were transferred to the Maine Correctional Institution, located in Warren. Organizationally, MCI is a unit of the Maine State Prison. It was built to house Maine's "high risk" prisoners. Maine State Prison and the Bolduc Correctional Facility provide many of the support service functions for this unit.

PROGRAM:

The addition of the Maine Correctional Institution in Warren as Maine's first unit to specifically house high risk prisoners, is an asset valuable to Corrections and the people of Maine. The ability to separate high risk prisoners reduces the stress for staff and prisoners throughout the adult Correctional facilities, and this new facility serves as a deterrent for those prisoners that may be inclined to jeopardize security at other facilities. Assistance is provided to the County Jails to house disruptive prisoners on an emergency basis through a court order. Maine Correctional Institution houses Maine State Prison prisoners on disciplinary and administrative segregation status, since the closing of its segregation unit. Upon completion of their disciplinary time, and release from administrative segregation, these prisoners are returned to the Maine State Prison.

Expansion of the Bolduc Correctional Facility increased the need for programs. Support programs such as Alternatives to Violence, meditation, and sex offender therapy were added to treatment activities. Computer science, New Books for Readers, library services, and expanded Literacy Volunteer participation bolstered the educational choices. In addition, recreational programming began to target the older population. A work release program was established in the community. Together with the Department of Transportation the cooperative work program is successful and assists both organizations with a means to accomplish their missions. A recent plate shop expansion was completed to accommodate the chickadee plate conversion. The farm center continues to provide potatoes and in season fresh produce and community restitution has grown into a significant

DEPARTMENT OF CORRECTIONS

activity.

New construction is currently under way for the Maine State Prison in Warren, which is expected to be complete in the fall of 2001. In 1997 a new taut wire alarm system was added to the current prison wall and an inner perimeter fence was built for additional security. Three floors of the administration building were renovated which included offices, conference rooms, lobby, visiting room and control center. A security operations center was added and the old operations center now houses security staff, caseworkers, and social workers. The Legislatively approved 31 bed Mental Health Stabilizaiton Unit opened in January, 1998. Industrial and craft progarms continue to provide a valuable rehabilitative resource and assists in maintaining a safe and secure environment for staff and prisoners. Educational programs include G.E.D. preparation, literacy, college, and comuter sience courses. Religious, psychological and substance abuse services are offered on an individual and group basis.

FINANCES, FISCAL YEAR 2000: The 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	13,133,106	12,933,529	1,781			197,796
HEALTH BENEFITS	3,205,319	3,160,891	461			43,967
RETIREMENTS	2,831,933	2,790,556	388			40,989
OTHER FRINGE BENEFITS	187,029	185,200	32			1,797
OTHER CONTRACT SERVICES STATE	1,485,432	1,262,828			6,000	216,604
COMPUTER SERVICES STATE	1,717	1,717				
OTHER CONTRACT SERVICES	1,795,525	1,758,113			947	36,465
RENTS	212,516	212,516				
COMMODITIES	1,995,833	1,921,263	469			74,101
GRANTS, SUBSIDIES, PENSIONS	63	63				
EQUIPMENT	103,712	103,712				
INTEREST-DEBT RETIREMENT	55	43				12
TRANSFER TO OTHER FUNDS	2,936	82	14		27	2,813
TOTAL EXPENDITURES	24,955,176	24,330,513	3,145		6,974	614,544

DIVISION OF PROBATION AND PAROLE

NANCY BOUCHARD, ASSOC COMM ADULT SERVICES

TDD: (207) 287-4472

Central Office: TYSON BUILDING, AMHI COMPLEX, AUGUSTA, ME 04333-0111

Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 FAX: (207) 287-4370

Established: 1967

Telephone: (207) 287-4360

Reference: Policy Area: 03 ; Umbrella: 03 Unit: 237 ; Citation: T0034A M.R.S.A., Sect. 000005401

Average Count--All Positions: 88.000

Legislative Count: 88.00

PURPOSE:

The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to committed offenders 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 interstate compact cases for other states.

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 and the Division and the pre-release centers were merged. Reestablished as Adult Community

DEPARTMENT OF CORRECTIONS

Corrections, the goal is to provide effective corrections services.

Adult Community Corrections consists of Regional Correctional Administrators, Probation and Parole Officers, Intensive Supervision Officers, Sex Offender Specialists, Supervised Community Confinement Officers, and other administrative employees in classified state service.

PROGRAM:

Adult Community Corrections is multi-dimensional and includes the mission of public safety, victim and community restoration and offender accountability.

Probation and Parole has implemented correctional practices that have expanded supervision services and provide specialized services to the higher risk category of offenders. The three basic programs are standard Probation, the Sex Offender Management Program and Supervised Community Confinement. All incorporate strategies that emphasize control, monitoring, intervention, treatment, collaboration and restoration. In addition, Probation Officers are responsible for investigating and completing pardons and commutations for the Governor and the Pardon Board, Pre-Sentence Investigations for the Maine State Courts, Interstate Compact Investigations and investigations for Maine Correctional Institutions.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2000: The 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	2,938,098	2,696,523			241,575	
HEALTH BENEFITS	655,173	598,022			57,151	
RETIREMENTS	485,523	445,331			40,192	
OTHER FRINGE BENEFITS	37,006	32,635			4,371	
OTHER CONTRACT SERVICES STATE	159,442	123,561			35,881	
COMPUTER SERVICES STATE	45,852	45,852				
OTHER CONTRACT SERVICES	323,634	293,674			29,960	
RENTS	125,112	124,797			315	
COMMODITIES	618,882	609,263			9,619	
GRANTS, SUBSIDIES, PENSIONS	4,622	170			4,452	
EQUIPMENT	6,522	6,522				
TRANSFER TO OTHER FUNDS	3,284				3,284	
TOTAL EXPENDITURES	5,403,150	4,976,350			426,800	

MAINE YOUTH CENTER

LARS OLSEN, SUPERINTENDENT

Central Office: 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106

Mail Address: 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106 *FAX:* (207) 822-0042

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: 237.821

Legislative Count: 236.50

PURPOSE:

The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as they relate 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

DEPARTMENT OF CORRECTIONS

minority. The Superintendent acts as a guardian to all children committed and may place any such child on aftercare with any suitable person or persons or public or private child care agency. 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 State School for Boys 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 provide a multidisciplinary team approach in working with those juveniles committed to and held within the facility. The Maine Youth Center functions as the coeducational, rehabilitative correctional facility for juveniles within the state-wide correctional system. In this area, the Center provides care, custody, and security for its residents, hold for court evaluations/diagnostic services, education and physical education through the A.R. Gould School, volunteer services, recreation, mental health services, religious services, and medical services to its juvenile offender population.

FINANCES, FISCAL YEAR 2000: The 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	GENERAL	SPECIAL			
EXPENDITURES	ALL FUNDS	FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
SALARIES & WAGES	7,571,624	7,437,068			134,556	
HEALTH BENEFITS	1,580,439	1,558,034			22,405	
RETIREMENTS	1,405,652	1,383,723			21,929	
OTHER FRINGE BENEFITS	102,521	100,546			1,975	
OTHER CONTRACT SERVICES STATE	1,631,454	1,324,391	155,900		151,163	
COMPUTER SERVICES STATE	1,881	1,881				
OTHER CONTRACT SERVICES	496,539	486,167	1,754		8,618	
RENTS	99,175	77,510	21,665			
COMMODITIES	1,048,072	1,028,038	1,126		18,908	
EQUIPMENT	7,322	6,822			500	
INTEREST-DEBT RETIREMENT	62	62				
TRANSFER TO OTHER FUNDS	2,685		897		1,788	
TOTAL EXPENDITURES	13,947,426	13,404,242	181,342		361,842	

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY
MANAGEMENT**

MG JOSEPH E. TINKHAM, COMMISSIONER/ADJ GENERAL

Central Office: CAMP KEYES, AUGUSTA, ME,

Mail Address: 33 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: 249.500

Legislative Count: 249.00

Units:

MAINE EMERGENCY MANAGEMENT AGENCY

MILITARY BUREAU

BUREAU OF MAINE VETERANS' SERVICES

PURPOSE:

The Department of Defense, Veterans and Emergency Management was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

ORGANIZATION:

The Department of Defense, Veterans and Emergency Management 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. In 1997 the 118th Legislature redesignated the department as the Department of Defense, Veterans and Emergency Management, redesignated the Division of Veterans' Services as the Bureau of Maine Veterans Services and designated it's leader as the Bureau Director.

PROGRAM:

The programs of the Department of Defense, Veterans and Emergency Management 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.

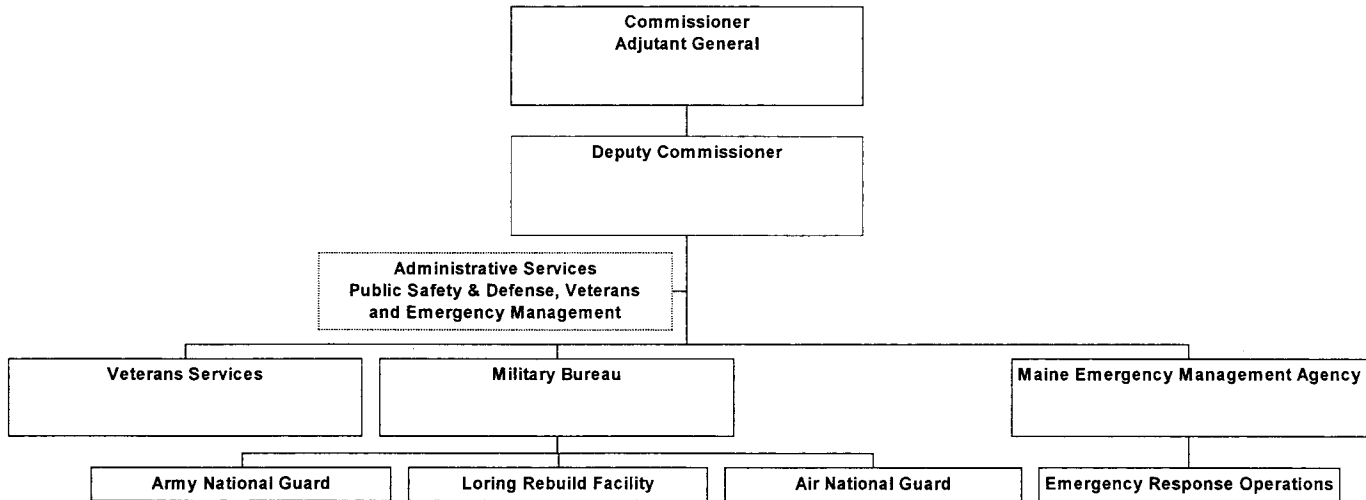
DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	6,854,025	2,006,684	136,057		4,711,284	
HEALTH BENEFITS	1,756,646	542,176	25,257		1,189,213	
RETIREMENTS	953,066	274,666	9,374		669,026	
OTHER FRINGE BENEFITS	107,894	28,618	491		78,785	
OTHER CONTRACT SERVICES STATE	1,135,522	192,762	72,206		870,554	
COMPUTER SERVICES STATE	55,590	10,832			44,758	
OTHER CONTRACT SERVICES	3,522,616	800,957	249,187		2,472,472	
RENTS	335,605	44,697	33,646		257,262	
COMMODITIES	1,338,032	511,511	45,780		780,741	
GRANTS, SUBSIDIES, PENSIONS	9,792,080	970,946	233,531		8,587,603	
PURCHASE OF LAND	678,110	300,000			378,110	
BUILDING IMPROVEMENTS	106,845		91,988		14,857	
EQUIPMENT	507,356	19,299	23,247		464,810	
INTEREST-DEBT RETIREMENT	4,598	4,229	6		363	
TRANSFER TO OTHER FUNDS	64,897		4,735		60,162	
TOTAL EXPENDITURES	27,212,882	5,707,377	925,505		20,580,000	

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,062,526				2,062,526	
HEALTH BENEFITS	585,827				585,827	
RETIREMENTS	266,847				266,847	
OTHER FRINGE BENEFITS	35,657				35,657	
OTHER CONTRACT SERVICES STATE	21,207				21,207	
OTHER CONTRACT SERVICES	1,289,140				1,289,140	
RENTS	231,824				231,824	
COMMODITIES	464,881				464,881	
EQUIPMENT	450,299				450,299	
INTEREST-DEBT RETIREMENT	310				310	
TRANSFER TO OTHER FUNDS	2,116				2,116	
TOTAL EXPENDITURES	5,410,634				5,410,634	

DEFENSE, VETERANS AND EMERGENCY MANAGEMENT



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

MAINE EMERGENCY MANAGEMENT AGENCY

ARTHUR CLEAVES, DIRECTOR, MEMA

Central Office: CAMP KEYES, AUGUSTA, ME 04333

Mail Address: 72 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1949

Telephone: (207) 626-4503

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

Average Count--All Positions: 20.000

Legislative Count: 20.00

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 Emergency Management Assistance Compact was enacted in 1998 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause. 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 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. Performance Partnerships are joint efforts between

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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.

Effective January 1, 2000, FEMA proposes to consolidate all non-disaster funding streams, except Terrorism, that support the Maine Emergency Management Agency into the Emergency Management Performance Grant (EMPG). This continues FEMA's efforts to streamline the funding process, provide the States with greater flexibility in defining long-term emergency management performance objectives, reduce prescriptive Federal requirements and more efficiently use our resources.

The Federal Emergency Management Agency (FEMA) provides the majority of the Agency's funding. The FEMA allocation of federal matching funds for fiscal year 2000 for personnel and administrative services was \$486,137. It covers the federal fiscal year of October 1, 1999 through September 30, 2000. The funds are distributed by the State based on Annual Submission Requests from 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 \$1,330,979
Weapons of Mass Destruction 245,275

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 and 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, VETERANS AND EMERGENCY MANAGEMENT

FINANCES, FISCAL YEAR 2000: The 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	617,571	212,070	54,154		351,347	
HEALTH BENEFITS	140,861	51,970	14,123		74,768	
RETIREMENTS	92,709	30,867	9,374		52,468	
OTHER FRINGE BENEFITS	9,516	3,773	491		5,252	
OTHER CONTRACT SERVICES STATE	32,229	406	14,946		16,877	
COMPUTER SERVICES STATE	4,526				4,526	
OTHER CONTRACT SERVICES	111,241	26,501	16,489		68,251	
RENTS	48,696	30,356	5,237		13,103	
COMMODITIES	113,193	18,494	12,961		81,738	
GRANTS, SUBSIDIES, PENSIONS	9,767,080	945,946	233,531		8,587,603	
EQUIPMENT	14,511				14,511	
INTEREST-DEBT RETIREMENT	15				15	
TOTAL EXPENDITURES	10,952,148	1,320,383	361,306		9,270,459	

MILITARY BUREAU

MG JOSEPH E. TINKHAM, COMMISSIONER/ADJ GENERAL

Central Office: CAMP KEYES, AUGUSTA, ME 04333

Mail Address: 33 STATE HOUSE STATION, AUGUSTA, ME 04333-0033 *FAX:* (207) 626-4509

Established: 1972

Telephone: (207) 626-4205

Reference: Policy Area: 06 ; *Umbrella:* 15 *Unit:* 213 ; *Citation:* T0037B M.R.S.A., Sect. 000000002

Average Count--All Positions: 99,000

Legislative Count: 99.00

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 our State, and the other supports our Nation. In support of our State, the Maine National Guard provides the people of Maine with a highly skilled and

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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 its 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 2,200 soldiers. These soldiers are trained in a wide range of skills, including carpentry, plumbing, electrical, maintenance, first aid, heavy equipment operations and combat arms.

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 2000: The 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	3,289,413	917,358	81,903		2,290,152	
HEALTH BENEFITS	816,767	278,998	11,134		526,635	
RETIREMENTS	478,506	129,900			348,606	
OTHER FRINGE BENEFITS	47,675	9,918			37,757	
OTHER CONTRACT SERVICES STATE	1,009,478	119,748	57,260		832,470	
COMPUTER SERVICES STATE	4,492	100			4,392	
OTHER CONTRACT SERVICES	1,972,792	653,380	230,117		1,089,295	
RENTS	42,557	1,813	28,409		12,335	
COMMODITIES	660,219	401,102	28,581		230,536	
BUILDING IMPROVEMENTS	106,845		91,988		14,857	
EQUIPMENT	23,247		23,247			
INTEREST-DEBT RETIREMENT	4,253	4,209	6			38
TRANSFER TO OTHER FUNDS	61,566		4,635		56,931	
TOTAL EXPENDITURES	8,517,810	2,516,526	557,280		5,444,004	

BUREAU OF MAINE VETERANS' SERVICES

FRANK SOARES, DIRECTOR, VETERANS' SERV

Central Office: CAMP KEYES, AUGUSTA, ME 04333

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: 30.500

Legislative Count: 30.00

PURPOSE:

The Bureau of Maine Veterans' Services provides support services to Maine veterans and their dependents. 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 Bureau's

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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:

After the Civil War, Service to veterans was provided through specific acts or laws. The earliest coordinated 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 28,950 clients during the past Fiscal Year. These offices also received 902 requests to represent them to the USDVA. The Claims Office at Togus, acting as the veterans advocate, filed 1,586 claims on the behalf of veterans or their dependents. Actions taken by Maine Veterans' Services have resulted in new awards of \$16,006,242 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 7,200 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 454,000 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. During the past year there were 510 students enrolled in the program.

MAINE VETERANS' MEMORIAL CEMETERY. During the year, 574 burials were made. 11,610 persons have been buried in the cemetery since its inception. Two hundred and sixty three reservations for burial were made. At the end of the year there were 4,896 reservations for future burials on file. There were 375 Certificates of Eligibility issued.

LICENSES:

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

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

FINANCES, FISCAL YEAR 2000: The 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 MAINE VETERANS' SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	724,657	717,398			7,259	
HEALTH BENEFITS	197,012	195,029			1,983	
RETIREMENTS	96,147	95,042			1,105	
OTHER FRINGE BENEFITS	9,647	9,528			119	
OTHER CONTRACT SERVICES STATE	72,608	72,608				
COMPUTER SERVICES STATE	44,940	9,100			35,840	
OTHER CONTRACT SERVICES	146,498	118,131	2,581		25,786	
RENTS	12,528	12,528				
COMMODITIES	95,927	88,103	4,238		3,586	
PURCHASE OF LAND	678,110	300,000			378,110	
EQUIPMENT	19,299	19,299				
INTEREST-DEBT RETIREMENT	20	20				
TRANSFER TO OTHER FUNDS	1,215		100		1,115	
TOTAL EXPENDITURES	2,098,608	1,636,786	6,919		454,903	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

STEVEN H. LEVESQUE, COMMISSIONER
ALAN BRIGHAM, DIR. POLICY, PLNG & ADMIN

Central Office: 33 STONE STREET, AUGUSTA, ME, 04330

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME, 04333-0059 *FAX:* (207) 287-2861

Established: 1987

Telephone: (207) 287-2656

Reference: Policy Area: 01 ; *Umbrella:* 19 *Unit:* 100 ; *Citation:* T0005 *M.R.S.A., Sect.* 000013053

Average Count--All Positions: 47.000

Legislative Count: 47.00

Units:

OFFICE OF BUSINESS DEVELOPMENT

OFFICE OF TOURISM AND COMMUNITY DEVELOPMENT

MAINE SMALL BUSINESS COMMISSION

PURPOSE:

The Department of Economic & Community Development is responsible for administering Maine's programs related to business growth, tourism and film development, and community development and planning. These programs fall within six functional areas contained within three divisions: the Office of Administration, the Office of Business Development and the Office of Tourism and Community Development. In most cases the department's programs require a significant amount of interaction with other organizations in the public and private sectors.

The Office of Administration is responsible for policy development, including legislative activities and participation on numerous boards, commissions and task forces; financial management, including purchasing, contracting and human resources; facilities management; the administration of tax-based development incentives; and the development and implementation of the State Economic Development Strategic Plan.

ORGANIZATION:

The department traces its roots back to the Maine Development Commission which was established in 1933. A State government reorganization in 1955 created the Department of Development of Industry and Commerce, and further reorganization in 1957 established the agency as the Department of Economic Development. In 1971 another reorganization reconstituted the department as the Department of Commerce and Industry, and shortly thereafter, in 1975, the department was abolished and many of its functions transferred to other agencies. As part of this process, the State Development Office was established within the Executive Department, and assumed responsibility for Maine's general business development functions.

On October 1, 1987, the State Development Office was abolished to be replaced by the newly established Department of Economic and Community Development, which also assumed the development-related activities of the State Planning Office and the Department of Conservation. In 1995, the department transferred its Natural Areas, Growth Management, Coastal Zone Management and Code Enforcement programs to the State Planning Office and the Department of Conservation.

In 1996, the Department was reorganized for efficiency by consolidating the Energy Conservation Division within the Office of Business Development, and combining the Office of Tourism and Office of Community Development into one office. This reorganization also shifted the department's primary accounting, personnel and information services functions to the Department of Administrative and Financial Services under a "clustering" arrangement, and established the Maine International Trade Center, which assumed the department's international commerce functions. In 1999, the Legislature established the Maine Technology Institute with the purpose of coordinating grants to businesses to commercialize new products and processes. The Directors of the Maine Technology Institute and the Maine International Trade Center are employees of the Department of Economic & Community Development.

PROGRAM:

For more program information, see portions of this report dealing with specific divisions within the Department of Economic & Community Development or visit the department's web site at www.econdevmaine.com.

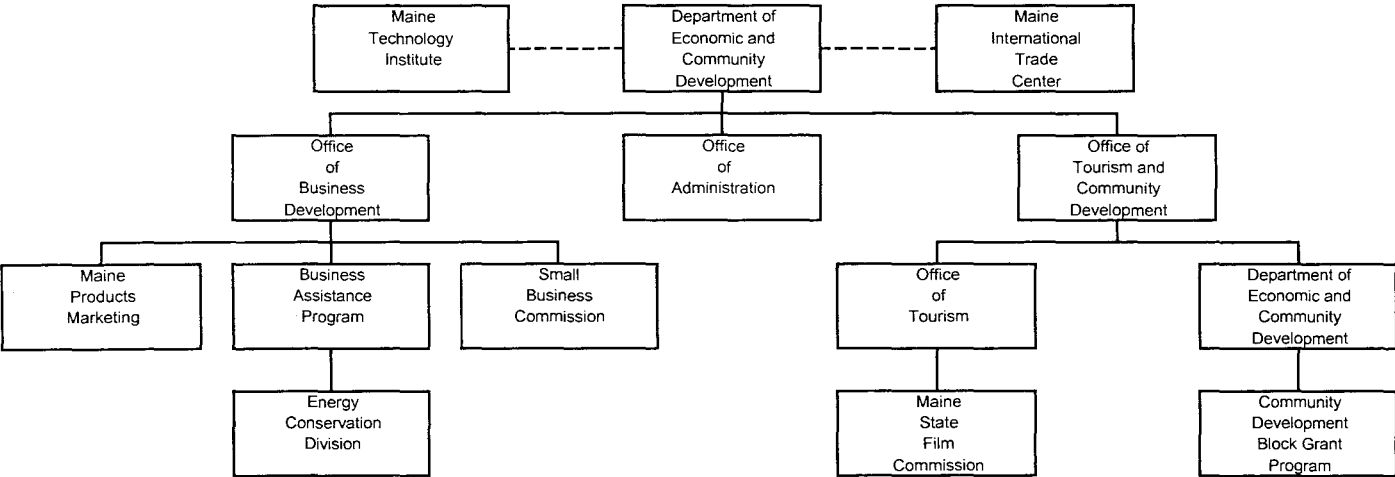
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,965,086	1,580,654			384,432	
HEALTH BENEFITS	306,538	230,467			76,071	
RETIREMENTS	203,664	143,263			60,401	
OTHER FRINGE BENEFITS	38,599	32,917			5,682	
OTHER CONTRACT SERVICES STATE	5,227,579	4,958,160	212,883		56,536	
COMPUTER SERVICES STATE	1,690	1,690				
OTHER CONTRACT SERVICES	415,607	378,368	9,904		27,335	
RENTS	274,061	250,195	17,148		6,718	
COMMODITIES	224,972	206,246	5,085		13,641	
GRANTS, SUBSIDIES, PENSIONS	44,009,599	5,937,984	643,670		37,427,945	
INTEREST-DEBT RETIREMENT	66	66				
TRANSFER TO OTHER FUNDS	3,152		1,041		2,111	
TOTAL EXPENDITURES	52,670,613	13,720,010	889,731		38,060,872	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	467,558	467,558				
HEALTH BENEFITS	52,076	52,076				
RETIREMENTS	29,689	29,689				
OTHER FRINGE BENEFITS	11,647	11,647				
OTHER CONTRACT SERVICES STATE	77,812	59,556	18,256			
COMPUTER SERVICES STATE	220	220				
OTHER CONTRACT SERVICES	82,185	80,576	1,609			
RENTS	212,751	195,985	16,766			
COMMODITIES	56,848	52,401	4,447			
GRANTS, SUBSIDIES, PENSIONS	4,321,293	4,321,293				
TOTAL EXPENDITURES	5,312,079	5,271,001	41,078			

ORGANIZATION CHART
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT



DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

OFFICE OF BUSINESS DEVELOPMENT

JOHN BUTERA, DIRECTOR

Central Office: 33 STONE STREET, AUGUSTA, ME 04330

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-5701

Established: 1987

Telephone: (207) 287-3153

Reference: Policy Area: 01 ; Umbrella: 19 Unit: 499 ; Citation: T0005 M.R.S.A., Sect. 000013061

Average Count--All Positions: 18.500

Legislative Count: 18.50

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 which responds to over 1,000 telephone inquiries per month regarding doing business in Maine. This includes a One-Stop License Center.

-The Small Business Commission funds and oversees the Small Business Development Center program.

-The Maine Products Marketing Program promotes Maine made products with a variety of marketing activities including production of the New England products trade show and a wholesale buyers' guide, and administration of an e-commerce web site.

-The Market Development Center which receives funds through the department, links Maine producers and suppliers with businesses both in and out of Maine and assists Maine firms with procurement of federal, state and local contracts for goods and services.

BUSINESS DEVELOPMENT: The Office 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. The Office provides grants for business attraction marketing to economic development organizations working at the state, regional and local levels.

ENERGY CONSERVATION: The Energy Conservation Division administers programs that provide Maine small businesses and others with educational, technical and financial assistance on energy conservation matters. The Division provides energy conservation information and education to Maine businesses through state mandated programs and programs under the Federal Energy Conservation and Policy Act. The Small Business Energy Conservation program provides energy audits, technical assistance, and low interest loans to small businesses. The program identifies energy savings improvements, recommends energy management assistance programs and identifies financial assistance services. In partnership with the University of Maine Industrial Assessment Center, the Division offers energy conservation services to small and medium size manufacturers across the state.

PUBLICATIONS:

- 1) Guide to Doing Business in Maine/Business Start-up Kit (\$4.00)
- 2) Maine Made, America's Best: Buyer's Guide to Quality Maine Made products
- 3) Take Your Business in a New Direction: Maine's Business Assistance Information

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

FINANCES, FISCAL YEAR 2000: The 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	716,086	610,251			105,835	
HEALTH BENEFITS	122,597	102,359			20,238	
RETIREMENTS	77,911	61,803			16,108	
OTHER FRINGE BENEFITS	11,093	9,242			1,851	
OTHER CONTRACT SERVICES STATE	274,464	264,620			9,844	
COMPUTER SERVICES STATE	870	870				
OTHER CONTRACT SERVICES	168,271	152,091	10		16,170	
RENTS	48,258	44,648			3,610	
COMMODITIES	102,784	92,706			10,078	
GRANTS, SUBSIDIES, PENSIONS	2,202,566	1,568,901	199,577		434,088	
TOTAL EXPENDITURES	3,724,900	2,907,491	199,587		617,822	

MAINE SMALL BUSINESS COMMISSION

JOHN BUTERA, DIRECTOR
BRIAN DANCAUSE, CONTRACT ADMINISTRATOR

Central Office: 33 STONE STREET, AUGUSTA, ME 04330

Mail Address: 59 STATE HOUSE STATION, MAINE, ME 04333-0059

Established: 1990

FAX: (207) 287-5701

Telephone: (207) 287-3153

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, which administers the Maine Small Business Development Centers program. 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 small 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. The MSBDC also generates income via registration fees for its training events.

Operating through a state-wide network of 8 centers and 18 satellite offices, MSBDC services include workshops, seminars and conferences covering topics pertinent to small business; one-to-one counseling, technical assistance, and business research resources.

The total MSBDC program budget for FY2000 was \$1,365,887, of which \$722,749 was provided by the State. During FY2000, the Maine Small Business Development Centers provided 10,606 hours of business counseling to 2,922 clients for an average of 3.6 hours per client. In addition to its business counseling services, the MSBDC program conducted 104 workshops and seminars covering a wide range of business topics, with 1,582 attendees. For more information, call the MSBDC's State Administrative Office, at (207) 780-4420.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

FINANCES, FISCAL YEAR 2000: The 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	751,693	751,693				
OTHER CONTRACT SERVICES	1,509	1,509				
COMMODITIES	69	69				
TOTAL EXPENDITURES	753,271	753,271				

OFFICE OF TOURISM AND COMMUNITY DEVELOPMENT

DANN LEWIS, DIRECTOR

Central Office: 33 STONE STREET, AUGUSTA, ME 04330

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-8070

Established: 1987

Telephone: (207) 287-5711

Reference: Policy Area: 01 ; *Umbrella:* 19 *Unit:* 498 ; *Citation:* T0005 *M.R.S.A., Sect.* 000013090C

Average Count--All Positions: 19.500

Legislative Count: 19.50

PURPOSE:

The Office of Tourism was created by law to serve as a single, official spokesperson on State 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.

The Office includes the Maine Film Office which is responsible for the promotion of Maine as a location for film and video production.

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 statewide 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, to develop public facilities and infrastructure, and to rehabilitate housing. The separate Offices of Tourism and of Community Development were combined into the Office of Tourism and Community Development by statute in 1996.

ORGANIZATION:

The Office of Tourism and Community Development 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.

The Department of Economic and Community Development 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 ten full time and one half time employee.

PROGRAM:

TOURISM: During the past year the Office engaged in promotional efforts that included print and electronic media advertising, editorial promotion, participation in trade shows and presentations before professional, consumer and

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

media groups. Local outreach programs were instituted and included seminars, conferences, and a cooperative advertising program with elements of the Maine tourism industry.

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 FY2000, 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 an 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 expanded a Technical Assistance program to enhance access to the program, train administrators, and provide workshops.

PUBLICATIONS:

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

A complete listing of publications is available.

FINANCES, FISCAL YEAR 2000: The 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	781,442	502,845			278,597	
HEALTH BENEFITS	131,865	76,032			55,833	
RETIREMENTS	96,064	51,771			44,293	
OTHER FRINGE BENEFITS	15,859	12,028			3,831	
OTHER CONTRACT SERVICES STATE	4,123,610	3,882,291	194,627		46,692	
COMPUTER SERVICES STATE	600	600				
OTHER CONTRACT SERVICES	163,642	144,192	8,285		11,165	
RENTS	13,052	9,562	382		3,108	
COMMODITIES	65,271	61,070	638		3,563	
GRANTS, SUBSIDIES, PENSIONS	37,485,740	47,790	444,093		36,993,857	
INTEREST-DEBT RETIREMENT	66	66				
TRANSFER TO OTHER FUNDS	3,152		1,041		2,111	
TOTAL EXPENDITURES	42,880,363	4,788,247	649,066		37,443,050	

DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION

J. DUKE ALBANESE, COMMISSIONER OF EDUCATION

TDD: (207) 287-2550

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

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

FAX: (207) 287-5802

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: 320.411

Legislative Count: 251.00

Units:

GOVERNOR BAXTER SCHOOL FOR THE DEAF

(OFFICE OF) STATE HISTORIAN

LEARNING SYSTEMS TEAM

LEADERSHIP TEAM

MANAGEMENT INFORMATION SYSTEMS TEAM

REGIONAL SERVICES TEAM

SUPPORT SYSTEMS TEAM

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.

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

DEPARTMENT OF EDUCATION

with the State Board of Education as established and subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

PROGRAM:

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

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	9,900,278	7,031,223	236,397		2,632,658	
HEALTH BENEFITS	1,968,748	1,415,736	38,740		514,272	
RETIREMENTS	1,538,110	1,100,477	35,214		402,419	
OTHER FRINGE BENEFITS	118,101	87,558	2,535		28,008	
OTHER CONTRACT SERVICES STATE	6,393,180	4,444,968	158,395		1,749,943	39,874
COMPUTER SERVICES STATE	257,933	7,609	25		250,299	
OTHER CONTRACT SERVICES	7,558,131	6,683,625	83,579		687,281	103,646
RENTS	228,211	93,790	9,057		124,982	382
COMMODITIES	1,465,911	946,676	31,399		329,685	158,151
GRANTS, SUBSIDIES, PENSIONS	930,000,341	824,682,637	154,842		105,116,654	46,208
EQUIPMENT	378,717	154,708			17,419	206,590
INTEREST-DEBT RETIREMENT	1,324	813			55	456
TRANSFER TO OTHER FUNDS	279,700		17,045		262,655	
TOTAL EXPENDITURES	960,088,685	846,649,820	767,228		112,116,330	555,307

GOVERNOR BAXTER SCHOOL FOR THE DEAF

ROY P. BISHOP III, SUPERINTENDENT

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

Mail Address: P.O. BOX 799, PORTLAND, ME 04104-0799

Established: 1976

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

Average Count--All Positions: 94.729

FAX: (207) 781-6296

Telephone: (207) 781-3165

Legislative Count: 62.50

PURPOSE:

The Governor Baxter School for the Deaf was originally established for the purpose of providing an educational and residential program for deaf and hard of hearing 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 individuals. The mission is to integrate these educational opportunities into a single state-wide unit in order to provide quality services for the deaf and hard of hearing infants, children, adults and families.

ORGANIZATION:

The GBSD had its origin as the Portland School for the Deaf, which was founded in 1876. It operated on Spring Street as part of the Portland School System as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the organization was placed in the Department of Mental Health and Corrections. It remained there until transferred to the Department of Education. From 1982 through 1996 Department's Office of Federal-State-Local Relations 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 residential facility for the deaf on Mackworth

DEPARTMENT OF EDUCATION

Island. In 1957, the Legislature honored the Governor by officially changing the name of the school to Governor Baxter School for the Deaf. In 1997, the Governor appointed a separate School Board to oversee the operations of GBSD.

PROGRAM:

GBSD provides a wide range of services for students, families and professionals in the state. Comprehensive programming includes four departments, including the Academic School Program (K-12), Statewide Educational and Consulting Services, Residential Life and Community Relations.

LICENSES:

High School Diplomas. (The school is provisionally approved by the Maine State Department of Education.)

PUBLICATIONS:

"Watch Tower" Yearbook (\$15.00)

FINANCES, FISCAL YEAR 2000: The 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	2,740,232	2,735,185	5,047			
HEALTH BENEFITS	588,170	588,170				
RETIREMENTS	433,131	433,131				
OTHER FRINGE BENEFITS	35,892	35,892				
OTHER CONTRACT SERVICES STATE	199,085	187,685	2,625		8,775	
OTHER CONTRACT SERVICES	262,606	256,617	5,989			
RENTS	39,652	39,204	448			
COMMODITIES	455,208	401,715	22,138		31,355	
TRANSFER TO OTHER FUNDS	558		338			220
TOTAL EXPENDITURES	4,754,534	4,677,599	36,585		40,350	

(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

PURPOSE:

The State Historian's traditional responsibilities are now shared by many organizations such as the Historic Preservation Commission, the State Museum, and active historical societies and historians all over Maine. The State Historian carries on an active correspondence with individuals within Maine and around the country. He advises people with research projects and continues to speak to various organizations on a wide range of topics relating to Maine history.

PROGRAM:

During 1999-2000 the State Historian gave several illustrated lectures on different aspects of Maine's history to various groups, clubs, historical societies, and museums, and actively corresponded with many researchers with interest in a wide variety of topics relating to Maine. The State Historian's "The Lighter Side of Maine History" continues to be in much demand. .

DEPARTMENT OF EDUCATION

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	9	9				
TOTAL EXPENDITURES	9	9				

LEARNING SYSTEMS TEAM

PAUL RANDY WALKER, TEAM LEADER

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

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 287-5894

Established: 1996

Telephone: (207) 287-5854

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

Average Count--All Positions: 73.962

Legislative Count: 73.00

PURPOSE:

The Learning Systems Team within the Department of Education coordinates, manages, and supervises the services related to instructional programs, activities, and requirements for all Maine learners and provides leadership to the field in its conduct of those functions. While its focus is on programs operated through Maine's public schools, its scope is pre-school through adult education which includes contracted educational functions to private providers. Its activities cover state, federal, private and foundation funded educational activities through the secondary level.

This team reviews and testifies on legislation regarding education and develops rules as directed by legislation. Collects and analyzes student attendance and performance data and summarizes that data for public reports and policy direction. Provides technical assistance and staff development to school personnel on instructional items and program operations. Is responsible for the development, administration, assessment, analysis and reports on the Maine Educational Assessment. Provides support services, is responsible for grant processing and approvals for special needs, vocational and adult students, and for public and private school approvals, enters into contractual and inter-agency agreements where appropriate for the delivery of services. coordinates Maine's early Intervention Services through Child Development Services System, and manages Maine's Reading Recovery Program.

This team also administers a number of Federal programs including the Adult Basic Education Grant, Carl Perkins Vocational and Applied Technology Education Grant, School to Work Opportunities Act, Even Start Family Literacy Program, Learn and Serve Grant, Neglected, Delinquent and At-Risk Programs, George Briggs Grant, Improving America's Schools Act, and Individuals With Disabilities Act, Parts B, D, and H.

ORGANIZATION:

The Learning System Team was organized into its current structure in 1996 and consists of educational support service functions that formerly cut across two educational bureaus and four divisions. The current team approach combines related instructional services under one team leader and policy director who works directly with team leaders to bring together in a cohesive fashion the services and functions related to the education and instruction of Maine's residents receiving education through the secondary level.

A number of advisory committees and task forces are integral components of this team's management, informational, and decision making structure. Some of these groups are: Committee on Transition, Maine Vocational Association, Technology Educators Association of Maine, Trade and Industry Maine Educators, Maine Adult Education Association, Maine Advisory Panel on the Education of Children with Disabilities, School Health Advisory Committee, Interdepartmental Coordinating Committee on Early Intervention, Comprehensive Systems of

DEPARTMENT OF EDUCATION

Personnel Development Advisory Committee, Advisory Committee on School Psychological Service Providers.

PROGRAM:

The program areas under the direction of the Learning System Team are Adult Education including the GED program, Federal Adult Basic Education, and Family Literacy Programs, Alternative Education and Maine's dropout office, Applied Technology Education through centers and regions, School-to-Work, Learn & Serve, Jobs for Maine's graduates, Foreign Language Assistance program, Goals 2000, Home Schooling, Maine's Learning Results and the Regional Instructional Support Team, Maine Educational Assessment, Special Services and Child Development Services, Migrant Education Program, Safe and Drug Free School, Sex Equity programs, Youth Leadership Organizations, Student Assistance Team, Health Education and Prevention Team.

LICENSES:

Residential Child Care Facilities, GED (High School Equivalency Diploma), CNA (Certified Nursing Assistant) certificates

PUBLICATIONS:

The Fact Sheet-Special Needs; Annual Data Report - Special Needs; Maine Learning Results: Annual Report - Adult Education; State Plan for Applied Technology Education

FINANCES, FISCAL YEAR 2000: The 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	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,502,960	448,336	67,914		1,986,710	
HEALTH BENEFITS	476,579	76,467	12,332		387,780	
RETIREMENTS	386,227	71,080	10,337		304,810	
OTHER FRINGE BENEFITS	29,849	7,125	876		21,848	
OTHER CONTRACT SERVICES STATE	4,882,456	3,572,072			1,310,384	
COMPUTER SERVICES STATE	250,299				250,299	
OTHER CONTRACT SERVICES	924,303	317,255			607,048	
RENTS	148,679	26,211			122,468	
COMMODITIES	280,246	60,896			219,350	
GRANTS, SUBSIDIES, PENSIONS	87,779,370	18,415,875	25,000		69,338,495	
EQUIPMENT	13,764				13,764	
INTEREST-DEBT RETIREMENT	754	716			38	
TRANSFER TO OTHER FUNDS	207,822		3,582		204,240	
TOTAL EXPENDITURES	97,883,308	22,996,033	120,041		74,767,234	

LEADERSHIP TEAM

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: 1996 Telephone: (207) 287-5114

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

Average Count--All Positions: 13.500 Legislative Count: 13.50

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, 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.

DEPARTMENT OF EDUCATION

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 with Legislature and Governor's Office, is legislative liaison to State Board of Education, Commissioner's liaison to University System's instructional television system, liaison to Secretary of State's office relative to Admin. Procedures Act, Coordinator of the Annual Regulatory Agenda and Coordination activities for external technology and telecommunications.

Bilingual Education, Refugee Assistance and National Origin Desegregation, Title IV Civil Rights Office provides workshops and technical assistance to schools, K-12, as they develop equitable programs and plan for all Maine linguistic minority and refugee children, and is a liaison with USDE for federally supported projects. The department awards subgrants to local educational agencies, monitors eligible sites that serve immigrant children, provides technical assistance to schools, and appropriate materials enabling them to serve refugee children.

FINANCES, FISCAL YEAR 2000: The 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	548,771	492,798			55,973	
HEALTH BENEFITS	97,950	88,241			9,709	
RETIREMENTS	85,210	77,061			8,149	
OTHER FRINGE BENEFITS	5,946	5,629			317	
OTHER CONTRACT SERVICES STATE	115,016	1,099	72,744		1,299	39,874
OTHER CONTRACT SERVICES	218,799	89,082	11,533		14,538	103,646
RENTS	3,867	1,066	2,216		203	382
COMMODITIES	178,293	15,397	33		4,712	158,151
GRANTS, SUBSIDIES, PENSIONS	1,304,159	1,037,498	121,792		144,869	
EQUIPMENT	206,590					206,590
INTEREST-DEBT RETIREMENT	478	22				456
TRANSFER TO OTHER FUNDS	7,106		3,389		3,717	
TOTAL EXPENDITURES	2,772,185	1,807,893	211,707		243,486	509,099

DEPARTMENT OF EDUCATION

MANAGEMENT INFORMATION SYSTEMS TEAM

JAMES E. WATKINS, JR., TEAM LEADER

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

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

Established: 1993

Telephone: (207) 287-5841

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

Average Count--All Positions: 18.000

Legislative Count: 18.00

PURPOSE:

This Team 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, Special Education, Vocational Education, Local Staff Information, etc.) and Legislative, local, and public needs.

The Team also provides technology support to all Department staff.

ORGANIZATION:

The Team functions organizationally in three sections: the General Purpose Aid Sub-Team, the Data Processing Sub-Team, and the Title VI Sub-Team.

During 1998-99, the Team had a legislative count of fifteen 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 Team's annual production goals were met with completion of all programs. In the General Purpose Aid Sub-Team, the actual distribution of the 1999-2000 school subsidies was processed and analysis and management information were prepared and distributed for the 2000-2001 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:

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

Student Demographics

Graduates on to Post Secondary Schools

Per Pupil Costs

Educational Staff Data

School Finance Act of 1985

School Finance Act of 1995

DEPARTMENT OF EDUCATION

FINANCES, FISCAL YEAR 2000: The 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	676,712	466,438			210,274	
HEALTH BENEFITS	117,437	85,191			32,246	
RETIREMENTS	105,392	73,389			32,003	
OTHER FRINGE BENEFITS	5,799	4,429			1,370	
OTHER CONTRACT SERVICES STATE	140,235	138,640			1,595	
COMPUTER SERVICES STATE	165	165				
OTHER CONTRACT SERVICES	101,132	73,720			27,412	
RENTS	8,193	7,277			916	
COMMODITIES	194,852	191,311			3,541	
GRANTS, SUBSIDIES, PENSIONS	634,976,013	624,752,006			10,224,007	
EQUIPMENT	7,135	7,135				
INTEREST-DEBT RETIREMENT	17				17	
TRANSFER TO OTHER FUNDS	12,116				12,116	
TOTAL EXPENDITURES	636,345,198	625,799,701			10,545,497	

REGIONAL SERVICES TEAM

VALERIE SEABERG, TEAM LEADER/POLICY DIRECTOR

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

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

Established: 1996

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071R; Citation:

Average Count--All Positions: 10.000

Telephone: (207) 287-5806

M.R.S.A., Sect.

Legislative Count: 10.00

PURPOSE:

The Regional Services Team is comprised of nine Regional Education Representatives and an Education Team/Policy Director. The team provides assistance to local school systems, administrators, teachers, staff and communities, in nine regions across the State, to implement and integrate standards-based reform initiatives including Learning Results, the knowledge and skills essential to prepare students for the future; comprehensive state and local assessment systems to measure student achievement of the Learning Results; and support services to assure students fair and appropriate opportunities to achieve the Learning Results.

Team members also represent education on the interagency Regional Cabinets of the Children's Cabinet, which is comprised of the five child-serving state departments. Team members play a leadership role in the regions by providing a direct link from the field to the Department and in forging and supporting a variety of regional partnerships and collaborative efforts to enhance the ability of local school systems to undertake results-based systemic educational improvement efforts.

ORGANIZATION:

The Regional Services Team was created through the restructuring of the Department approved by the 116th Legislature and represents a new approach to the delivery of services to the field. The nine team members are assigned to represent and serve one of nine regions which comprise 20-24 school administrative units: York, Cumberland, Western Maine, Kennebec Valley, Midcoast Maine, Penquis Valley, Washington, Hancock, and Aroostook. These nine regions fall within the three regions of the Regional Children's Cabinet on which team members also serve.

DEPARTMENT OF EDUCATION

The restructuring design combines previous duties and responsibilities and assigns new tasks to provide information, professional development, technical assistance and research and development in curriculum, instruction, and assessment in the content area of the Learning Results: special and student support services, and comprehensive school improvement and reform. Regional representatives work at the district level, across districts in a region, across regions and statewide for a variety of purposes. Team Members work collaboratively with external organizations, agencies and other internal teams to assure comprehensive, integrated and coordinated services to the field.

PROGRAM:

The Regional Education Representatives provide a wide array of services to the school systems in their region and state wide. They provide technical assistance and support to superintendents, administrators, teachers and other education staff to coordinate local and regional efforts to implement the Learning Results; identify and broker professional development opportunities matched to the needs of educators and school systems; work with regional groups and organizations to establish or enhance partnerships and collaboratives; collaborate with a variety of agencies, educational institutions, organizations, and partners; provide expertise in curriculum content areas and other special areas of expertise statewide; provide expertise in the design and construction of the Learning Results and the Maine Educational Assessment.

Team members also staff and serve on state level initiatives of the Commissioner, e.g., Assessment Design Team, Professional Development Design Team, Maine Center for Inquiry on Secondary Education; coordinate, support and monitor Children's Cabinet interagency initiatives at the Regional level, e.g., Local Case Resolution, Pooled Flexible Funding, Communities for Children Partnership; provide information and assistance to the Education Committee of the Legislature.

Two team members with expertise in mathematics and science work with the Maine Mathematics and Science Alliance and administer the federal Title II Eisenhower Program to provide professional development to teachers K-12 and grants to elementary schools to improve student achievement in mathematics and science. The Education Team Leader and Policy Director for the Regional Services Team oversees the work of this team and also serves in a leadership role in the areas of Personnel and Quality Assurance.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

REGIONAL SERVICES TEAM	TOTAL FOR	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	451,525	451,525				
HEALTH BENEFITS	70,119	70,119				
RETIREMENTS	71,440	71,440				
OTHER FRINGE BENEFITS	5,187	5,187				
OTHER CONTRACT SERVICES STATE	382,407	7,770			374,637	
OTHER CONTRACT SERVICES	73,816	70,201			3,615	
RENTS	10,892	10,311			581	
COMMODITIES	34,218	32,916			1,302	
GRANTS, SUBSIDIES, PENSIONS	1,645,248	300,018			1,345,230	
TRANSFER TO OTHER FUNDS	15,417				15,417	
TOTAL EXPENDITURES	2,760,269	1,019,487			1,740,782	

DEPARTMENT OF EDUCATION

SUPPORT SYSTEMS TEAM

JUDITH MALCOLM, TEAM LEADER/POLICY DIR.

TDD: (0) -

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

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

FAX: (000) 000-0000

Established: 1996

Telephone: (207) 287-8591

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

Average Count--All Positions: 36.000

Legislative Count: 36.00

PURPOSE:

This Team is comprised of five Sub-Teams: Certification Sub-Team licenses educational personnel to be employed in Maine's schools. Finance Sub-Team provides centralized control over all fiscal operations of the Department. Higher Education Sub-Team provides the leadership and service necessary to respond to the broad postsecondary academic, technical, and training needs of Maine citizens. School Construction & Transportation Sub-Team approves all major school construction projects, school renovations, and leased school facilities in cooperation with the Commissioner of Education and the State Board of Education and approves the commitment of State funds for bus purchases and bus note subsidies. School Nutrition Sub-Team provides nutrition, education training, and technical and financial assistance to public and private schools, charitable and residential child care institutions and summer camps.

ORGANIZATION:

The Certification Sub-Team consists of six positions to evaluate, write, and issue certificates and educational technician authorizations, and educational personnel approvals, and to monitor and assist school systems. The Finance Sub-Team consists of three sections: the Budget section with one position, the Accounting and Reporting section with nine positions, and the Audit section with two positions. The Higher Education Sub-Team consists of one position to provide direct services to postsecondary educational institutions and the general public. The School Construction & Transportation Sub-Team consists of four positions to administer rules and regulations for elementary and secondary school construction facilities, renovations, and maintenance and provide oversight of all school bus purchases and related pupil transportation regulations.

The School Nutrition Sub-Team consists of eight positions to administer the National School Lunch and Breakfast Programs, the Summer Food Service Program, the School Milk Program, the After School Snack Program, and the Food Distribution Program.

PROGRAM:

The Certification Sub-Team is responsible for issuance of certificates and authorizations by evaluating transcripts, analyzing files for approved program and interstate reciprocity status or transcript analysis, writing certificate and evaluation letters, distributing renewal applications and supplemental materials, analyzing administrator portfolio material, screening all applicants for criminal or immoral conduct, holding informal and formal hearings for possible adjudicatory hearing, approving exceptionality courses, working with colleges and universities for course and program approval, and working with other states for interstate compact agreements. The Finance Sub-Team accomplishes its purpose with a system designed to support the goals and objectives of the various programs of the Department by applying sound fiscal management principles.

The Higher Education Sub-Team provides direct services to and collaboration with Maine's 32 degree-granting institutions, 48 proprietary schools, educational constituent groups and related local, state, and national agencies to: advance higher education and lifelong learning experiences, advocate for increased quality and diverse student entry into postsecondary education. School Construction & Transportation Sub-Team - During the 2000 fiscal year, there were 8 construction projects approved at a total cost of \$70,936,814. There were 97 bus purchase approvals issued and the expenditure of \$5 million school bus purchases and bus note payments. Five regional school bus safety conferences were conducted throughout the State. The annual pupil transportation conference was held in July with over 300 drivers and supervisors

DEPARTMENT OF EDUCATION

participating.

The School Nutrition Sub-Team reimbursed \$21,187,204 in Federal and State funds to schools and other food service sponsors for serving nutritious meals to school children. Meals subsidized in whole or in part during the year included 17,144,569 school lunches; 4,094,240 school breakfast, and 911,277 half pints of milk. The Summer Food Service Program made available \$736,217 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 407,903. Through a private storage and transportation contract, USDA commodity foods valued at \$2,844,529 were allocated and distributed.

FINANCES, FISCAL YEAR 2000: The 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	1,157,543	740,437	163,436		253,670	
HEALTH BENEFITS	233,266	150,860	26,408		55,998	
RETIREMENTS	181,509	118,053	24,877		38,579	
OTHER FRINGE BENEFITS	13,639	9,410	1,659		2,570	
OTHER CONTRACT SERVICES STATE	226,667	130,072	83,026		13,569	
COMPUTER SERVICES STATE	240	215	25			
OTHER CONTRACT SERVICES	383,136	292,825	66,057		24,254	
RENTS	9,863	2,656	6,393		814	
COMMODITIES	150,683	88,651	9,228		52,804	
GRANTS, SUBSIDIES, PENSIONS	48,894,834	24,776,523	8,050		24,064,053	46,208
EQUIPMENT	3,655				3,655	
INTEREST-DEBT RETIREMENT	23	23				
TRANSFER TO OTHER FUNDS	27,199		9,736		17,463	
TOTAL EXPENDITURES	51,282,257	26,309,725	398,895		24,527,429	46,208

EDUCATION UNORGANIZED TERRITORY

RICHARD MOREAU, DIR OF STATE SCHOOLS-EUT

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

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

Established: 1993

Telephone: (207) 287-5909

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

Average Count--All Positions: 74.220

Legislative Count: 38.00

PURPOSE:

The mission of Education in the Unorganized Territories 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:

Education in the Unorganized Territories 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:

Education in the Unorganized Territories 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

DEPARTMENT OF EDUCATION

these schools 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. 30 contracted conveyances. 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 2000: The 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	1,822,535	1,696,504			126,031	
HEALTH BENEFITS	385,227	356,688			28,539	
RETIREMENTS	275,201	256,323			18,878	
OTHER FRINGE BENEFITS	21,789	19,886			1,903	
OTHER CONTRACT SERVICES STATE	447,314	407,630			39,684	
COMPUTER SERVICES STATE	7,229	7,229				
OTHER CONTRACT SERVICES	5,594,330	5,583,916			10,414	
RENTS	7,065	7,065				
COMMODITIES	172,411	155,790			16,621	
GRANTS, SUBSIDIES, PENSIONS	3,294	3,294				
EQUIPMENT	147,573	147,573				
INTEREST-DEBT RETIREMENT	52	52				
TRANSFER TO OTHER FUNDS	9,482				9,482	
TOTAL EXPENDITURES	8,893,502	8,641,950			251,552	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEPARTMENT OF ENVIRONMENTAL PROTECTION

MARTHA G. KIRKPATRICK, COMMISSIONER
BROOKE E. BARNES, DEPUTY COMMISSIONER

Central Office: AMHI RAY BLDG, AUGUSTA, ME, 04330

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

Established: 1972

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

Average Count--All Positions: 452.365

Units:

ACE SERVICE CENTER

BUREAU OF AIR QUALITY

OFFICE OF THE COMMISSIONER

BOARD OF ENVIRONMENTAL PROTECTION

BUREAU OF LAND AND WATER QUALITY

FAX: (207) 287-2814

Telephone: (207) 287-2812

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

Legislative Count: 446.50

OFFICE OF POLLUTION PREVENTION

BUREAU OF REMEDIATION AND WASTE MANAGEMENT

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 with a broad mandate of responsibilities extending well beyond recreational waters.

The Department is organized by program responsibility. Three bureaus administer programs and laws according to environmental media: Land and Water; Air; and Remediation and Waste Management. Support services in the areas of Budget and Finance, Human Resources, Computer Services, and Training are provided to the Department by the Office of Management Services.

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, technical assistance and policy development and implementation, 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. 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 mitigation 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, reviewing activities which affect critical resources of state significance, assessing the quality of Maine's waterways, licensing waste water discharge 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 100 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.

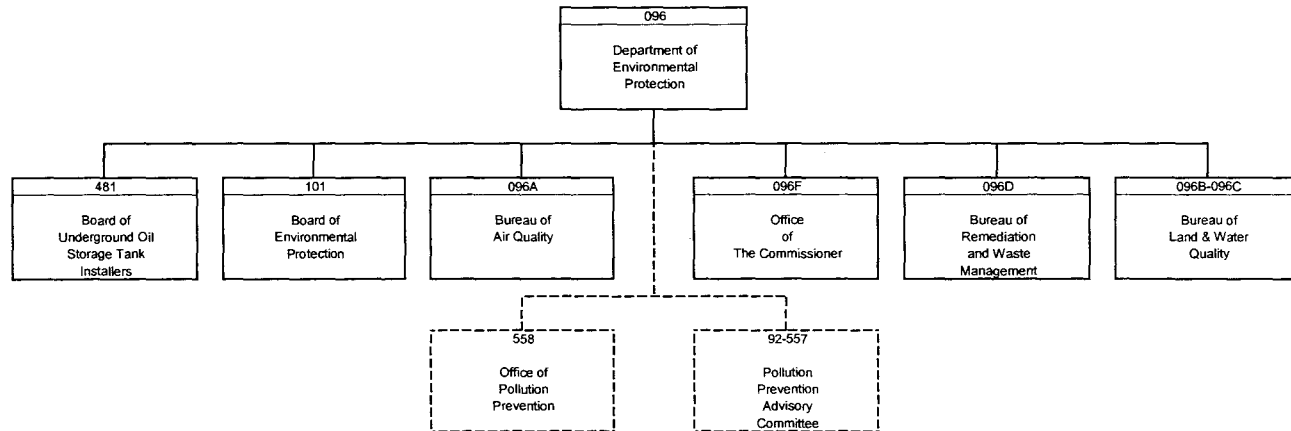
FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	15,754,277	3,193,860	8,639,067		3,921,350	
HEALTH BENEFITS	3,184,628	631,635	1,786,836		766,157	
RETIREMENTS	2,465,780	507,872	1,352,569		605,339	
OTHER FRINGE BENEFITS	206,615	35,468	116,642		54,505	
OTHER CONTRACT SERVICES STATE	12,271,820	613,548	8,492,676	2,000	1,393,528	1,770,068
COMPUTER SERVICES STATE	1,265,651	52,013	605,405		425,089	183,144
OTHER CONTRACT SERVICES	2,836,940	194,976	2,249,385	20,270	354,994	17,315
RENTS	1,315,915	137,020	1,065,147		95,395	18,353
COMMODITIES	2,103,179	258,065	1,521,600	24,130	234,286	65,098
GRANTS, SUBSIDIES, PENSIONS	9,763,036	188,032	151,971		436,561	8,986,472
EQUIPMENT	513,048		324,596		188,452	
INTEREST-DEBT RETIREMENT	1,143	2	1,063		78	
TRANSFER TO OTHER FUNDS	660,953		509,267	944	150,742	
TOTAL EXPENDITURES	52,342,985	5,812,491	26,816,224	47,344	8,626,476	11,040,450

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	4,432,175		2,247,357		2,184,818	
HEALTH BENEFITS	881,129		461,814		419,315	
RETIREMENTS	673,899		336,379		337,520	
OTHER FRINGE BENEFITS	62,485		32,207		30,278	
OTHER CONTRACT SERVICES STATE	1,044,733		200,701		844,032	
COMPUTER SERVICES STATE	334,859		39,819		295,040	
OTHER CONTRACT SERVICES	335,440		137,456		197,984	
RENTS	149,154		76,392		72,762	
COMMODITIES	256,957		105,338		151,619	
GRANTS, SUBSIDIES, PENSIONS	231,178				231,178	
EQUIPMENT	113,456				113,456	
INTEREST-DEBT RETIREMENT	50		12		38	
TRANSFER TO OTHER FUNDS	166,304		74,035		92,269	
TOTAL EXPENDITURES	8,681,819		3,711,510		4,970,309	

ORGANIZATION CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06



DEPARTMENT OF ENVIRONMENTAL PROTECTION

ACE SERVICE CENTER

J. HARPER, DIR ADMIN SVCS
GARY PALMER, FINANCIAL MANAGER

Central Office: AMHI MARQUARDT BLDG, AUGUSTA, ME 04330

Mail Address: 155 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1995

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

Average Count--All Positions: 24.000

FAX: (207) 287-8341

Telephone: (207) 287-8752

Legislative Count: 24.00

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 2000: The 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	777,276		777,276			
HEALTH BENEFITS	173,471		173,471			
RETIREMENTS	135,548		135,548			
OTHER FRINGE BENEFITS	8,189		8,189			
OTHER CONTRACT SERVICES STATE	38,564		38,564			
OTHER CONTRACT SERVICES	24,620		24,620			
RENTS	139		139			
COMMODITIES	65,360		65,360			
INTEREST-DEBT RETIREMENT	1		1			
TRANSFER TO OTHER FUNDS	10,087		10,087			
TOTAL EXPENDITURES	1,233,255		1,233,255			

DEPARTMENT OF ENVIRONMENTAL PROTECTION

BUREAU OF AIR QUALITY

JAMES P. BROOKS, DIRECTOR
BRYCE J. SPROUL, ENV ENG SVCS MANAGER

Central Office: UPHAM BLDG, AUGUSTA, ME 04330

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

Established: 1972

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

Average Count--All Positions: 16.000

FAX: (207) 287-7641

Telephone: (207) 287-2437

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

Legislative Count: 16.00

PURPOSE:

The Bureau of Air Quality exists to implement state air pollution laws and the federal Clean Air Act, as amended.

ORGANIZATION:

The Bureau of Air Quality is comprised of the Administration Section (which houses the Director, Policy and Procedures Staff, Enforcement staff, and the Clerical Unit), and three Divisions.

The Field Services Division is divided into two sections: the Ambient Monitoring section operates the statewide ambient monitoring network, and the Compliance Section inspects licensed facilities throughout the state.

The Technical Services Division is responsible for regulatory and program development. The Division consists of a Planning section, a Mobile Source section, an Emission Inventory section and an Air Toxics section.

The Licensing Division consists of a Licensing section and a Meteorological section. The Division evaluates air emission license applications, provides technical assistance, and participates in the development of certain rules administered by the Bureau.

PROGRAM:

During 1999, the Field Services Division conducted 311 compliance inspections at industrial facilities, responded to 172 citizen complaints, observed stack tests and/or audits of continuous emission monitors. The Division also continued to operate the statewide ambient monitoring network.

During this period, the Enforcement staff issued 11 Notices of Violation, resolved 11 Consent Agreements and continued to administer the Bureau's emission testing and monitoring program, observing or coordinating the observation of 104 emission tests and relative accuracy audits of emission monitors with the compliance staff of the Field Services Division.

The Licensing Division issued new, renewal, and amended air emission licenses within the context of Maine's State Implementation Plan, and continues to implement the Clean Air Act's Title V program. During the 1999 Ozone Season, the meteorological section provided ozone related air quality advisories and forecasts. In addition, the Division provided technical assistance to the regulated community and participated in the drafting and/or revision of certain regulations.

In 1999 the Division of Technical Services continued to implement the heavy duty diesel testing program, and developed a mechanic's training program for automobile emissions and maintenance in Cumberland County. Rulemaking initiatives undertaken in 1999 include the adoption of low volatility gasoline as a substitute for reformulated gasoline and a proposal for additional NOx controls on power plants and industrial boilers. The Division continues to address issues relating to hazardous air pollutants, particularly with respect to the atmospheric deposition of persistent bioaccumulative toxics such as mercury and dioxin. In addition, national and regional models, monitoring, and the Bureau's air toxics inventory are being used to evaluate inhalation risks in Maine due to emissions of hazardous air pollutants.

PUBLICATIONS:

Bureau of Air Quality Annual Report
What You Can Do To Reduce Air Pollution
Tuning Down Auto Air Pollution
Reformulated Gasoline Information Packet
Backyard Burning - 1987 Changes to the Law
Wood Stove Emissions Issue Profile
Wood Stove Features and Operation Guidelines for Cleaner Air

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Ozone Level Advisories Issue Profile
 Cleaning the Air - the Ozone Transport Committee
 OFC Compliance Informational Resource Guide
 State II Gasoline Vapor Recovery

FINANCES, FISCAL YEAR 2000: The 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	741,318	580,006			161,312	
HEALTH BENEFITS	145,903	114,313			31,590	
RETIREMENTS	121,358	96,869			24,489	
OTHER FRINGE BENEFITS	6,870	5,594			1,276	
OTHER CONTRACT SERVICES STATE	62,275	465		2,000	59,810	
COMPUTER SERVICES STATE	63,162	41,863			21,299	
OTHER CONTRACT SERVICES	45,964	16,329		20,270	9,365	
RENTS	23,968	23,968				
COMMODITIES	104,789	61,917		24,130	18,742	
GRANTS, SUBSIDIES, PENSIONS	300				300	
EQUIPMENT	64,790				64,790	
INTEREST-DEBT RETIREMENT	1	1				
TRANSFER TO OTHER FUNDS	5,889			944	4,945	
TOTAL EXPENDITURES	1,386,587	941,325		47,344	397,918	

OFFICE OF THE COMMISSIONER

MARTHA G. KIRKPATRICK, COMMISSIONER
BROOKE E. BARNES, DEPUTY COMMISSIONER

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME 04333

Established:

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

Average Count--All Positions: 39.500

FAX: (207) 287-2814

Telephone: (207) 287-2812

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

Legislative Count: 39.50

PURPOSE:

The Office of the Commissioner provides coordination of management and planning efforts across the Department, develops and staffs intra-agency initiatives and provides overall strategic direction for the department.

ORGANIZATION:

The Office of the Commissioner consists of the Commissioner, Deputy Commissioner, Office of Innovation and Assistance, Office of Management Services, Office of Education and Outreach, and Office of Policy Development and Implementation.

PROGRAM:

The Office of Management Services provides support services to the Department including Computer Services, Financial Management, Human Resources Support, Space Management and Planning, Staff Training Coordination and Administrative Support. Computer Services consists of 5 units: computer operations, system development, EPA and Geographic Information Systems (GIS), systems software, and micro computer support. The Financial Management Unit provides financial management services and is responsible for managing, controlling and reporting fiscal activities of the Department. 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

The Office of Innovation and Assistance was established to review departmental initiatives and make recommendations to the Commissioner on how to integrate pollution prevention and technical assistance into programs. The Office of Innovation and Assistance continues to administer the Toxic Use Reduction (TUR) Law and the Small Business Technical Assistance Program (SBTAP).

The Office of Education and Outreach develops and coordinates departmental communications. Staff handle communications with the media, state and federal agencies, the Legislature and the general public through a team approach. The Office has designated staff liaisons within the program bureaus. The Office is responsible for the Department's media relations for delivery of proactive, integrated and professional quality educational initiatives.

The Office of Policy Development and Implementation develops departmental policies and procedures in the areas of rule-making, licensing and enforcement, and coordinates strategic planning. The Office develops departmental policies and procedures for rulemaking, licensing and enforcement, assists programs in rulemaking, licensing and enforcement actions, and is liaison with the Board of Environmental Protection, the Attorney General's office, Department of Economic and Community Development, and U.S. Environmental Protection Agency.

PUBLICATIONS:

"New Directions" newsletter - free
EnviroNews
Monthly Compliance Activity Report

FINANCES, FISCAL YEAR 2000: The 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	1,508,286	331,529	851,046		325,711	
HEALTH BENEFITS	288,210	51,381	178,566		58,263	
RETIREMENTS	255,561	60,144	143,050		52,367	
OTHER FRINGE BENEFITS	20,375	4,970	11,720		3,685	
OTHER CONTRACT SERVICES STATE	56,142	2,266	31,663		22,213	
COMPUTER SERVICES STATE	2,829		2,805		24	
OTHER CONTRACT SERVICES	259,428	19,877	189,135		50,416	
RENTS	401,543	3,532	394,965		3,046	
COMMODITIES	745,232	56,863	669,456		18,913	
EQUIPMENT	180,684		180,684			
INTEREST-DEBT RETIREMENT	57	1	16		40	
TRANSFER TO OTHER FUNDS	61,320		50,438		10,882	
TOTAL EXPENDITURES	3,779,667	530,563	2,703,544		545,560	

BOARD OF ENVIRONMENTAL PROTECTION

OSMOND C. BONSEY, CHAIRMAN

TERRY A. HANSON, ADMINISTRATIVE SECRETARY

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

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: 2.000

FAX: (207) 287-2814

Telephone: (207) 287-2811

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

Legislative Count: 2.00

PURPOSE:

The Board of Environmental Protection exists to provide informed, independent and timely decisions on the interpretation, administration and enforcement of the laws relating to environmental protection and to provide for credible, fair and responsible public participation in department decisions. The Board fulfills its purpose through rulemaking, decisions on selected permit

DEPARTMENT OF ENVIRONMENTAL PROTECTION

applications, review of the Commissioner's licensing and enforcement actions and recommending changes in the law to the Legislature.

ORGANIZATION:

The Board of Environmental Protection consists of 10 members appointed by the Governor, subject to review by the Joint Standing Committee on Natural Resources and 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 first and third Thursdays 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 2000: The 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	104,153		104,153			
HEALTH BENEFITS	18,366		18,366			
RETIREMENTS	18,656		18,656			
OTHER FRINGE BENEFITS	1,635		1,635			
OTHER CONTRACT SERVICES STATE	10,703		10,703			
OTHER CONTRACT SERVICES	35,442		35,442			
RENTS	330		330			
COMMODITIES	3,291		3,291			
TRANSFER TO OTHER FUNDS	3,410		3,410			
TOTAL EXPENDITURES	195,986		195,986			

BUREAU OF LAND AND WATER QUALITY

DAVID A. VAN WIE, DIRECTOR
HETTY L. RICHARDSON, ENV SPEC IV

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME 04333

Established: 1994

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

Average Count--All Positions: 74.308

FAX: (207) 287-7191

Telephone: (207) 287-3901

M.R.S.A., Sect. 000001301

Legislative Count: 74.00

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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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; Sanitary District Enabling Act; Stormwater Management Law; and the Water Quality laws.

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, Natural Resources Protection Act, and the Stormwater Management Law. The Division also oversees the regulation of borrow pits, quarries, and the Shoreland Zoning Law. The Enforcement and Field Services staff are responsible for licensing, complaint resolution, compliance inspections, education and outreach, and enforcement actions. 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 and enforcement. The Division also issues licenses and water quality certifications to hydropower facilities.

The Division of Engineering and Technical Assistance oversees the operation of all wastewater treatment facilities, certifies wastewater treatment operators in the State of Maine and provides technical assistance and compliance services. 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 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. The Division oversees the Surface Water Ambient Toxics Monitoring Program, the Dioxin Monitoring Program, and the Lakes Program, and it does Quality Assurance & Control of the Volunteer Monitoring Program. 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 problems in specific watersheds. It administers the Nonpoint Source Program under the Federal Clean Water Act 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; Natural Resources Protection Act permits; Stormwater Management Law Permits; Borrow, Clay, Topsoil, Silt and Quarry notices; 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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

PUBLICATIONS:

The Buffer Handbook (1999)
Maine Shoreland Zoning - A Handbook for Shoreland Owners (1999)
Best Management Practices for Boatyards & Marinas (revised 1999)
Small Community Grant Program - Municipal Handbook (Revised 1999)
A Homeowner's Guide to Environmental Laws Affecting Shorefront Property (Revised 2000)
Standard Field Methods For Lake Water Quality Monitoring (Revised 1999)
A Citizen's Guide to Lake Watershed Surveys (Revised 1998)
Wildlife Enhancement and Erosion Control Plant Vendor Directory (1997)
Safe Home Program - How Much Do You Know About Your Drinking Water?
Nonpoint Source Times (Newsletter)
Biomonitoring Retrospective: Fifteen year Summary for Maine Rivers and Streams (1999)

FINANCES, FISCAL YEAR 2000: The 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	2,753,456	2,021,349	306,456		425,651	
HEALTH BENEFITS	562,899	411,674	61,456		89,769	
RETIREMENTS	424,674	311,135	48,790		64,749	
OTHER FRINGE BENEFITS	31,694	21,981	2,411		7,302	
OTHER CONTRACT SERVICES STATE	696,539	601,285	301		94,953	
COMPUTER SERVICES STATE	18,895	10,040	55		8,800	
OTHER CONTRACT SERVICES	182,765	151,624	11,134		19,877	130
RENTS	123,454	108,882	6,352		8,220	
COMMODITIES	141,743	123,532	9,524		8,687	
GRANTS, SUBSIDIES, PENSIONS	5,899,390	173,032	15,243		105,083	5,606,032
TRANSFER TO OTHER FUNDS	24,243		9,087		15,156	
TOTAL EXPENDITURES	10,859,752	3,934,534	470,809		848,247	5,606,162

OFFICE OF POLLUTION PREVENTION

RON DYER, DIRECTOR
BRIAN W. KAVANAH, ENV SPEC IV

Central Office: AMHI, RAY BUILDING, AUGUSTA, ME 04330

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

Established: 1991

Reference: Policy Area: 05 ; Umbrella: 06 Unit: 558 ; Citation: T0038

FAX: (207) 287-2814

Telephone: (207) 287-2811

M.R.S.A., Sect. 000000342

PURPOSE:

See Office of Innovation and Assistance under the Office of the Commissioner

DEPARTMENT OF ENVIRONMENTAL PROTECTION

FINANCES, FISCAL YEAR 2000: The 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	16,943				16,943	
HEALTH BENEFITS	4,866				4,866	
RETIREMENTS	2,082				2,082	
OTHER FRINGE BENEFITS	359				359	
OTHER CONTRACT SERVICES STATE	8,487				8,487	
COMPUTER SERVICES STATE	200				200	
OTHER CONTRACT SERVICES	11,678				11,678	
RENTS	139				139	
COMMODITIES	940				940	
TRANSFER TO OTHER FUNDS	798				798	
TOTAL EXPENDITURES	46,492				46,492	

BUREAU OF REMEDIATION AND WASTE MANAGEMENT

DAVID J. LENNETT, DIRECTOR

DAVID W. MAXWELL, DIRECTOR OF PROGRAM SVCS

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME 04333

Established: 1980

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

Average Count--All Positions: 147.423

FAX: (207) 287-7826

Telephone: (207) 287-2651

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

Legislative Count: 146.00

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 facilities, waste transporters, oil terminals, and spreading sites for septage 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 1996, 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 of Remediation, Response Services, Technical Services, Oil and Hazardous Waste Facilities Regulation, Solid Waste Facilities Regulation, and Program Services. 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 at thirteen federal Superfund sites in Maine. This division also is responsible for managing the municipal solid waste landfill closure and voluntary response action programs, and for remediation of oil storage tank leaks, including the development of replacement

DEPARTMENT OF ENVIRONMENTAL PROTECTION

drinking water supplies. The Division of Response Services responds to reports of spills and releases of oil and hazardous materials, and coordinates emergency clean-up when appropriate. The Response Division prepared the State of Maine Marine Oil Spill Contingency Plan and Emergency Response Plan and is responsible for updating the plans annually. Division of Response services also provides staff support for the Maine Oil Spill Advisory Committee.

The Division of Technical Services provides technical support to bureau programs in the fields of engineering, geology and chemistry. This is accomplished primarily through review of license applications and cleanup plans 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 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 processes damage claims arising from oil contamination and claims for reimbursement of oil spill clean-up costs under the Ground Water Oil Clean-up Fund.

The Division of Solid Waste Management is responsible for licensing, enforcement, and technical assistance activities related to solid waste facilities, including landfills, incinerators, storage sites, beneficial use, septage and land application of sludge and residuals, and for administration of asbestos and lead abatement programs, including certification of asbestos and lead abatement workers. The Division of Program Services is responsible for management of Bureau funds; fiscal and resource forecasting; recovery for expenses incurred in clean-ups; contracting for goods and services; grant procurement and tracking; management of Bureau data operations; strategic planning; and general support of Bureau program operations.

LICENSES:

Oil Terminal Facility License; Hazardous Waste Facility License; Waste Transporter License; Registration of Underground Oil Storage Tanks; Registration of Used Oil Collection Centers; Waste Oil Facility License; Biomedical Facility License; Registration of Underground Hazardous Substance Storage Tanks; Solid Waste Facility License; Septage Spreading Site License; License for Land Application of Sludge and Other Residuals; Asbestos Abatement Certification.

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
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 -free

DEPARTMENT OF ENVIRONMENTAL PROTECTION

FINANCES, FISCAL YEAR 2000: The 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	5,420,670	260,976	4,352,779		806,915	
HEALTH BENEFITS	1,109,784	54,267	893,163		162,354	
RETIREMENTS	834,002	39,724	670,146		124,132	
OTHER FRINGE BENEFITS	75,008	2,923	60,480		11,605	
OTHER CONTRACT SERVICES STATE	10,354,377	9,532	8,210,744		364,033	1,770,068
COMPUTER SERVICES STATE	845,706	110	562,726		99,726	183,144
OTHER CONTRACT SERVICES	1,941,603	7,146	1,851,598		65,674	17,185
RENTS	617,188	638	586,969		11,228	18,353
COMMODITIES	784,867	15,753	668,631		35,385	65,098
GRANTS, SUBSIDIES, PENSIONS	3,632,168	15,000	136,728		100,000	3,380,440
EQUIPMENT	154,118		143,912		10,206	
INTEREST-DEBT RETIREMENT	1,034		1,034			
TRANSFER TO OTHER FUNDS	388,902		362,210		26,692	
TOTAL EXPENDITURES	26,159,427	406,069	18,501,120		1,817,950	5,434,288

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

WAYNE GIFFORD, CHAIR
JAMES R. HYNSON, ENV SPEC IV

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

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

Established: 1985

FAX: (207) 287-2651

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 Geologists and Soil Scientists, 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 12/31/00;

George Seel (DEP)-term expires 12/31/02;

William Carver (certified installer)-term expires 12/31/01;

Vacant (Maine Oil and Solid Fuel Board) - term expires 12/31/01;

Roger Lewis (public member)-term expires 12/31/01;

Joseph Probert (Maine Chamber of Commerce)-term expired 12/31/98*;

Raymond Poulin (Maine Fire Chiefs Association)-term expires 12/31/02.

The DEP provides staff support to the board.

*Mr. Probert continues to serve until a replacement is named.

PROGRAM:

During 2000, the Board of Underground Storage Tank Installers continued to offer its certification procedures. However, no applications were received and thus no exams given. All examinations are available to applicants. These include the final exams for classes 2 and 3 underground oil tank installers, as

DEPARTMENT OF ENVIRONMENTAL PROTECTION

well as initial exams for underground gasoline tank removers and an on-site examination checklist for underground gasoline tank removers.

A total of 368 certificates for underground oil storage tank installers and 86 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 117.

The Board sponsored or approved 21 continuing education workshops, totaling 52 available credit hours, for installers to meet continuing education requirements. Several of the programs offered multiple sessions scattered throughout the state. This increased the options available to installers. Eight (8) complaints against installers, apprentices, or applicants were received and investigated in FY 00. Nine (9) complaints against installers were resolved in FY 2000, including eight (8) which had carried over from FY99. Three (3) remain active into the next Fiscal Year.

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 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); 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 biennial newsletter available free to certified installers and removers.

FINANCES, FISCAL YEAR 2000: 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 *FAX:* (207) 287-1034

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: 95.685

Legislative Count: 95.00

Units:

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

MAINE LAND AND WATER RESOURCES COUNCIL

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL

STATE PLANNING OFFICE

APPOINTMENTS

(OFFICE OF) PUBLIC ADVOCATE

LAND FOR MAINE'S FUTURE BOARD

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 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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

EXECUTIVE DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	3,735,026	2,099,193	792,452		843,381	
HEALTH BENEFITS	611,684	317,072	138,002		156,610	
RETIREMENTS	476,173	237,342	123,434		115,397	
OTHER FRINGE BENEFITS	50,353	26,236	9,086		15,031	
OTHER CONTRACT SERVICES STATE	963,488	181,559	574,043		207,886	
COMPUTER SERVICES STATE	16,951	9,429	4,518		3,004	
OTHER CONTRACT SERVICES	701,608	369,101	178,583		153,924	
RENTS	41,813	25,777	9,614		6,422	
COMMODITIES	545,315	328,391	141,957		74,967	
GRANTS, SUBSIDIES, PENSIONS	9,160,074	402,189	6,925,700		1,588,370	243,815
PURCHASE OF LAND	1,682,094	1,440,568				241,526
EQUIPMENT	13,239		13,239			
INTEREST-DEBT RETIREMENT	32	32				
TRANSFER TO OTHER FUNDS	205,056		102,354		102,702	
TOTAL EXPENDITURES	18,202,906	5,436,889	9,012,982		3,267,694	485,341

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,201,825	1,201,825				
HEALTH BENEFITS	165,850	165,850				
RETIREMENTS	121,907	121,907				
OTHER FRINGE BENEFITS	17,794	17,794				
OTHER CONTRACT SERVICES STATE	74,322	74,322				
COMPUTER SERVICES STATE	250	250				
OTHER CONTRACT SERVICES	209,039	209,039				
RENTS	12,645	12,645				
COMMODITIES	176,651	176,651				
INTEREST-DEBT RETIREMENT	32	32				
TOTAL EXPENDITURES	1,980,315	1,980,315				

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

ANNE H. JORDAN, CHAIRMAN

Central Office: 1 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.

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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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS

MALCOLM L. LYONS., 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LAND FOR MAINE'S FUTURE BOARD

MARK DESMEULES, 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:

Originally established in November of 1987 by referendum, the Land for Maine's Future Board administers a \$50 million bond fund, Land for Maine's Future Fund, for the purpose of financing the acquisition of land and interest in land for conservation, water access, outdoor recreation, fish and wildlife habitat, and farmland, and to pursue the continued availability for all Maine people access to these "special places" for recreational use and conservation. The acquired lands may be out of state, regional, or local significance because of their exceptional natural values.

ORGANIZATION:

The Land for Maine's Future Board was created by referendum in November of 1987 to grant funds for land acquisition and has been meeting regularly since 1988. It continues to pursue its land acquisition strategy under its Legislatively established authority (5MSRA Chapter 353 Sec. 6202). The board

EXECUTIVE DEPARTMENT

overseeing the fund consists of eleven members, five of whom are commissioners and directors of natural resources agencies with the remaining six being private citizens appointed by the Governor. State agency membership consists of the Director of the State Planning Office (Chair of the Board) and the commissioners of the Department of Agriculture, Food & Rural Resources, the Department of Inland Fisheries and Wildlife, the Department of Conservation, and the Department of Marine Resources. The Director of the Program is a member of the State Planning Office.

The Board has established a process for the public to nominate lands; devised a scoring system to enable the Board to evaluate proposals based on a number of criteria important to the citizens of Maine.

PROGRAM:

The Land for Maine's Future Program functions as the primary vehicle for public land acquisition in Maine. The Land for Maine's Future Fund is managed by a board and the two are referred to as the program. The Program, established in 1987 when voters overwhelmingly approved a \$35 million bond, works with non-profit conservation organizations, federal and state agencies seeking to increase the amount of public land available for public recreation and natural resource protection and conservation. All of the original 1987 bond funds have been spent on the completion of 43 protection projects, represented in all sixteen of Maine's counties.

In January of 1996, the Governor established the Land Acquisition Priorities Advisory Committee to conduct a needs assessment for purposes of identifying the course for public land acquisitions to review the Program, and to provide recommendations for funding options. The Committee presented its final report in the fall of 1997 outlining a comprehensive set of goals and recommendations to guide public land acquisitions, applauded the Program for its effectiveness, and recommended continued funding to support its work. The 118th Legislature appropriated \$3 million to the Board to continue its work acquiring land and interest in land. This appropriation also set aside 20% for the conservation of farm lands. From the largest slate of proposals ever received by the Board, fourteen were identified as finalists, including three farmland projects.

The Program was revitalized in 1999 when voters approved a \$50 million bond. In FY2000, the Land for Maine's Future Board completed six projects. These include: 70 acres of river shore protecting 1/3 mile of Atlantic spawning and rearing habitat along the Ducktrap River in Lincolnville; 22,000 acres in easement and 375 in fee surrounding Nicasious Lake in the unorganized territories of T3ND and T40MD; 62 acres of coastal conservation and recreation lands and nearly 1/2 mile of white sand beach in Scarborough; 96.5 acres of wildlife habitat and 3/4 of a mile of pristine frontage on the Kennebec River and Weskeag River in Bath; and a 93 acre addition to Maine's first state park in Presque Isle. The LMF Program expanded its outreach efforts this year by establishing an Internet location, Your Land On-Line.

PUBLICATIONS:

Proposal Workbook 2000
Strategy & Guidelines for Acquisition: 1988
Proposal Workbook 1998
Biennial Report: 1998
Biennial Report: 1995
Biennial Report: 1990
Final Report & Recommendations of the Land Acquisition Priorities Advisory Committee
Assorted Factsheets: History of LMF; LMF Program Profile; LMF Program Facts; LMF Board Policies and Statutory Guidelines; What We Got for \$35 Million; LMF On-Line Card; LMF Scoring Primer; LMF 1998 Pre-Proposal Form; Protecting Farmland in Maine; LMF Farmland Conservation Scoring System-1998; Maine Farmland Facts; State Owned Conservation Lands in Maine by County; Maine Conservation Lands Inventory; and a Statistical Summary.
Land for Maine's Future Newsletter

EXECUTIVE DEPARTMENT

FINANCES, FISCAL YEAR 2000: The 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	1,682,094	1,440,568				241,526
TOTAL EXPENDITURES	1,682,094	1,440,568				241,526

MAINE LAND AND WATER RESOURCES COUNCIL

TODD BURROWES, COUNCIL STAFF

Central Office: 184 STATE STREET, AUGUSTA, ME 04330

Mail Address: 38 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1976

Telephone: (207) 287-3261

Reference: Policy Area: 00 ; Umbrella: 07; Unit: 102H; Citation: GFY81 M.R.S.A., Sect. 000000009

PURPOSE:

The purpose of the Council is to advise the Governor, Legislature, and State agencies in the formulation of policies for management of the State's land and water resources to achieve State environmental, economic, and social goals. Originally established by Executive Order in 1976, the Legislature established the Council by statute in 1993. This enabling legislation requires the Council to: recommend coordinated State policy on major programs or proposals that may affect the natural environment and land use management issues that concern multiple state agencies; support integration of information useful for management of land and water resources; provide direction and coordination for State agency land and water use planning and management programs; periodically evaluate and recommend any needed changes to the State's environmental regulation and growth management programs; study specific land and water resources management issues of state concern as needed.

The enabling legislation further requires the Council to: develop sound and coordinated policies; seek cooperation with federal agencies responsible for the management of land and water resources; and, pursuant to a 1997 amendment to enabling legislation, administer the Lakes Heritage Trust Fund.

The Council carries out studies and policy development on specific issues, as required by the Legislature.

ORGANIZATION:

The Council is established by 5 MRSA '3331. The Council's membership is as follows: the Commissioner of Agriculture, Food, and Rural Resources, the Commissioner of Conservation, the Commissioner of Environmental Protection, the Commissioner of Human Services, the Commissioner of Inland Fisheries and Wildlife, the Commissioner of Marine Resources, the Commissioner of Transportation, the Commissioner of Economic and Community Development or the Commissioner's designee, and the Director of the State Planning Office. The Governor appoints the Chair, and has appointed the State Planning Office Director to chair the Council.

PROGRAM:

The Council's primary policy development initiatives at this time include: coordination of water resource management planning efforts under the State's Atlantic salmon conservation plan; coordination of a task force developing recommendations regarding sustainable management of water resources; and ongoing oversight of policy development and implementation initiatives regarding watershed management priorities, development sprawl, non-point source pollution control, beach management, great ponds, mercury contamination, and wetlands.

PUBLICATIONS:

Publications of the Council include:

A Management Strategy for Maine's Groundwater Resources

Recommended Improvements in Computerized Management of Natural Resources Information

EXECUTIVE DEPARTMENT

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
Large Concentrated Animal Feeding Operations(CAFOs): A Report to the Maine Legislature
1997, 1998, and 1999 Annual Reports to the Governor and the Maine Legislature

FINANCES, FISCAL YEAR 2000: 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: 58.000 *Legislative Count:* 58.00

PURPOSE:

The State Planning Office has four core duties assigned to it by statute that include coordinating the development of the State's economy and energy resources with the conservation of its natural resources; providing technical assistance to the Governor and Legislature by undertaking special studies and plans and preparing policy alternatives; providing technical assistance to local and regional planning groups; and conducting continuing economic analyses, including economic forecasting.

The State Planning Office is guided by a strategic plan that is consistent with its statutory duties. **MISSION:** To provide the information, analyses, and guidance decision-makers need to make informed decisions about Maine's economy, resources, and governance. **GOAL:** To be a catalyst for the wise development of the State's economy and the conservation of its natural resources. **OBJECTIVE:** Improve Mainers' economic well-being with no measurable deterioration of the State's healthy natural resources. SPO also has a series of performance measures to track annual program performance.

ORGANIZATION:

The Legislature created the State Planning Office in 1968. It reports to the Governor but is routinely called upon to assist the Legislature, other state agencies, and local and regional governments in a variety of planning and program areas.

The State Planning Office is organized into teams, including the Director's Team, the Management Support Team; and five policy teams that identify major policy trends and their implications for the State --the Community Assistance, Community Service, Economic & Demographic, Eco-Eco, and Land-Use Planning Teams.

Standing program teams administer ongoing technical programs, such as Maine's Coastal Program, and the Land for Maine's Future, Energy, Waste Management & Recycling, Code Enforcement Officer Training & Certification, Floodplain Management, Community Planning and Investment Program, and Maine Commission on Community Service Programs. Crosscutting project teams are also assembled as needed to accomplish specific multijurisdictional projects or new projects assigned by the Governor or Legislature.

PROGRAM:

The State Planning Office is delegated the following responsibilities via statute or by the Governor to help carry out its public purpose: Energy & Natural Resource Policy Assistance - develop policy options for the Governor and Legislature through the Land & Water Resources Council(5 MRSA 3331); administer the Land for Maine's Future Program (5 MRSA 6204); liaison with FERC on hydropower relicensing; serve as Governor's liaison with Legislative Committee on Utilities and Energy; prepare and implement federal and state energy policy (5 MRSA 52); coordinate the implementation of the Gulf of Maine Action plan; prepare the Waste Management & Recycling Plan(38 MRSA 2122); develop statewide landfill capacity at the direction of the Legislature(38 MRSA 2154);

EXECUTIVE DEPARTMENT

Technical Assistance to Governor & Legislature- assist state agencies with strategic planning and performance budgeting (7 MRSA 1710-N); develop research & development strategies for Governor; and assist with tax policy development for Governor and Legislature Taxation Committee; -Community Assistance & Land Use Planning-work with towns to implement the Community Planning and Investment Program(30 MRSA 4312(s)); implement the State's Smart Growth initiative; provide training and technical assistance for local officials on land use planning, code enforcement, floodplain management, flood mitigation, and community development; certify municipal code enforcement officers(30-A MRSA 4451); and assist municipalities with recycling to reduce reliance on land disposal of municipal solid waste(38 MRSA 2133); -Community Service- administer programs of the Commission for Community Service(5 MRSA 7504) to create a strong community service infrastructure;

Economic Policy & Analysis-staff the Consensus Economic Forecasting Commission(5 MRSA 1710); chair the Revenue Forecasting Committee(5 MRSA 1710-E); publish the long-term economic forecast; track, interpret, and disseminate information about key economic indicators(MaineGraph); project economic trends; -analyze their social and economic implications and inform decision-makers; prepare overviews of current and emerging industries and develop policy options; undertake special projects to conduct economic impact analyses, modeling, and statistical analyses; and host the State's Census Data Center.

PUBLICATIONS:

For these and other publications, visit the SPO website at www.state.me.us/spo

Charting Our Course and Waterways: Links to the Sea; classroom guides
 Citizen's Guide to Coastal Watersheds; Climate Change Action Plan;
 Coastal Management Techniques: Handbook for Local Officials; Code Enforcement Officer Training & Certification Manual; East-West Highway Technical Report;
 Floodplain Management Handbook; Golden Opportunity II (recommendations to promote Maine's Retirement Industry); Great Ponds Task Force Report, Land & Water Resources Council Annual Report; Land for Maine's Future Proposal Workbook (for use in submitting grant proposals); Maine Graph (electronic document of economic indicators);
 1998 Maine Energy Data Book
 Cost of Sprawl
 State Waste Management and Recycling Plan
 Maine's Guide to Performance Measurement;
 Long Range Economic Forecast
 The Maine Economy: Year-end Review and Outlook
 Maine Census Data; Report Card on Poverty

FINANCES, FISCAL YEAR 2000: The 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	2,122,405	897,368	381,656		843,381	
HEALTH BENEFITS	378,474	151,222	70,642		156,610	
RETIREMENTS	286,124	115,435	55,292		115,397	
OTHER FRINGE BENEFITS	28,625	8,442	5,152		15,031	
OTHER CONTRACT SERVICES STATE	615,588	107,237	300,465		207,886	
COMPUTER SERVICES STATE	16,546	9,179	4,363		3,004	
OTHER CONTRACT SERVICES	396,264	160,062	82,278		153,924	
RENTS	25,455	13,132	5,901		6,422	
COMMODITIES	299,903	151,740	73,196		74,967	
GRANTS, SUBSIDIES, PENSIONS	9,160,074	402,189	6,925,700		1,588,370	243,815
EQUIPMENT	13,239		13,239			
TRANSFER TO OTHER FUNDS	165,195		62,493		102,702	
TOTAL EXPENDITURES	13,507,892	2,016,006	7,980,377		3,267,694	243,815

EXECUTIVE DEPARTMENT
(OFFICE OF) PUBLIC ADVOCATE
STEPHEN G WARD, PUBLIC ADVOCATE

Central Office: 103 WATER ST, 3RD FLOOR, HALLOWELL, ME 04347
Mail Address: 112 STATE HOUSE STATION, AUGUSTA, ME 04333
Established: 1981
Reference: Policy Area: 00 ; *Umbrella:* 07 *Unit:* 413 ; *Citation:* T0035A.M.R.S.A., *Sect.* 000001701
Average Count--All Positions: 10.000

TDD: (207) 287-8849
FAX: (207) 287-4317
Telephone: (207) 287-2445
Legislative Count: 10.00

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.

This year the Public Advocate's office completed its eighteenth 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. 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. In 1999/00 the office received no General Fund appropriations. In addition to the Public Advocate, Stephen Ward, the office currently employs seven staff people including four attorneys. Mr. Ward was appointed Acting Public Advocate in 1986 by Governor McKernan and was confirmed by the Legislature in August 1987 following a confirmation hearing. At the request of Governor King, Mr. Ward has continued as Public Advocate following King's inauguration in 1995.

PUBLICATIONS:

Annual Report to the Joint Standing Committee on Utilities and Energy of the Maine Legislature - (no charge)

Electricity Shopping Guide (October 1999, March 2000) - (no charge)

Guidelines for Consumer Participation in Public Hearings Held by the Maine PUC - (no charge)

Ratewatchers Phone Guide (July 1999, January 2000, June 2000) - (no charge)

EXECUTIVE DEPARTMENT

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

(OFFICE OF) PUBLIC ADVOCATE	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	410,796		410,796			
HEALTH BENEFITS	67,360		67,360			
RETIREMENTS	68,142		68,142			
OTHER FRINGE BENEFITS	3,934		3,934			
OTHER CONTRACT SERVICES STATE	273,578		273,578			
COMPUTER SERVICES STATE	155		155			
OTHER CONTRACT SERVICES	96,305		96,305			
RENTS	3,713		3,713			
COMMODITIES	68,761		68,761			
TRANSFER TO OTHER FUNDS	39,861		39,861			
TOTAL EXPENDITURES	1,032,605		1,032,605			

DEPARTMENT OF HUMAN SERVICES

DEPARTMENT OF HUMAN SERVICES

KEVIN W. CONCANNON, COMMISSIONER

TDD: (207) 287-4479

Central Office: HS BLDG, 221 STATE STREET, AUGUSTA, ME, 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME, 04333-0011

FAX: (207) 287-3005

Established: 1975

Telephone: (207) 287-2736

Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144 ; Citation: T0022 M.R.S.A., Sect. 000000001

Average Count--All Positions: 2527.250

Legislative Count: 2523.50

Units:

CERTIFICATE OF NEED ADVISORY COMMITTEE

BUREAU OF CHILD AND FAMILY SERVICES

DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)

COMMUNITY SERVICES CENTER

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 MANAGEMENT AND BUDGET (HUMAN SERVICES)

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)

OFFICE OF PROGRAMS (HUMAN SERVICES)

MAINE PUBLIC DRINKING WATER COMMISSION

OFFICE OF PUBLIC & LEGISLATIVE AFFAIRS (HUMAN SERVICES)

HEALTH AND ENVIRONMENTAL TESTING LABORATORY (HUMAN SERVICES)

DIVISION OF REGIONAL OPERATIONS

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 three regional districts, with a total of 20 regional client offices. Deputy Commissioner for programs 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 Deputy Commissioner for Management & Budget is responsible for the Department's Budget Development and Administration, Regional OMB Operations, Human Resources, Technology Services, Equal Opportunity and Affirmative Action,

DEPARTMENT OF HUMAN SERVICES

and Finance, plus coordination with the Community Services Center.

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 Health and Human Services 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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF HUMAN SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	74,699,089	36,708,836	4,184,893		33,805,360	
HEALTH BENEFITS	16,422,618	7,926,452	957,462		7,538,704	
RETIREMENTS	11,235,911	5,607,525	637,481		4,990,905	
OTHER FRINGE BENEFITS	915,896	473,823	53,399		388,674	
OTHER CONTRACT SERVICES STATE	32,382,653	14,471,362	2,468,685		15,442,606	
COMPUTER SERVICES STATE	2,625,095	564,237	1,793,208		267,650	
OTHER CONTRACT SERVICES	10,609,592	5,919,762	749,336		3,940,494	
RENTS	7,323,739	2,793,800	113,194		4,416,745	
COMMODITIES	31,531,071	8,468,188	3,369,875		19,693,008	
GRANTS, SUBSIDIES, PENSIONS	1481,218,110	432,948,157	93,462,859		951,807,094	3,000,000
EQUIPMENT	454,079	3,557	298,230		152,292	
INTEREST-DEBT RETIREMENT	17,438	16,234	902		302	
TRANSFER TO OTHER FUNDS	1,378,794	32	148,428		1,230,334	
COST OF GOODS SOLD	-58	-58				
TOTAL EXPENDITURES	1670,814,027	515,901,907	108,237,952		1043,674,168	3,000,000

DEPARTMENT OF HUMAN SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES STATE	103,959				103,959	
OTHER CONTRACT SERVICES	2,106				2,106	
COMMODITIES	100				100	
GRANTS, SUBSIDIES, PENSIONS	30,963	30,963				
TRANSFER TO OTHER FUNDS	1,504				1,504	
TOTAL EXPENDITURES	138,632	30,963			107,669	

DEPARTMENT OF HUMAN SERVICES

CERTIFICATE OF NEED ADVISORY COMMITTEE

VACANT , CHAIRMAN

Central Office: 35 ANTHONY AVENUE, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011

Established: 1983

Telephone: (207) 624-5424

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 directly affected by the review of proposed new health services. 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 - \$10.00 charge.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF CHILD AND FAMILY SERVICES

VACANT , DIRECTOR

Central Office: HS BLDG, 221 STATE STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-5282

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: 54.000

Legislative Count: 54.00

PURPOSE:

The Bureau is responsible to protect children who are abused, neglected or exploited, to rehabilitate and reunify families when children are separated from them, to secure durable family relationships for children who can not return to their own families, and to provide for the acquisition of skills and abilities for productive adulthood.

The Bureau also promotes quality out of home care for Maine children through the licensing of providers, through resource and policy development and through advocacy for providers and children.

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

DEPARTMENT OF HUMAN SERVICES

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.

In 1980 the 110th Maine Legislature renamed the Bureau to the Bureau of Social Services. The Maine Legislature renamed the Bureau to the Bureau of Child and Family Services in 1989.

PROGRAM:

The major task of the Bureau is to assess allegations of abuse and neglect to determine if children are in need of protections. Caseworkers assist parents to recognize and fulfill their responsibility so that their children may remain safely in their own home. Children that are removed from their parents are provided coordinated services to promote personal growth and healing. Families are also provided services to promote rehabilitation to safely return the child.

Permanency for the child is assured through an adoptive house or a permanent placement if the custodial family cannot be preserved without serious risk to the child.

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 safety, permanency and well-being for 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. The 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. The Licensing Unit is responsible for the licensing of foster homes and reports to the Director of Operations. Regional Operations is responsible for the day to day operations of the 8 BCFS Districts and their staff who carry out the child protective services.

LICENSES:

Children's Homes, including:
Family Foster Homes for Children
Specialized Children's Homes
Children's Foster Homes Providing Respite Only

PUBLICATIONS:

Annual Statewide Child Welfare Services Plan
Child Abuse and Neglect Brochure
Thinking about Adoption, a Guide to Adoption Services in Maine
State Plan for Independent Living Initiatives
Child Death & Serious Injury Report
Treatment Resource Guide

DEPARTMENT OF HUMAN SERVICES

FINANCES, FISCAL YEAR 2000: The 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	1,961,914	985,131	30,020		946,763	
HEALTH BENEFITS	353,772	174,589	3,939		175,244	
RETIREMENTS	299,142	154,744	5,935		138,463	
OTHER FRINGE BENEFITS	21,754	12,073	97		9,584	
OTHER CONTRACT SERVICES STATE	3,006,245	2,346,753	430,925		228,567	
COMPUTER SERVICES STATE	335,007	92,806	182,137		60,064	
OTHER CONTRACT SERVICES	903,112	647,295	47,983		207,834	
RENTS	59,131	30,788	179		28,164	
COMMODITIES	3,947,168	1,003,666	1,291,127		1,652,375	
GRANTS, SUBSIDIES, PENSIONS	90,560,223	52,054,205	522,141		37,983,877	
INTEREST-DEBT RETIREMENT	1,077	1,077				
TRANSFER TO OTHER FUNDS	42,203		11,150		31,053	
COST OF GOODS SOLD	200	200				
TOTAL EXPENDITURES	101,490,948	57,503,327	2,525,633		41,461,988	

DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)

RANDY H. SCHWARTZ, MSPH, DIRECTOR

Central Office: 151 CAPITOL STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-4631

Established: 1937

Telephone: (207) 287-5180

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

Average Count--All Positions: 37.000

Legislative Count: 37.00

PURPOSE:

The Division of Community and Family Health Promotes health and prevents disease, injury and disability through a variety of public health interventions ranging from primary prevention through broad based community health promotion initiatives, early detection, health systems interventions, delivery of health services and the promotion of healthy public policies. The Division includes programs in health promotion, chronic disease prevention and control, maternal and child health, oral health, and public health nursing.

ORGANIZATION:

In 1996, a Bureau of Health reorganization created the Division of Community and Family Health through the merger of the Division of Health Promotion and Education, the Division of Maternal and Child Health, the Division of Public Health Nursing, and the Division of Dental Health. The Division works closely with a wide variety of groups and organizations in carrying out its mission. Communities, worksites, school systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work.

PROGRAM:

The Division of Community and Family Health includes two groups of programs, Community Health Programs and Family Health Programs as well as several programs reporting to the Division Director. Community Health Programs include: Breast and Cervical Health Program, Community Health Promotion/Chronic Disease Prevention Unit, Diabetes Control Project, Oral Health Program, and Teen and Young Adult Health Program.

Family Health Programs include: Healthy Start Program, Genetics Program, Public Health Nursing, Lead Poisoning Prevention Program, Coordinated Care Services for Children with Special Health Needs, Maternal and Child Health Nutrition Program, State System Development Initiative, WIC Program, and Women

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and Children's Preventative Health Services Program.

Programs reporting directly to the Director include: Tobacco Prevention and Control, MCH Medical Director, Cancer Registry, and Injury Prevention and Control Program. The recent Tobacco Settlement has increased funding to the Division substantially. Over \$16 Million will be dedicated to tobacco control, and nearly \$5 million will expand home visitation to families of newborns throughout the state.

PUBLICATIONS:

A variety of publications are available from the Division. These include educational materials for dental health, nutrition, lead poisoning, maternal and child health, tobacco, diabetes, cardiovascular health, breast and cervical health and safety; newsletters; resource lists and fact sheets.

FINANCES, FISCAL YEAR 2000: The 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 AND FAMILY (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1213,365				1,213,365	
HEALTH BENEFITS	240,931				240,931	
RETIREMENTS	183,838				183,838	
OTHER FRINGE BENEFITS	14,845				14,845	
OTHER CONTRACT SERVICES STATE	458,674				458,674	
COMPUTER SERVICES STATE	13,666				13,666	
OTHER CONTRACT SERVICES	181,579				181,579	
RENTS	136,248				136,248	
COMMODITIES	145,250				145,250	
GRANTS, SUBSIDIES, PENSIONS	222,466				222,466	
INTEREST-DEBT RETIREMENT	4				4	
TRANSFER TO OTHER FUNDS	36,730				36,730	
TOTAL EXPENDITURES	2,847,596				2,847,596	

COMMUNITY SERVICES CENTER

SUSAN B. HARLOR, DIRECTOR

Central Office: HS BLDG, 221 STATE STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-5031

Established: 1996 *Telephone:* (207) 287-5060

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

Average Count--All Positions: 76.000 *Legislative Count:* 76.00

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.

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PROGRAM:

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

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

COMMUNITY SERVICES CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,594,901	1,340,108			1,254,793	
HEALTH BENEFITS	505,781	254,798			250,983	
RETIREMENTS	406,142	211,694			194,448	
OTHER FRINGE BENEFITS	23,515	10,724			12,791	
OTHER CONTRACT SERVICES STATE	44,260	7,370			36,890	
COMPUTER SERVICES STATE	275	100			175	
OTHER CONTRACT SERVICES	126,653	55,566			71,087	
RENTS	56,357	53,519			2,838	
COMMODITIES	85,003	50,758			34,245	
GRANTS, SUBSIDIES, PENSIONS	2,426	29			2,397	
TRANSFER TO OTHER FUNDS	13,425				13,425	
TOTAL EXPENDITURES	3,858,738	1,984,666			1,874,072	

DIVISION OF DISABILITY DETERMINATION SERVICES

ANN D. DEWITT, CHIEF EXECUTIVE

Central Office: ARSENAL STREET EXTENSION, AUGUSTA, ME 04333

Mail Address: 116 STATE HOUSE STATION, AUGUSTA, ME 04333-0116 *FAX:* (207) 287-7964

Established: 1956

Reference: Policy Area: 03 ; *Umbrella:* 10 *Unit:* 144Z ; *Citation:*

Telephone: (207) 287-7968

Average Count--All Positions: 63.500

M.R.S.A., Sect.

Legislative Count: 63.50

PURPOSE:

To provide timely, accurate, fair disability decision to Maine citizens filing under the Title II (coverage based) or Title XVI (low income based) sections of The Social Security Act. Responsibility for Disability Determination Services was given to the Bureau of Elder and Adult Services in 1996.

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FINANCES, FISCAL YEAR 2000: The 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	2,039,730				2,039,730	
HEALTH BENEFITS	448,360				448,360	
RETIREMENTS	310,461				310,461	
OTHER FRINGE BENEFITS	19,862				19,862	
OTHER CONTRACT SERVICES STATE	724,879				724,879	
COMPUTER SERVICES STATE	370				370	
OTHER CONTRACT SERVICES	298,834				298,834	
RENTS	689				689	
COMMODITIES	180,974				180,974	
GRANTS, SUBSIDIES, PENSIONS	1,682,395				1,682,395	
EQUIPMENT	3,245				3,245	
INTEREST-DEBT RETIREMENT	10				10	
TRANSFER TO OTHER FUNDS	57,057				57,057	
TOTAL EXPENDITURES	5,766,866				5,766,866	

DIVISION OF DISEASE CONTROL (HUMAN SERVICES)

PAUL L. KUEHNERT, RN, MSN, DIRECTOR

WATS: (800) 821-5821

Central Office: 157 CAPITOL STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-5355

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 promotes the health of the citizens of Maine through programs focusing on the prevention and control of infectious diseases.

ORGANIZATION:

Programs included are: the Acute and Infectious Epidemiology Program, Tuberculosis Control, HIV and Sexually Transmitted Diseases (STD), and Immunization.

PROGRAM:

We seek to carry out our mission by program activities in the following key areas:

The Acute and Infectious Epidemiology conducts surveillance for notifiable disease entities of potential public health significance, investigates outbreaks and clusters of disease, and recommends appropriate intervention strategies. In addition, the program consults with health care providers on the prevention, diagnosis, and treatment of various infectious diseases.

Human Immunodeficiency Virus (HIV), working with community partners, health professionals, and individuals to prevent the transmission of HIV infection and assure the delivery of medical and social services to people living with HIV and AIDS.

Sexually Transmitted Diseases, working with community partners, health professionals, individuals to prevent the transmission of all sexually transmitted diseases.

Immunizations, working with health professionals to provide free immunizations

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to all of Maine's children, from birth through age 18.

Early and Periodic Screening, Diagnosis, and Treatment, providing outreach and follow-up cases management services for children's Medicaid coverage to assure immunizations and well-child screenings and care.

Refugee Health, working with public nurses and community partners to assess the health status of newly arrived refugees and assist them in gaining access to health care and services.

Tuberculosis, providing case management services, medications, and medical consultation to assure the adequate treatment of all people with tuberculosis in Maine and their close contacts.

PUBLICATIONS:

1. Rules for Control of Communicable Diseases
2. Reportable Diseases Reference Guide
3. EPI-Gram
4. Immunization Certificate

ALL OF ABOVE ARE FREE

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF ELDER AND ADULT SERVICES

CHRISTINE S. GIANOPOULOS, DIRECTOR

Central Office: 35 ANTHONY AVENUE, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-5361

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: 85.000

Legislative Count: 85.00

PURPOSE:

This agency's goal is to promote independence for elders and adults with disabilities, through the provision of a full range of home and community based services. The Bureau also administers Maine's Adult Protective Services and Guardianship programs, and the Disability Determination Services for disability payments under Social Security, the Long-term Care Pre-Admission Assessment Program, and Certificate of Need for Nursing Facilities.

The Bureau of Elder and Adult Services, subject to the direction of the Commissioner of the Department of Human Services, establishes the overall policy objectives for all functions and activities relating to Maine's elderly which are conducted or supported by 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. The Bureau plans and advocates for necessary or desirable programs for older people; to develop, issues and enforces rules and regulations; and conducts training programs for persons in the field of aging and adult services.

The Bureau provides or arranges 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.

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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.

Legislation was passed in 1989 to bring into the Bureau the Division of Adult Services and the agency was renamed as the Bureau of Elder and Adult Services. Responsibility for the Disability Determination Services was transferred to the Bureau in 1996. It is currently one of five bureaus of the State Department of Human Services. The Bureau operates from a central office in Augusta and from the three regional offices of the Department of Human Services. It 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:

Bureau programs assist older and disabled adults to maintain their independence. Services are provided directly by Bureau staff or through contracts with area agencies on aging and other organizations. More than 40,000 persons are served annually, benefitting from programs valued at more than \$30 million. Community programs include Meals on Wheels; community dining sites; nutrition education; information and assistance with benefits and services; legal services, transportation, money management, home repair; Senior and health insurance counseling. The Division of Disability Determination Services reviews more than 20,000 requests annually for disability benefits under Social Security.

Long-term care programs prevent or delay nursing home placement. Services include the free, long-term care assessment conducted by a nurse at the person's home; home care services to assist with daily activities, consumer-directed attendant services, homemaker services; respite for caregivers of persons with dementia, adult day programs, ombudsman programs, Certificate of Need for nursing homes and development of residential alternatives to nursing homes, such as assisted living and congregate housing programs. The Bureau sponsors four regional Quality Assurance Review Committees and a Long-Term Care Steering Committee to advise on the development of needed long-term care services.

Adult Protective and Public Guardianship services receive more than 3000 referrals annually. The bureau acts as Public Guardian for incapacitated and dependent adults who have no friend or family member able to serve. This program also works closely with banks, law enforcement, and senior citizens to prevent abuse, neglect and financial exploitation of at risk adults.

PUBLICATIONS:

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

- * Resource Directory for Older People in Maine
- * Taking Charge of Your Health Care: Advanced Directives
- * Abuse, Neglect, & Exploitation in Licensed Facilities (training manual)
- * Abuse, Neglect & Exploitation - The problem, reporting law, where to report
- * 2000 Guide to Health Insurance for People with Medicare
- * Adult Guardianship Conservatorship Questions and Answers
- * Prescription Drug Assistance Guide-Maine Elders & Adults with Disabilities
- * Mental Health Services for the Elderly in Maine: A Status Report, 1/00
- * A Consumer's Guide to Long Term Care Insurance (10/98)
- * Aging: Taking Care of Business (4/98)
- * Home Care: Where to Find It (10/98)
- * Reporting for Financial Institutions: Fighting Financial Exploitation

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FINANCES, FISCAL YEAR 2000: The 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	3,106,464	2,687,271	40,288		378,905	
HEALTH BENEFITS	597,920	522,908	6,564		68,448	
RETIREMENTS	468,734	404,812	6,253		57,669	
OTHER FRINGE BENEFITS	33,954	29,990	708		3,256	
OTHER CONTRACT SERVICES STATE	501,347	327,916	1,104		172,327	
COMPUTER SERVICES STATE	12,065	11,631	234		200	
OTHER CONTRACT SERVICES	309,374	252,800	353		56,221	
RENTS	116,333	91,072	23,307		1,954	
COMMODITIES	250,430	237,102	965		12,363	
GRANTS, SUBSIDIES, PENSIONS	11,401,658	5,963,333	63,025		5,375,300	
INTEREST-DEBT RETIREMENT	47	47				
TRANSFER TO OTHER FUNDS	5,718		549		5,169	
TOTAL EXPENDITURES	16,804,044	10,528,882	143,350		6,131,812	

BUREAU OF FAMILY INDEPENDENCE

JUDY H. WILLIAMS, DIRECTOR

Central Office: WHITTEN ROAD, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-5096

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: 412.500

Legislative Count: 412.50

PURPOSE:

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 regardless of whether or not they are receiving welfare. This Division also works with regional staff to recover moneys paid in error, whether through fraudulent activities or not, in the Bureau's welfare programs.

The Bureau administers the Temporary Assistance for Needy Families and Parents as Scholars programs, Food Stamps, Additional Support for people in Re-training and Employment (ASPIRE), General Assistance, and Medical/Cub Care eligibility. In addition to policy and program functions, the Bureau also provides monitoring of recipients through Quality Assurance activities and through audits 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 to the Department's sixteen 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

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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 Temporary Assistance for Needy Families (TANF) 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; The Parents as Scholars program provides financial aid to parents enrolled in a 2 or 4 year post secondary program who would be eligible for TANF; 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 TANF or Food Stamps to find employment which will make them self supporting; Medicaid and Cub Care 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. Almost \$92. million was collected in State Fiscal Year 2000, 70% 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.

FINANCES, FISCAL YEAR 2000: The 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	11,582,211	2,929,444	1,360,881		7,291,886	
HEALTH BENEFITS	2,667,969	618,233	323,084		1,726,652	
RETIREMENTS	1,778,952	454,030	207,140		1,117,782	
OTHER FRINGE BENEFITS	123,540	24,810	15,716		83,014	
OTHER CONTRACT SERVICES STATE	5,350,782	758,648	312,577		4,279,557	
COMPUTER SERVICES STATE	1,540,903	41,407	1,296,311		203,185	
OTHER CONTRACT SERVICES	2,733,064	1,820,842	247,348		664,874	
RENTS	396,877	201,530			195,347	
COMMODITIES	5,718,485	2,719,531	60,746		2,938,208	
GRANTS, SUBSIDIES, PENSIONS	235,224,340	55,925,799	90,099,445		89,199,096	
EQUIPMENT	23,280				23,280	
INTEREST-DEBT RETIREMENT	14,502	14,397			105	
TRANSFER TO OTHER FUNDS	322,097		54,159		267,938	
TOTAL EXPENDITURES	267,477,002	65,508,671	93,977,407		107,990,924	

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BUREAU OF HEALTH

DR. DORA ANNE MILLS, MD, MPH, DIRECTOR

Central Office: 157 CAPITOL STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-9058

Established: 1935

Telephone: (207) 287-8016

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

Average Count--All Positions: 293.750

Legislative Count: 290.00

PURPOSE:

The purpose of the Bureau of Health is to preserve, protect and promote the health of all Maine people. Key strategies include: promoting health through education, motivation, and public policies; conducting disease surveillance and control measures; and diminishing environmental health hazards.

ORGANIZATION:

The first State sponsored public health activities were delegated to the State Board of Health in 1885. In 1917, the Board was redesigned into the 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 relocated 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.

The current Bureau of Health's organization consists of the Office of Health Data and Program Management; the Health and Environmental Testing Laboratory; the Division of Health Engineering; the Division of Community and Family Health; and the Division of Disease Control.

The Director of the Bureau of Health also serves as the State's Health Officer. In addition to overseeing the Bureau's programs, the Director is instrumental in furthering relationships with the medical and public health communities in the State and in the Nation.

PROGRAM:

The Bureau of Health's programs cover a wide area of topics, including: collecting and monitoring vital statistics; providing lab tests which are in the best interest of the public's health such as rabies and lead poisoning tests; ensuring safe drinking water throughout Maine and food safety in public eating places; working with communities to motivate and educate the public to prevent chronic diseases such as cancer, diabetes, and cardiovascular disease; and conducting surveillance and control measures of acute infectious diseases.

Some issues have arisen as priority areas of concern. For instance, our chronic disease rates are rising, and it is estimated that most people will be sick or die from a chronic disease which is preventable through lifestyle changes such as tobacco or other drug consumption, physical inactivity, and poor nutrition. Emerging diseases such as water and food borne illnesses, HIV, rabies, hepatitis C, and adult vaccine-preventable diseases also constitute a priority area. In addition, environmental health issues also are an area of concern. Examples of these are: MTBE contamination of water supplies, fish consumption advisories, childhood lead poisoning, and environmental tobacco smoke (or secondhand smoke).

PUBLICATIONS:

Maine Health Annual Report: A Health Planning Resource
Healthy Maine 2000

Maine Cancer Registry Report

Annual Vital Statistics Report

Monthly Public Health Fact Sheets

Reportable Infectious Diseases in Maine, Annual Summaries

Maine Health Promoter

Maine Epi-Gram

Tracking Year 2000 Goals with BRFSS

Sexually Transmitted Disease in Maine: Annual Reports

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FINANCES, FISCAL YEAR 2000: The 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	9,002,221	2,885,304	1,983,472		4,133,445	
HEALTH BENEFITS	1,901,607	568,610	452,943		880,054	
RETIREMENTS	1,366,583	436,572	302,881		627,130	
OTHER FRINGE BENEFITS	112,851	32,583	24,819		55,449	
OTHER CONTRACT SERVICES STATE	3,703,865	208,502	1,265,518		2,229,845	
COMPUTER SERVICES STATE	-94,794	32,558	34,147		-161,499	
OTHER CONTRACT SERVICES	1,652,524	418,106	288,745		945,673	
RENTS	429,271	134,425	22,839		272,007	
COMMODITIES	2,544,738	669,601	298,127		1,577,010	
GRANTS, SUBSIDIES, PENSIONS	21,167,537	1,361,842	2,748,712		14,056,983	3,000,000
EQUIPMENT	335,703		298,230		37,473	
INTEREST-DEBT RETIREMENT	1,579	638	902		39	
TRANSFER TO OTHER FUNDS	209,860		60,005		149,855	
TOTAL EXPENDITURES	42,333,545	6,748,741	7,781,340		24,803,464	3,000,000

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)

W. CLOUGH TOPPAN, P.E., DIRECTOR

Central Office: 157 CAPITOL STREET, AUGUSTA, ME 04333

Mail Address: 10 STATE HOUSE STATION, AUGUSTA, ME 04333-0010 *FAX:* (207) 287-4172

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: 8.000 *Legislative Count:* 8.00

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 four major programs are Drinking Water Program, Radiological Health Program, Community Health and Plumbing Control Program and the Eating and Lodging Program.

PROGRAM:

The WASTEWATER CONTROL PROGRAM is responsible to minimize health and safety hazards associated with improperly installed subsurface wastewater disposal systems to include the licensing of soil evaluators for subsurface wastewater disposal systems, and promulgation of the Subsurface Wastewater Disposal Rules.

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The Wastewater Control Program also collects internal and external plumbing permit fees from the municipalities.

EATING AND LODGING PROGRAM has the mission to minimize unnecessary health hazards associated with food sanitation and recreation activities. The major activities include the licensing and regulation of eating places and lodging places, tent and trailer parks, Boys and Girls camps. This program also provides field support for the Division's programs.

The RADIATION CONTROL PROGRAM is responsible to minimize necessary radiation exposure, and control unnecessary radiation exposure through the licensing and inspection of all sources of radiation (both ionizing and non-ionizing radiation), oversight of low-level radioactive waste generators, Radon education, and registration of Radon testers and mitigators, and conducting environmental surveillance of nuclear facilities. This program also answers Indoor Air Quality complaints so as to minimize the health hazards associated with indoor air.

The DRINKING WATER PROGRAM is responsible to protect human health through maintenance of drinking water. This is done through administration and enforcement of the Safe Drinking Water Act. The program also administers a multi-million dollar Revolving Loan Fund for public water system infrastructure improvements.

LICENSES:

Eating Places and Eating Place Mobile, Eating Place Takeout, Vending Machines, Catering Establishments, Lodging Places/Cottages, Senior Citizen Meals, Trailer & Tenting & Recreational Camps, School Lunch & Catering, Youth Camps & Trip & Travel Camp, Bed & Breakfast, Mass Gatherings, Compressed Air, X-Ray Registration, Temp. Food Serv., Water-Operator's License, Wastewater-Site Evaluator's License, Tattooing and Body Piercing, Local Plumbing Inspector & Site Evaluator, Water Testing Laboratories, Swimming Pool and Hot Tubs (Public), Code Enforcement Official, Radioactive Materials Licensing, Well Drillers & Pump Installers, Fluoridated Water Supply, Radon Registration Act, Radon Tester Registration, Radon Mitigator Registration, Public Water Supply Engineering Plans & Wellhead Prot. Plans
Bottled Water - Reg./Bottle Club, Tobacco, Tanning Facility
Registration/Micropigmentation, Electrology

PUBLICATIONS:

Copies of rules-Free, except plumbing and radiation
Radon in Air and Water-Free
Water Supply-Free
Water Testing Guide-Free
Tanning Facility Rules-Free
Boys/Girls (Youth Camps)-Free
Compressed Air-Free
Eating & Lodging Rules-Free
Trailer & Tenting-Free
Tattoo-Free
Electrology-Free
Board of Certification of Water Treatment Operators
Well Drillers & Pump Installers Rules
Body Piercing-Free
Micropigmentation-Free
Mass Gathering-Free
Top Ten Tips for a Healthy Septic System-Free

DEPARTMENT OF HUMAN SERVICES

FINANCES, FISCAL YEAR 2000: The 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	199,289		199,289			
HEALTH BENEFITS	41,589		41,589			
RETIREMENTS	30,480		30,480			
OTHER FRINGE BENEFITS	2,599		2,599			
OTHER CONTRACT SERVICES STATE	1,200		1,200			
COMPUTER SERVICES STATE	27,291		27,291			
OTHER CONTRACT SERVICES	33,687		33,687			
RENTS	19,402		19,402			
COMMODITIES	8,825		8,825			
TRANSFER TO OTHER FUNDS	5,161		5,161			
TOTAL EXPENDITURES	369,523		369,523			

OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES) RUDOLPH NAPLES, DEPUTY COMMISSIONER

TDD: (207) 287-4479

Central Office: HS BLDG, 221 STATE STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011

Established: 1975

FAX: (207) 287-3005

Telephone: (207) 287-1921

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

Average Count--All Positions: 102.000

Legislative Count: 102.00

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, Technology Services, and Regional OMB Operations.

PROGRAM:

The 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 is comprised of four units: account managers, responsible for preparation and control of the budget and federal reporting; administrative bills paying section; client bills, and cashier unit, including receipt and distribution of child support payments.

The Division of Human Resources: This Division functions as a support division by administering the Department's human resources/employee relations requirements. Responsibilities include interpreting and implementing personnel policies as they relate to approximately 2,500 employees in 315 job classifications in 17 geographical locations statewide. Plant & Office Services' primary function is ensuring the Department's smooth and efficient operation by maintaining a continuously updated office supplies inventory and timely mail delivery. 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. The EOC monitors and updates the Department's Affirmative Action Plan; monitors the Department's hiring practices; coordinates implementing the Americans with Disabilities Act,

DEPARTMENT OF HUMAN SERVICES

including managing accomodation requests, training, and technical assistance.

The Division of Technology Services: This Division is the interface between the Department's automation operations and the state's centralized computers, of which it is the largest user. The Division maintains computerized applications for administering departmental programs and designs and constructs new applications in response to legislation and federal requirements. It also develops new approaches in response to advances in technology to meet the Department's total information needs.

The Division of Regional OMB Operations: This Division is responsible for providing full support services to program units housed in 18 regional offices. The Division's functions fall into five categories: reception services, personnel services, fiscal services, and plant management services. These administrative services are provided for the comfort of the public, as well as staff. The 18 regional offices enable the public to receive vitally needed services in all areas of the state.

FINANCES, FISCAL YEAR 2000: The 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	3,996,562	1,685,188	80,340		2,231,034	
HEALTH BENEFITS	729,648	344,178	15,654		369,816	
RETIREMENTS	615,030	274,318	10,681		330,031	
OTHER FRINGE BENEFITS	35,653	12,061	979		22,613	
OTHER CONTRACT SERVICES STATE	681,716	16,087	2,596		663,033	
COMPUTER SERVICES STATE	-12,110	63,567	-33,794		-41,883	
OTHER CONTRACT SERVICES	604,347	169,105	19,283		415,959	
RENTS	176,821	81,050			95,771	
COMMODITIES	1,016,611	261,518	19,695		735,398	
GRANTS, SUBSIDIES, PENSIONS	3,092	2,314			778	
INTEREST-DEBT RETIREMENT	20				20	
TRANSFER TO OTHER FUNDS	69,491		1,470		68,021	
TOTAL EXPENDITURES	7,916,881	2,909,386	116,904		4,890,591	

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)

CHRISTINE ZUKES-LESSARD, ACTING DIRECTOR

Central Office: 249 WESTERN AVENUE, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-2675

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: 265,000

Legislative Count: 265,00

PURPOSE:

The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing programs. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals and Federal mandates, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Services, Drugs to Maine Elderly, Maine Eye Care 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 facilities, intermediate

DEPARTMENT OF HUMAN SERVICES

care facilities for people with mental retardation, assisted living facilities, hospices, home health care services and end stage renal disease facilities and certifies health care facilities and providers for Medicare, Medicaid and the Comprehensive Laboratory Improvement Amendments of 1988. It also operates the Maine Registry of Certified Nursing Assistants.

The Division of Program Evaluation supports the Bureau's efforts in evaluating the health care services and programs offered to those eligible and assists the Divisions and units in improving processes for better workflow and efficiency. This Division ensures that the Bureau's information services needs are met by developing the long range technical plan for the Bureau, coordinating the Bureau's research and training initiatives, and acting as a liaison with the Department's information services staff. Information systems are enhanced as needed, giving Bureau employees access to current, in-depth, reliable information in a timely manner. 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. It also administers the Maine PrimeCare program and the Early, Periodic, Screening, Diagnosis and treatment (EPSDT) program. This Division is also responsible for the Bureau's Surveillance and Utilization Review activities. The Division of Financial Services is the rate setting and financing forecasting arm of the Bureau. This Division is also responsible for reviewing and making recommendations regarding proposed significant changes in the health care systems as specified in the Maine Certificate of Need Act of 1978.

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, D.H.S., 11 S.H.S., Augusta, ME. 04333-0011 (Tel. 624-5443). Hospitals, Nursing Facilities, Intermediate Care Facilities for the Mentally Retarded, Home Health Care Svcs. and Agencies, Ambulatory Surgical Ctrs., Hospices, Level I and II Residential Care Facilities, Adult Family Care Homes, Adult Day Care Services, Congregate Housing Facilities, and End State Renal Disease Facilities. Applications for Medicare/Medicaid/CLIA Certification may also be made for: Home Health Agencies, Rural Health Clinics, Renal Dialysis Ctrs., Renal Transplant Ctrs., Speech and Hearing Ctrs., Psychiatric Hospitals, Critical Access Hospitals, CLIA Labs, Chiropractors, Hospitals, Ambulatory Surgical Ctrs., Comprehensive Out-Patient Rehab. Facilities, Hospices, Portable X-Ray Svcs., Rehab. Agencies, Rural Health Clinics, Community Health Ctrs., FQHC, Prospective payment exclusion units in hospitals.

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FINANCES, FISCAL YEAR 2000: The 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	8,139,190	2,518,167			5,621,023	
HEALTH BENEFITS	1,710,017	549,404			1,160,613	
RETIREMENTS	1,266,742	379,888			886,854	
OTHER FRINGE BENEFITS	102,918	33,394			69,524	
OTHER CONTRACT SERVICES STATE	17,689,825	10,752,136	454,693		6,482,996	
COMPUTER SERVICES STATE	716,631	301,400	256,776		158,455	
OTHER CONTRACT SERVICES	1,616,940	1,012,333	27,047		577,560	
RENTS	667,186	155,534	8,560		503,092	
COMMODITIES	14,900,671	1,786,484	1,615,713		11,498,474	
GRANTS, SUBSIDIES, PENSIONS	1120,533,765	317,259,513	36		803,274,216	
EQUIPMENT	91,851	3,557			88,294	
INTEREST-DEBT RETIREMENT	171	67			104	
TRANSFER TO OTHER FUNDS	382,700	32	13,750		368,918	
TOTAL EXPENDITURES	1167,818,607	334,751,909	2,376,575		830,690,123	

PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:

Annual Medicaid Report (Free)

Maine Medical Assistance Manual (\$50.00)

Regulations Governing the Licensing and Functioning of Skilled Nursing Facilities and Nursing Facilities (\$16.50)

Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for Persons with Mental Retardation (\$14.00)

Regulations for the Licensure of General and Specialty Hospitals – (\$15.00)

Regulations Governing the Licensing and Functioning of Hospice Programs (\$6.00)

Regulations Governing the Licensing and Functioning of Home Health Care Svcs. (\$11.00)

Maine Certificate of Need Procedure Manual – (\$5.00)

Maine Certificate of Need Monthly Project Summary – (Free)

Health Care Facility/Agency Space and Needs Guidelines

-Book One- Acute/Hospital-Based Services – (Free)

-Book Two-Free Standing Rehabilitation & Other Facilities – (Free)

Hospital Cooperation Act Program Manual – (Free)

Regulations Governing the Licensing and Functioning of End Stage Renal Disease Units/Facilities –(\$3.50)

Regulations Governing the Licensing of Ambulatory Surgical Facilities – (\$11.50)

Rules and Regulations Governing Personal Care and Support Workers - (\$2.00)

Rules and Regulations Governing the Functioning of the Maine Registry of Certified Nursing Assistants-\$2.50

DIRECTORIES:

Directory of Health Facilities by County – Volume I \$12.00

Hospitals, Ambulatory Surgical Ctrs.,

Comprehensive Outpatient Rehabilitation Facilities

End State Renal Disease Facilities

Federally Qualified Health Ctrs.

Home Health Agencies, Home Health Care Svcs.

Hospices, Portable X-Ray Svcs.

Rehabilitation Agencies, Rural Health Clinics,

Temporary Nurse Agencies, Personal Care Agencies

Directory of Health Facilities by County – Volume II \$12.00

Skilled Nursing Facilities

Nursing Facilities

Multilevel Facilities

Intermediate Care Facilities for People with Mental Retardation

Directory of Health Facilities by County – Volume III \$20.00

Level II Residential Care Facilities

Congregate Housing Svcs. Programs

Adult Day Svcs. Programs

Directory of Health Facilities by County – Volume IV \$8.00

Level I Residential Care Facilities

Adult Family Care Homes

DEPARTMENT OF HUMAN SERVICES

OFFICE OF PROGRAMS (HUMAN SERVICES)

PETER E. WALSH, DEPUTY COMMISSIONER

TDD: (207) 287-4479

Central Office: HS BLDG, 221 STATE STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-3005

Established: *Telephone:* (207) 287-2546

Reference: Policy Area: 03 ; Umbrella: 1Q 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. Under the direction of the Commissioner, 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE PUBLIC DRINKING WATER COMMISSION

STEVEN LEVY, CHAIRPERSON

Central Office: 157 CAPITOL STREET, AUGUSTA, ME 04333

Mail Address: 10 STATE HOUSE STATION, AUGUSTA, ME 04333-0010

Established: 1993

Telephone: (207) 287-5685

Reference: Policy Area: 03 ; Umbrella: 1Q Unit: 560 ; Citation: T0022 M.R.S.A., Sect. 00002660B

Average Count--All Positions: 16.000

Legislative Count: 16.00

PURPOSE:

Commission duties include: Determining proportion of Program effort dedicated to each type of public water system; evaluating Program workloads; evaluating 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. 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

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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 interests 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 been terminated.

FINANCES, FISCAL YEAR 2000: The 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	399,356		399,356			
HEALTH BENEFITS	85,276		85,276			
RETIREMENTS	60,223		60,223			
OTHER FRINGE BENEFITS	6,919		6,919			
OTHER CONTRACT SERVICES STATE	72		72			
COMPUTER SERVICES STATE	30,106		30,106			
OTHER CONTRACT SERVICES	45,008		45,008			
RENTS	38,671		38,671			
COMMODITIES	74,677		74,677			
GRANTS, SUBSIDIES, PENSIONS	29,500		29,500			
TOTAL EXPENDITURES	769,808		769,808			

OFFICE OF PUBLIC & LEGISLATIVE AFFAIRS (HUMAN SVCS)

DAVID S. WINSLOW, DIRECTOR

TDD: (207) 287-4479

Central Office: HS BLDG, 221 STATE STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-3005

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

DEPARTMENT OF HUMAN SERVICES

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, two secretaries and a receptionist.

PROGRAM:

During the 1999-2000 period, the office produced news releases on department affairs, developed public awareness concerning DHS issues, and designed supporting brochures for departmental programs.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

HEALTH AND ENVIRONMENTAL TESTING LABORATORY(HUMAN SERVICES)

JOHN A. KRUEGER,, CHIEF

Central Office: HS BLDG, 221 STATE STREET, AUGUSTA, ME 04333

Mail Address: 12 STATE HOUSE STATION, AUGUSTA, ME 04333-0012 *FAX:* (207) 287-6832

Established: 1902

Telephone: (207) 287-2727

Reference: Policy Area:03 ; Umbrella: 1Q 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
- Environmental Inorganics/Nutrients
- Organics
- 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

DEPARTMENT OF HUMAN SERVICES

been tuberculosis, food-borne illness, sexually transmitted diseases, vaccine preventable diseases, and outbreaks such as influenza. Although infectious diseases had been thought by many to be permanently under control, recent developments such as Lyme disease, Hantavirus, AIDS, Multiple-drug resistant Tuberculosis, and massive outbreaks of wild animal rabies have shown that infectious disease still pose a frightening public health risk. It is the role of the Health and Environmental Laboratory to maintain state-of-the-art facilities and personnel to detect and diagnose these disease events and support the state's capacity to respond to new disease threats while continuing to contain traditional diseases.

A combination of federal funds and accumulated fees have enabled the HETL to remain a modern up-to-date facility for this purpose, although continued support is essential to future protection of public health. Many environmental threats, such as contaminated water supplies pose a direct threat to the public's health, while others, such as degraded lake water quality impact environmental parameters directly, and public health more slowly and indirectly.

Accurate and specific analytical testing of all environmental parameters is vital to protection of health, as well as support of regulatory agencies such as the Drinking Water Program of DHS and the various programs of the DEP. Testing must be available in a timely fashion, at a cost-effective price, and of court-admissible quality.

In addition, high volume testing must be available for repetitive monitoring of water supplies, mandated by federal rules, and available to private parties at reasonable cost, or free to those of limited means. Extensive purchase of computer-driven automated analytical equipment has kept the HETL at the forefront of analytical capabilities in organic chemistry, heavy metal testing, and other needs, and provided optimum productivity and efficiency of the Lab. The HETL offers a full range of environmental analyses. Public Safety is another aspect of public health, and the HETL plays a major role in public safety-related testing. The HETL is designated by statute as the agency certifying chemists 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. The Forensic section also performs analyses and identification of controlled substances for criminal investigations.

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.)

DIRECTORY OF LABORATORY--MAINE HEALTH AND ENVIRONMENTAL TESTING LABORATORY .
(Available free of charge.)

RABIES INFORMATION BOOKLET (Available free of charge)

WATER TESTING GUIDE (Available free of charge)

Buzzword-A biannual newsletter on Forensic activities and news

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF HUMAN SERVICES

DIVISION OF REGIONAL OPERATIONS

ROBERT R. NADEAU, DIRECTOR

Central Office: 161 MARGINAL WAY, PORTLAND, ME 04101

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

Established:

Reference: Policy Area: 03 ; *Umbrella:* 10 *Unit:* 144R; *Citation:* T0022

Average Count--All Positions: 1114.500

FAX: (207) 822-2147

Telephone: (207) 822-2216

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

Legislative Count: 1114.50

PROGRAM:

The Division of Regional OMB Operations 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, South Paris, and Fort Kent. There are approximately 1437 DHS employees in these offices, serving the public.

FINANCES, FISCAL YEAR 2000: The 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	30,463,886	21,678,223	91,247		8,694,416	
HEALTH BENEFITS	7,139,748	4,893,732	28,413		2,217,603	
RETIREMENTS	4,449,584	3,291,467	13,888		1,144,229	
OTHER FRINGE BENEFITS	417,486	318,188	1,562		97,736	
OTHER CONTRACT SERVICES STATE	115,829	53,950			61,879	
COMPUTER SERVICES STATE	55,685	20,768			34,917	
OTHER CONTRACT SERVICES	2,102,364	1,543,715	39,882		518,767	
RENTS	5,226,753	2,045,882	236		3,180,635	
COMMODITIES	2,658,139	1,739,528			918,611	
GRANTS, SUBSIDIES, PENSIONS	359,745	350,159			9,586	
INTEREST-DEBT RETIREMENT	28	8			20	
TRANSFER TO OTHER FUNDS	232,848		2,184		230,664	
COST OF GOODS SOLD	-258	-258				
TOTAL EXPENDITURES	53,221,837	35,935,362	177,412		17,109,063	

OFFICE OF VITAL STATISTICS

N. WARREN BARTLETT, DIRECTOR & ST REGISTRAR

Central Office: 157 CAPITAL STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011

Established: 1992

Reference: Policy Area: 03 ; *Umbrella:* 10 *Unit:* 146 ; *Citation:* T0022

FAX: (207) 287-9058

Telephone: (207) 287-3264

M.R.S.A., Sect. 000002701

PURPOSE:

The Office of Health Data and Program Management (OHDPM) collects, maintains and updates population-based health data, Maine's Vital Records system and Behavioral Risk Factor Surveillance Survey System; OHDPM assures access to health services in rural communities through recruitment of medical professionals, clearinghouse functions and networking; The office houses the Coordinated School Health Program. OHDPM provides administrative support to the

DEPARTMENT OF HUMAN SERVICES

Bureau of Health in areas of budget, personnel, contracting, information/data and program management and evaluation; staff are also responsible for developing the Annual State Health Plan.

ORGANIZATION:

The Office of Health Data and Program Management was created in 1996 as part of data/information system and administrative management reorganization within the Bureau of Health. The OHDPM includes: The Office of Data, Research and Vital Statistics (established in 1992); the Office of Primary Health Care (established in 1986); the Maine Office of Rural Health (established in 1991); the Behavior Risk Factor Surveillance Survey (established in 1986); the Accounting Office, and the Coordinated School Health Program.

PROGRAM:

A major function of the Office of Data, Research and Vital Statistics continued to be the development and maintenance of core data needs of health and social services, program planning and management. Specific projects 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; 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 system has been implemented with all Maine hospitals participating in this system.

Maine is one of 50 US states and territories that conducts the Behavioral Risk Factor Surveillance Survey (BRFSS), a random digit dialing telephone survey of the population, to determine the prevalence of behavioral risks that lead to premature mortality, morbidity and disability. The Office also maintains the Pregnancy Risk Assessment Monitoring System (PRAMS), an on-going, population-based surveillance system designed to supplement Vital Records data and to generate State-specific data for planning and assessing perinatal health programs.

The Office of Primary Health Care was established to administer the Cooperative Agreement for Primary Care Services and the State Loan Repayment Program. The mission of the Office is to increase access to primary health care services for Maine's underserved and indigent populations. The State Loan Program encourages physicians, dentists and physician extenders to practice in federally designated health professional shortage areas. 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 on programs and funding opportunities for improving access to health care; provides technical assistance to rural communities on recruiting health care professionals; issues a bi-monthly newsletter to keep the Office's constituency informed on the latest development affecting access to health care services for the rural population of Maine; and manages the Rural Medical Access program.

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
Population Estimates
Physicians in Maine
Dentists in Maine
Fact Sheets on selected topics - free
State Primary Care Data
Maine Office of Rural Health Newsletter
Maine Health 2000: A Health Planning Resource

FINANCES, FISCAL YEAR 2000: 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

LEE E. PERRY, COMMISSIONER

Central Office: 284 STATE ST, AUGUSTA, ME, 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME, 04333-0041 *FAX:* (207) 287-6395

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: 316.589

Legislative Count: 308.50

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 declared to be official consolidations of fishing rules. These regulation

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	10,668,241	8,400,788	422,086		1,845,367	
HEALTH BENEFITS	2,475,838	1,992,014	91,658		392,166	
RETIREMENTS	2,031,217	1,575,918	64,664		390,635	
OTHER FRINGE BENEFITS	155,111	149,197	5,432		482	
OTHER CONTRACT SERVICES STATE	1,585,430	546,639	585,468		453,323	
COMPUTER SERVICES STATE	36,854	13,282	11,618		11,954	
OTHER CONTRACT SERVICES	2,280,183	1,810,993	116,657		352,533	
RENTS	1,544,859	909,643	120,175		515,041	
COMMODITIES	1,933,132	1,429,807	155,066		348,259	
GRANTS, SUBSIDIES, PENSIONS	178,936		123,089		55,847	
PURCHASE OF LAND	941,229		269,351		671,878	
BUILDING IMPROVEMENTS	1,340		1,340			
EQUIPMENT	477,886	365,665	72,165		40,056	
INTEREST-DEBT RETIREMENT	75	67	8			
TRANSFER TO OTHER FUNDS	45,763		12,475		33,288	
TOTAL EXPENDITURES	24,356,094	17,194,013	2,051,252		5,110,829	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	480,422	415,245			65,177	
HEALTH BENEFITS	75,214	61,123			14,091	
RETIREMENTS	110,353	96,485			13,868	
OTHER FRINGE BENEFITS	2,506	2,506				
OTHER CONTRACT SERVICES STATE	75,924	6,919	1,107		67,898	
COMPUTER SERVICES STATE	2,420				2,420	
OTHER CONTRACT SERVICES	242,439	192,066	24,268		26,105	
RENTS	74,050	73,340	150		560	
COMMODITIES	81,532	62,931	17,047		1,554	
INTEREST-DEBT RETIREMENT	19	19				
TRANSFER TO OTHER FUNDS	1,866		339		1,527	
TOTAL EXPENDITURES	1,146,745	910,634	42,911		193,200	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

BUREAU OF ADMINISTRATIVE SERVICES (IF&W)

RICHARD E. RECORD, JR., DIR., ADMIN. SERVICES

Central Office: 284 STATE ST, AUGUSTA, ME

Mail Address: 41 STATEHOUSE STATION, AUGUSTA, ME 04333-0041

Established:

Reference: Policy Area: 05 ; Umbrella: 09 Unit: 167 ; Citation: T0012 M.R.S.A., Sect. 000007012

Average Count--All Positions: 40.808

Telephone: (207) 287-5210

Legislative Count: 40.50

PURPOSE:

The purpose of the Bureau is to assist the Commissioner and Division Heads with long range financial planning, preparation and management of annual and biennial budgets, and provide centralized service in areas common to all divisions. The responsibilities of the Bureau include, but are not limited to: 1) financial accounting, 2) personnel management, 3) licensing and registrations, 4) engineering, 5) land acquisition, and 6) equipment inventory.

ORGANIZATION:

In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau is structured in the following manner: Accounting Section-headed by a Chief Accountant; Division of Engineering and Realty-headed by a Supervisor; Division of Licensing and Registration-headed by a Director; Personnel Section-headed by a Personnel Officer; Central Purchasing and Supply Section-headed by a Property Officer.

PROGRAM:

The Bureau carried on its obligation to coordinate the accounts of all Department revenues and expenditures providing the Commissioner, Deputy Commissioner, various Legislative Committees, and others with facts, figures, and reports as needed.

The Personnel Section coordinated all staff personnel activities of the Department including processing all personnel actions, advising employees on personnel rules and regulations and providing other personnel information and statistics as required. The Licensing Section provided the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registered all watercraft, snowmobiles and All-Terrain vehicles. The operation of these machines is regulated in cooperation with all law enforcement agencies and information is provided as required.

The Engineering and Land Acquisition Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. This Section also coordinates any new acquisition of land for the purpose of protection, preservation and 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.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 2000: The 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	1,078,406	1,046,829	31,577			
HEALTH BENEFITS	292,524	286,567	5,957			
RETIREMENTS	172,864	165,880	6,984			
OTHER FRINGE BENEFITS	13,008	12,626	382			
OTHER CONTRACT SERVICES STATE	215,724	160,754	54,970			
COMPUTER SERVICES STATE	4,054	1,848	2,206			
OTHER CONTRACT SERVICES	772,532	767,058	5,474			
RENTS	193,975	193,975				
COMMODITIES	425,405	363,611	3,796		57,998	
INTEREST-DEBT RETIREMENT	33	33				
TRANSFER TO OTHER FUNDS	1,184		715		469	
TOTAL EXPENDITURES	3,169,709	2,999,181	112,061		58,467	

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

RICHARD NEAL, CHAIRMAN

Central Office: 284 STATE ST, AUGUSTA, ME

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

Established: 1945

Telephone: (207) 287-5202

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 \$50 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 chair and one as vice-chair.

PROGRAM:

The Advisory Council met with the Commissioner to review regulation changes, acquisition of major land parcels, and other department matters 11 times during FY 00.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**JUNIOR MAINE GUIDES AND TRIP LEADERS CURRICULUM
ADVISORY BOARD**

TIMOTHY E. PEABODY, GAME WARDEN COLONEL

Central Office: 284 STATE ST, AUGUSTA, ME 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094

Established: 1979

Telephone: (207) 287-2766

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: a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and 3 members of the general public. The Board serves without compensation for 3 years or until successors are appointed.

PROGRAM:

Pursuant to 12 MRSA, sections 7321-7322 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 752 permits issued and 27 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

ADVISORY BOARD FOR THE LICENSING OF GUIDES

TIMOTHY E. PEABODY, GAME WARDEN COLONEL

Central Office: 284 STATE ST, AUGUSTA, ME 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094

Established: 1975

Telephone: (207) 287-2766

Reference: Policy Area: 05 ; Umbrella: 09 Unit: 142 ; Citation: T0012 *M.R.S.A., Sect.* 000007320

PURPOSE:

- The Advisory Board for the Licensing of Guides was established:
- A. To provide advice and consent regarding rules proposed by the Commissioner;
 - B. At the request of the Commissioner, to conduct oral examinations of applicants for guide licenses; and
 - C. To advise the Commissioner on granting and revoking guide licenses.

ORGANIZATION:

The Advisory Board for the Licensing of Guides, established by Title 5, section 12004, subsection 10, shall consist of the following 7 members:

- A. One subordinate officer of the department designated by the Commissioner;
- B. Two wardens of the department; and
- C. Four representatives of the public, with no more than 3 holding license under this subchapter, to be appointed by the Governor for a term of 3 years to reflect a wide diversity of guiding experience. At least 2 members shall be chosen for their expertise in outdoor recreation. The public members shall be compensated as provided in Title 5, Chapter 379.

PROGRAM:

The Advisory Board for the Licensing of Guides met 87 times in FY98. The Board passed 371 applicants and denied 226. The categories of licenses granted are as follows:

Master

Hunting (74)

Fishing (49)

Recreation (98)

Hunting/Fishing (30)

Hunting/Recreation (28)

Fishing/Recreation (49)

Sea Kayaking (24)

Tidewater Fish (10)

Recreation/Sea Kayaking (9)

Fish/Tidewater (3)

Whitewater Boards met 8 times in FY98. The Board passed 277 LEVEL I and denied 0.

Level II (326)

LICENSES:

Master Guides License

Hunting Guides License

Fishing Guides License

Recreational Guides License

Whitewater Guides License

Tidewater Guides License

Sea Kayaking Guides License

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

MAINE OUTDOOR HERITAGE FUND BOARD

JO D. SAFFEIR, EXECUTIVE DIRECTOR

Central Office: 284 STATE ST., AUGUSTA, ME 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094

Established: 1995

Telephone: (207) 688-4191

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

Average Count--All Positions: 1.000

Legislative Count: 1.00

PURPOSE:

The Maine Outdoor Heritage Fund was established by the Legislature in 1995 after it became clear there was insufficient funding for worthwhile projects that would perpetuate Maine's outdoor heritage -- the state's endangered species, wildlife habitat and pristine lands for outdoor recreation. By funding the program solely with revenue from the sale of special Outdoor Heritage lottery tickets, the legislature was able to support financially worthwhile projects without using revenue from the General Fund.

ORGANIZATION:

The Maine Outdoor Heritage Fund is governed by a board of seven members. The Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Conservation and the Coordinator of the Natural Areas Program are permanent members. With approval from the Legislature, the Governor appoints four citizen members to staggered 4-year terms. One citizen member must represent a state sportsman's organization, one must represent a state wildlife conservation organization and one must work in a field related to natural resources. The Board has hired an executive director on a contractual basis to perform the duties of administering the grants once they are awarded, organizing the application process for grants and coordinating with the Lottery Commission and other state and private organizations.

PROGRAM:

The Board awards grants semi-annually to natural resource agencies for conservation and recreation projects that meet the guidelines stated in the Outdoor Heritage Fund's Strategic Plan. Since the program began in 1996, the Board has awarded nearly \$6.4 million to 233 projects.

The grants are awarded in four categories:

- fisheries and wildlife, and habitat conservation projects;
- acquisition and management of public lands, parks, wildlife conservation areas, public access and outdoor recreation sites and facilities;
- endangered and threatened species conservation projects;
- natural resources law enforcement.

Revenue is raised from the sale of instant lottery tickets, which are available at most outlets that sell other Maine State Lottery tickets. The Outdoor Heritage ticket design changes every three to six months. The current ticket is titled "Three Trout game". The subsequent ticket will be titled "Tic Tac Doe".

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 2000: The 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						
SALARIES & WAGES	770		770			
OTHER CONTRACT SERVICES STATE	397,147		397,147			
COMPUTER SERVICES STATE	4,632		4,632			
OTHER CONTRACT SERVICES	12,093		12,093			
RENTS	9,859		9,859			
COMMODITIES	61,725		61,725			
GRANTS, SUBSIDIES, PENSIONS	105,207		105,207			
PURCHASE OF LAND	57,170		57,170			
EQUIPMENT	38,621		38,621			
TRANSFER TO OTHER FUNDS	3,912		3,912			
TOTAL EXPENDITURES	691,136		691,136			

DIVISION OF PLANNING (IF&W)

KENNETH D. ELowe, DIR BUR RES MNGMT

Central Office: 284 STATE ST, AUGUSTA, ME 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-6395

Established: *Telephone:* (207) 287-5252

Reference: Policy Area: 05 ; Umbrella: 09 Unit: 235 ; Citation: T0012 M.R.S.A., Sect. 000007015

PURPOSE:

The Planning Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program. In addition, the Division coordinates the implementation of inter-divisional programs and provides technical assistance to the Commissioner's Office and various Divisions.

ORGANIZATION:

The Division was established by administrative directive in 1968, and consisted of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section. In 1984, the 111th Legislature reorganized the Department. The Program Development and Coordination Division was renamed the Division of Planning and placed in a staff position in the organization to emphasize its department wide planning function.

The computer and the environmental coordination responsibilities were reassigned to the Bureau of Resource Management. The director's position was eliminated in 1990. The Warden Service Planner's position was eliminated in 1991. The Director of the Bureau of Resource Management was assigned administrative oversight of the division in 1992.

PROGRAM:

The Division program consists of a variety of projects and assignments which fall into the general areas of planning, coordination, and technical assistance. Procedures are developed and enhanced for preparing strategic and operational plans, and management systems. Public working groups are employed to provide public input into the setting of goals and objectives for species and programs.

Division personnel coordinate a variety of programs which cross Division and Bureau lines including moose, deer, and turkey permit systems, Department review of local comprehensive plans, significant habitat protection efforts, surveys of users and implementation of a new licensing system. Division personnel provide technical assistance in a variety of areas including programming of computer application; drafting regulations and legislation,

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF & W)

DONALD KLEINER, 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) 287-5244

Reference: Policy Area: 05 ; Umbrella: 09 Unit: 236 ; Citation: T0012 M.R.S.A., Sect. 000007016

Average Count--All Positions: 13.000

Legislative Count: 13.00

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.

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, now the Maine Wildlife Park, 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 are the Information Center, Media Relations, Maine Wildlife Park, and Public Relations.

The Information Center, serving as the Augusta headquarters call center, provides a knowledgeable staff responding to telephone inquiries and directing calls to appropriate Department Divisions from 9-5, Monday through Friday. The call center also maintains a recorded Information Line, mails and distributes quantities of printed material, and develops and maintains the Department's web page.

Media relations provides press releases about the Department and its programs to newspapers, radio and television in both written and electronic formats. The photography and video production facility produces a variety of slides, prints and video documenting current Department projects and to supplement stories released to the media.

Maine Wildlife Park hosted over 82,000 visitors last year. A variety of wildlife and conservation school programs and tours are offered here, reaching well over 3000 of Maine's school children annually. Teacher workshops are offered statewide using Project WILD, an award-winning national wildlife and conservation education program, to assist classroom teachers and other educators to become more informed about Maine wildlife and conservation. The Division provides support for the popular Maine Conservation Camp scholarship program and the "Becoming an Outdoors-Woman" workshops.

Public relations and promotion included nine outdoor shows last year and a variety of advertising intended to promote outdoor recreation in the state,

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

safety, and our landowner realations program. The Division also organizes the Maine Migratory Waterfowl Stamp art contest and many other events such as Fur Fin and Feather Day at the Legislature.

Maine Fish and Wildlife Magazine is being produced under a new arrangement bringing more timely information to its 12,000 subscribers while reducing the need for staff time on this project. The magazine focuses primarily on the Department and its projects, programs and personnel.

Public Information and Education also provides support to other divisions for video, photography, displays, presentations, and the design, development, and distribution of a great deal of printed material about the department and its programs.

FINANCES, FISCAL YEAR 2000: The 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	401,639	319,144	82,495			
HEALTH BENEFITS	92,126	70,936	21,190			
RETIREMENTS	53,151	40,595	12,556			
OTHER FRINGE BENEFITS	8,061	7,866	195			
OTHER CONTRACT SERVICES STATE	158,009	100,067	57,942			
COMPUTER SERVICES STATE	7,571	7,571				
OTHER CONTRACT SERVICES	176,982	142,761	34,221			
RENTS	23,214	17,309	5,905			
COMMODITIES	158,299	131,474	26,825			
GRANTS, SUBSIDIES, PENSIONS	-5,000		-5,000			
BUILDING IMPROVEMENTS	1,340		1,340			
EQUIPMENT	26,803	8,259	18,544			
INTEREST-DEBT RETIREMENT	8		8			
TRANSFER TO OTHER FUNDS	2,104		2,104			
TOTAL EXPENDITURES	1,104,307	845,982	258,325			

BUREAU OF RESOURCE MANAGEMENT (IF&W)

KENNETH D. ELOWE, DIR BUR RES MNGMT

Central Office: 284 STATE ST, AUGUSTA, ME 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 FAX: (207) 287-6395

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: 114.815 Legislative Count: 111.00

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

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 100,000 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.

FINANCES, FISCAL YEAR 2000: The 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	3,845,929	1,871,476	264,119		1,710,334	
HEALTH BENEFITS	875,342	446,848	59,718		368,776	
RETIREMENTS	591,409	190,096	37,884		363,429	
OTHER FRINGE BENEFITS	36,776	31,657	4,637		482	
OTHER CONTRACT SERVICES STATE	573,729	116,716	74,302		382,711	
COMPUTER SERVICES STATE	16,891	2,577	4,780		9,534	
OTHER CONTRACT SERVICES	606,205	318,878	39,281		248,046	
RENTS	354,587	121,669	95,272		137,646	
COMMODITIES	671,085	356,305	43,702		271,078	
GRANTS, SUBSIDIES, PENSIONS	78,729		22,882		55,847	
PURCHASE OF LAND	884,059		212,181		671,878	
EQUIPMENT	156,316	101,260	15,000		40,056	
INTEREST-DEBT RETIREMENT	4	4				
TRANSFER TO OTHER FUNDS	33,736		5,112		28,624	
TOTAL EXPENDITURES	8,724,797	3,557,486	878,870		4,288,441	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

BUREAU OF WARDEN SERVICE (IF&W)

TIMOTHY E. PEABODY, GAME WARDEN COLONEL

Central Office: 284 STATE ST, AUGUSTA, ME 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094

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: 139.966

Legislative Count: 136.00

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 and recreational vehicle laws (snowmobile and ATV). The Maine Warden Service is, by statute, responsible for searches for persons presumed lost or drowned in the fields, forests and inland waters of the State of Maine. Game Wardens of the Maine Warden Service are uniformed law enforcement officers with full police powers and statewide jurisdiction.

ORGANIZATION:

The Maine Warden Service was formally established on March 9, 1880, and was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau of Warden Service currently consists of a Game Warden Colonel (Chief Warden), a Game Warden Major (Deputy Chief Warden), 5 Game Lieutenants, 18 Game Warden Sergeants, 3 Game Warden Investigators, 1 Chief Warden Pilot, 2 Game Warden Pilots, 93 District Game Wardens, 1 Game Warden Wildlife Forensic Specialist, and 10 Deputy Game Wardens. Support services within the Maine Warden Service include a Wildlife Forensics Laboratory, Dive Team, Airboat Team (for Search and Rescue), Overhead Search and Rescue Team, K-9 Unit (Dog Team), Resource Protection Unit and the Aviation Division (Air Wing).

PROGRAM:

Conservation Law Enforcement: In 1999, the Maine Warden Service responded to 8,574 complaints on matters of conservation law enforcement and Inland Fisheries and Wildlife rule and regulation. During 1999 4,291 persons were prosecuted and 2,341 were warned for violation of laws and rules pertaining to fish, wildlife, boating and recreational vehicles. To accomplish the Conservation Law Enforcement and Search and Rescue mission of the Bureau, in 1998 Game Wardens drove a total of 3,020,133 miles.

Search and Rescue: During 1999, the Maine Warden Service conducted 198 searches for persons lost in the fields and forests of Maine or presumed to be drowned on the inland waters of the State. **Safety:** During 1999, 807 volunteer hunter safety instructors certified 6,116 students in 271 hunter safety courses across the State. During the same time, there were 618 snowmobile students certified. 107 ATV instructors taught 72 courses for 422 students. Regional Safety Coordinators visited summer camps and schools; every hunter safety course carried boating safety, and 104 boating safety instructors taught 270 students.

Data Collection: During 1998 Maine Warden Service was responsible for compiling the following data for management purposes: Oversaw the administration of fur tagging stations; which tagged 23,210 instate raw furs. Oversaw the administration of big game registration stations, which tagged 28,241 deer, 2,621 bears, and 1,866 moose. In addition, Warden Service assisted with 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

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

PUBLICATIONS:

Fishery Law Summary-Free

Hunting Law Summary-Free

Complete Copy of All Applicable Statutes and Rules-\$8.00

FINANCES, FISCAL YEAR 2000: The 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	4,861,075	4,748,094	43,125		69,856	
HEALTH BENEFITS	1,140,632	1,126,540	4,793		9,299	
RETIREMENTS	1,103,440	1,082,862	7,240		13,338	
OTHER FRINGE BENEFITS	94,760	94,542	218			
OTHER CONTRACT SERVICES STATE	164,897	162,183			2,714	
COMPUTER SERVICES STATE	1,286	1,286				
OTHER CONTRACT SERVICES	469,932	390,230	1,320		78,382	
RENTS	889,174	503,350	8,989		376,835	
COMMODITIES	535,086	515,486	1,971		17,629	
EQUIPMENT	256,146	256,146				
INTEREST-DEBT RETIREMENT	11	11				
TRANSFER TO OTHER FUNDS	2,961		293		2,668	
TOTAL EXPENDITURES	9,519,400	8,880,730	67,949		570,721	

JUDICIAL DEPARTMENT

JUDICIAL DEPARTMENT

HON. DANIEL E. WATHEN, CHIEF JUSTICE

Central Office: 62 ELM STREET, PORTLAND, ME,
Mail Address: BOX 4820, PORTLAND, ME, 04112-4820
Established: 1820

Reference: Policy Area: 00 ; Umbrella: 40 Unit: 274 ; Citation: T0004
Average Count--All Positions: 415.500
Units:

Telephone: (207) 822-0792

M.R.S.A., Sect. 000000001

Legislative Count: 415.50

ADMINISTRATIVE OFFICE OF THE COURTS
ADMINISTRATIVE COURT
BOARD OF BAR EXAMINERS
STATE COURT LIBRARY COMMITTEE
COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE
(CADRES) 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 continuation of an annual statewide all-employees meeting, a Judicial Branch newsletter, and a greatly expanded employee training program. The Performance Council (made up of court staff and external volunteers) continued to serve as a planning board for the Judicial Department, overseeing key areas of change and improvement.

JUDICIAL DEPARTMENT

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's 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	16,232,335	15,242,102	244,288		745,945	
HEALTH BENEFITS	2,950,744	2,781,954	46,644		122,146	
RETIREMENTS	2,962,673	2,797,115	42,376		123,182	
OTHER FRINGE BENEFITS	199,712	185,598	2,982		11,132	
OTHER CONTRACT SERVICES STATE	9,921,271	9,410,150	289,502		221,619	
COMPUTER SERVICES STATE	22,696	22,696				
OTHER CONTRACT SERVICES	4,507,166	3,939,717	404,322		163,127	
RENTS	3,712,581	3,558,868	143,414		10,299	
COMMODITIES	1,472,013	1,231,917	206,507		33,589	
GRANTS, SUBSIDIES, PENSIONS	3,102,530	1,684,346	1,418,184			
BUILDING IMPROVEMENTS	81,987	81,987				
EQUIPMENT	192,952	192,952				
INTEREST-DEBT RETIREMENT	185	185				
TRANSFER TO OTHER FUNDS	14,662	-116	8,103		6,675	
TOTAL EXPENDITURES	45,373,507	41,129,471	2,806,322		1,437,714	

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	16,232,335	15,242,102	244,288		745,945	
HEALTH BENEFITS	2,950,744	2,781,954	46,644		122,146	
RETIREMENTS	2,962,673	2,797,115	42,376		123,182	
OTHER FRINGE BENEFITS	199,712	185,598	2,982		11,132	
OTHER CONTRACT SERVICES STATE	9,921,271	9,410,150	289,502		221,619	
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INTEREST-DEBT RETIREMENT	185	185				
TRANSFER TO OTHER FUNDS	14,662	-116	8,103		6,675	
TOTAL EXPENDITURES	45,373,507	41,129,471	2,806,322		1,437,714	

ADMINISTRATIVE OFFICE OF THE COURTS

JAMES T. GLESSNER, STATE COURT ADMINISTRATOR

Central Office: 62 ELM STREET, PORTLAND, ME

Mail Address: BOX 4820, PORTLAND, ME 04112

Established: 1975

Reference: Policy Area: 00 ; Umbrella: 40 Unit: 425 ; Citation: T0004

FAX: (207) 822-0781

Telephone: (207) 822-0792

M.R.S.A., Sect. 000000015

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

JUDICIAL DEPARTMENT

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 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, technology, 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 strategic planning, the enhancement of staff and judicial training, and the creation of MeJIS, the Maine Judicial Information System, a statewide computerized court system.

PUBLICATIONS:

"A Citizen's Guide to the Maine Courts" (out of print)
"The Maine Judicial Branch Annual Report" (\$5.00)
"A Guide to Small Claims Proceedings of the Maine District Court" (free)
"Traveler Juror Handbook" (free)
"A Guide to Protection From Abuse And Harrassment Actions" (free)

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADMINISTRATIVE COURT

HON. ROLAND BEAUDOIN, CHIEF JUDGE

Central Office: 205 NEWBURY STREET, PORTLAND, ME

Mail Address: BOX 7260 DTS, PORTLAND, ME 04112

Established: 1973

Telephone: (207) 822-4291

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

PURPOSE:

The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

ORGANIZATION:

The Administrative Court was created by the Legislature in 1973 and became a part of the Judicial Department in 1978. Prior thereto, the Administrative

JUDICIAL DEPARTMENT

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 were 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, primarily in Cumberland and York counties.

In its second regular session, the 119th Legislature enacted P.L. 547, which "abolishes" the Administrative Court as of March 15, 2001. Upon enactment of P.L. 547 on March 9, 2000, the Associate Administrative Court judgeship was transferred to the District Court. On March 15, 2001, the remaining Administrative Court judge and clerk, as well as the Administrative court caseload, will be transferred to the District Court.

PROGRAM:

In recent years, the Administrative Court judges and staff have assisted the District and Superior Courts by hearing civil matters on a regular basis, particularly contested cases within the Family Division of the District Court. Transfer of the Administrative Court judges and clerk to the District Court will formalize this practice.

FINANCES, FISCAL YEAR 2000: 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
JUNE D. ZELLERS, ESQ., EXECUTIVE DIRECTOR

Central Office: 74 WINTHROP STREET, AUGUSTA, ME 04330

Mail Address: PO BOX 140, AUGUSTA, ME 04332-0140

Established: 1899

FAX: (207) 622-0059

Telephone: (207) 623-2464

Reference: Policy Area: 00 ; Umbrella: 4Q Unit: 291 ; Citation: T0004 M.R.S.A., Sect. 000000801

PURPOSE:

The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys. After passing the examination and compliance with the statutes has been accomplished, the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION:

The Board is composed of seven lawyers of the State and two representatives of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the governor on the recommendation of the Supreme Judicial Court, and they 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.

JUDICIAL DEPARTMENT

The Board holds 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 a chair and a secretary who may, but need not be, the same person, and a treasurer. The Board makes rules and regulations relative to the performance and duties of the Board and to the examinations which the Board conducts. Four members of said Board shall constitute a quorum for the transaction of business.

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 foreign 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE COURT LIBRARY COMMITTEE

HON. ROBERT E. MULLEN, 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, computer-assisted research (CD-ROMs, Internet) and reader/printers.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain

JUDICIAL DEPARTMENT
comprehensive fiscal data relative to this unit

COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE (CADRES) COMMITTEE

DIANE E. KENTY, ESQ., DIRECTOR

Central Office: RR#1, BOX 310, WEST BATH, ME 04530

Mail Address: RR#1, Box 310, WEST BATH, ME 04530

Established: 1996

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

FAX: (207) 442-0228

Telephone: (207) 442-0227

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 District and Superior court locations.

PROGRAM:

As a result of the statutory changes enabled by the enactment of 4 MRSA Section 18-B in 1996, the Service has undergone substantial restructuring, and continues to develop a system of open panels of ADR providers who meet specified qualifications and who are drawn from the state's growing community of mediation professionals. ADR services are 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.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DISTRICT COURT FOR THE STATE OF MAINE

HON. MICHAEL W. WESTCOTT, CHIEF JUDGE

Central Office: 205 NEWBURY STREET, PORTLAND, ME

Mail Address: P.O. BOX 66, PORTLAND, ME 04112-0066

Established: 1961

Reference: Policy Area: 00 ; Umbrella: 40 Unit: 279 ; Citation: T0004 M.R.S.A., Sect. 000000151

Telephone: (207) 822-4171

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 uncluding unfair trade practices and cases involving environmental law violations. The District Court hears all child protection cases, termination of parental rights cases, and protection from abuse and harassment cases. In the District Court, judges are assigned by the Chief Judge

JUDICIAL DEPARTMENT

to sit in any district court in the state.

The District Court is the small claims court (for cases involving not more than \$4,500) and the juvenile court. In addition, the Court hears mental health, forcible entry and detainer, quiet title and foreclosure cases. It is the only court available for enforcement of money judgments.

There are 32 judges in the District Court including the chief judge, who is designated by the Chief Justice of the Supreme Judicial Court. In January 2000, the district Court judiciary expanded from 17 to 31, the legislation created four new judgeships to support a new "Juvenile Drug Treatment Court" In March 2000, the associate judge of the Administrative Court was transferred to the District court, bringing the number of judges to 32. 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:

Within the District Court, there are programs and systems designed to enable the Court achievement of its purpose. One of these programs is the COURT APPOINTED SPECIAL ADVOCATE PROGRAM (CASA) , which 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, paid only for their travel and expenses, donate thousands of hours serving as guardians ad litem to the children in child protection cases.

The FAMILY DIVISION of the District Court was established by the second session of the 118th Legislature, which enacted 4 M.R.S.A. p.183: "There is established within the District Court a Family Division that has jurisdiction over family matters filed in District Court. The Family Division shall provide a system of justice that is responsive to the needs of families and the support of their children." In May of 1998, Family Case Management Officers began to hear and dispose matters as allowed by statute:

"(1) Interim orders in actions involving the establishment, modification or enforcement of child support; (2) Interim actions involving divorce, legal separation, paternity or parental rights...; (3) Final Orders in matters when the proceeding is uncontested; (4) Final orders in a contested proceeding when child support is the only contested issue and (5) Other actions assigned by the Chief Judge of the District Court."

The JUVENILE DRUG TREATMENT COURT program began operation in January 2000. This system combines close supervision by the judicial system with resources available from community alcohol and drug treatment services. The court provides evaluation, coordination and support services for juveniles, including: screening offenders for substance abuse; use of case managers to coordinate full use of community rehabilitation resources; multiple court appearances by offenders; constant court monitoring of rehabilitation progress; and incentives to abandon drugs and create healthy living patterns.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

H. CABANNE HOWARD, ESQ., EXECUTIVE SECRETARY

Central Office: P.O. BOX 8058, PORTLAND, ME 04104-8058

Mail Address: PO BOX 8058, PORTLAND, ME 04104-8058

Established: 1978

Reference: Policy Area: 00 ; Umbrella: 4Q Unit: 276J ; Citation: J1978 M.R.S.A., Sect. SJ-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

JUDICIAL DEPARTMENT

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 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF OVERSEERS OF THE BAR

LEE YOUNG, CHAIR

Central Office: 97 WINTHROP STREET, AUGUSTA, ME 04330

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

Established: 1978

Reference: Policy Area: 00 ; Umbrella: 40 Unit: 276B; Citation: J1978

FAX: (207) 623-4175

Telephone: (207) 623-1121

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.

JUDICIAL DEPARTMENT

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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

SUPERIOR COURT

HON. ANDREW M. MEAD, CHIEF JUSTICE

Central Office: PENOBSCOT COUNTY COURT HOUSE, BANGOR, ME

Mail Address: 97 HAMMOND STREET, BANGOR, ME 04401-4913

Established: 1930

Telephone: (207) 947-8606

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. (4 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

JUDICIAL DEPARTMENT

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 judgments, 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.

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. 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.

LICENSES:

Admission to Practice - Attorney At Law, 4 M.R.S.A. Sec. 801

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

DEPARTMENT OF LABOR

VALERIE R. LANDRY, COMMISSIONER

Central Office: 20 UNION ST. AUGUSTA, ME, 04332-0259

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.* 000001401A

Average Count--All Positions: 857,462

Legislative Count: 835.50

Units:

OFFICE OF THE COMMISSIONER
STATE ADVISORY COUNCIL (LABOR)
DIVISION OF ADMINISTRATIVE HEARINGS
STATE APPRENTICESHIP AND TRAINING COUNCIL
STATE BOARD OF ARBITRATION AND CONCILIATION
DIVISION FOR THE BLIND AND VISUALLY IMPAIRED
DIVISION OF DEAFNESS
ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS
BUREAU OF EMPLOYMENT SERVICES
BUREAU OF UNEMPLOYMENT COMPENSATION

MAINE JOBS COUNCIL
BUREAU OF LABOR STANDARDS
DIVISION OF LABOR MARKET INFORMATION SERVICES
MAINE LABOR RELATIONS BOARD
PANEL OF MEDIATORS
BOARD OF OCCUPATIONAL SAFETY AND HEALTH
BUREAU OF REHABILITATION SERVICES
MAINE UNEMPLOYMENT INSURANCE COMMISSION

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 and fair working conditions, by protecting 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 workers and employers in the State who desire assistance (including those with disabilities), 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, recruitment 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 Services, functioning since 1974; the Bureau of Rehabilitation Services, which moved to the Department of Labor in 1996 from the Dept. of Education; the Office of Administrative Services, established in 1982; the Office of the Commissioner, established in 1983; and the Maine Jobs Council, established in 1997.

As a result of the 1996 Productivity Realization Task Force, the Department's organizational structure has been revised; the reorganization is reflected in the following Department of Labor sections.

PROGRAM:

The long-range goal of the Department of Labor is to promote the economic well-being of people in the labor force as well as their employers. The Department does this through: attracting and retaining a wide range of employment opportunities, by promoting independence and lifelong learning, by providing assistance during times of unemployment, and by ensuring the safe and fair treatment of all people on the job.

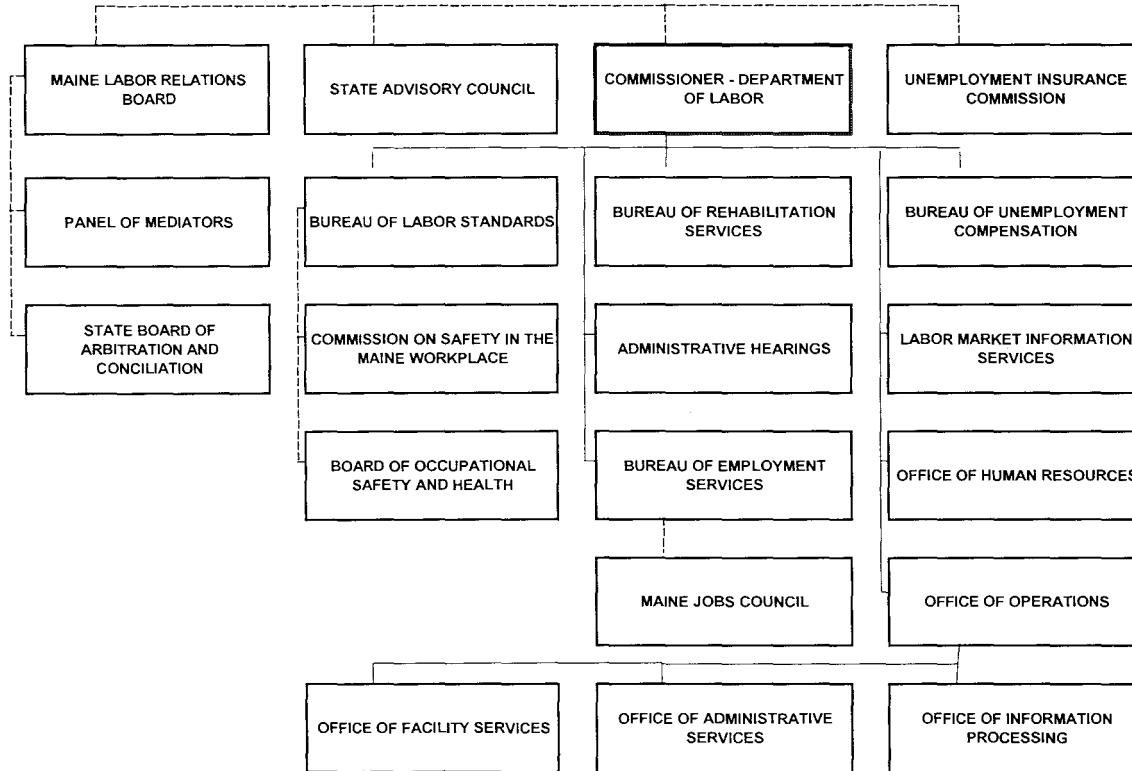
DEPARTMENT OF LABOR

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF LABOR	TOTAL		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	22,180,644	2,162,483	1,346,083		18,672,078	
HEALTH BENEFITS	4,550,605	401,042	246,276		3,903,287	
RETIREMENTS	3,440,949	366,495	221,022		2,853,432	
OTHER FRINGE BENEFITS	231,476	20,523	14,858		196,095	
OTHER CONTRACT SERVICES STATE	1,802,338	188,678	384,334		1,229,326	
COMPUTER SERVICES STATE	632,999	34,081	44,242		554,676	
OTHER CONTRACT SERVICES	2,882,801	212,913	390,476		2,279,412	
RENTS	2,188,368	13,969	50,835		2,123,564	
COMMODITIES	5,203,578	348,036	704,078		4,151,464	
GRANTS, SUBSIDIES, PENSIONS	116,870,561	8,906,519	184,119		30,256,399	77,523,524
EQUIPMENT	443,482	3,915	55,791		383,776	
INTEREST-DEBT RETIREMENT	1,009		52		957	
TRANSFER TO OTHER FUNDS	589,759		159,969		429,790	
TOTAL EXPENDITURES	161,018,569	12,658,654	3,802,135		67,034,256	77,523,524

ORGANIZATIONAL CHART

DEPARTMENT OF LABOR



DEPARTMENT OF LABOR

OFFICE OF THE COMMISSIONER

VALERIE R. LANDRY, COMMISSIONER

Central Office: 20 UNION ST, AUGUSTA, ME

Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 FAX: (207) 287-5292

Established: 1983

Telephone: (207) 287-3788

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

Average Count--All Positions: 109.500

Legislative Count: 109.50

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 relationships with federal and state agencies, the Legislature, the press and the public.

ORGANIZATION:

The Office of the Commissioner consists of the Commissioner, immediate staff, the Publications Unit, the Office of Administrative Services, the Office of Human Resources, the Office of Information Processing, and the Office of Facility Services.

PROGRAM:

The programs of the Department are implemented through its component units.

FINANCES, FISCAL YEAR 2000: The 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	3,458,785	124,364	179,988		3,154,433	
HEALTH BENEFITS	622,931	18,104	20,074		584,753	
RETIREMENTS	530,111	21,890	37,576		470,645	
OTHER FRINGE BENEFITS	39,336	1,259	1,923		36,154	
OTHER CONTRACT SERVICES STATE	145,696	6,887	6,071		132,738	
COMPUTER SERVICES STATE	-14,981				-14,981	
OTHER CONTRACT SERVICES	382,244	8,956	13,501		359,787	
RENTS	127,228	4,067	3,493		119,668	
COMMODITIES	435,564	16,917	19,345		399,302	
EQUIPMENT	59,919		11,319		48,600	
INTEREST-DEBT RETIREMENT	2				2	
TRANSFER TO OTHER FUNDS	74,193		3,901		70,292	
TOTAL EXPENDITURES	5,861,028	202,444	297,191		5,361,393	

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 did not meet during this time period; however, the members of the Advisory Council were part of the Unemployment Insurance Study Committee. This committee met on a regular basis to work on the Department's Trust Fund Solvency issues.

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

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF ADMINISTRATIVE HEARINGS

ALLAN A. TOUBMAN, CHIEF ADMIN HEARING OFCR

Central Office: 2 ANTHONY AVENUE, SUITE 1, AUGUSTA, ME 04330-9477

Mail Address: 2 ANTHONY AVENUE, SUITE 1, AUGUSTA, ME 04330-9477 *FAX:* (207) 624-5903

Established: *Telephone:* (207) 624-5900

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 183 ; Citation: T0026 M.R.S.A., Sect. 000001082

PURPOSE:

The Division of Administrative Hearings provides dispute resolution to State government. It resides as a unit of the Department, and most of its services are in the form of fair hearings to claimants and employers who disagree with initial decisions issued by the Bureau of Unemployment Compensation. In addition, by agreement, it provides hearing, mediation, and facilitation services to other Departments, including Mental Health, Mental Retardation, and Substance Abuse Services; Public Safety; Education; Marine Resources; and the Maine State Housing Authority.

ORGANIZATION:

The Division is comprised of a Director and Chief Administrative Hearing Officer, a Senior Administrative Hearing Officer, eight Administrative Hearing Officers, and six administrative positions. In FY2000, the Division issued over 6,000 decisions.

Hearings are held in locations throughout the State. Also, telephone hearings are conducted for the convenience of the parties, and for efficiency.

PROGRAM:

The Division provides a full and fair opportunity for parties to present facts and law regarding a dispute and to hear and decide cases in the most efficient manner possible. It provides these services to other governmental units to reduce mutual costs.

It also provides mediation services to state agencies.

PUBLICATIONS:

The Division is responsible for educating the public prior to attending a hearing or other dispute resolution activity. A video on "How to Prepare for Your Appeals Hearing" is available to claimants, employers, and attorneys 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.

FINANCES, FISCAL YEAR 2000: 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) 624-6390

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 employers with a method of training people to become skilled craftpeople. The council is responsible for establishing standards of apprenticeship and issuing certificates of completion to apprentices satisfactorily completing their program, thus providing employers with highly skilled personnel. Meeting quarterly, the Council cooperates with the Maine Technical College System to provide supplemental instruction and the Veterans Administration in approving apprenticeship training for Maine veterans through the Employment and Training System.

ORGANIZATION:

The Maine State Apprenticeship and Training Council, as established by amendment, approved June 12, 1997 by Title 5, sec.12004-g, sub-sec. 25, and further amended by Title 26, sec.2006 sub-sec. 5.g, is comprised of four members of the Maine Jobs Council appointed by the Governor and eight noncouncil members appointed by the Council Chair.

A subcommittee of the Maine Jobs Council is made up as follows: four members must be representatives of employees and be bona fide members of a major labor organization; four members must be bona fide employers; four members must be representatives of the public, selected from neither industrial employers nor employees, nor may they be directly associated with any particular industrial employer or employee.

At least two members who are representatives of the public must represent the interests of women, minorities and aid to families with dependent children recipients in registered apprenticeship. Each member holds office until a successor is appointed. Any vacancy must be filled by appointment for the unexpired portion of the term. The chair of the council must be named by the members of the council. The budget of the council must be incorporated into the overall budget of the Department of Labor, with the Commissioner responsible for providing adequate staff support to the Council and for disbursement of these funds according to Council policy. The following are nonvoting, ex-officio members of the Council: the Commissioner of Labor or a designee, the Commissioner of Economic and Community Development or a designee, the Commissioner of Education or a designee, the Chair of the Maine Jobs Council or a member designee and the President of the Maine Technical College System or a designee.

In June 1997, the Council was included under the umbrella of the Maine Jobs Council, the statewide workforce development board established by the Legislature in 1997.

PROGRAM:

Continued goals of the Council are to provide the highest quality skills training possible by working with employers, the Maine Technical College System, 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 CareerCenters 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 an occupation. Periodic wage increases are a requirement of the apprenticeship program.

\$425,000 Program Operation; \$180,000 Related Instruction (Includes journey person upgrades).

DEPARTMENT OF LABOR

LICENSES:

Certificates of Completion to apprentices and pre-apprentices.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE BOARD OF ARBITRATION AND CONCILIATION

Central Office: 242 STATE STREET, 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 primary positions. All primary 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:

In FY2000, requests for Board services were higher than in FY1999. In FY2000, 30 requests for services were received, compared with 24 requests in FY1999. 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 FY2000, there were 11 cases carried over from the prior year which required hearing and disposition by the Board or other action. Most of the matters carried over from FY1999 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 30 filings in FY2000, 27 were grievance arbitration requests and 3 were requests for fact finding services. Under the statutes governing public employee collective bargaining, the Board is given authority to hear fact finding and interest arbitration matters when there is a mutual submission for such services. In all, the Board issued 8 formal Decisions and Awards during FY2000.

In addition to the matters proceeding to hearing and formal Decision and Award, 3 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 11 matters, 8 concluded by formal Decision and Award and 3 resolved at hearing, one more than the number of cases disposed of through the hearing process in FY1999. Several

DEPARTMENT OF LABOR

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.

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

HAROLD J. LEWIS, DIRECTOR

Central Office: 2 ANTHONY AVENUE, AUGUSTA, ME

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 624-5980

Established: 1994

Telephone: (207) 624-5959

Reference: Policy Area: 04 ; *Umbrella:* 12 *Unit:* 150 ; *Citation:* T0026 *M.R.S.A., Sect.* 000001418A

Average Count--All Positions: 35.50

Legislative Count: 35.50

PURPOSE:

The Division for the Blind and Visually Impaired (DBVI) 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; independent living services; 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. In July 1996, the division became a unit of the Department of Labor within the Bureau of Rehabilitation Services. The division maintains direct service staff in eight offices throughout the State.

PROGRAM:

The Education Program provides specific instructional services to blind children in assisting local school units to meet their responsibilities for a Free Appropriate Public Education under the Individuals with Disabilities Education Act (IDEA). These services (braille instruction, travel training, direct teaching, special materials, personal and family counseling) are provided in part by DBVI staff and in part through contracted itinerant teachers. This program currently serves 400 children per year.

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 400 adult clients in FY1999.

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 Vocational Rehabilitation program currently serves 900 transitioning youth and adult clients. In addition, the Business Enterprise Program (BEP) places blind individuals in self-employment within the food-service industry in state and federal installations. There are 21 sites managed by this program where blind operators, trained and licensed by BEP, provide food services in snack bars and cafeterias.

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

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6. Understanding Eye Language

FINANCES, FISCAL YEAR 2000: The 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	1,111,873	330,427	20,461		760,985	
HEALTH BENEFITS	230,750	57,294	4,076		169,380	
RETIREMENTS	169,245	50,435	3,114		115,696	
OTHER FRINGE BENEFITS	11,506	3,223	364		7,919	
OTHER CONTRACT SERVICES STATE	7,408	1,775	3,350		2,283	
OTHER CONTRACT SERVICES	197,563	19,808	32,504		145,251	
RENTS	127,627				127,627	
COMMODITIES	125,738	44,746	47,256		33,736	
GRANTS, SUBSIDIES, PENSIONS	3,545,778	2,055,881	15,720		1,474,177	
EQUIPMENT	3,338		3,035		303	
TRANSFER TO OTHER FUNDS	13,655		1,029		12,626	
TOTAL EXPENDITURES	5,544,481	2,563,589	130,909		2,849,983	

DIVISION OF DEAFNESS

JAN DEVINNEY, DIRECTOR

TDD: (800) 698-4440

Central Office: 2 ANTHONY AVENUE, AUGUSTA, ME

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 624-5980

Established: 1994

Telephone: (207) 624-5964

Reference: Policy Area: 04 ; *Umbrella:* 12 *Unit:* 160 ; *Citation:* T0026 *M.R.S.A., Sect.* 000001413

PURPOSE:

The Division of Deafness provides programs for people who are deaf or hard of hearing. These programs include information and referral, advocacy, statewide registry, promotion of accessibility, and the coordination of studies on the needs of people who are deaf or hard of hearing to recommend legislation to change or improve services. Other programs include the provision of telecommunications devices for people with disabilities, legal interpreting, identification cards, and hearing-ear-dog registration.

ORGANIZATION:

The Division of Deafness was established 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.

PROGRAM:

The Division of Deafness provides information and referral services statewide to people on deaf, hard-of-hearing, and late deafness services. It also manages three contracts: providing support to Maine Center on Deafness, legal interpreting, and the telecommunication device cost sharing program.

The cost sharing program allows the Bureau to provide up to 50% of the cost of telecommunication equipment for people with disabilities.

Interpreting in Legal Proceedings: Enactment of Laws in 1978 and 1979 entitles a deaf or hard-of-hearing person to have an interpreter in a legal proceeding. Under Statute 5 MRSA, Sec. 48, the interpreter is reimbursed by the Bureau of Rehabilitation Services.

Information Networking: The Division maintains a toll-free number to enable people who are deaf or hard of hearing and their families to obtain informational services. Approximately 300 calls a month are received for information, advocacy, referral, training, and other related needs. The Division works with five Rehabilitation Counselors for the Deaf who assist eligible

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individuals who are deaf or hearing impaired in obtaining and maintaining employment.

LICENSES:

The Division provides identification cards for people who are deaf or hard-of-hearing in cooperation with the Secretary of State and Division of Motor Vehicles. These ID cards assist people who are deaf or hard-of-hearing in emergency, legal, or other situations. Also, the Division certifies hearing-ear dogs that are professionally trained as alert dogs. The Division provides an identification card which allows the owner and hearing-ear dog access to public places in Maine.

PUBLICATIONS:

1. Resources, A Guide to Deaf Services.
2. Using Your TTY Comfortably.
3. Interpreting Licensure Brouchures.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS

JUNE ELLIS, CHAIR

TDD: (800) 698-4440

Central Office: 2 ANTHONY AVENUE, AUGUSTA, ME

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 624-5980

Established: 1994

Telephone: (207) 624-5964

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 161 ; Citation: T0026 M.R.S.A., Sect. 000001413C

PURPOSE:

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

ORGANIZATION:

The Council has 24 members and 3 member-at-large positions. One-third of the members are people who are deaf or hard-of-hearing. 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:

Council activities this past year focused on community service centers for the deaf, needs assessment, telecommunications devices (TTY), legislative, substance abuse, elderly, interpreting issues, updates on the State telecommunications access plans for departments and agencies, and television media access.

PUBLICATIONS:

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

BUREAU OF EMPLOYMENT SERVICES

TIM MCLELLAN, ACTIN EXECUTIVE DIRECTOR

Central Office: 55 SHS HALLOWELL ANNEX, AUGUSTA, ME 04333

Mail Address: 55 SHS HALLOWELL ANNEX, AUGUSTA, ME 04333

Established: 1996

Reference: Policy Area: 04 ; *Umbrella:* 12 *Unit:* 597 ; *Citation:* T0026

Average Count--All Positions: 240.115

FAX: (207) 624-6499

Telephone: (207) 624-6390

M.R.S.A., Sect. 000001401A

Legislative Count: 225.50

PURPOSE:

The Bureau of Employment Services (BES) delivers directly or contracts for employment, training, placement and counseling services to help people find employment. In turn, the Bureau provides employers with a Labor Exchange clearinghouse to match qualified employees with job openings. Companies may use the Labor Exchange as their exclusive referral agent. An employer lists all openings and job requirements, and BES staff screen and refer applicants. Interview space for the employer is available to companies hiring large numbers of workers. BES works to anticipate the workforce needs of Maine employers. Staff assists Maine companies and training providers to obtain tools and information for employee training, labor-management relations, work restructuring and worker learning skills. Technical assistance is available to employers for topics such as job safety, affirmative action, licensing and job analysis.

The Bureau provides occupational information to meet the career development needs of youth and adults. Information is provided to applied technology educators, employment training program managers, and policy makers. BES trains schools and workforce development agencies in the use of data and career development programs.

ORGANIZATION:

The Bureau operates within the Maine Department of Labor. Services are funded through State and Federal Job Training funds and Federal Employment Security (Wagner-Peyser) funds. Services are provided in each County and are being reorganized into One-Stop CareerCenters that offer comprehensive employment services.

PROGRAM:

Job listings and job matching services are available free of charge to the general public. Job counseling, employability enhancement, occupational skills training, job search strategies, and placement services are available free of charge to economically disadvantaged adults and youth and to workers who have been laid off from their jobs. The Bureau coordinates and financially supports training for firms that are expanding or locating in Maine, reorganizing their workplace, or upgrading worker skills. Training is customized to each employer's needs and timetable. The Bureau works with municipalities and industry groups to identify and resolve business concerns through its extensive resource network.

The Rapid Response Team of the Bureau provides special on-site information services to firms that are laying off workers or permanently closing. The team gives employees information about training, job opportunities and availability, and unemployment benefits.

Where there is an inadequate supply of U.S. agricultural and other types of workers, the Department authorizes businesses to hire foreign workers. A full-time advocate for migrant and seasonal farmworkers ensures that employers pay prevailing wages and afford adequate housing where required.

PUBLICATIONS:

The Bureau publishes state policy and operational guidelines for the One-Stop CareerCenter system, including individual job training and labor exchange programs, fiscal and procurement functions, and management information systems. Planning instructions for the operation of programs are issued to Maine's three Service Delivery Areas and other contracted providers. Various participant and fiscal reports required for the Maine Legislature and U.S. Department of Labor are routinely published. All publications are public domain and may be obtained by contacting the Bureau.

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FINANCES, FISCAL YEAR 2000: The 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 SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	5,183,596	441,771			4,741,825	
HEALTH BENEFITS	1,072,886	60,296			1,012,590	
RETIREMENTS	815,503	89,392			726,111	
OTHER FRINGE BENEFITS	52,222	2,861			49,361	
OTHER CONTRACT SERVICES STATE	321,327	6,079	800		314,448	
COMPUTER SERVICES STATE	9,927				9,927	
OTHER CONTRACT SERVICES	711,829	50,024	1,759		660,046	
RENTS	734,714	11,167	2,761		720,786	
COMMODITIES	1,889,573	69,235	113,813		1,706,525	
GRANTS, SUBSIDIES, PENSIONS	22,200,009	4,058,045	9,930		18,132,034	
EQUIPMENT	79,865				79,865	
INTEREST-DEBT RETIREMENT	611				611	
TRANSFER TO OTHER FUNDS	208,075		2,464		205,611	
TOTAL EXPENDITURES	33,280,137	4,788,870	131,527		28,359,740	

BUREAU OF UNEMPLOYMENT COMPENSATION

Central Office: 20 UNION ST, AUGUSTA, ME 04332-0259

Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX:* (207) 287-2305

Established: 1980

Telephone: (207) 287-2316

Reference: Policy Area: 04 ; *Umbrella:* 12 *Unit:* 169 ; *Citation:* T0026 *M.R.S.A., Sect.* 000001082

Average Count--All Positions: 294.846

Legislative Count: 287.50

PURPOSE:

The Unemployment Compensation Program is intended to partially insure workers against loss of wages during periods of temporary unemployment. It is an insurance program for the benefit of qualified unemployed workers.

ORGANIZATION:

The Bureau of Unemployment Compensation of the Department of Labor is headed by a Bureau Director, who is responsible for the operations of three telephone Call Centers, an employer Tax Section, and a Benefit Section.

PROGRAM:

Unemployment compensation workloads encompassed a wide variety of activities during FY2000. Unemployment benefits were paid out of the following programs: State Unemployment Insurance (UI), Unemployment Compensation for Federal Employees (UCFE), and Unemployment Compensation for Ex-Service Members (UCX). In addition, benefits were processed by the Special Payment Unit for the Dislocated Workers Benefit (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) program, as provided under the Trade Act.

The Eligibility Review program provides special eligibility review to aid claimants in development of work search plans and solutions of re-employment problems. The Benefit Payment Control Program is responsible for collecting non-fraud overpayments and detecting claimant fraud. Information is gathered through a variety of sources, such as automatic crossmatching of employer wage files, employer protest of charges, anonymous tips, and benefit accuracy measurement program audits. In addition, a Benefit Accuracy Measurement 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.

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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 FY2000 was 36,984, and payroll data submitted by these employers generated a total of 2,815,006 wage items processed. Tax Field and Administrative office activities produced 11,171 employer startup determinations, of which 6,328 involved newly liable employer accounts. A total of 747 tax field audits conducted resulted in a net receipt due of \$24,390 in under-reported contributions. Net contributions received in FY2000 totaled \$129,127,596, and the Unemployment Trust Fund balance was \$238,066,697 as of April 30, 2000. The administrative expenditures of the Unemployment Compensation program amounted to approximately \$14,590,791 in FY2000.

FINANCES, FISCAL YEAR 2000: The 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 UNEMPLOYMENT COMPENSATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	6,978,680		171,597		6,807,083	
HEALTH BENEFITS	1,477,746		24,499		1,453,247	
RETIREMENTS	1,084,095		35,899		1,048,196	
OTHER FRINGE BENEFITS	70,366		1,865		68,501	
OTHER CONTRACT SERVICES STATE	808,167		102,904		705,263	
COMPUTER SERVICES STATE	552,678				552,678	
OTHER CONTRACT SERVICES	790,560		108,559		682,001	
RENTS	710,156		42,938		667,218	
COMMODITIES	2,054,553		253,889		1,800,664	
GRANTS, SUBSIDIES, PENSIONS	81,500,130		8,400		3,968,206	77,523,524
EQUIPMENT	242,791		25		242,766	
INTEREST-DEBT RETIREMENT	50				50	
TRANSFER TO OTHER FUNDS	75,645		3,864		71,781	
TOTAL EXPENDITURES	96,345,617		754,439		18,067,654	77,523,524

MAINE JOBS COUNCIL

JOANNA JONES, VICE CHAIR

Central Office: 20 UNION STREET, AUGUSTA, ME 04332-0259

Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

Established: 1998

Telephone: (207) 287-3788

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 605 ; Citation: T0026 M.R.S.A., Sect. 000002006

PURPOSE:

The Maine Jobs Council was proposed by the Maine Department of Labor, created by the 118th Legislature, and signed into law by Governor Angus King in 1997. The Council was created out of the recognition that workforce development and economic development are inextricably linked and that a more strategic, coordinated approach was needed to cultivate an educated and skilled workforce. This includes development strategies that encourage and assist the people of Maine to upgrade their education and skills; encourage employers to invest in the education and training of their workers; ensure cooperation among the State's public education and training resources; and ensure that the public resources are targeted to high quality outcomes.

The Governor recognizes that investment in the education and training of Maine workers is just one of the most critical issues facing Maine today. This investment will have long-term impact on the quality of jobs and level of earnings that will be achieved by people living in Maine for years to come.

ORGANIZATION:

The Council is comprised of representatives from business, labor, education, community organization, and the public. Additionally, four

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subcommittees are established to address the workforce development issues related to: people with disabilities, women, apprenticeship, and school to work initiatives. The Council meets once each month.

The Department of Labor and the Department of Education jointly administer the Maine Jobs Council.

PROGRAM:

During FY1998, the Council's first year of operation, it was engaged in activities to assist all members in gaining a solid grounding in the state of the Maine workforce and in the education and training service delivery structure. The Council created a Strategic Plan, visited worksites, and listened to presentations from state economists and service providers.

The Council made recommendations to the Governor regarding the proposed Community College System and accepted responsibility from the Governor for contacting stakeholders and making recommendations pertaining to the new federal Workforce Investment Act. A State Plan under this Act was approved on June 27, 2000.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF LABOR STANDARDS

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

Mail Address: 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045

Established: 1973

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 170 ; Citation: T0026

Telephone: (207) 624-6400

M.R.S.A., Sect. 000000041

Average Count--All Positions: 48.000

Legislative Count: 48.00

PURPOSE:

The Bureau of Labor Standards assures that work be done in a safe and healthful environment, and that workers receive a fair wage for their endeavors.

It collects and analyzes statistics relating to all Department 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 injured workers, their dependent relatives, and upon the general public. The Bureau enforces State laws regulating the employment of minors and the payment of wages; State laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of working people, including the review and approval of employer substance abuse testing policies.

ORGANIZATION:

The Bureau was established in 1873 as an activity under 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, 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 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 Bureau's name was changed to the Bureau of Labor. In 1981, when the name of the Department of Manpower Affairs was changed to the Department of Labor, the Bureau's name changed to the Bureau of Labor Standards.

PROGRAM:

The Outreach and Education Unit identifies training needs relating to health and safety and wage and hour regulations, develops and coordinates training programs, and oversees marketing activities. Its Young Workers Project develops resources to educate young people about workplace safety, including the Summer Safety Institute for Educators, a teen worker safety video and wallet card, and a safety certificate program for vocational students. The Unit also

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coordinates and implements marketing for "SafetyWorks!."

Migrant and Immigrant Services helps migrant and immigrant workers obtain social services, helps employers hire foreign workers in the absence of qualified U.S. workers, promotes the awareness of the needs of migrant and immigrant communities, and operates a multi-lingual help-line.

The Technical Services Division includes two units. Research and Statistics collects and publishes statistical data concerning labor and industry. Regular data series prepared by this Unit include the Census of Maine Manufactures, Census of Fatal Occupational Injuries in Maine, Construction Wage Rate Survey, Occupational Safety and Health Survey, and the Census of Case Characteristics. The Customer Service Unit, the Bureau's and Department's information center, assists callers, distributes brochures, maintains the video library, registers customers for classes, and processes work permits, labor complaints, statistical surveys and consultation reports.

The Wage and Hour Division enforces State laws relating to child labor, minimum wage, overtime, nonpayment of wages, and severance pay. It investigates all complaints alleging violations of these laws. In addition, the Division approves drug testing programs and work permits for minors.

The Workplace Safety and Health Division comprises a variety of programs that support safety and health. The public sector enforcement program enforces rules adopted by the Board of Occupational Safety and Health. A 21(d) consultation contract with the Federal Occupational Safety and Health Administration originally signed in October, 1978, consults and makes recommendations without penalties. Additional training and consultation are offered through the SafetyWorks! program. A grant with the Mine Safety and Health Administration supports training in mine safety. In addition, the Safety Education and Training Fund funded 19 training proposals by private entities to provide a range of safety training to the public.

LICENSES:

Registration: Bedding & Stuffed Toys

PUBLICATIONS:

Census of Maine Manufactures, annual, mailing list maintained, free.
 Characteristics of Work-Related Injuries & Illnesses in Maine, annual, free.
 Occupational Injuries & Illnesses in Maine, annual, mailing list, free.
 Maine Construction Wage Rates, annual, mailing list maintained, free.
 The Report of Fatal Occupational Injuries in Maine, annual, mailing list, free.
 Safety Works!, quarterly, mailing list maintained, free.
 Report on activities under the Substance Abuse Testing Act, annual, mailing list maintained, free.

FINANCES, FISCAL YEAR 2000: The 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	1,598,756	482,844	929,062		186,850	
HEALTH BENEFITS	342,070	104,336	197,627		40,107	
RETIREMENTS	249,061	75,741	144,433		28,887	
OTHER FRINGE BENEFITS	17,686	3,797	10,706		3,183	
OTHER CONTRACT SERVICES STATE	260,231	1,439	256,539		2,253	
COMPUTER SERVICES STATE	78,178	32,891	44,242		1,045	
OTHER CONTRACT SERVICES	355,202	63,411	219,654		72,137	
RENTS	503	-1,372	1,643		232	
COMMODITIES	387,871	70,966	269,775		47,130	
GRANTS, SUBSIDIES, PENSIONS	150,069		150,069			
EQUIPMENT	44,954		41,412		3,542	
INTEREST-DEBT RETIREMENT	52		52			
TRANSFER TO OTHER FUNDS	167,814		144,135		23,679	
TOTAL EXPENDITURES	3,652,447	834,053	2,409,349		409,045	

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DIVISION OF LABOR MARKET INFORMATION SERVICES

RAYNOLD A. FONGEMIE, DIRECTOR

Central Office: 20 UNION STREET, AUGUSTA, ME 04332-0259

Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

Established: 1996

Telephone: (207) 287-2271

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 594 ; Citation: T0026 M.R.S.A., Sect. 000001401A

PURPOSE:

The Division of Labor Market Information Services develops and maintains State and area labor market and occupational information, and provides the Department with economic, management, and actuarial analysis for overall program planning and delivery.

ORGANIZATION:

The Program activities involve associated social science and economic research. Results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published and used in functional analyses and studies prepared to assist policymakers and others in social, economic, career, and business planning.

PROGRAM:

Labor Force, Industry Employment Statistics: Survey results are 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, are developed by month on a current basis for Maine statewide, which includes 35 labor market areas, 16 counties, and over 500 minor civil divisions.

Occupational Statistics: Occupational wages are developed for the State and six sub-state areas. Wage surveys are made covering occupations in pulpwood and logging industries. In addition, agricultural wage surveys are conducted for Maine's apple, blueberry, and vegetable harvests. Results are published, disseminated, and incorporated in the management and delivery of other programs.

Labor Market Information Services: Information is provided concerning Maine labor markets for the state and sub-state areas. Staff are maintained at Department CareerCenters in Augusta, Lewiston, Portland, and Bangor to cover 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 are assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and business planning. Labor Market Information is provided to assist the work search efforts of Maine job seekers. Economic analyses highlighting industry trends and outlook are prepared for Maine educational and employment and training communities.

Management Information: A series of monthly analyses and reports are made to Department managers and staff regarding activities within the Bureau of Employment Services and the Bureau of Unemployment Compensation. Economic projections and analyses are made for workload planning and trust fund monitoring. Actuarial research is conducted for various legislative proposals and study commissions.

Maine Employment Information Guide: An interactive inquiry system has been developed that allows users access to the most current labor market and demographic information. The Guide is networked in CareerCenters and is also available in a separate CD-ROM format. An Internet version of the Guide has been added to the Division's web site (<http://janus.state.me.us/labor/lmis/frdef.htm>).

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

MAINE LABOR RELATIONS BOARD

MARC P. AYOTTE, EXECUTIVE DIRECTOR

Central Office: 242 STATE STREET, AUGUSTA, ME

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

Established: 1972

Reference: Policy Area: 04 ; *Umbrella:* 12 *Unit:* 180 ; *Citation:* T0026

Average Count--All Positions: 6.000

FAX: (207) 287-4416

Telephone: (207) 287-2015

M.R.S.A., Sect. 000000968

Legislative Count: 6.00

PURPOSE:

The Maine Labor Relations Board was established to improve the relationship between public employers and their employees by providing a uniform basis for recognizing the right of public employees to join labor organizations of their own choosing, and to be represented by such organizations in collective bargaining. State, county, municipal, school department, university, judicial, legislative, and agricultural 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 five labor relations statutes.

The various labor relations statutes administered by the Board prohibit public and agricultural 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. 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 1981, to judicial department employees in July 1984, to employees of large agricultural employers on September 9, 1997, and to Legislative Branch employees on July 1, 1999.

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

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subsequent legislation), are appointed by the Governor and serve for terms of four years.

PROGRAM:

The municipal sector continues to be the most diversified and most active of all sectors utilizing the services of the Maine Labor Relations Board. During FY2000, 34 voluntary or joint agreements relative to bargaining units were received, up from 33 in the prior fiscal year, demonstrating that organizational efforts may have saturated much of the municipal, educational and state sectors. During FY2000, 13 unit determination or clarification petitions were filed, compared with 20 such filings in FY1999.

There were 12 election requests received by the Board in FY2000. In addition to this, the Board received 6 decertification/certification requests and 1 straight decertification election request. With respect to election activities, there were 30 election requests in all requiring attention during the fiscal year; this compares with 33 requests in FY1999 and 36 in FY1998. In all, Board officials conducted 18 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 73, compared with 69 last year. There were 20 carry-over matters from the FY1999 filings which required mediation activity in FY2000. 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 FY2000 increased substantially to 80.7 percent for mediations, including carry-overs, that were concluded in FY2000.

Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Fact-finding requests decreased in FY2000 to 15, down from 22 requests in FY1999. The range in Fiscal Years 1995 through 1999 has been a low of 14 filings in FY1997 to a high of 22 in FY1999.

The Board received 26 prohibited practice complaints in FY2000. This compares to 19 in FY1999, 20 in FY1998, and 22 in FY1997. 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.

INTERNET SITE: The board's site may be found at the State of Maine web site and contains a search engine and a substantial data base of the Board's decisions. (<http://janus.state.me.us/mlrb/homemlr.htm>)

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 2000: The 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	265,885	220,910	44,975			
HEALTH BENEFITS	39,804	39,804				
RETIREMENTS	43,456	43,456				
OTHER FRINGE BENEFITS	2,173	2,173				
COMPUTER SERVICES STATE	125	125				
OTHER CONTRACT SERVICES	26,419	11,920	14,499			
RENTS	107	107				
COMMODITIES	21,934	21,934				
EQUIPMENT	3,915	3,915				
TRANSFER TO OTHER FUNDS	4,448		4,448			
TOTAL EXPENDITURES	408,266	344,344	63,922			

PANEL OF MEDIATORS

MARC P. AYOTTE, EXECUTIVE DIRECTOR

Central Office: 242 STATE STREET, 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 implement the public policy of the State of Maine of providing 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, are 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 nine members on the Panel of Mediators.

PROGRAM:

This fiscal year, the number of new requests for mediation services remained steady at the high level experienced last year. New mediation requests received during FY2000 numbered 73 (69 last year). In addition, there were 20 matters carried over from FY1999 that required mediation activity in FY2000. Thus, the number of matters filed, pending, and requiring attention in FY2000 reached a total of 93, down from 101 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 80.7% for matters concluded this year, including those carried forward from FY1999. 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 again this year, achieving a 100% settlement rate.

The most difficult issues in Maine public sector negotiations in FY2000 were those having no fiscal impact. This shift in emphasis reflects the availability of additional fiscal resources to settle collective bargaining agreements this year as a result of continued improvement in the regional economy.

26 M.R.S.A., 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

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 four times in FY2000 to review and propose regulations for adoption and otherwise assist the Bureau's enforcement activities, and held one public hearing.

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 the Bureau of Labor Standards.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

BUREAU OF REHABILITATION SERVICES

JOHN SHATTUCK, DIRECTOR
LINDA A. JARIZ, DIRECTOR, DIV. OF VOCATIONAL REHAB.

Central Office: 2 ANTHONY AVENUE, AUGUSTA, ME

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 624-5980

Established: 1994

Telephone: (207) 624-5950

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 152 ; Citation: T0026 M.R.S.A., Sect. 000001412C

Average Count--All Positions: 123.500

Legislative Count: 123.50

PURPOSE:

The Bureau of Rehabilitation Services (BRS) administers various state and federal rehabilitation services for people with disabilities. The Bureau provides a comprehensive program of rehabilitation services under the federal Rehabilitation Act and its amendments.

ORGANIZATION:

Vocational rehabilitation services originated in 1921 with the creation of the Vocational Rehabilitation Division under the supervision of the State Board of Education. In 1969, the Legislature directed that a functional unit of rehabilitation services be created within the then Department of Health and Welfare to consolidate rehabilitation programs and to administer services under the federal Rehabilitation Act.

The Bureau of Rehabilitation was the unit created under this legislation. The Bureau consolidated the administration of the Vocational Rehabilitation Division, the Division of Eye Care and Special Services, and the Division of Disability Determination Services. The Legislature created the Division of Deafness under the Bureau in 1982. In 1994, the Legislature moved the Bureau of Rehabilitation Services to the Department of Education, and in 1996, moved the Bureau to the Department of Labor.

PROGRAM:

The Bureau of Rehabilitation Services provides services through three Divisions: 1) the Division of Vocational Rehabilitation; 2) the Division of Deafness; and 3) the Division for the Blind and Visually Impaired. Vocational rehabilitation services, and eligibility for those services, in each division are the same. A person must have a disability; that disability must be a barrier to employment; and it must be likely that the person will benefit from those services. Those services include diagnosis, vocational planning, physical/mental restoration, training, and job placement. The goal of vocational rehabilitation services is to assist individuals with disabilities to prepare for and obtain suitable employment.

In addition, each Division provides specialized services. The Division of Vocational Rehabilitation provides consultation in barrier free design, assists organizations receiving federal funding to comply with Section 504 of the Rehabilitation Act, supports coordination of the Americans With Disabilities Act in state government, and provides for Independent Living services.

The Division of Deafness maintains interpreter services, provides telecommunication devices through a cost sharing and loaner program, issues identification cards to assist deaf people in an emergency, medical, social or legal situations, and identification cards for owners of hearing-ear dogs.

The Division for the Blind and Visually Impaired provides for the prevention of blindness, education services to children ages 0-21 who are blind or visually impaired, administration of vending facilities in public buildings to be operated by individuals who are blind or visually impaired and are licensed by the Division, Independent Living services, and other special services.

Please see sections further describing the Division for the Blind and Visually Impaired and the Division of Deafness under the Department of Labor.

DEPARTMENT OF LABOR

FINANCES, FISCAL YEAR 2000: The 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	3,583,069	562,167			3,020,902	
HEALTH BENEFITS	764,418	121,208			643,210	
RETIREMENTS	549,478	85,581			463,897	
OTHER FRINGE BENEFITS	38,187	7,210			30,977	
OTHER CONTRACT SERVICES STATE	259,509	172,498	14,670		72,341	
COMPUTER SERVICES STATE	7,072	1,065			6,007	
OTHER CONTRACT SERVICES	418,984	58,794			360,190	
RENTS	488,033				488,033	
COMMODITIES	288,345	124,238			164,107	
GRANTS, SUBSIDIES, PENSIONS	9,474,575	2,792,593			6,681,982	
EQUIPMENT	8,700				8,700	
INTEREST-DEBT RETIREMENT	294				294	
TRANSFER TO OTHER FUNDS	45,929		128		45,801	
TOTAL EXPENDITURES	15,926,593	3,925,354	14,798		11,986,441	

MAINE UNEMPLOYMENT INSURANCE COMMISSION

JOHN B. WLODKOWSKI, ESQUIRE, CHAIR

Central Office: 40 FOREST FALLS DRIVE, YARMOUTH, ME 04096-6905

Mail Address: 40 FOREST FALLS DRIVE, YARMOUTH, ME 04096-6905 *FAX:* (207) 846-5216

Established: 1936

Telephone: (207) 846-2000

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 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 also 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. The general public member must be an attorney admitted to the practice of law in the State, and is the chair of the Commission. The Governor appoints three members, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate. Each member holds office for a term of six years, or until a successor has been duly appointed and confirmed.

PROGRAM:

The Unemployment Insurance Commission conducted adjudicatory hearings, in large part by telephone in response to budgeting constraints. However, when warranted by caseload or complexity, in person hearings were held at CareerCenters in Bangor, Lewiston, and Portland, and at Commission's headquarters in Yarmouth to ensure that claimants and employers were able to pursue their rights to a fair hearing. The Commission's conducting of telephone hearings also allows for timelier processing of cases and has had a positive budgetary impact by reducing travel expenses. The largest number of cases that came before the Commission during the fiscal year were disputed unemployment benefit appeals. The Commission's processing of higher authority benefit appeals

DEPARTMENT OF LABOR

exceeded the Federal timeliness standards.

The Commission also considered requests for waiver of overpayments pursuant to 26 MRSA, Section 1051(5), held hearings for tax setoffs under 36 MRSA, Section 5276(A), and considered 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 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. Also, the Commission approved training programs for participation by claimants in accordance with 26 MRSA, Subsection 1192(6) and (6-C). The Commission also completed a major review and revision of the Rules Governing the Administration of the Employment Security Law.

Looking toward FY2001, the Commission anticipates continuing to improve upon its adjudicatory function and the further refinement of its regulations in several areas.

LICENSES:

None

PUBLICATIONS:

None

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

FAX: (207) 287-6467

Established: 1971

Telephone: (207) 287-1600

Reference: Policy Area: 00 ; Umbrella: 31 ; Unit: 556 ; Citation: 3MRSAM.R.S.A., Sect. 0000000171

Average Count--All Positions: 14.500

Legislative Count: 14.50

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 TTY, through the mail and in person. In 1999 the Library started providing references services by e-mail. The URSUS on-line public catalog gives access to the Library's collection and to materials in other libraries and is accessible via the Internet. The URSUS system also supports circulation functions at this Library. The Library offers an interlibrary loan service to obtain legal materials not in the Library's collection. A library network gives public access to Maine statutes and cases, citators, indexes, the online legislative information network, and the Internet. The Library maintains a site on the World Wide Web which includes historical tables and lists. To support legislative research the library staff search a variety of databases for bibliographic, scientific, technical, legislative, legal and business information.

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 and provides access to government information in electronic format.

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:

*INTERNET SITE - <http://www.state.me.us/legis/lawlib/>

*Legal Resources for Non-Lawyers, a bibliography

*LLRL: Law and Legislative Reference Library, a brochure describing Library resources and services, available on request.

*New Items on our Shelves, a list of recent acquisitions

*Divorce and Domestic Relations, a bibliography of resources for nonlawyers

LAW AND LEGISLATIVE REFERENCE LIBRARY

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's 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	659,868	659,868				
HEALTH BENEFITS	92,172	92,172				
RETIREMENTS	100,432	100,432				
OTHER FRINGE BENEFITS	6,512	6,512				
OTHER CONTRACT SERVICES STATE	333	333				
OTHER CONTRACT SERVICES	261,805	261,805				
RENTS	92	92				
COMMODITIES	59,664	59,664				
TOTAL EXPENDITURES	1,180,878	1,180,878				

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	659,868	659,868				
HEALTH BENEFITS	92,172	92,172				
RETIREMENTS	100,432	100,432				
OTHER FRINGE BENEFITS	6,512	6,512				
OTHER CONTRACT SERVICES STATE	333	333				
OTHER CONTRACT SERVICES	261,805	261,805				
RENTS	92	92				
COMMODITIES	59,664	59,664				
TOTAL EXPENDITURES	1,180,878	1,180,878				

LEGISLATURE

LEGISLATURE

MARK W. LAWRENCE, PRESIDENT OF THE SENATE G. STEVEN ROWE, SPEAKER OF THE HOUSE

Central Office: STATE HOUSE, AUGUSTA, ME.

Mail Address: 2 STATE HOUSE STATION, AUGUSTA, ME, 04333-0002

Established: 1820

Reference: Policy Area:00 ; Umbrella: 3Q Unit: 260 ; *Citation:* C0004 M.R.S.A., Sect. 001-00001

Average Count--All Positions: 187.423

Legislative Count: 136.00

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

OFFICE OF LEGISLATIVE INFORMATION SERVICES

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 119th Legislature is organized into 17 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 118th 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 Second Regular Session of the 119th Legislature was convened on January 5, 2000 and adjourned sine die on May 12, 2000.

In the Second Regular Session, the Legislature considered 434 legislative instruments, including bills, resolves, constitutional resolutions and initiated bills. 298 bills and 48 Resolves were chaptered into law and 2 Constitutional Resolutions were adopted. The Governor vetoed 6 bills, which were sustained by the Legislature.

PUBLICATIONS:

*INTERNET SITE - <http://www.state.me.us/legis/>

*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.

*LEGISLATIVE RECORD - Complete record of legislative action, including floor debates. Available in proof form by mail subscription through Legislative Document Service. Bound copies on loan through the State Library.

*MAINE'S PATH OF LEGISLATION - (Free of charge. Available on location.)

*HISTORY AND FINAL DISPOSITION OF LEGISLATIVE DOCUMENTS - Summary of the Legislature's action on all legislative documents considered during legislative session. Compiled by the Legislative Information Office. Available free of charge.

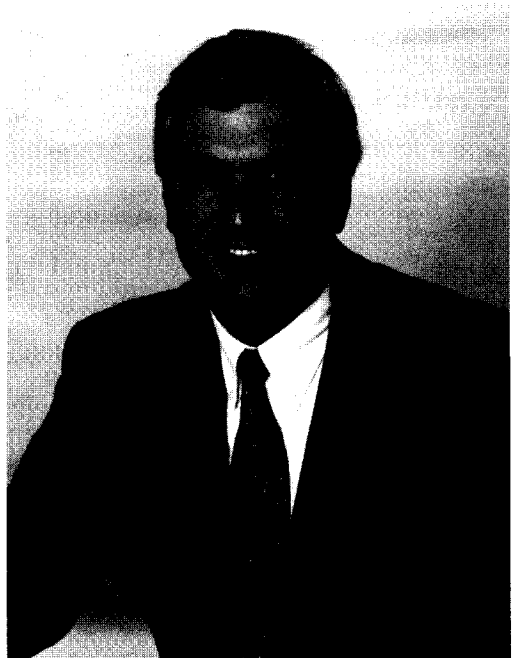
LEGISLATURE

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LEGISLATURE	TOTAL		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	8,087,902	8,087,902				
HEALTH BENEFITS	1,841,601	1,841,601				
RETIREMENTS	994,505	994,505				
OTHER FRINGE BENEFITS	103,043	103,043				
OTHER CONTRACT SERVICES STATE	747,815	747,815				
COMPUTER SERVICES STATE	41,769	41,769				
OTHER CONTRACT SERVICES	2,591,986	2,591,986				
RENTS	236,714	236,714				
COMMODITIES	2,221,901	2,216,937	4,964			
GRANTS, SUBSIDIES, PENSIONS	200,776	200,776				
BUILDING IMPROVEMENTS	898,220	898,220				
EQUIPMENT	173,443	173,443				
INTEREST-DEBT RETIREMENT	405	405				
TRANSFER TO OTHER FUNDS	293		293			
TOTAL EXPENDITURES	18,140,373	18,135,116	5,257			

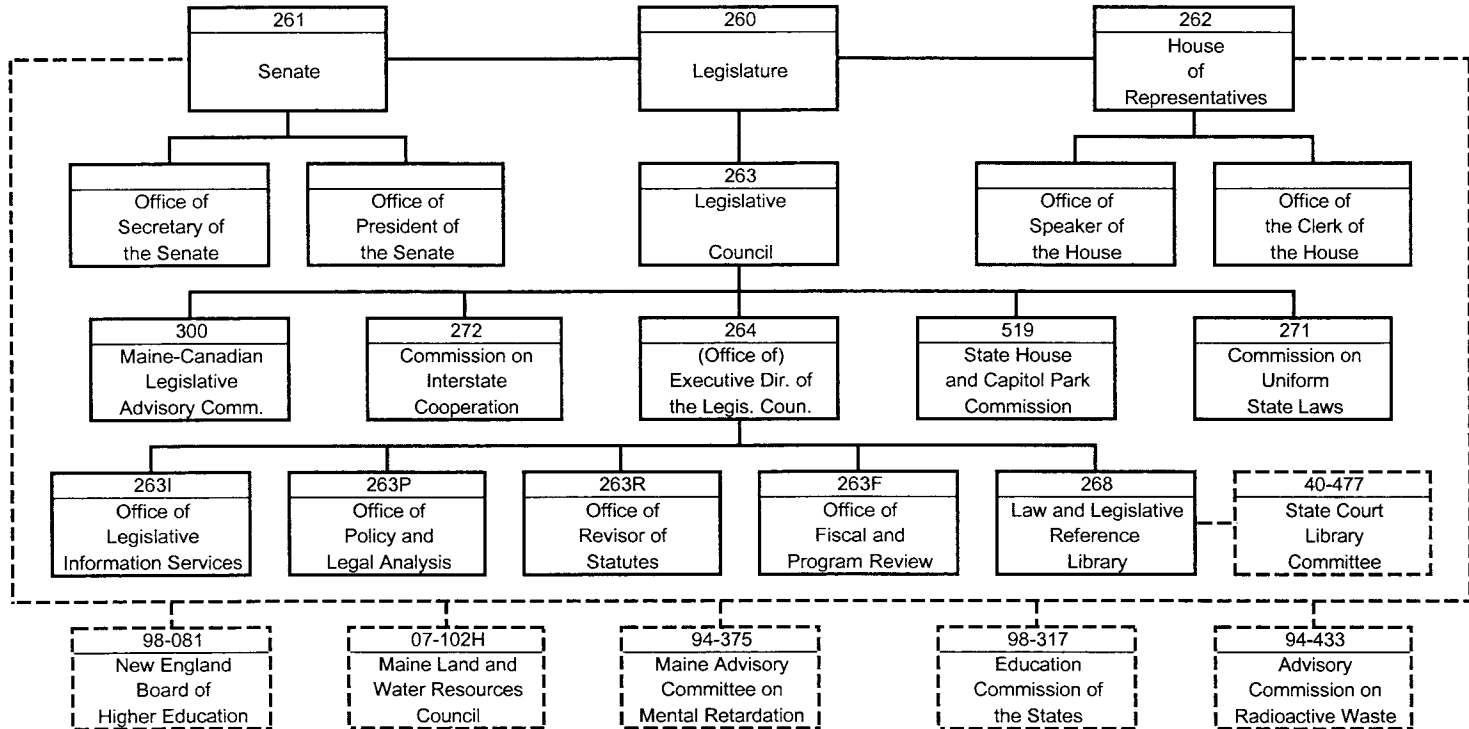


Mark W. Lawrence
President of the Senate



G. Steven Rowe
*Speaker of the House
of Representatives*

ORGANIZATIONAL CHART LEGISLATIVE DEPARTMENT



LEGISLATURE

SENATE

MARK W. LAWRENCE, PRESIDENT OF THE SENATE JOY J. O'BRIEN, SECRETARY OF THE SENATE

Central Office: STATE HOUSE, AUGUSTA, ME 04333-0003

Mail Address: 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003

Established: 1920

Telephone: (207) 287-1500

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 raising of revenue.

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. Article IV, Part Second, Section 7, empowers the Senate to try all impeachments.

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 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.

The Senate elects a President, who presides over all its proceedings; a Secretary and Assistant Secretary, who serve as chief administrative officers. The major political parties in the Senate each elect their own leaders and assistant leaders who, by statute (3 M.R.S.A., Section 168), are permitted to hire their own staff assistants, with the approval of the presiding officer.

PROGRAM:

Under Article IV, Part Third, Section 1 of the Constitution of Maine, the Second Regular Session of the 119th Maine Legislature convened on Wednesday, January 5, 2000. There were 749 Legislative Documents, 34 Senate-sponsored Joint Orders, 13 Senate-sponsored Joint Resolutions and 39 Gubernatorial Nominations considered. The Senators submitted 338 proposed Amendments to the Secretary of the Senate for reproduction prior to consideration by the Senate. After completing all its business, the Senate adjourned at 3:21 a.m. on Friday, May 12, 2000, after meeting a total of 39 legislative days.

Under Article IV, Part Third, Section 1 of the Constitution of Maine, the First Regular Session of the 120th Maine Legislature will convene on Wednesday, December 6, 2000.

PUBLICATIONS:

*SENATE INTERNET SITE - <http://www.state.me.us/legis/senate/> (most information below is also available at the Legislature web site).

*SENATE ADVANCE JOURNAL AND CALENDAR - (available daily, free of charge, when the Senate is in session).

*LEGISLATIVE PUBLIC HEARING SCHEDULES - (available weekly, free of charge, during regular sessions.)

*SENATE AND HOUSE REGISTER - (See listing under "Legislature").

*HOUSE AND SENATE ROSTER AND SEATING ARRANGEMENT- (See listing under "Legislature").

LEGISLATURE

*LEGISLATIVE RECORD - (See listing under "Legislature").

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

HOUSE OF REPRESENTATIVES

G. STEVEN ROWE, SPEAKER OF THE HOUSE
JOSEPH W. MAYO, CLERK OF THE HOUSE

Central Office: STATE HOUSE, AUGUSTA, ME 04333

Mail Address: 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002

Established: 1920

Telephone: (207) 287-1300

Reference: Policy Area:00 ; Umbrella: 3Q Unit: 262 ; Citation: C0004 M.R.S.A., Sect. 001-00002

The House of Representatives has by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue and, by Article IV, Part First, Section 8 of the Maine Constitution, the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION:

The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820. The House of Representatives consists of 151 members elected from single member districts for terms of 2 years. 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 on 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 Legislature itself, or, if this is not done within the required period of time, by the Supreme Judicial Court. The Legislature's reapportionment plan must be enacted by a vote of 2/3 of the Members of each House and such action is subject to the Governor's approval. 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 House Rules (Rule 104) 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 119th Maine Legislature on Wednesday, January 5, 2000. During the second regular session 435 Legislative Documents, 15 House Orders, 38 House-sponsored Joint Orders, and 19 House-sponsored Joint Resolutions were considered. House members submitted 420 amendments to the Clerk for reproduction. The House adjourned "sine die" (without day) on Friday, May 12, 2000, after meeting for 39 legislative days.

The first regular session of the 120th Maine Legislature will be convened on Wednesday, December 6, 2000.

PUBLICATIONS:

*HOUSE INTERNET SITE - <http://www.state.me.us/legis/house>

*HOUSE ADVANCE JOURNAL AND CALENDAR-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 enacted, and resolves finally passed. Available free at the Clerk's Office, and by mail subscription through Legislative Document Service.

LEGISLATURE

*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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LEGISLATIVE COUNCIL

MARK W. LAWRENCE, CHAIR
SARAH C. TUBBESING, EXECUTIVE DIRECTOR

Central Office: STATE HOUSE STATION 115, AUGUSTA, ME 04333-0115

Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-5862
Established: 1973 *Telephone:* (207) 287-1500

Reference: Policy Area: 00 ; Umbrella: 30 Unit: 263 ; Citation: T0003 M.R.S.A., Sect. 000000161

Average Count--All Positions: 187.423 *Legislative Count:* 136.00

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, Policy and Legal Analysis and Legislative Information Services. The Council has the authority to adjust the salaries of the Constitutional Officers within the salary ranges specified in 3 MRSA Section 162-B.

ORGANIZATION:

The Legislative Council consists of the ten elected members of leadership: the President of the Senate, the Speaker of the House, and the Majority and Minority Floor Leaders and Majority and Minority Assistant Floor Leaders for both the House and the Senate. The Council Chair and Vice-Chair are elected by the Legislative Council at the beginning of each legislative biennium and serve for the entire biennium. By tradition, the chairmanship alternates every two years between the House and the Senate. Any action by the Legislative Council requires the affirmative votes of a majority of the members.

The Council is supported by an executive director and 6 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.

LEGISLATURE

PUBLICATIONS:

See Publications listing for each office.

FINANCES, FISCAL YEAR 2000: The 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	8,087,902	8,087,902				
HEALTH BENEFITS	1,841,601	1,841,601				
RETIREMENTS	994,505	994,505				
OTHER FRINGE BENEFITS	103,043	103,043				
OTHER CONTRACT SERVICES STATE	737,832	737,832				
COMPUTER SERVICES STATE	41,769	41,769				
OTHER CONTRACT SERVICES	2,418,275	2,418,275				
RENTS	232,118	232,118				
COMMODITIES	2,221,987	2,217,023	4,964			
GRANTS, SUBSIDIES, PENSIONS	200,776	200,776				
BUILDING IMPROVEMENTS	898,220	898,220				
EQUIPMENT	173,443	173,443				
INTEREST-DEBT RETIREMENT	405	405				
TRANSFER TO OTHER FUNDS	293		293			
TOTAL EXPENDITURES	17,952,169	17,946,912	5,257			

(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

SARAH C. TUBBESING, EXECUTIVE DIRECTOR

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, budgeting and facilities planning and management. The Executive Director is an ex officio, non-voting member of the State House and Capitol Park Commission and functions as the liaison between the Commission and the Legislative Council for State House renovation and repair projects.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF FISCAL AND PROGRAM REVIEW

JAMES A. CLAIR, DIRECTOR

Central Office: STATE HOUSE - FLOOR 2, AUGUSTA, ME 04333

Mail Address: 5 STATE HOUSE STATION, AUGUSTA, ME 04333-0005

Established: 1962

Telephone: (207) 287-1635

Reference: Policy Area: 00 ; Umbrella: 30 Unit: 263F ; Citation: T0003 M.R.S.A., Sect. 000000161

LEGISLATURE

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:

*INTERNET SITE - <http://www.state.me.us/legis/ofpr/>
"Compendium of Fiscal Information", Publication #30, September 1999 (Free; available upon request).
"Summary of Major State Funding Disbursed to Municipalities and Counties", Publication #10, January 2000 (Free; available upon request).

FINANCES, FISCAL YEAR 2000: 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, AUGUSTA, 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 information, impartial legal and policy analysis, and assistance in formulating and drafting legislative proposals, reports and recommendations.

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 or joint order. 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 24, including an office director.

*INTERNET SITE - <http://www.state.me.us/legis/opla/>

PUBLICATIONS:

The following general reference publications are available for no or nominal charge:

"Legislators' Handbook; A Guide for Maine Legislators," November 1996.

"Enacted Law Digest," 119th Legislature, 2nd Regular Session, June 2000.

LEGISLATURE

"A Summary of Legislation considered by the Joint Standing Committees of the Legislature," 119th Legislature; 2nd Regular Session, July 2000.

"A Legislator's Guide to Maine's Major Natural Resource and Environmental Laws," January 1997.

"Strategic Planning & Performance Budgeting: A Guide for Legislators", January 1997.

"OPLA Notes", Nonpartisan Quarterly Newsletter

"A Legislator's Guide to Maine's Marine Resources Laws", 1998.

FINANCES, FISCAL YEAR 2000: 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 the 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 is nonpartisan and performs four primary functions: legislative drafting and editing, engrossing, publication of laws and statutes, and maintenance of a statutory database. The Office is the point where legislative instruments, including original bills and floor amendments, are initially filed and then produced in final form for introduction; the office reviews, edits and processes committee amendments and new drafts; it serves as clerk of the Committee on Bills in the Second Reading for both the House and Senate; and it is responsible for examining all bills in Second Reading for both the House and Senate, and for engrossing all bills prior to their enactment. The Office tracks legislation by title and section number to detect potential duplication and conflicts.

The Office publishes all laws enacted during each legislative session as the Laws of Maine and assists the commercial publishers of the Maine Revised Statutes by providing materials for the supplementary pamphlets and pocket parts.

The office may be contacted via e-mail: revisor.office@state.me.us

PUBLICATIONS:

*INTERNET SITE - <http://janus.state.me.us/legis/ros/>

"Maine Revised Statutes Annotated" - Available to the public from West Publishing Company, P.O. Box 64526, St. Paul, MN, at current price.

"Maine Revised Statutes" - Available at the office's website, janus.state.me.us/legis/ros/publications.htm

"Laws of Maine" - Contains all Session laws and related documents of each Legislative session. Available at the office's website. Limited hard 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 hard 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. Available at the office's website and hard copies are available to the public for a nominal fee.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain

LEGISLATURE
comprehensive fiscal data relative to this unit

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

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 identifying ways to encourage increased cooperation between Maine and Canada; and, specifically, between the Maine Legislature and the legislative bodies of Canada, and to promote economic, cultural and educational exchanges between Maine and the Canadian provinces.

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 must be fluent in the French language.

Members serve without compensation.

PROGRAM:

The Commission was inactive during fiscal year 2000.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE HOUSE AND CAPITOL PARK COMMISSION

SARAH C. TUBBESING, EXECUTIVE DIRECTOR
EARLE G. SHETTLEWORTH, JR., CHAIR

Central Office: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115
Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621
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.

LEGISLATURE

PROGRAM:

The Commission continues to oversee the implementation of the master plan for renovation, repair and restoration projects in the State House and in Capital Park. Renovations of the State House are being phased in over 3 construction seasons to accommodate the Legislature's use of the building during its regular sessions. Repairs underway include the complete renovation of the West Wing of the State House.

The complete project involves a general upgrade of all systems including: replacement of all exterior windows and reconditioning of wood frames; installation of mechanical and electrical systems including a sprinkler system; upgrade of electrical systems, heating, ventilation and air conditioning in a manner that both achieves compliance with all relevant codes and preserves the historical and architectural character of the building; renovation of all bathrooms and relocation of the women's bathroom on the first floor; and installation of security devices in selected locations.

Selected areas, including the Senate and House Chambers, are being refinished and refurnished in a manner that is consistent with U.S. Department of Interior Standards for Historic Restoration. Some areas are being retrofitted for new uses in an effort to improve the use of space in the building overall, all rooms will be completely refurbished in a manner that is consistent with their assigned use. This work is funded primarily through the Maine Governmental Facilities Authority.

FINANCES, FISCAL YEAR 2000: The 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	9,983	9,983				
OTHER CONTRACT SERVICES	2,950	2,950				
RENTS	4,596	4,596				
COMMODITIES	-86	-86				
TOTAL EXPENDITURES	17,443	17,443				

COMMISSION ON INTERSTATE COOPERATION

SARAH C. TUBBESING, EXECUTIVE DIRECTOR

Central Office: STATE HOUSE, AUGUSTA, ME

Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115

Established: 1939

Telephone: (207) 287-1615

Reference: Policy Area: 00 ; Umbrella: 3Q 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 and other units of government.

The Commission facilitates the interchange of research and information with other governmental 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. In addition, 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.

LEGISLATURE

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, 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 2000: The 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	151,415	151,415				
TOTAL EXPENDITURES	151,415	151,415				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRPERSON

Central Office: 12 PORTLAND PIER, PORTLAND, ME 04112

Mail Address: P O BOX 568, PORTLAND, ME 04112

Established: 1955

FAX: (207) 772-6565

Telephone: (201) 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.

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. Uniform Commercial Code, Uniform Probate Code, Uniform Anatomical Gift Act as amended, Uniform Transfers to Minors Act, Uniform Guardianship and Protective Proceedings Act, Uniform Health Care Decisions Act (Advance Directives), Uniform Interstate Family Support Act and Uniform Unclaimed Property Act are just some of the Acts developed and adopted by the Conference which have great value to the several states, and are among the 59 Uniform Acts adopted by the State of Maine in the last century.

The Commission, like its counterparts in other states, works through appropriate legislative committees of the Maine Bar Association to review these and other uniform acts to determine if it is in the best interests of the State of Maine to join with other states in adopting any given Uniform Act.

PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request.

LEGISLATURE

FINANCES, FISCAL YEAR 2000: The 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	19,346	19,346				
TOTAL EXPENDITURES	19,346	19,346				

OFFICE OF LEGISLATIVE INFORMATION SERVICES

PAUL E. MAYOTTE, DIRECTOR

Central Office: STATE HOUSE, AUGUSTA, ME 04333

Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-115 *FAX:* (207) 287-2557

Established: 1996 *Telephone:* (207) 287-1625

Reference: Policy Area: 00 ; Umbrella: 30 Unit: 2631 ; Citation: T0003 *M.R.S.A., Sect.* 000000162

PURPOSE:

The Legislative Council restructured the Office in 1997, in recognition of the expanded role that the Office is assuming as the Legislature pursues new uses of technology to support both the legislative process and a robust and interactive public information service.

ORGANIZATION:

The Office includes the Legislative Information Office, which is responsible for maintaining a computerized database of information related to 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.

PROGRAM:

During Fiscal Year 2000, the Office of Legislative Information Services transitioned Legislative automated systems for the Year 2000. All Legislative systems continued to operate successfully after January 1, 2000.

In support of the State House renovations, an extensive level effort was applied to establishing data and voice capability to a large number of temporary offsite locations during the legislative session. Upgrades to the Legislative local area network were made as various parts of the building became accessible.

A contract for replacing the Legislature's Wang computer based bill drafting system was awarded. The Legislature's desktop software "Office Suite" was replaced. Upgrades in network security were made with the implementation of a centrally managed virus protection software package. A project to replace the Legislature's e-mail system was initiated in FY 2000, with a scheduled completion of September 2001.

PUBLICATIONS:

*INTERNET SITE - <http://www.state.me.us/legis/lio/>

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF MARINE RESOURCES

DEPARTMENT OF MARINE RESOURCES

GEORGE D. LAPOINTE, COMMISSIONER
E. PENN ESTABROOK, DEPUTY COMMISSIONER

Central Office: BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME,

Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1967

FAX: (207) 624-6024

Telephone: (207) 624-6550

Reference: Policy Area: 01 ; Umbrella: 13 Unit: 188 ; Citation: T0012 M.R.S.A., Sect. 000006021

Average Count--All Positions: 171.335

Legislative Count: 163.00

Units:

DIVISION OF ADMINISTRATIVE SERVICES

BUREAU OF MARINE PATROL

ADVISORY COUNCIL (TO MARINE RESOURCES)

BUREAU OF RESOURCE MANAGEMENT

DIVISION OF COMMUNITY RESOURCE DEVELOPMENT

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 Commission.

ORGANIZATION:

The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioner of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and The Atlantic Sea Run Salmon Commission were created in 1947.

In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Advisory councils are established by statute for the Lobster, Sea Urchin and Recreation Fisheries. In addition, seven lobster policy management councils are established with authority to hold referendum regarding lobster fishing regulations.

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. The Department has specific regulation authority to place immediate restrictions on emerging new fisheries. The Department gathers both commercial and recreation fishery landings statistics.

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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF MARINE RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	5,602,183	4,243,235	810,029		548,919	
HEALTH BENEFITS	1,227,437	903,021	203,316		121,100	
RETIREMENTS	1,049,800	869,790	129,223		50,787	
OTHER FRINGE BENEFITS	84,350	62,987	12,858		8,505	
OTHER CONTRACT SERVICES STATE	773,081	145,864	486,100		141,117	
COMPUTER SERVICES STATE	270,738	27,021	242,122		1,595	
OTHER CONTRACT SERVICES	913,952	670,950	192,061		50,941	
RENTS	536,418	482,663	51,774		1,981	
COMMODITIES	1,347,423	866,967	428,141		52,315	
GRANTS, SUBSIDIES, PENSIONS	841,216	18,488	63,030		759,698	
BUILDING IMPROVEMENTS	31,519	31,519				
EQUIPMENT	300,304	286,977	13,327			
INTEREST-DEBT RETIREMENT	124	98	26			
TRANSFER TO OTHER FUNDS	73,020		57,089		15,931	
TOTAL EXPENDITURES	13,051,565	8,609,580	2,689,096		1,752,889	

DIVISION OF ADMINISTRATIVE SERVICES

GILBERT M. BILODEAU, DIRECTOR

Central Office: BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME

Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021

Established: 1978

Reference: Policy Area: 01 ; *Umbrella:* 13 *Unit:* 188A; *Citation:* T0012 *M.R.S.A., Sect.* 000006021

Average Count--All Positions: 24.000

FAX: (207) 624-6024

Telephone: (207) 624-6569

Legislative Count: 24.00

PURPOSE:

The Division of Administrative Services 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

DEPARTMENT OF MARINE RESOURCES

waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately thirty-seven types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumbrances, statistics on landings, management, special information and federal/state programs.

Duties include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; collective bargaining matters, preparation and allocation of the biennial budget and work programs, contracts, and actions taken on personnel matters; statistics; information technology; contact with central service agencies; and providing timely information to management with regard to all administrative matters.

ORGANIZATION:

The Division of Administrative Services, established through the authority vested in the Commissioner of Marine Resources, consists of four sections: Personnel, Licensing, Information Services, and Financial Services.

The Division provides service to the Department in finance, personnel, equipment, purchasing, processing of license applications and revenues and 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, information 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 Administrative Services carries 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 strategic plans, and manages all budgetary, fiscal, licensure, human resource and information technology processes of the Department.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	828,951	567,040	170,362		91,549	
HEALTH BENEFITS	160,502	101,772	42,696		16,034	
RETIREMENTS	127,645	92,394	27,536		7,715	
OTHER FRINGE BENEFITS	15,602	10,839	3,535		1,228	
OTHER CONTRACT SERVICES STATE	25,666	11,908	13,265		493	
COMPUTER SERVICES STATE	5,440	3,845			1,595	
OTHER CONTRACT SERVICES	142,581	124,472	6,474		11,635	
RENTS	10,753	10,441	312			
COMMODITIES	421,906	395,654	24,314		1,938	
GRANTS, SUBSIDIES, PENSIONS	34,732	2,988	31,744			
EQUIPMENT	97,693	97,693				
INTEREST-DEBT RETIREMENT	36	36				
TRANSFER TO OTHER FUNDS	6,858		4,703		2,155	
TOTAL EXPENDITURES	1,878,365	1,419,082	324,941		134,342	

DEPARTMENT OF MARINE RESOURCES

ADVISORY COUNCIL (TO MARINE RESOURCES)

CHARLETON AMES, CHAIRMAN

Central Office: BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME

Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1947

FAX: (207) 624-6024

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.

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. The Advisory Council is appointed by the Governor and confirmed by the Legislature. It consists of commercial harvesters and dealers, a public member, an aquaculture member and the chairs of the Lobster and Recreation Fisheries Advisory Council.

PROGRAM:

The Council meets monthly 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF COMMUNITY RESOURCE DEVELOPMENT

E. PENN ESTABROOK, DEPUTY COMMISSIONER

Central Office: BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME

Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1957

FAX: (207) 624-6024

Telephone: (207) 624-6550

Reference: Policy Area: 01 ; Umbrella: 13 Unit: 188D; Citation: T0012 M.R.S.A., Sect. 000006051

Average Count--All Positions: 8.000

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 an Area Manager (who works closely with the fishing industry), the Watershed Management group (which works with shellfish management and permit reviews), the marketing program and an aquaculture policy advisor.

PROGRAM:

AREA MANAGER: An Area Manager works 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

DEPARTMENT OF MARINE RESOURCES

opportunities. The area manager is poised to get department assistance in the form of expertise from throughout the agency in order to deal with any 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.

DEVELOPMENT PROGRAM: The goal of this program is to support Maine's fishing harvesting, distribution and processing industries. This is accomplished in a number of ways appropriate to state government. Direct assistance to buyers and sellers is given by answering questions, sending materials, and advising individual businesses on funding, marketing and policy issues. Infrastructure development is accomplished by initiating projects such as the Maine Seafood Industry web site and arranging display space for small seafood processors at the Boston Seafood Show. Development research is conducted to provide public information about economic impacts, market trends, industry structure and financial needs of the seafood industry. Economic development advocacy and policy is carried out through working internally with DMR staff and collaboratively with the State Planning Office, DECD, Economic Development Districts and other state and local agencies.

PUBLICATIONS:

The Marketing Memo is a semi-monthly newsletter that contains resource information of interest to the seafood industry. Subscription is free. Maine Seafood Cooking is a complete guide to preparing Maine seafood. Book includes permission to reprint recipes. Price: \$6.95. Seafood recipe cards, posters and seafood handling videos appropriate for restaurants and retail stores are also available. For further information on all publications, call 624-6550. Also, visit a web page developed by the Department and managed in cooperation with the Maine Fisherman's Forum: www.maine seafood.org

FINANCES, FISCAL YEAR 2000: The 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	297,079	297,079				
HEALTH BENEFITS	65,265	65,265				
RETIREMENTS	47,924	47,924				
OTHER FRINGE BENEFITS	2,940	2,940				
OTHER CONTRACT SERVICES STATE	1,401	1,401				
OTHER CONTRACT SERVICES	37,000	25,986	11,014			
RENTS	23,792	22,460	1,332			
COMMODITIES	26,174	21,474	4,700			
GRANTS, SUBSIDIES, PENSIONS	15,000	15,000				
EQUIPMENT	4,602	4,602				
TRANSFER TO OTHER FUNDS	278		278			
TOTAL EXPENDITURES	521,455	504,131	17,324			

BUREAU OF MARINE PATROL

JOSEPH FESSENDEN, CHIEF
JOHN BENNETT, DEPUTY CHIEF

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: 57.892

FAX: (207) 624-6024

Telephone: (207) 624-6550

M.R.S.A., Sect. 000006025

Legislative Count: 56.00

DEPARTMENT OF MARINE RESOURCES

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 Lamoiné. 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.

During 1999, Bureau of Marine Patrol personnel patrolled 886,897 miles in vehicles and spent 16,754 hours on patrol boats. Patrol Officers received 1,663 complaints and encountered 3,886 violations of Marine Resources laws, boat laws, and related criminal laws.

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.

FINANCES, FISCAL YEAR 2000: The 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	2,006,808	1,774,996	231,812			
HEALTH BENEFITS	467,926	405,599	62,327			
RETIREMENTS	507,715	468,467	39,248			
OTHER FRINGE BENEFITS	38,164	34,041	4,123			
OTHER CONTRACT SERVICES STATE	36,501	23,237	13,264			
COMPUTER SERVICES STATE	18,078	18,078				
OTHER CONTRACT SERVICES	226,631	130,873	95,758			
RENTS	352,221	322,365	29,856			
COMMODITIES	444,675	130,801	313,874			
EQUIPMENT	153,322	153,322				
INTEREST-DEBT RETIREMENT	57	38	19			
TRANSFER TO OTHER FUNDS	12,833		12,833			
TOTAL EXPENDITURES	4,264,931	3,461,817	803,114			

DEPARTMENT OF MARINE RESOURCES

BUREAU OF RESOURCE MANAGEMENT

LINDA MERCER, 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 M.R.S.A., Sect. 000006021

Average Count--All Positions: 81.442

FAX: (207) 633-9579

Telephone: (207) 633-9500

Legislative Count: 75.00

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 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. A stock assessment for the American lobster was completed for the ASMFC. **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; data were analyzed for management decisions and use in stock assessments.

DEPARTMENT OF MARINE RESOURCES

HABITAT AND AQUACULTURE: Studies were conducted to characterize subtidal habitats of marine species in Maine's coastal waters for use in delineating Essential Fish Habitat and groundfish spawning areas. Aquaculture permit site reviews are conducted and the coordinated multi-agency Finfish Aquaculture Monitoring Program continued. Research and management needs for the harvesting of seaweed 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, and participation on the Salmon Task Force. Significant progress in increasing anadromous fish habitat was achieved with the removal of the Edwards Dam on the Kennebec River at Augusta.

PUBLIC HEALTH: Open shellfish harvesting areas were evaluated on a continuing basis to protect the public's health 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. Phytoplankton monitoring by volunteers continued. Wholesale shellfish dealer evaluation and certification was conducted under the National Shellfish Sanitation Program. **MARINE EDUCATION:** The public aquarium operated from Memorial Day weekend through Columbus Day to provide visitors with the opportunity to learn about Maine's marine resources. Education programs focused on teacher workshops and coordination of the Officer SALTY program that involves supplying equipment and marine animals to participating schools.

FINANCES, FISCAL YEAR 2000: The 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		SPECIAL			
EXPENDITURES	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
SALARIES & WAGES	2,469,345	1,604,120	407,855		457,370	
HEALTH BENEFITS	533,744	330,385	98,293		105,066	
RETIREMENTS	366,516	261,005	62,439		43,072	
OTHER FRINGE BENEFITS	27,644	15,167	5,200		7,277	
OTHER CONTRACT SERVICES STATE	709,513	109,318	459,571		140,624	
COMPUTER SERVICES STATE	247,220	5,098	242,122			
OTHER CONTRACT SERVICES	507,740	389,619	78,815		39,306	
RENTS	149,652	127,397	20,274		1,981	
COMMODITIES	454,668	319,038	85,253		50,377	
GRANTS, SUBSIDIES, PENSIONS	791,484	500	31,286		759,698	
BUILDING IMPROVEMENTS	31,519	31,519				
EQUIPMENT	44,687	31,360	13,327			
INTEREST-DEBT RETIREMENT	31	24	7			
TRANSFER TO OTHER FUNDS	53,051		39,275		13,776	
TOTAL EXPENDITURES	6,386,814	3,224,550	1,543,717		1,618,547	

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

FAX: (207) 326-2218

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 headcount enrollment continues to average approximately 700 students. Students from the State of Maine typically represent about two thirds of this total. Over 95 percent of the Class of 2000 is now professionally employed in a wide range of marine and non-marine related professions. A number of members of the Class of 2000 accepted active duty commissions in the U.S. Military.

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 matriculated its third class for an additional undergraduate major in international business and logistics.

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,

MAINE MARITIME ACADEMY

aquaculture, and environmental protection.

LICENSES:

Bachelor of Science degree.
Master of Science degree.
Associate in Science degree.

PUBLICATIONS:

Maine Maritime Academy Catalog
Maine Maritime Academy View Book

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE MARITIME ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	7,174,443	7,174,443				
TOTAL EXPENDITURES	7,174,443	7,174,443				

MAINE MARITIME ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	7,174,443	7,174,443				
TOTAL EXPENDITURES	7,174,443	7,174,443				

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

**DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE SERVICES**

SAWIN MILLETT, ASSOC. COMM. ADMIN.

TDD: (207) 287-2000

Central Office: MARQUARDT BUILDING, AUGUSTA, ME, 04333

Mail Address: 40 STATEHOUSE STA, AUGUSTA, ME, 04333

Established: 1939

FAX: (207) 287-4268

Telephone: (207) 287-4273

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 191 ; Citation: T0034B M.R.S.A., Sect. 000001201

Average Count--All Positions: 1316.457

Legislative Count: 1313.50

Units:

OFFICE OF ADVOCACY (MH&MR)

AROOSTOOK RESIDENTIAL CENTER

AUGUSTA MENTAL HEALTH INSTITUTE

BANGOR MENTAL HEALTH INSTITUTE

BUREAU OF CHILDREN WITH SPECIAL NEEDS (MH & MR)

DEVELOPMENTAL DISABILITIES OFFICE (MH&MR)

ELIZABETH LEVINSON CENTER

DIVISION OF MENTAL HEALTH

DIVISION OF MENTAL RETARDATION

OFFICE OF SUBSTANCE ABUSE

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. Regional offices provide for the general administration, planning and management of Mental Health, Mental Retardation, and Children's programs. 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 program, 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.

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

PROGRAM:

Specific program information pertaining to FY00 is included in separate reports prepared by the Department's program areas.

LICENSES:

Mental Health Agency License

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

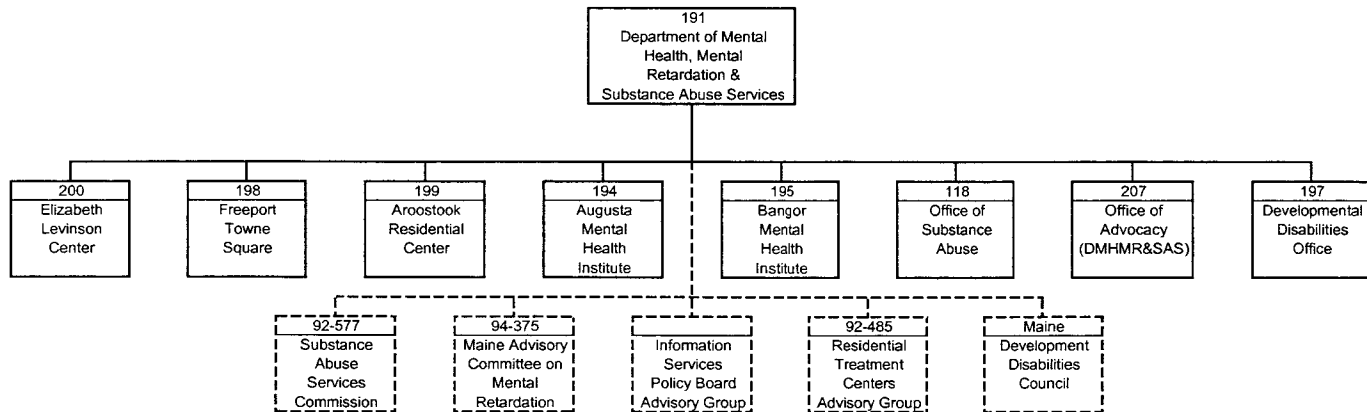
DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	41,741,156	26,497,016	14,775,373		468,767	
HEALTH BENEFITS	9,358,619	5,892,267	3,364,512		101,840	
RETIREMENTS	6,892,994	4,291,763	2,527,591		73,640	
OTHER FRINGE BENEFITS	533,811	347,717	181,782		4,312	
OTHER CONTRACT SERVICES STATE	8,001,587	4,080,098	2,894,612		1,026,877	
COMPUTER SERVICES STATE	99,703	88,043	11,660			
OTHER CONTRACT SERVICES	5,075,598	3,376,296	1,539,441		159,861	
RENTS	984,140	828,007	136,687		19,446	
COMMODITIES	5,705,302	4,016,886	1,618,198		70,218	
GRANTS, SUBSIDIES, PENSIONS	153,055,557	138,956,930	368,074		13,730,553	
BUILDING IMPROVEMENTS	68,271	23,007	45,264			
EQUIPMENT	165,157	97,562	67,595			
INTEREST-DEBT RETIREMENT	13,208	4,766	8,442			
TRANSFER TO OTHER FUNDS	151,633	336	124,707		26,590	
TOTAL EXPENDITURES	231,846,736	188,500,694	27,663,938		15,682,104	

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	3,901,089	3,901,089				
HEALTH BENEFITS	804,096	804,096				
RETIREMENTS	622,546	622,546				
OTHER FRINGE BENEFITS	48,562	48,562				
OTHER CONTRACT SERVICES STATE	341,862	341,862				
COMPUTER SERVICES STATE	10,822	10,822				
OTHER CONTRACT SERVICES	1,074,211	1,074,211				
RENTS	435,038	435,038				
COMMODITIES	1,253,668	1,253,668				
GRANTS, SUBSIDIES, PENSIONS	6,254	6,254				
EQUIPMENT	55,373	55,373				
INTEREST-DEBT RETIREMENT	250	250				
TOTAL EXPENDITURES	8,553,771	8,553,771				

ORGANIZATION CHART

DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

UMB 14



DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

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: 13.500

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 and to monitor compliance with all laws, rules and policies relating to the rights and dignity of service recipients. The Office 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 one full time advocate and BMHI has one full time advocate. One advocate splits her time between AMHI and the community. Most of her time in the community is spent doing mental retardation advocacy and investigations. There are eight other community advocate positions (one part-time) for persons with mental retardation 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 small contract under which limited 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 person centered plan 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) 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. (2) Copies of the AMHI Consent Decree and the Community Consent Decree, free, from Chief Advocate, SHS 60, Augusta, ME 04333; (3) The DMHMRAS

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

Grievance Process Guide for Recipients of Mental Health and Children's Services, free from the Chief Advocate; (4) Mental Retardation Services Grievance and Appeal Process, free from the Chief Advocate. The Office of Advocacy and each individual advocate working for the Office maintains a 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 2000: The 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	484,259	484,259				
HEALTH BENEFITS	107,786	107,786				
RETIREMENTS	76,058	76,058				
OTHER FRINGE BENEFITS	7,305	7,305				
OTHER CONTRACT SERVICES	34,494	34,494				
RENTS	2,573	2,573				
COMMODITIES	19,055	19,055				
TOTAL EXPENDITURES	731,530	731,530				

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: 21.000

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 person-centered 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.

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A professional experienced in mental retardation program administration directs the activities of the direct service staff and coordinates resident related activities between the Center and community agencies. The direct service staff provide primary support and instruction to each resident.

PROGRAM:

The Center operates on a 24 hour per day/seven days per week basis. Residents must be 18 years or older and experiencing behavioral adjustment difficulties. The Center has also focused on enhancing its behavior management capabilities. Contracts for expanded professional services, i.e. psychology, speech therapy, occupational and physical therapy, give the staff significant consultative support. As a result, the Center has been able to manage more difficult and complicated behavior.

Compliance with the standards for licensure as an intermediate care facility for the mentally retarded provides the initiative for developing a more intensive behavior stabilization program. Additional federal revenues to the general fund generated as a result of the operation of a seven-day program equals approximately 50% of the Center's operating costs.

FINANCES, FISCAL YEAR 2000: The 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	582,562	582,562				
HEALTH BENEFITS	136,662	136,662				
RETIREMENTS	106,520	106,520				
OTHER FRINGE BENEFITS	7,422	7,422				
OTHER CONTRACT SERVICES STATE	114,694	114,694				
COMPUTER SERVICES STATE	110	110				
OTHER CONTRACT SERVICES	56,410	56,410				
RENTS	20,485	20,485				
COMMODITIES	71,821	71,821				
GRANTS, SUBSIDIES, PENSIONS	2,342	2,342				
INTEREST-DEBT RETIREMENT	5	5				
TOTAL EXPENDITURES	1,099,033	1,099,033				

AUGUSTA MENTAL HEALTH INSTITUTE

RODNEY BOUFFARD, SUPERINTENDENT

TDD: (207) 287-7429

Central Office: HOSPITAL ST, AUGUSTA, ME 04333

Mail Address: BOX 724, AUGUSTA, ME 04333-0724

Established: 1934

Telephone: (207) 287-7200

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 194 ; Citation: T0034B M.R.S.A., Sect. 000003201

Average Count--All Positions: 322.322

Legislative Count: 321.00

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 a forensic treatment unit. Each of the units are responsible for the total treatment of its patients; patients are admitted and discharged from the unit that will best serve their needs and connect them to community services. 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, Therapeutic Recreation and Social Work. The hospital also provides dietetic services, medical laboratory services(contract), radiology services and pharmaceutical services.

Each unit team is led by a psychiatrist who oversees treatment plan development, implementation and delivery of care, as well as providing clinical services for which the physician is privileged. The Nurse organizes daily care of patients and oversees professional practice of nursing staff, including the practice of Mental Health Workers. A social worker is assigned to each patient 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 and Discharge 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 Service Director is the administrative leader to the entire multi-disciplinary team and is responsible for the functioning of the therapeutic program. The Program Service Director is responsible for the integration of community services.

Effective discharge planning, which provides for appropriate linkage with the Local Service Network, is a major component of the treatment and discharge planning review process. The multi-disciplinary team oversees the entire treatment and discharge planning process. AMHI strives to improve patient care quality, that is, to increase the probability of 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, Continuous Performance Improvement, Safety, and Risk Management Committees. This process is coordinated, integrated and reported to the Superintendent and medical staff. AMHI's goal is to help all staff improve the processes in which they are involved.

AMHI functions as an important teaching resource for physicians, 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

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AMHI's secondary function as a site for presentations sponsored by the DMHMRSAS, 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 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
CPR Certification

PUBLICATIONS:

- 1) "Guide"
- 2) Program Description Brochure
- 3) Mission Vision, Values Pamphlet
- 4) Jose Castellonos Medical Library Holdings

FINANCES, FISCAL YEAR 2000: The 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	10,021,130	3,135,058	6,886,072			
HEALTH BENEFITS	2,261,361	695,752	1,565,609			
RETIREMENTS	1,726,281	539,334	1,186,947			
OTHER FRINGE BENEFITS	123,644	38,730	84,914			
OTHER CONTRACT SERVICES STATE	3,419,594	1,160,847	2,258,747			
COMPUTER SERVICES STATE	1,914	646	1,268			
OTHER CONTRACT SERVICES	1,267,410	391,700	875,710			
RENTS	97,805	26,888	70,917			
COMMODITIES	735,639	261,619	474,020			
GRANTS, SUBSIDIES, PENSIONS	502,093	190,161	311,932			
EQUIPMENT	40,092	16,088	24,004			
INTEREST-DEBT RETIREMENT	12,484	4,231	8,253			
TRANSFER TO OTHER FUNDS	62,590	336	62,254			
TOTAL EXPENDITURES	20,272,037	6,461,390	13,810,647			

BANGOR MENTAL HEALTH INSTITUTE

N. LAWRENCE VENTURA, SUPERINTENDENT

Central Office: 656 STATE STREET, BANGOR, ME 04401

Mail Address: PO BOX 926, BANGOR, ME 04401-0926

Established: 1985

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 195 ; Citation: T0034B M.R.S.A., Sect. 000003201

Average Count--All Positions: 370.240

Telephone: (207) 941-4000

Legislative Count: 370.00

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 DMHMRSAS through its Regional Office.

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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 outpatient 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 100 bed psychiatric hospital and is organized into major clinical, administrative, and support service departments. The clinical programs and services are Acute and Intermediate care (psycho-social rehab units), Admissions Services, and an Outpatient Program for individuals with severe and persistent mental illness who have not maintained successful treatment relationships in other programs. The Outpatient Program also includes a Medical Clinic and a Psychiatric Medication Clinic for both the adult and geriatric population. 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 (in and outpatient), 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 and is certified by the Health Care Finance Administration to provide acute psychiatric care.

PROGRAM:

BMHI has five inpatient treatment units, admitting approximately 350 people per year. Four of the five units provide rapid assessment and stabilization. The D-U unit focuses on short-term hospitalization (less than 30 days of hospitalization), the D-1 unit focuses on Dialectical Behavioral Therapy (DBT) and Cognitive Behavioral Therapy (CBT), the K-1 unit focuses on both fragile and geriatric patients, the K-2 unit is a psycho-social rehab unit and C-2 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 Geriatric-Psychiatric Assessment and Resocialization Unit specializes in stabilization and active treatment of older people with severe psychiatric disorders.

Rehabilitative Services consists of various rehabilitative therapies to provide holistic treatment and rehabilitation to the hospital populations.

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)

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 -Bi-Weekly Newsletter (free to citizens, patients and staff)

FINANCES, FISCAL YEAR 2000: The 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	11,706,148	3,808,128	7,889,301		8,719	
HEALTH BENEFITS	2,600,065	799,192	1,798,903		1,970	
RETIREMENTS	1,934,702	592,731	1,340,644		1,327	
OTHER FRINGE BENEFITS	141,352	44,370	96,868		114	
OTHER CONTRACT SERVICES STATE	871,488	298,042	573,275		171	
COMPUTER SERVICES STATE	15,674	5,282	10,392			
OTHER CONTRACT SERVICES	974,771	330,547	644,023		201	
RENTS	98,666	32,896	65,770			
COMMODITIES	1,871,816	773,146	1,098,670			
GRANTS, SUBSIDIES, PENSIONS	116,773	38,868	77,905			
BUILDING IMPROVEMENTS	68,271	23,007	45,264			
EQUIPMENT	65,748	22,157	43,591			
INTEREST-DEBT RETIREMENT	368	189	179			
TRANSFER TO OTHER FUNDS	61,994		61,932		62	
TOTAL EXPENDITURES	20,527,836	6,768,555	13,746,717		12,564	

BUREAU OF CHILDREN WITH SPECIAL NEEDS (MH & MR)

LISA BURGESS, CH SERVICES DIRECTOR

TDD: (207) 287-2000

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333

Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1985

FAX: (207) 287-9915

Telephone: (207) 287-4251

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 472 ; Citation: T0034B M.R.S.A., Sect. 000006204

Average Count--All Positions: 63.000

Legislative Count: 63.00

PURPOSE:

The Department serves children, aged birth 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 one children's residential facility, the Elizabeth Levinson Center, Bangor. The Department contracts with local non-profit agencies to provide direct services to children who have special needs and their families.

The Department collaborates with other child-serving agencies, the Department of Human Services, the Department of Education and the Department of Corrections at both the state and local level.

PROGRAM:

In FY00, the Department provided contracted services to approximately 19,000 Maine children. In addition, Children's Services staff provided direct case management services to 1,500 children with mental retardation, pervasive developmental disorder or autism and their families. Services are geared to

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address three populations: (A) Early Childhood, Mental Retardation and Autism Services. 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 and autism and mental retardation services.

(B) Mental Health/Behavioral Health Services. The Department provides a range of contract services to children who have neurobiological and other serious emotional or behavioral needs, and their families. These services include case management, crisis services, in-home supports such as behavioral specialist services, information and referral, family mediation, outpatient therapy, homebased family services, therapeutic social and recreational programs, therapeutic and group residential services, medication monitoring and individualized wraparound services purchased through non-categorical, flexible funds.

(C) Family Support Services. The Department funds Maine's respite care program which provides families and primary caregivers with planned periods of relief from the demands of in-home care of their children. Family support also includes contract services providing for parent support groups, family counseling for parents who have children with special needs, toll free parent information and referral through the Maine Parent Federation/SPIN and after school and summer recreational services for children.

(D) 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.

Children's Services regional staff provide a range of services, including contract monitoring, quality improvement, family information, systems access, resource development, utilization review, regional supervision and management of field operations.

LICENSES:

Mental Health Agency License

PUBLICATIONS:

Rights of Recipients of Mental Health Services Who Are Children in Need of Treatment (free)

A Plan for Children's Mental Health Services, 56 pp. and Appendices, 1997.

Children's Mental Health System Development Progress Report 25pp, May, 2000.

FINANCES, FISCAL YEAR 2000: The 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	1,924,766	1,924,766				
HEALTH BENEFITS	415,492	415,492				
RETIREMENTS	296,511	296,511				
OTHER FRINGE BENEFITS	25,841	25,841				
OTHER CONTRACT SERVICES STATE	494,542	332,138			162,404	
COMPUTER SERVICES STATE	60,000	60,000				
OTHER CONTRACT SERVICES	109,496	109,073			423	
RENTS	16,922	16,922				
COMMODITIES	98,836	98,836				
GRANTS, SUBSIDIES, PENSIONS	24,608,709	23,193,872			1,414,837	
TRANSFER TO OTHER FUNDS	2,358				2,358	
TOTAL EXPENDITURES	28,053,473	26,473,451			1,580,022	

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

DEVELOPMENTAL DISABILITIES OFFICE (MH&MR)

PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: TOGUS CENTER, BUILDING 205, AUGUSTA, ME 04333

Mail Address: #139 STATE HOUSE STATION, 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 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 Program Planner, a Research Associate 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)

-Three-year State Plan

-Position Papers

-Why Bother? (Educating Maine's Legislators)

-Breaking Diagnostic News to Parents (Booklet)

-Breaking Diagnostic News to Parents (Checklist)

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ELIZABETH LEVINSON CENTER

CAROL TROTTIER, DIRECTOR

TDD: (287) 941-4409

Central Office: 159 HOGAN RD, BANGOR, ME 04401-5697

Mail Address: 159 HOGAN RD, BANGOR, ME 04401-5697

Established: 1970

FAX: (207) 941-4412

Telephone: (207) 941-4400

Reference: Policy Area: 03 ; *Umbrella:* 14 *Unit:* 200 ; *Citation:* T0034B M.R.S.A., *Sect.* 000006252

Average Count--All Positions: 48.394

Legislative Count: 47.00

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 one 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.

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

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. Medical, respiratory, nutritional, 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 an Individual Program Plan (IPP) and subsequent monthly program reviews are conducted. Parents are encouraged to participate in the child's IPP and attend quarterly reviews by the planning team.

ELC offers inservice education for departmental and Center staff and 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 Brochure (free).

FINANCES, FISCAL YEAR 2000: The 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	1,248,945	1,248,945				
HEALTH BENEFITS	319,105	319,105				
RETIREMENTS	217,002	217,002				
OTHER FRINGE BENEFITS	15,534	15,534				
OTHER CONTRACT SERVICES STATE	72,816	72,816				
COMPUTER SERVICES STATE	185	185				
OTHER CONTRACT SERVICES	68,462	68,462				
RENTS	6,355	6,355				
COMMODITIES	155,562	155,562				
EQUIPMENT	3,944	3,944				
TOTAL EXPENDITURES	2,107,910	2,107,910				

DIVISION OF MENTAL HEALTH

SUSAN WYGAL, DIRECTOR, ADULT MH SERV

TDD: (207) 287-2000

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333

Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1959

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 193 ; Citation: T0034B

Average Count--All Positions: 110.000

FAX: (207) 287-4268

Telephone: (207) 287-8084

M.R.S.A., Sect. 000003001

Legislative Count: 110.00

PURPOSE:

The department has primary responsibility for developing and maintaining a system of community mental health services and supports, including psychiatric inpatient services for persons age 18 years and older who have serious mental

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

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) 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. Duby, et. al.*, 1990.

ORGANIZATION:

A Bureau of Mental Health was created in 1959 and reorganized as a Division in 1993 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 functionally based 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 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 FY00, the department continued its focus on the implementation of the Consent Decree, consideration of strategies to manage Medicaid expenditure and a major mental health systems change process from its centralized statewide structure to one that is locally managed through local service networks, 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. Consistent with the Department's restructuring, the department reorganized three regional offices, each with a Mental Health Team Leader, these processes also called 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 the poor.

The Director of Adult Mental Health Services, a central administration position, provides programmatic leadership for the Department through the MH Team Leaders and through development and implementation of quality improvement, standards, programs and similar activities to further the Department's MH objectives.

PUBLICATIONS:

- Consent Decree Quarterly Reports
- 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
- Strategic Plan for Adult Mental Health Services in Region III, December 1998
- Plan for Mental Health Safety Net Services for Regions I and II, March

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

1999.

-Annual Center for Mental Health Services block grant application.

FINANCES, FISCAL YEAR 2000: The 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	3,476,521	3,476,521				
HEALTH BENEFITS	761,191	761,191				
RETIREMENTS	551,637	551,637				
OTHER FRINGE BENEFITS	53,484	53,484				
OTHER CONTRACT SERVICES STATE	918,561	540,606	603		377,352	
COMPUTER SERVICES STATE	-4,940	-4,940				
OTHER CONTRACT SERVICES	558,257	548,845	805		8,607	
RENTS	40,972	32,585			8,387	
COMMODITIES	869,093	843,141	42,900		3,052	
GRANTS, SUBSIDIES, PENSIONS	54,259,905	50,879,923	-24,466		3,404,448	
INTEREST-DEBT RETIREMENT	8	8				
TOTAL EXPENDITURES	61,504,689	57,683,001	19,842		3,801,846	

DIVISION OF MENTAL RETARDATION

JANE GALLIVAN, PROG. MGR., MR SERVICES

TDD: (207) 287-2000

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333

Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 287-9915

Established: 1969

Telephone: (207) 287-4212

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 197 ; Citation: T0034B M.R.S.A., Sect. 000005201

Average Count--All Positions: 198.500

Legislative Count: 198.50

PURPOSE:

The department assures that services and programs available to the citizens of Maine are equally available to individuals with mental retardation and/or 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/or 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 and/or autism in need of this service.

ORGANIZATION:

The 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 cross disability structure.

Community mental retardation programs are supported through contracts and grants with families, private and non-profit agencies. Administratively, the state has been divided into three regions with a Team Leader in each. Community case management staff assist individuals through intake and in obtaining services, assist in developing programs, provide program planning services to consumers and monitor quality of the services provided. Decision making occurs at the regional office front line or close to the the consumer and family as possible.

PROGRAM:

During FY00, the Department continued to work to develop programs to comply fully with the Community Consent Decree. Person Centered Planning, an MIS system and the Crisis system were all improved. Quality Improvement Groups were developed throughout the state. Conversion to sheltered employment to supported employment has begun in many parts of the state. A Quality of Life Interview for Consumers was developed and has begun to collect information on services

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

provided.

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
- It's Your Life, What's Your Plan?
- Mental Retardation Grievance and Appeals Process
- A Work Book for Personal Planning
- Companions on the Journey - A Resource Guide for Person Centered Planning
- Case Management Manual

FINANCES, FISCAL YEAR 2000: The 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				
EXPENDITURES	ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
SALARIES & WAGES	6,534,565	6,424,625			109,940	
HEALTH BENEFITS	1,510,734	1,491,692			19,042	
RETIREMENTS	1,059,761	1,040,734			19,027	
OTHER FRINGE BENEFITS	90,456	89,783			673	
OTHER CONTRACT SERVICES STATE	670,244	612,002	5,044		53,198	
OTHER CONTRACT SERVICES	677,139	562,308	11,784		103,047	
RENTS	125,456	114,397			11,059	
COMMODITIES	250,297	235,493	642		14,162	
GRANTS, SUBSIDIES, PENSIONS	60,415,341	59,532,247	2,703		880,391	
INTEREST-DEBT RETIREMENT	70	70				
TRANSFER TO OTHER FUNDS	6,973		370		6,603	
TOTAL EXPENDITURES	71,341,036	70,103,351	20,543		1,217,142	

OFFICE OF SUBSTANCE ABUSE

KIM JOHNSON, DIRECTOR

Central Office: AMHI COMPLEX, MARQUARDT BLDG., AUGUSTA, ME 04330

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

FAX: (207) 287-4334

Established:

Telephone: (207) 287-2595

Reference: Policy Area: 03 ; *Umbrella:* 14 *Unit:* 118 ; *Citation:* T0005

M.R.S.A., Sect. 000020004

Average Count--All Positions: 40.000

Legislative Count: 40.00

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.

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

ORGANIZATION:

OSA is composed of six divisions: Prevention/Information and Resource Center, Intervention (DEEP - Driver Education and Evaluation Programs), Treatment, Corrections, Information Systems and Fiscal/Contracting.

PROGRAM:

OSA develops comprehensive plans for combating alcohol and drug abuse, administers all contracts with community service providers, establishes operating and treatment standards, 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.

PUBLICATIONS:

OSA is responsible for the State Plan for Alcohol and Other Drug Abuse Services in Maine; 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 Book List (lists books in the Information and Resource Center (IRC) of OSA); Alcohol, Tobacco and Other Drug Video Catalog (a catalog of the 1500+ 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 2000: The 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	1,170,200	820,092			350,108	
HEALTH BENEFITS	276,705	195,877			80,828	
RETIREMENTS	176,838	123,552			53,286	
OTHER FRINGE BENEFITS	16,568	13,043			3,525	
OTHER CONTRACT SERVICES STATE	1,027,351	593,599			433,752	
COMPUTER SERVICES STATE	15,938	15,938				
OTHER CONTRACT SERVICES	218,168	170,585			47,583	
RENTS	130,043	130,043				
COMMODITIES	305,334	252,330			53,004	
GRANTS, SUBSIDIES, PENSIONS	13,144,000	5,113,123			8,030,877	
TRANSFER TO OTHER FUNDS	17,567				17,567	
TOTAL EXPENDITURES	16,498,712	7,428,182			9,070,530	

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

FAX: (207) 624-8595

Telephone: (207) 624-8500

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 027 ; Citation: T0010 M.R.S.A., Sect. 000008001

Average Count--All Positions: 216.436

Legislative Count: 215.00

Units:

DIVISION OF ADMINISTRATIVE SERVICES

BUREAU OF BANKING

OFFICE OF CONSUMER CREDIT REGULATION

BOARD OF DENTAL EXAMINERS

STATE BOARD OF REGISTRATION FOR PROFESSIONAL

ENGINEERS

BUREAU OF INSURANCE

OFFICE OF LICENSING AND REGISTRATION

BOARD OF LICENSURE IN MEDICINE

MEDICAL SPECIALTY ADVISORY COMMITTEE ON

ANESTHESIOLOGY

*MEDICAL SPECIALTY ADVISORY COMMITTEE ON EMERGENCY
MEDICINE*

*MEDICAL SPECIALTY ADVISORY COMMITTEE ON OBSTETRICS
AND GYNECOLOGY*

STATE BOARD OF NURSING

STATE BOARD OF OPTOMETRY

BOARD OF OSTEOPATHIC LICENSURE

SECURITIES DIVISION

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 by 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. The Department and its agencies and boards may be reached via e-mail through its home page on the world wide web at the following internet address:
<http://www.MaineBusinessReg.org>

ORGANIZATION:

The Department of Business Regulation was created in October 1973 as part of State government reorganization designed to consolidate related agencies along functional lines and strengthen executive direction. 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 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. In 1987 the name of the Department was changed to Professional and Financial Regulation.

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 Department consists of 6 agencies: The Commissioner's Office, The Bureau of Banking, the Bureau of Insurance, The Office on Consumer Credit Regulation, the Office of Licensing and Registration and the Maine Securities Office. Six professional licensing boards are also affiliated with the Department: Board of Licensure in Medicine, State Board of Nursing, Board of

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Dental Examiners, State Board of Registration of Professional Engineers, State Board of Optometry and Board of Osteopathic Licensure.

PROGRAM:

The Commissioner is the administrative head of the Department and, as such, budgets for the Department, initiates and coordinates all policy and planning, and directs the day-to-day management of the Department.

The Commissioner is responsible for reviewing the policy and operation of agencies within and affiliated with the Department, 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 acts as a liaison with the Governor and with other units of state government. Affiliated boards submit their budgets 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.MaineBusinessReg.org>

LICENSES:

See individual agencies.

PUBLICATIONS:

See reports of component units.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	7,278,940		7,278,940			
HEALTH BENEFITS	1,368,989		1,368,989			
RETIREMENTS	1,110,117		1,110,117			
OTHER FRINGE BENEFITS	98,761		98,761			
OTHER CONTRACT SERVICES STATE	1,666,158		1,666,158			
COMPUTER SERVICES STATE	660,993		660,993			
OTHER CONTRACT SERVICES	1,475,064		1,475,064			
RENTS	760,403		760,403			
COMMODITIES	1,298,426		1,298,426			
GRANTS, SUBSIDIES, PENSIONS	59,233		59,233			
EQUIPMENT	102,523		102,523			
INTEREST-DEBT RETIREMENT	36		36			
TRANSFER TO OTHER FUNDS	72,594		72,594			
TOTAL EXPENDITURES	15,952,237		15,952,237			

DIVISION OF ADMINISTRATIVE SERVICES

S. CATHERINE LONGLEY, COMMISSIONER
LINDA S. GILSON, DIR., FINANCE/PERSONNEL

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: 17.000

TDD: (207) 624-8563

FAX: (207) 624-8690

Telephone: (207) 624-8500

M.R.S.A., Sect. 000008003

Legislative Count: 17.00

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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, Strategic Planning 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.

ORGANIZATION:

Within this Division there are three functional units. The first is Financial which provides centralized accounting, strategic planning, and 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.

The Information Systems Support Services section program includes administration of the Department's centralized licensing database. 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.MaineBusinessReg.org>

LICENSES:

None

PUBLICATIONS:

None

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	625,704		625,704			
HEALTH BENEFITS	110,441		110,441			
RETIREMENTS	90,569		90,569			
OTHER FRINGE BENEFITS	7,332		7,332			
OTHER CONTRACT SERVICES STATE	45,382		45,382			
COMPUTER SERVICES STATE	13,122		13,122			
OTHER CONTRACT SERVICES	170,530		170,530			
RENTS	45,936		45,936			
COMMODITIES	926,562		926,562			
EQUIPMENT	102,523		102,523			
INTEREST-DEBT RETIREMENT	36		36			
TRANSFER TO OTHER FUNDS	7,559		7,559			
TOTAL EXPENDITURES	2,145,696		2,145,696			

BUREAU OF BANKING

HOWARD R. GRAY, JR., SUPERINTENDENT

WATS: (207) 624-8570

Central Office: GARDINER ANNEX, NORTHERN AVE, GARDINER, ME 04345

Mail Address: 36 STATEHOUSE STATION, AUGUSTA, ME 04333-0036 FAX: (207) 624-8590

Established: 1927

Telephone: (207) 624-8570

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 029 ; Citation: T0009B M.R.S.A., Sect. 000000121

Average Count--All Positions: 33.000

Legislative Count: 33.00

PURPOSE:

The Bureau of Banking was established to supervise all financial institutions chartered by the State 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. Through the Securities Division, its responsibility is 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; conduct an on-site examination of each financial institution supervised by the Bureau at least every 36 months; require reports and information necessary for proper supervision; 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; approve or deny applications for new charters and applications by existing financial institutions to merge, acquire, consolidate, close offices or convert to another charter. In January, 1996, the Bureau assumed the responsibility for enforcing Title 9-A M.R.S.A., the Maine Consumer Credit Code, in banks, savings and loans, 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;

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

approve mergers and new charters under a public convenience and advantage standard; and supervise and regulate 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 examination staff, and coordinates and monitors examinations and problem bank supervision. The Deputy Superintendent is responsible for the development of the Bureau's data base, bank monitoring systems, legislative and rulemaking activities, financial analysis, including applications processing, consumer outreach activities, budget and office staff.

PROGRAM:

The Bureau maintains a site on the World Wide Web which contains consumer information, the Bureau's regulations, bulletins and booklets. Consumer complaints and other inquiries can now be filed electronically using this media.

In addition, the Bureau recently launched a new interactive website, VentureintoMaine.com, which is designed to heighten the business community's awareness of the unique bank chartering opportunities available only in Maine.

The scope of the Examination Division's responsibility includes safety and soundness, information systems, bank holding companies and formal compliance review. During Fiscal Year 00, 17 safety and soundness examinations and 19 specialized examinations were completed. In addition, four joint examinations were conducted, one with the Federal Reserve Bank of Boston and three with the Federal Deposit Insurance Corporation. A computer based system also monitored bank performance between on-site visits.

In fiscal year 2000, the Bureau processed 19 notifications effecting 20 branch establishments, relocations or closings. Other applications processed by the Bureau included formation of a mutual holding company; the purchase of one branch by another bank; a merger of two credit unions; the acquisition of a Maine financial institution by a Maine-based holding company and its merger into a subsidiary bank of the holding company; the acquisition by a Maine holding company of an out-of-state holding company; establishment of a credit union service corporation to engage in mortgage banking activities; conversion of a federally chartered credit union to a state-chartered credit union; and interstate merger of a Maine financial institution into an affiliated out-of-state national bank. In fiscal year 2000, the Bureau approved the establishment of two nondepository trust and the conversion of a nondepository trust company to an uninsured bank.

The Consumer Outreach program provides a source of information for users of financial services in Maine. The Bureau mediates disputes and interacts with the regulated community to resolve individual situations. In FY 2000, the Bureau responded to 1,453 consumer complaints and inquiries and assisted Maine consumers in obtaining \$98,157 in restitution and other projected savings. Consumer Outreach produces and distributes educational booklets, videos and makes educational presentations to schools and consumer groups. Emphasis on in-school financial education seminars has shifted toward available distance learning networks ATM (Asynchronous Transfer Mod) and ITV (Interactive Television) over the UNET System as more cost effective delivery systems for providing this information to a wider range of audiences.

Internet Addresses: <http://www.MaineBankingReg.org>
<http://www.VentureintoMaine.com>

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,
Consumer'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,

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Adventures in Money Management,
Students Ask Questions I and II,
The Real World...Part I

FINANCES, FISCAL YEAR 2000: The 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	1,251,533		1,251,533			
HEALTH BENEFITS	206,024		206,024			
RETIREMENTS	190,005		190,005			
OTHER FRINGE BENEFITS	16,457		16,457			
OTHER CONTRACT SERVICES STATE	11,574		11,574			
COMPUTER SERVICES STATE	33,366		33,366			
OTHER CONTRACT SERVICES	191,140		191,140			
RENTS	96,016		96,016			
COMMODITIES	50,767		50,767			
TRANSFER TO OTHER FUNDS	10,199		10,199			
TOTAL EXPENDITURES	2,057,081		2,057,081			

OFFICE OF CONSUMER CREDIT REGULATION

WILLIAM N LUND, DIRECTOR

WATS: (800) 332-8529
TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345
Mail Address: 35 STATEHOUSE STA, AUGUSTA, ME 04333-0035
Established: 1975

FAX: (207) 582-7699
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: 9,000

Legislative Count: 9,000

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, mortgage companies, personal finance companies, money order issuers, check cashers, foreign currency exchangers, and non-bank ATM machines, and debt management companies.

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 00, 316 creditors, 75 collection agencies, 17 credit services organizations and 5 credit reporting agency were examined. During this period,

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creditors refunded \$13,434.00 to consumers as a result of violations discovered during the examination process. The Bureau cited 415 violations of Truth-in-Lending Laws and 170 Consumer Credit Code violations after reviewing 9,377 transactions. The Agency's Complaint Division responded to approximately 2,637 consumer grievances, including 259 formal written complaints. Many were mediated informally, by telephone, while others required conferences or formal resolutions. As a result of the efforts of the Complaint Division, an additional \$78,582.30 was credited or refunded to consumers.

The Agency licensed or registered the following creditors and businesses in FY 00:

Supervised Lenders (315 main offices, 351 branches): 666; Other Creditors (excluding branches)*: 817; Sales Finance Companies: 110; Collection Agencies: (183 main offices, 104 branches): 287; Credit Services Organizations: 98; Credit Reporting Agencies: 25; Money Order Issuers: 14; 392 non-bank ATM Machine Operators; 4 Debt Management Service Providers. This results in a grand total of 2,413 licensees and registrants.

*This year's "Other Creditor" tally includes the following categories: Insurance Premium Finance Companies: 6; Mobile Home Dealers: 41; New Car Dealers: 140; Used Car Dealers: 161; Rent-to-Own Merchants: 31; Pawnbrokers: 49.

Internet Address: <http://www.MaineCreditReg.org>

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, Pawnbrokers, Non-bank ATM Machine Operators, and Debt Management Service Providers.

PUBLICATIONS:

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 preceeding 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 2000: The 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	357,900		357,900			
HEALTH BENEFITS	68,187		68,187			
RETIREMENTS	58,223		58,223			
OTHER FRINGE BENEFITS	3,289		3,289			
OTHER CONTRACT SERVICES STATE	621		621			
COMPUTER SERVICES STATE	23,220		23,220			
OTHER CONTRACT SERVICES	60,103		60,103			
RENTS	31,908		31,908			
COMMODITIES	13,680		13,680			
TRANSFER TO OTHER FUNDS	4,336		4,336			
TOTAL EXPENDITURES	621,467		621,467			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF DENTAL EXAMINERS

WILLIAM C. CADDON, D.M.D., PRESIDENT

Central Office: 2 BANGOR STREET, AUGUSTA, ME 04330

Mail Address: 143 STATEHOUSE STATION, AUGUSTA, ME 04333-0143

Established: 1991

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 313 ; Citation: T0032 M.R.S.A., Sect. 000001071

Average Count--All Positions: 1.000

Telephone: (207) 287-3333

Legislative Count: 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, dental hygienists and denturists biannually, 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, as well as a denturist for a term of one year, 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. As members of the Northeast Regional Boards, each year Board members are assigned schools at which they administer the exam.

PROGRAM:

During fiscal year 2000, 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-eight dentists became newly licensed in the State of Maine for a total of 935 dentists currently registered for the biennium 2000-2001. Of these 284 list out of state residences and/or practices. The Board issued 57 new dental hygiene licenses during this fiscal year, bringing the total of Maine licensed hygienists to 1154 of which 182 are out of state. The Board issued 3 new denturist licenses this fiscal year, bringing the total number of Maine licensed denturists to 20. Registered dental radiographers now number 911. Forty-one dentists hold permits to administer anesthesia/sedation.

Clinical and written exams were administered for the purpose of licensing denturists.

The Board issued 53 new local anesthesia permits to Maine-licensed hygienists this fiscal year which brings the total number to 171. The Board also employs Public Health Supervision Status for dental hygienists which allows them to provide services in settings outside a dental office under the general supervision of a licensed dentist, upon application to and approval by the Board.

LICENSES:

Dentistry

Dental Hygiene

Denturism

Dental Radiography

Anesthesia/Sedation Permits Local Anesthesia Permits

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PUBLICATIONS:

"Laws Relating to the Practice of Dentistry, Dental Hygiene and Denture Technology" (Free)
Newsletter mailed to all Maine licensed dentists and dental hygienists.
Directory of Dentists, Dental Hygienists, Denturists, and Radiographers (Free)

FINANCES, FISCAL YEAR 2000: The 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	35,079		35,079			
HEALTH BENEFITS	5,752		5,752			
RETIREMENTS	4,935		4,935			
OTHER FRINGE BENEFITS	575		575			
OTHER CONTRACT SERVICES STATE	24,497		24,497			
OTHER CONTRACT SERVICES	26,744		26,744			
RENTS	4,884		4,884			
COMMODITIES	10,256		10,256			
GRANTS, SUBSIDIES, PENSIONS	6,500		6,500			
TRANSFER TO OTHER FUNDS	3,342		3,342			
TOTAL EXPENDITURES	122,564		122,564			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

DR. WAYNE A HAMILTON, P.E., CHAIRMAN

Central Office: TERML BLDG-AUGUSTA AIRPORT, AUGUSTA, ME 04333-0092
Mail Address: 92 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX: (207) 626-2309
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: 1.438 Legislative Count: 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 2000, 316 candidates successfully completed the requirements for registration as Professional Engineers. Of that number, 70 qualified through written examination, 218 by Comity with other jurisdictions, and 28 by oral examination. These candidates are rapidly registered as their credentials have been previously gathered and verified. As of June 30, 2000, a total of 5,572 engineers were registered. Approximately 65% reside out of state. During FY 2000, 172 applicants were examined for certification as Engineer-Interns. Of

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those examined, 99 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 (FE) 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 29, 1999 for 56 Professional Engineer candidates. On October 30, 1999 for 74 Engineer-Intern candidates. Of those taking the P.E. exam, 23 passed. Of those taking the EI exam, 39 passed. Spring examinations were given at Augusta, on April 14, 2000, 71 candidates sat for the P.E. exam in Augusta. Also on April 15, 2000, 98 candidates sat for the EI exam at either Augusta or Orono. Of those taking the P.E. exam, 38 passed. Of those taking the EI exam, 60 passed. Of the 34 oral candidates who sat in FY2000 for the examination, 28 were found qualified. The Board held 5 meetings during FY 00. These were held September 24, 1999, December 2, 1999, January 20, March 30, and June 22, 2000.

LICENSES:

Registration:

Professional Engineer Registration
Engineer-Intern Certification

PUBLICATIONS:

"Fifty-Fourth Report With Roster of Professional Engineers" as of
December 31, 1999 (\$10.00)

"Supplement to the Fifty-Third Report with Roster of Professional
Engineers" (\$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 and Fall of each year

FINANCES, FISCAL YEAR 2000: The 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	34,868		34,868			
HEALTH BENEFITS	5,998		5,998			
RETIREMENTS	4,654		4,654			
OTHER FRINGE BENEFITS	539		539			
OTHER CONTRACT SERVICES STATE	43,672		43,672			
OTHER CONTRACT SERVICES	33,495		33,495			
RENTS	9,299		9,299			
COMMODITIES	9,830		9,830			
TRANSFER TO OTHER FUNDS	2,471		2,471			
TOTAL EXPENDITURES	144,826		144,826			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BUREAU OF INSURANCE

ALESSANDRO A IUPPA, 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: 1970

Telephone: (207) 624-8475

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 031 ; Citation: T0024A.M.R.S.A., Sect. 000000200

Average Count--All Positions: 78.000

Legislative Count: 78.00

PURPOSE:

To regulate all insurance companies granted authorization to transact the business of insurance in Maine, to protect the public, and to license insurance producers, 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 hospital, medical or other health service organizations, health maintenance organizations, medical utilization review entities, third-party administrators, advisory organizations, captive insurance companies, multiple employer welfare arrangements, 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 ensure the soundness of the insurer'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 producers, consultants, adjusters and corporations. The Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms, contracts, illustrations, and the advertising/marketing materials for several lines of business 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, producers, 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 various sections. The Property and Casualty Actuarial Section and Property and Casualty Section provide consumer assistance, analyze and regulate policy forms and rates for property and casualty insurance, evaluate reserve levels for workers' compensation self insured trust plans and evaluate the medical liability Rural Access and Demonstration Projects; the Workers' Compensation Section receives and resolves complaints and disputes involving workers' compensation rating and reviews all workers' compensation rate, rule, and form filings. Alternative Risk Markets Section reviews and evaluates applications for self insurance authority, captive insurers, multiple employer welfare arrangements, 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 Section processes licenses for producers, adjusters, consultants and agencies; the Examination Section audits domestic insurance companies; the Financial Analysis Section performs financial reviews of insurance companies and licenses companies seeking

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to do business in Maine. The Legal Division provides in-house legal support services to the Superintendent and works in close cooperation with the Office of the Attorney General.

The Life and Disability Section reviews life, disability, and annuity policy (and rates), processes consumer complaints and requests for information, and processes licenses for viatical settlement entities.

The Consumer Health Care section reviews health and long-term care policy forms, processes license applications for medical utilization review entities and preferred provider organizations, reviews managed care networks, and provides information to consumers regarding health care plans, assists enrollees to understand their rights and responsibilities under health care plans, and assists consumers with health care plan complaints.

The Life and Health Actuarial section reviews rates and maintains data bases for and evaluates mandated health insurance benefits. The Market Conduct section enforces action involving violations of the Maine Insurance Code resulting in the suspension and/or revocation of agent licenses.

LICENSES:

License: Insurance Producers (Res. & Nonres.); Insurance Adjusters (Res. & Nonres.); Insurance Consultants (Res. & Nonres.); Insurance Agencies (Res. & Nonres.); 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; Captive Insurers; Multiple Employer Welfare Arrangements.
 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; Structured Settlement Transferees.

PUBLICATIONS:

Long Term Care, Nursing Home Care, and Home Health Care Comparison Chart; Medicare Supplement Ins. Comparison Chart; Consumer Guide to Car Ins.; Consumer Guide to Homeowners Ins.; Consumer Guide to Youthful Drivers; Consumer Guide to Cancellation or Nonrenewal of Personal Automobile and Property Ins.; Consumer Guide to Day Care Liability; Consumer Guide to Mobile Home Ins.; Consumer Guide to Snowmobile Ins.; Guide to Health Ins. for People with Medicare; Consumer Guide to Individual Health Ins.; What Maine Small Employers Should Know About Health Ins.; Guide to Managed Care Health Ins.; and An Employers' Guide to Workers' Compensation Insurance in Maine; Personal Auto Insurance Complaint Report; Homeowner Insurance Complaint Report; Health Insurance Complaint Report. The Bureau also provides information to the public and regulated parties through its website.

FINANCES, FISCAL YEAR 2000: The 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	2,669,683		2,669,683			
HEALTH BENEFITS	505,836		505,836			
RETIREMENTS	427,449		427,449			
OTHER FRINGE BENEFITS	38,781		38,781			
OTHER CONTRACT SERVICES STATE	1,364,986		1,364,986			
COMPUTER SERVICES STATE	208,373		208,373			
OTHER CONTRACT SERVICES	372,285		372,285			
RENTS	208,147		208,147			
COMMODITIES	101,335		101,335			
TRANSFER TO OTHER FUNDS	31,298		31,298			
TOTAL EXPENDITURES	5,928,173		5,928,173			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

OFFICE OF LICENSING AND REGISTRATION

ANNE HEAD, DIRECTOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1976

FAX: (207) 624-8637

Telephone: (207) 624-8633

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 041 ; Citation: T0010 M.R.S.A., Sect. 000008003

Average Count--All Positions: 58.228

Legislative Count: 58.00

PURPOSE:

The Office of Licensing and Registration exists for the purpose of assuring the competency of certain persons or entities subject to State professional and occupational licensure and to protect the public. It is the agency where persons and businesses seek authorization to become practitioners of various professions, occupations and trades.

Licensees who fail to maintain competency or violate statutes or regulations are subject to discipline. Complaints against licensees are processed by the office.

ORGANIZATION:

The staff of the Office consists of 58 persons who are either administrators, inspectors, or clerks, organized into administrative units. Reporting to the Director are an administrative secretary, the Executive Director of the Manufactured Housing Board, the Director of the Real Estate Commission, and four administrators who provide administrative assistance to the occupational boards and commissions under the jurisdiction of the Office. 35 boards and 6 registrations fall under the umbrella unit of the Office of Licensing and Registration.

PROGRAM:

Licensing: The Office of Licensing and Registration is an umbrella agency consisting of 41 boards, commissions and registrations.

Complaints: During FY 00, 429 new complaints were opened, 203 were dismissed, 7 were referred to the Office of the Attorney General, 274 are pending resolution, and 34 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.MaineProfessionalReg.org>

LICENSES:

During FY 00, the Office of Licensing and Registration maintained 89,016 licenses(including active and inactive) for occupations ranging from Accountancy to Veterinary Medicine, which are subject to the authority of boards of jurisdiction.

Registration: During FY 00, the Office of Licensing and Registration maintained registrations for Athletic Trainers, Massage Therapists, Itinerant Vendors, Door-to-Door Home Repair, Interpreters for the Deaf and Hard-of Hearing, and Charitable Organizations/Professional Fund Raisers. The total registrations maintained during this period was 3,176.

PUBLICATIONS:

Consumer's Guide to Licensees, Inspection, Enforcement and Complaint Handling. The Office of Licensing and Registration maintains a comprehensive website containing information of general interest on licensing and complaints. In addition, several of the regulatory boards periodically issue their own newsletters 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 fee, and to other State governments agencies at no charge. These lists are obtainable in any one of the following three formats: in printed sheets; as mailing labels; or on computer diskettes.

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FINANCES, FISCAL YEAR 2000: The 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	1,680,993		1,680,993			
HEALTH BENEFITS	357,774		357,774			
RETIREMENTS	240,018		240,018			
OTHER FRINGE BENEFITS	23,699		23,699			
OTHER CONTRACT SERVICES STATE	73,946		73,946			
COMPUTER SERVICES STATE	264,217		264,217			
OTHER CONTRACT SERVICES	467,711		467,711			
RENTS	246,663		246,663			
COMMODITIES	100,817		100,817			
TOTAL EXPENDITURES	3,455,838		3,455,838			

OFFICE OF LICENSING AND REGISTRATION
BOARDS/COMMISSIONS:

Board of Accountancy Cheryl Hersom, Administrator	624-8605
State Board of Alcohol and Drug Counselors Geraldine Betts, Administrator	624-8625
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 and Pressure Vessels Cheryl Hersom, Administrator	624-8605
Board of Chiropractic Licensure Geraldine Betts, Administrator	624-8625
Board of Complementary Health Care Providers Geraldine Betts, Administrator	624-8625
Board of Counseling Professionals Licensure Elaine Thibodeau, Administrator	624-8420
Board of Licensure of Dietetic Practice Elaine Thibodeau, Administrator	624-8420
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 Elaine Thibodeau, Administrator	624-8420
Board of Certification for Geologists and Soil Scientists Cheryl Hersom, Administrator	624-8605
Board of Hearing Aid Dealers and Fitters Elaine Thibodeau, Administrator	624-8420
Interpreters for the Deaf & Hard-of-Hearing Dianne Sawyer, Administrator	624-8617
Board of Licensure for Professional Land Surveyors Carol Leighton, Administrator	624-8520
Manufactured Housing Board Patrick Ouillette, Executive Director	624-8612
Nursing Home Administrators Licensing Board Elaine Thibodeau, Administrator	624-8420

Board of Occupational Therapy Practice Elaine Thibodeau, Administrator	624-8420
Oil and Solid Fuel Board Cheryl Hersom, Administrator	624-8605
Board of Pharmacy Geraldine Betts, Administrator	624-8625
Board of Examiners in Physical Therapy Geraldine Betts, Administrator	624-8625
Plumbers' Examining Board Cheryl Hersom, Administrator	624-8605
Board of Licensure of Podiatric Medicine Elaine Thibodeau, Administrator	624-8420
Propane and Natural Gas Board Cheryl Hersom, Administrator	624-8605
State Board of Examiners of Psychologists Geraldine Betts, Administrator	624-8625
Radiologic Technology Board of Examiners Elaine Thibodeau, Administrator	624-8420
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 Elaine Thibodeau, Administrator	624-8420
Board of Examiners on Speech Pathology and Audiology Elaine Thibodeau, Administrator	624-8420
State Board of Veterinary Medicine Geraldine Betts, Administrator	624-8625

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF LICENSURE IN MEDICINE

EDWARD DAVID, M.D., CHAIRMAN
RANDAL MANNING, EXECUTIVE DIRECTOR

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: 9.769

Legislative Count: 9.00

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, and to establish appropriate rules and standards for medical practice.

The responsibilities of the Board are to: LICENSE-determine the qualifications of, examine, and certify candidates desiring admission to medical practice in Maine; to register physician extender relationships; and biennially relicense physicians and surgeons based upon documentation of continuing medical education requirements, professional conduct and standards, and payment of fees; to set standards of practice for physicians and surgeons and promulgate rules and regulations deemed necessary; EDUCATE - to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs for financial assistance to medical students; DISCIPLINE - to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation, 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 physician assistants. Physician assistants must and Advanced Practice Registered Nurses may enter into a registered 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.

ORGANIZATION:

As established in 1895, the Board of Registration of Physicians and Surgeons consisted of 6 physicians appointed by the Governor, with the consent of the Council, for terms of 6 years. The Board began licensure in Jan., 1896. Today members are appointed by the Governor only. In 1975, the Legislature increased membership to 7 by authorizing the appointment of a public member. In 1983 it was enlarged by 1 physician and 1 public member to total 9. A 3rd public member position was created by the Legislature effective 1991. Legislation in 1994 changed the name to the Board of Licensure in Medicine. In 1998 the Legislature reduced membership to 9, by eliminating 1 physician member.

It also created the function of "consumer assistant" to help citizens understand the disciplinary process. Currently the Board is composed of 6 physicians and 3 public members appointed by the Governor to staggered 6 year terms.

The Board became an affiliate of the Dept. of Professional and Financial Regulation in 1991, while retaining operational and decision making autonomy.

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, plus other meetings as necessary. The Board held 11 meetings during the year. Meetings are open to the public and are announced through newspapers and the "Weekly Legislative Calendar." Any person may receive an agenda in advance of any meeting by telephone request to the Board office.

Physician appointees 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 5 years preceding

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

appointment. Public members or an immediate household member, may 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. 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 independent practice of Advanced Practice Nurses. The Board participates in the organization of Eastern Region Medical Boards and the Federation of State Medical Boards.

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 an oral examination is conducted with every applicant before permanent licensure is granted. During the past year the following licenses were issued:

Permanent Licensures	282
Intern/Resident Certificate	230
physician	60
Temporary/Locum Tenens	165

In July 2000 licenses totaled: 5,470

Physicians 4,824

Certified Physician Assistants Licensed 363

Certified Advanced Practice Nurses Registered 283

COMPLAINTS, INVESTIGATIONS, AND DISCIPLINE: The Board receives allegations of unprofessional conduct or incompetence 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 Me. 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, the Health Improvement Prot. Act Databank and the Federation of State Medical Boards Databank.

During calendar 1999 the Board received 149 new complaints and carried forward 102 from previous years. Of these:

Disciplinary sanctions imposed (may include multiple complaints)

Dismissed for lack of merit or insufficient grounds	148
Remaining under investigation or pending final action	68

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. Protocols have been established for Anesthesiology, Emergency Medicine, Obstetrics/Gynecology, and Radiology specialties. See separate listings.

License and discipline information is available at the Board office, by telephone, and at the Board's internet address.

Internet Address: <http://www.docboard.org>.

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

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Temporary License to Practice Medicine and Surgery
Temporary Educational Permit
Physician Assistant 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.

FINANCES, FISCAL YEAR 2000: The 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	362,172		362,172			
HEALTH BENEFITS	58,120		58,120			
RETIREMENTS	53,850		53,850			
OTHER FRINGE BENEFITS	4,620		4,620			
OTHER CONTRACT SERVICES STATE	74,994		74,994			
COMPUTER SERVICES STATE	50,641		50,641			
OTHER CONTRACT SERVICES	66,828		66,828			
RENTS	85,017		85,017			
COMMODITIES	53,366		53,366			
GRANTS, SUBSIDIES, PENSIONS	52,708		52,708			
TRANSFER TO OTHER FUNDS	4,882		4,882			
TOTAL EXPENDITURES	867,198		867,198			

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 December 31, 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. Early data has been insufficient to be predictive, hence the project extension to general a larger study database.

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A final report will be submitted to the 120th Legislature in the fall of 2000.

MEDICAL SPECIALTY ADVISORY COMMITTEE ON EMERGENCY MEDICINE

PAMELA BENSEN, M.D. & RICHARD CHANDLER, M.D., COCHAIRMAN

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. Early data has been insufficient to be predictive, hence the project extension to generate a larger study database.

FINANCES, FISCAL YEAR 2000: 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 December 31, 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

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evaluating the effects of this project. Early data has been insufficient to be predictive, hence the project extension to generate a larger study database.

A final report will be submitted to the 120th Legislature in the fall of 2000.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE BOARD OF NURSING

MYRA A BROADWAY, JD, MS, RN, EXECUTIVE DIRECTOR

Central Office: 24 STONE STREET, AUGUSTA, ME 04330

Mail Address: 158 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1915

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 380 ; Citation: T0032 M.R.S.A., Sect. 000002151

Average Count--All Positions: 7.000

Telephone: (207) 287-1133

Legislative Count: 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 prepares the registered nurse to function as an advanced practice registered nurse. An advanced practice registered nurse includes the following: certified nurse practitioner, certified nurse-midwife, certified registered nurse anesthetist and certified nurse specialist.

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.

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PROGRAM:

During the fiscal year 2000, the Board met in six regular sessions for a total of eleven days. In addition, Board members participated in committee meetings; served as visitors on site visits to educational programs in nursing; served on committees of the National Council of State Boards of Nursing; and represented the Board at conferences or meetings with individuals or groups on matters pertinent to Board business. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered nurse or as a licensed practical nurse in this State may be obtained by examination or endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed biennially if the licensee is practicing nursing in Maine.

a second major responsibility of the Board of Nursing is approval of all basic nursing programs that prepare persons for licensure in Maine, either as registered nurses or as licensed practical nurses. Maine has 20 Board-approved nursing programs: fifteen to prepare registered nurses and five to prepare practical nurses. The 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 Campus of the Univ. of New Eng.; Univ. of Me.; Univ. of Me. at Fort Kent. Associate degree nursing programs include Central Maine Medical Center; Univ. of Me. at Augusta; Kennebec Valley Tech Coll.; Univ. Campus of the 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 Me. 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 2000, the Board received 181 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in FY 2000: letter of concern (11); terminated probation (5); took no action/dismissed complaint (122); warned, censured, reprimanded or fined (6); placed license on probation (6); reinstated/renewed license on probation (5); fined for unlicensed practice (90); accepted voluntary surrender of license (8); suspended license (5); and revocation of license (3).

LICENSES:

Nurses licensed by endorsement during Fiscal Year 2000:

Registered Nurses from other states: 682 from other countries with examination: 1 and without examination: 99; Licensed Practical Nurses: from other states (89), from other countries with examination (0) and without examination (0). Registered Nurses licensind by: examination (395), endorsement (782), renewal (8,085), reinstatement (289), for a total of 9,551 Registered Nurses; Practical Nurses by examination (10), endorsement (89), renewal (1,570), reinstatement (101), for a total of 1,770 Practical Nurses.

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)

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FINANCES, FISCAL YEAR 2000: The 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		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	224,638		224,638			
HEALTH BENEFITS	41,879		41,879			
RETIREMENTS	35,651		35,651			
OTHER FRINGE BENEFITS	3,053		3,053			
OTHER CONTRACT SERVICES STATE	600		600			
COMPUTER SERVICES STATE	12,750		12,750			
OTHER CONTRACT SERVICES	69,016		69,016			
RENTS	25,848		25,848			
COMMODITIES	24,307		24,307			
TRANSFER TO OTHER FUNDS	5,352		5,352			
TOTAL EXPENDITURES	443,094		443,094			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

STATE BOARD OF OPTOMETRY

KARL B. COLBATH, O.D., PRESIDENT

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 113 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8692

Established: 1909

Telephone: (207) 624-8691

Reference: Policy Area: 01 ; *Umbrella:* 02 *Unit:* 382 ; *Citation:* T0032 *M.R.S.A., Sect.* 000002415

Average Count--All Positions: 1.000

Legislative Count: 1.00

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 7 meetings in FY'00.

During FY2000, two new Board members were appointed by the Governor's office to replace members whose term had expired. The new members are: Nicole C. Shipp, O.D. from W. Buxton and Shelia McMorrow-Tuttle, Consumer Member from Brunswick. The Board held two examinations for licensure in FY'00. In August, 1999, six (6) optometrists took the exam and five (5) passed; in February, 2000, three (3) optometrists took the exam and all three (3) passed.

During 2000, the Board issued 182 active licenses and 8 non-active license.

LICENSES:

The Board currently issues five different licenses: Basic, Diagnostic, Therapeutic, Therapeutic Advanced, and Therapeutic Advanced Glaucoma.

PUBLICATIONS:

"The Maine Optometry Law" - free upon request

"Rules of Practice" - free upon request

"Optometry In Maine" brochure - free upon request

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FINANCES, FISCAL YEAR 2000: The 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,060		1,060			
OTHER CONTRACT SERVICES STATE	9,815		9,815			
OTHER CONTRACT SERVICES	4,020		4,020			
RENTS	6,402		6,402			
COMMODITIES	2,142		2,142			
GRANTS, SUBSIDIES, PENSIONS	25		25			
TRANSFER TO OTHER FUNDS	1,072		1,072			
TOTAL EXPENDITURES	24,536		24,536			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF OSTEOPATHIC LICENSURE

JOSEPH R.D. DEKAY, D.O., CHAIR

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: 1.000

Legislative Count: 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 chair, vice-chair, and secretary-treasurer, elected annually, are chosen by and from the members of the Board.

PROGRAM:

Revision of statutes relating to the Board of Osteopathic Licensure in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in the June, 1982 meeting to become effective January, 1983. The Board, at its meeting on July 8, 1987, made plans for increasing the registration fee to increase the revenue to meet increased expenses. Revised statutes also specify one annual meeting instead of the two meetings as required previously, with special meetings authorized as called by the Chairman of the Board. Relicensure fees have been increased to \$400 biennially.

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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 category 1 hours as 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: Joseph R.D. deKay, D.O., Marie Guay, D.O., Vice-Chair; Charles Pernice, D.O., Secretary

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 2000: The 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	35,310		35,310			
HEALTH BENEFITS	8,978		8,978			
RETIREMENTS	4,763		4,763			
OTHER FRINGE BENEFITS	416		416			
OTHER CONTRACT SERVICES STATE	16,071		16,071			
COMPUTER SERVICES STATE	55,304		55,304			
OTHER CONTRACT SERVICES	13,192		13,192			
RENTS	283		283			
COMMODITIES	5,364		5,364			
TRANSFER TO OTHER FUNDS	2,083		2,083			
TOTAL EXPENDITURES	141,764		141,764			

SECURITIES DIVISION

CHRISTINE A. BRUENN, 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) 624-8590

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

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 2000, the Division received and processed 14,920 applications to register securities or notice filings for federally covered securities (increase of 13% over fiscal year 1999), 375 private placement filings (40% increase), and 11 filings relying on small Maine issuer exemptions. As of the end of the fiscal year, there were 1217 broker-dealers licensed to do business in Maine (11% increase over 1999), 56,103 licensed sales representatives (increase of 14%), and 491 investment adviser licenses or notice filers (19% increase over 1999). In connection with the Division's review of licensing applications, 433 sales representative applications, and 47 broker-dealer applications were withdrawn as a result of questions or objections raised by the Division.

Through its enforcement actions, the Division obtained \$172,287 in restitution, issued 15 orders and agreements for violations of RMSA, and obtained \$43,796 in penalties. The Division referred 3 civil cases and 2 criminal cases to state and federal prosecutors. Prosecutors obtained 3 guilty pleas as a result of those referrals.

Internet Address: <http://www.MaineSecuritiesReg.org>

LICENSES:

Broker-Dealer; Sales Representative; Investment Adviser

PUBLICATIONS:

Revised Maine Securities Act; Guide to Mutual Fund Investing; So You Want to Go Public?; Capitalizing Your Business With SCOR; What Every Investor Needs to Know (video, also); (All Free). Calling For Your Dollars (free video rentals).

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY

MICHAEL F. KELLY, COMMISSIONER
ROLAND LEACH, DIRECTOR, ADMIN. SERVICES

TDD: (8) -

Central Office: 18 MEADOW ROAD, AUGUSTA, ME, 043303

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

Established: 1971

FAX: (207) 287-3042

Telephone: (207) 287-3619

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 219 ; Citation: T0025

M.R.S.A., Sect. 000002901

Average Count--All Positions: 652.500

Legislative Count: 652.50

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

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.

DEPARTMENT OF PUBLIC SAFETY

PROGRAM:

Other than Administration of the Department, the activities during 1999 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, 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 completed a trooper recruitment process and processed 1,339 applications. This Office also provides a full range of services to the Department of Defense and Veterans' 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 spokesperson for the Department in response to major news events and advisor to the Commissioner and Bureau Heads.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF PUBLIC SAFETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	23,510,270	8,384,991	5,470,215	9,159,565	495,499	
HEALTH BENEFITS	5,162,913	1,386,922	1,157,306	2,509,985	108,700	
RETIREMENTS	5,789,757	1,522,544	1,352,170	2,815,299	99,744	
OTHER FRINGE BENEFITS	509,429	31,471	107,517	362,320	8,121	
OTHER CONTRACT SERVICES STATE	2,934,939	863,791	485,109	132,856	1,141,531	311,652
COMPUTER SERVICES STATE	405,080	278,083	4,342	326,780	-204,125	
OTHER CONTRACT SERVICES	3,866,103	1,772,459	659,146	964,801	469,697	
RENTS	844,919	482,040	182,977	157,453	22,449	
COMMODITIES	3,892,408	640,332	1,105,080	1,721,573	291,306	134,117
GRANTS, SUBSIDIES, PENSIONS	1,696,420	68	119,228	372,250	1,204,874	
BUILDING IMPROVEMENTS	10,000	10,000				
EQUIPMENT	4,601,529	1,411,107	601,322	1,816,531	772,569	
INTEREST-DEBT RETIREMENT	678	109		535	34	
TRANSFER TO OTHER FUNDS	522,534	773	149,348	354,977	17,436	
TOTAL EXPENDITURES	53,746,979	16,784,690	11,393,760	20,694,925	4,427,835	445,769

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	954,512	343,522	185,148	319,606	106,236	
HEALTH BENEFITS	214,311	58,976	38,788	93,463	23,084	
RETIREMENTS	136,120	44,520	19,973	53,010	18,617	
OTHER FRINGE BENEFITS	11,809	4,302	2,347	3,310	1,850	
OTHER CONTRACT SERVICES STATE	979,129	605,625	50,520		11,332	311,652
COMPUTER SERVICES STATE	395	395				
OTHER CONTRACT SERVICES	173,016	103,374	30,960	34,424	4,258	
RENTS	68,295	67,409	849	37		
COMMODITIES	226,929	34,498	40,861	17,453		134,117
EQUIPMENT	34,717	34,717				
TRANSFER TO OTHER FUNDS	12,219		4,177	6,025	2,017	
TOTAL EXPENDITURES	2,811,452	1,297,338	373,623	527,328	167,394	445,769

BUREAU OF CAPITOL SECURITY

DONALD SUITTER, DIRECTOR

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 68 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1977

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 219C; Citation: T0005

Average Count--All Positions: 10.000

Telephone: (207) 287-4357

M.R.S.A., Sect. 000002904

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 most 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 2000, the Bureau processed over 2,700 incidents, investigated 18 automobile accidents, issued over 1,500 parking tickets, and dealt with several controversial legislative hearings.

The major objective of 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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	268,728	268,728				
HEALTH BENEFITS	77,666	77,666				
RETIREMENTS	42,735	42,735				
OTHER FRINGE BENEFITS	5,664	5,664				
OTHER CONTRACT SERVICES STATE	50	50				
COMPUTER SERVICES STATE	55	55				
OTHER CONTRACT SERVICES	13,601	13,601				
RENTS	1,097	1,097				
COMMODITIES	11,602	11,602				
TOTAL EXPENDITURES	421,198	421,198				

MISSING CHILDREN INFORMATION CLEARINGHOUSE

MICHAEL F. KELLY, COMMISSIONER
MICHAEL SPERRY, CHIEF, MAINE STATE POLICE

Central Office: 18 MEADOW ROAD, AUGUSTA, ME 04330

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

FAX: (207) 287-3042

Established: 1993

Telephone: (204) 287-3619

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.

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 2000: 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: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 877-8027

Established: 1973

Telephone: (207) 877-8000

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 228 ; Citation: T0025

M.R.S.A., Sect. 000002801A

Average Count--All Positions: 14.000

Legislative Count: 14.00

PURPOSE:

The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between

DEPARTMENT OF PUBLIC SAFETY

various law enforcement and criminal justice agencies.

ORGANIZATION:

The Maine Criminal Justice Academy was created in 1969 as the Maine Police Academy, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed the Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal officers employed after September 30, 1971, complete a basic police school at the Academy within one year of their appointment. The Academy is overseen by a 17 Member Board of Trustees.

PROGRAM:

During FY 2000 the Trustees certified 104 Municipal/County Law Enforcement Officers, 157 Corrections Officers, 23 State Law Enforcement Officers, 80 Harbor Masters, and 320 Pre-Service Officers. They waived 17 law enforcement training requirements and issued 63 Instructor Certificates, recognized 12 Chiefs and Sheriffs, and approved 20 new courses. The Academy sponsored 411 specialized and in-service courses that were conducted for 7,794 law enforcement and corrections officers. The MCJA Board of Trustees suspended 2 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 2000: The 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	447,043	234,249	152,848		59,946	
HEALTH BENEFITS	109,897	60,218	41,241		8,438	
RETIREMENTS	70,441	38,054	26,622		5,765	
OTHER FRINGE BENEFITS	5,323	2,469	2,190		664	
OTHER CONTRACT SERVICES STATE	298,635	123,441	148,756		26,438	
OTHER CONTRACT SERVICES	126,307	85,627	29,478		11,202	
RENTS	18,255	17,911	-549		893	
COMMODITIES	173,857	113,647	39,410		20,800	
GRANTS, SUBSIDIES, PENSIONS	93,528		81,428		12,100	
EQUIPMENT	34,542				34,542	
TRANSFER TO OTHER FUNDS	5,303		4,064		1,239	
TOTAL EXPENDITURES	1,383,131	675,616	525,488		182,027	

DEPARTMENT OF PUBLIC SAFETY

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

BRIAN MACMASTER, CHAIRPERSON

Central Office: 93 SILVER ST, WATERVILLE, ME 04901

Mail Address: 93 SILVER ST, WATERVILLE, 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:

During FY 2000 the Trustees certified 104 Municipal/County Law Enforcement Officers, 157 Corrections Officers, 80 Harbor Masters, 23 State Law Enforcement Officers, and 320 Pre-Service Officers. They waived 17 law enforcement training requirements and issued 63 Instructor Certificates, recognized 12 Chiefs and Sheriff, and approved 20 new courses. The Academy sponsored 411 specialized and in-service courses that were conducted for 7,794 law enforcement and corrections officers. The MCJA Board of Trustees suspended 2 Law Enforcement Certificates.

LICENSES:

See the Maine Criminal Justice Academy

PUBLICATIONS:

See the Maine Criminal Justice Academy

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE DRUG ENFORCEMENT AGENCY

ROY MCKINNEY, DIRECTOR

Central Office: 18 MEADOW ROAD, AUGUSTA, ME 04333-104

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

Established: 1987

FAX: (207) 287-3042

Telephone: (207) 287-3877

Reference: Policy Area: 06 ; *Umbrella:* 16 *Unit:* 230 ; *Citation:* T0025 *M.R.S.A., Sect.* 000002955

Average Count--All Positions: 3.000

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

DEPARTMENT OF PUBLIC SAFETY

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.

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:

MD EA'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 2000: The 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	106,814	106,814				
HEALTH BENEFITS	16,197	16,197				
RETIREMENTS	6,955	6,955				
OTHER FRINGE BENEFITS	1,443	1,443				
OTHER CONTRACT SERVICES STATE	1,105,012	30,680	725		1,073,607	
COMPUTER SERVICES STATE	-176,539	48,230			-224,769	
OTHER CONTRACT SERVICES	508,871	126,949	-25,752		407,674	
RENTS	305,213	285,855	618		18,740	
COMMODITIES	190,433	145,924	11,048		33,461	
EQUIPMENT	32,265	14,265			18,000	
INTEREST-DEBT RETIREMENT	57	57				
TOTAL EXPENDITURES	2,096,721	783,369	-13,361		1,326,713	

EMERGENCY MEDICAL SERVICES BOARD

JOHN BRADSHAW, JR., DIRECTOR

Central Office: 16 EDISON DRIVE, AUGUSTA, ME 04330

Mail Address: 152 STATE HOUSE STATION, AUGUSTA, ME 04333

Established:

FAX: (207) 287-6251

Telephone: (207) 287-3953

Reference: Policy Area:06 ; Umbrella: 16 Unit: 163 ; Citation: T0032 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 16 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 272 ambulance and first responder services providing emergency medical care through Paramedic levels, special air medical and rescue transportation services, 4,400 licensed EMS personnel, 37 acute care hospitals (including 3 designated Trauma Centers), 450 EMS vehicles, and 1,500 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 EMTs' who staff them.

All of the activities support a system which responds to over 200,000 calls annually, a number which has increased steadily every year.

LICENSES:

Ambulance Vehicle Licenses
Emergency Medical Service Vehicle Authorization
Ambulance and First Responder Service Licenses and Permits
First Responder, Emergency Medical Technician, EMT-Intermediate, EMT-Critical Care, and Paramedic Licensure
EMS Instructor-Coordinator Certification
EMS Training Facility Authorization
Air Ambulance Licenses

PUBLICATIONS:

Laws and Regulations - Maine EMS System
Maine EMS Trauma System Plan
Maine EMS Health & Safety Manual
Journal of Maine EMS
Maine EMS Prehospital Treatment Protocols
Clinical Behavioral Objectives for EMS Education
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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

E-9-1-1 COUNCIL

MICHAEL F. KELLY, COMMISSIONER
D. DWIGHT DOGHERTY, JR., CHAIRPERSON

WATS: (800) 452-4664

Central Office: 18 MEADOW ROAD, AUGUSTA, ME 04330

Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX:* (207) 287-3042

Established: *Telephone:* (207) 287-3619

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 17 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 15 appointed by the Governor from nominations as detailed in 25 M.R.S.A., 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PUBLIC SAFETY

EMERGENCY SERVICES COMMUNICATION BUREAU

ALBERT GERVENACK, DIRECTOR

WATS: (888) 448-3803

Central Office: 18 MEADOW ROAD, AUGUSTA, ME 04330

Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 FAX: (207) 287-3658

Established: 1994

Telephone: (207) 287-9911

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 574 ; Citation: T0025 M.R.S.A., Sect. 000002926

Average Count--All Positions: 5.000

Legislative Count: 5.00

PURPOSE:

The Emergency Services Communication Bureau was established within the Department of Public Safety in 1994 to implement and manage the Enhanced 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 four other positions. It is funded by a thirty two cent per month subscriber telephone charge.

PROGRAM:

The Bureau has focused on implementing a statewide Enhanced 9-1-1 single access emergency telephone reporting system. Bell Atlantic was the successful bidder with statewide implementation to be completed by July 1, 2001. The system includes: telephone network, Public Safety Answering Point equipment, telephone subscriber data base information, training, and 24 hour system maintenance.

Through cooperative agreements with the Maine Office of Geographic Information Systems, Eastern Maine Development Corporation, and Northern Maine Development Commission, local municipalities and counties are receiving technical assistance in the naming and numbering of all streets and road networks.

A quality assurance program for the Enhanced 9-1-1 system is currently under development and will include both Public Safety Answering Points (PSAPS) and the Bell Atlantic telephone network and system.

PUBLICATIONS:

Maine Enhanced 9-1-1 Addressing Guidebook for Local Governments, Third Ed.

Quarterly 9-1-1 News

Web Page www.state.me.us/dps/e9-1-1

Maine Enhanced 9-1-1 Addressing Officer Manual, First Edition

PSAP Training Manual Special Updates

FINANCES, FISCAL YEAR 2000: The 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	176,046		176,046			
HEALTH BENEFITS	35,971		35,971			
RETIREMENTS	30,498		30,498			
OTHER FRINGE BENEFITS	3,047		3,047			
OTHER CONTRACT SERVICES STATE	175,377		175,377			
COMPUTER SERVICES STATE	135		135			
OTHER CONTRACT SERVICES	34,039		34,039			
RENTS	16,883		16,883			
COMMODITIES	740,020		740,020			
TOTAL EXPENDITURES	1,212,016		1,212,016			

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE STATE FIRE MARSHAL

**JOHN C. DEAN, STATE FIRE MARSHAL
LADD ALCOTT, ASSIT. STATE FIRE MARSHAL**

Central Office: 397 WATER STREET, GARDNIER, ME 04345

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: 36.500

FAX: (207) 624-8968

Telephone: (207) 624-8957

M.R.S.A., Sect. 000002396

Legislative Count: 36.50

PURPOSE:

The primary function of the State Fire Marshal is to protect lives and property from fire. It is the duty of the State Fire Marshal to enforce all laws, ordinances and rules directed toward and concerned with the prevention and containment of fire and the protection of life and property therefrom; the suppression of arson and investigation of cause, origin and circumstances of fires, the storage, sale and use of combustibles, flammables and explosives; the installation, maintenance or sale of automatic and other fire alarm systems and fire extinguishing systems; the construction, maintenance and regulation of fire escapes; the adequacy of means of egress, in case of fire, from buildings; and other such duties as may be conferred or imposed by law.

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 programs of the State Fire Marshal have primary goals of 1) Investigation of the cause and origin of fires and explosions; 2) Arson investigation, evidence gathering and case preparation for possible prosecution; 3) Regulate, permit and inspect for the use of explosives, fireworks, and certain flammable liquids; 4) Inspect approximately 25 different types of buildings and facilities with the primary focus to enforce life safety codes and standards; 5) Review plans to issue permits for construction and alteration of public buildings, handicap accessibility, installation of fire alarm and fire sprinkler systems, installation of above ground fuel storage tanks, amusement rides, and new self-service gas stations; 6) conduct and offer specialized training for trade professionals, care givers, code enforcement officials, and fire and law enforcement professionals; 7) Coordinate efforts of specialty subject areas such as the Juvenile Firesetter Intervention Task Force.

LICENSES:

Certificates

Inspection Technician Certification

Explosive Transportation

Explosive Storage

Permits

Construction Permit and Plan Review

Explosive User

Flammable Liquids, Aboveground

Fire Sprinkler System Permit and Plan Review

Barrier-Free Construction Permit and Plan Review

Licenses

Fire Sprinkler System Contractor License

Traveling Circus, Carnival, Amusement Show, and Mechanical Rides

DEPARTMENT OF PUBLIC SAFETY

PUBLICATIONS:

Rules and Regulations for Flammable and Combustible Liquids
Rules for 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 Regulations Governing the Tents and Equipment of Circuses and Traveling Amusements
Rules and Regulations Relating to Structures Used by the Public as Spectators During Motor Vehicle Racing

FINANCES, FISCAL YEAR 2000: The 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	1,252,652		1,252,652			
HEALTH BENEFITS	278,410		278,410			
RETIREMENTS	203,477		203,477			
OTHER FRINGE BENEFITS	21,793		21,793			
OTHER CONTRACT SERVICES STATE	86,239		86,239			
COMPUTER SERVICES STATE	184		184			
OTHER CONTRACT SERVICES	141,714		141,714			
RENTS	74,075		74,075			
COMMODITIES	123,905		123,905			
EQUIPMENT	131,624		131,624			
TRANSFER TO OTHER FUNDS	8,416		8,416			
TOTAL EXPENDITURES	2,322,489		2,322,489			

BUREAU OF HIGHWAY SAFETY

RICHARD E PERKINS, DIRECTOR

Central Office: 397 WATER ST, GARDINER, ME 04345

Mail Address: 164 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1980

Reference: Policy Area: 06 ; *Umbrella:* 16 *Unit:* 221 ; *Citation:* T0025

Average Count--All Positions: 9.000

FAX: (207) 624-8768

Telephone: (207) 624-8756

M.R.S.A., Sect. 000002902

Legislative Count: 9.00

PURPOSE:

The Bureau of Highway Safety has two (2) major responsibilities. The first is for the state's highway safety program and the Bureau 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. The second is to administer federal criminal justice grant programs offered through the Office of Justice Assistance in the Department of Justice.

ORGANIZATION:

The Bureau of Safety began in the Department of Transportation in 1974 and was placed within the Department of Public Safety in December 1980. In 1990, the Legislature changed the name to the Bureau of Highway Safety. The criminal justice component was added in 1996 as a result of the Productivity Realization Task Force process.

PROGRAM:

The Highway Safety component consists of the planning, development, implementation, and evaluation of Section 402, Title 23 U.S.C. Highway Safety

DEPARTMENT OF PUBLIC 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, and traffic records systems. The Bureau also directs the Defensive Driving program in Maine. The Criminal Justice component includes the Edward Byrne Memorial State and Local Law Enforcement Assistance Program (directed at combating illegal drugs); S.T.O.P. Violence Against Women; the local Law Enforcement Block Grant Program and others. The Bureau provides technical and financial assistance to agencies participating in these programs.

PUBLICATIONS:

What's So Different About Winter Driving
Vince & Larry on Belts and Bags
Maine's OUI Laws Explained
Maine's Safety Belt Law
A Guide to Understanding Maine's Liquor and Liability Laws
Drugs and Driving in Maine
Motorcycling in Maine

FINANCES, FISCAL YEAR 2000: The 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	265,870		13,281	139,644	112,945	
HEALTH BENEFITS	61,930		4,088	30,201	27,641	
RETIREMENTS	42,807		1,438	22,712	18,657	
OTHER FRINGE BENEFITS	3,458		234	1,896	1,328	
OTHER CONTRACT SERVICES STATE	42,122		13,007	3,521	25,594	
COMPUTER SERVICES STATE	328,908		25	308,264	20,619	
OTHER CONTRACT SERVICES	74,604		19,118	23,798	31,688	
RENTS	26,583		72	24,052	2,459	
COMMODITIES	125,172		3,652	52,623	68,897	
GRANTS, SUBSIDIES, PENSIONS	1,230,574		37,800		1,192,774	
EQUIPMENT	478,350				478,350	
INTEREST-DEBT RETIREMENT	34				34	
TRANSFER TO OTHER FUNDS	11,927		728	8,046	3,153	
TOTAL EXPENDITURES	2,692,339		93,443	614,757	1,984,139	

MAINE HIGHWAY SAFETY COMMISSION

RICHARD PERKINS, DIRECTOR

Central Office: 397 WATER STREET, GARDINER, ME 04345

Mail Address: 164 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1957

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 256 ; Citation: T0025

FAX: (207) 624-8768

Telephone: (207) 624-8756

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. This program has been eliminated by the 119th Legislature.

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 1980. The Commission presently has 22 members. This program has been abolished by actions of the 119th legislature.

DEPARTMENT OF PUBLIC SAFETY

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

STATE BUREAU OF IDENTIFICATION

MICHAEL SPERRY, CHIEF, MAINE STATE POLICE
JEFFREY HARMON, DEPUTY CHIEF

Central Office: 36 HOSPITAL ST, AUGUSTA, ME 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-7068

Established: 1937

Telephone: (207) 624-7088

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 223 ; Citation: T0025 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 was created in 1937 as the central repository of criminal history record information.

PROGRAM:

The Bureau is developing and implementing software to computerize its record systems. The automated Fingerprint Identification System went on-line in August 1998. 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF LIQUOR ENFORCEMENT

LYNN CAYFORD, DIRECTOR

Central Office: 18 MEADOW ROAD, AUGUSTA, ME 04330

Mail Address: 52 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 287-8261

Established: 1972

Telephone: (207) 287-3571

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 226 ; Citation: T0025 M.R.S.A., Sect. 000003901

Average Count--All Positions: 29.000

Legislative Count: 29.00

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.

DEPARTMENT OF PUBLIC SAFETY

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 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.

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 2000: The 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	987,490	987,490				
HEALTH BENEFITS	227,867	227,867				
RETIREMENTS	177,676	177,676				
OTHER FRINGE BENEFITS	16,565	16,565				
OTHER CONTRACT SERVICES STATE	8,077	7,861	216			
COMPUTER SERVICES STATE	3,125	3,125				
OTHER CONTRACT SERVICES	85,888	74,422	9,208		2,258	
RENTS	41,014	38,284	2,730			
COMMODITIES	60,418	53,593	3,670		3,155	
GRANTS, SUBSIDIES, PENSIONS	68	68				
EQUIPMENT	162,570	162,570				
TOTAL EXPENDITURES	1,770,758	1,749,521	15,824		5,413	

DEPARTMENT OF PUBLIC SAFETY

BUREAU OF STATE POLICE

MICHAEL SPERRY, CHIEF, MAINE STATE POLICE
JEFFREY HARMON, DEPUTY 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: 518.000

WATS: (800) 452-4664

FAX: (207) 624-7068

Telephone: (207) 624-7088

M.R.S.A., Sect. 000001501

Legislative Count: 518.00

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 Bureau was reorganized in 1954, 1961, 1966, 1968, and again in 1996. 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 2000: The 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	19,051,115	6,444,188	3,690,240	8,700,315	216,372	
HEALTH BENEFITS	4,140,664	945,998	758,808	2,386,321	49,537	
RETIREMENTS	5,079,048	1,212,604	1,070,162	2,739,577	56,705	
OTHER FRINGE BENEFITS	440,327	1,028	77,906	357,114	4,279	
OTHER CONTRACT SERVICES STATE	240,298	96,134	10,269	129,335	4,560	
COMPUTER SERVICES STATE	248,817	226,278	3,998	18,516	25	
OTHER CONTRACT SERVICES	2,708,063	1,368,486	420,381	906,579	12,617	
RENTS	293,504	71,484	88,299	133,364	357	
COMMODITIES	2,240,072	281,068	142,514	1,651,497	164,993	
GRANTS, SUBSIDIES, PENSIONS	372,250			372,250		
BUILDING IMPROVEMENTS	10,000	10,000				
EQUIPMENT	3,727,461	1,199,555	469,698	1,816,531	241,677	
INTEREST-DEBT RETIREMENT	587	52		535		
TRANSFER TO OTHER FUNDS	484,669	773	131,963	340,906	11,027	
TOTAL EXPENDITURES	39,036,875	11,857,648	6,864,238	19,552,840	762,149	

PUBLIC UTILITIES COMMISSION

PUBLIC UTILITIES COMMISSION

DENNIS L. KESCHL, ADMIN DIR PUC
RAYMOND J. ROBICHAUD, ASST ADMIN DIR PUC

WATS: (800) 452-4664

Central Office: 242 STATE ST (OLD MV BLDG), AUGUSTA, ME,

Mail Address: 18 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1913

FAX: (207) 287-1039

Telephone: (207) 287-3831

Reference: Policy Area: 01 ; Umbrella: 65 Unit: 407 ; Citation: T0035A M.R.S.A., Sect. 000000103

Average Court--All Positions: 63.500

Legislative Count: 63.50

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, 3 gas utilities, 24 local telephone utilities, 10 water carriers, 138 COCOTS, 31 competitive electricity providers and 270 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.

Public Laws 1997, Chapter 316, "An Act to Restructure the Electric Utility Industry," deregulates generation services for investor-owned electric utilities, mandating divestiture of generation assets, and allows all consumers to purchase generation services directly from providers. The Commission retains jurisdiction over the transmission and distribution functions of electric utilities. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay under Chapter 174 of the Private and Special Laws of 1963. Chapters 207 and 617 of the Public Laws of 1983 specifically exempted dealers of gas in liquid form from Commission jurisdiction, which had not been previously exercised. Central tanks serving

PUBLIC UTILITIES COMMISSION

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, 2000, 1,037 cases were filed with the Commission and 1,024 cases were closed by the Commission. The Commission will be deciding a number of issues in the next year including: successor Alternate Forms Of Regulation (AFOR) regulatory plans for CMP and Verison, telecommunication interconnect agreements, continued implementation of the Federal Telecommunications Act of 1996, and Electric Utility Industry Restructuring which began March 1, 2000.

Major decisions issued by the Commission during fiscal year 1998 include: approval of annual rate change pursuant to CMP rate cap plan, determination of rates for a number of Maine's water companies and districts, approval standard offer electric rates and providers.

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 1999, CAD handled 14,723 consumer contacts, including 12,799 information requests and 1,464 complaints. The vast majority of complaints (94%) were related to the electric and telephone utilities with more than half relating to actual or threatened disconnection and billing problems. CAD issued 92 decisions ordering over \$104,373 in abatements to customers. Finally, CAD received 460 requests from utilities to disconnect customers from service during the winter of 1998-1999.

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). *Consumer Assistance Division Annual Report (No Charge) Various consumer information publications (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. All of Commission orders, rules and docket information can be found on the Commission's website at: www.state.me.us/mpuc

PUBLIC UTILITIES COMMISSION

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

PUBLIC UTILITIES COMMISSION	TOTAL		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
	FUNDS		FUNDS			
SALARIES & WAGES	2,727,656		2,727,656			
HEALTH BENEFITS	452,749		452,749			
RETIREMENTS	490,513		490,513			
OTHER FRINGE BENEFITS	30,523		30,523			
OTHER CONTRACT SERVICES STATE	1,091,857		1,091,857			
OTHER CONTRACT SERVICES	367,142		367,142			
RENTS	3,876		3,876			
COMMODITIES	296,276		295,170		1,106	
BUILDING IMPROVEMENTS	180,118		180,118			
EQUIPMENT	3,766		3,766			
TOTAL EXPENDITURES	5,644,476		5,643,370		1,106	

PUBLIC UTILITIES COMMISSION	TOTAL		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
	FUNDS		FUNDS			
SALARIES & WAGES	2,727,656		2,727,656			
HEALTH BENEFITS	452,749		452,749			
RETIREMENTS	490,513		490,513			
OTHER FRINGE BENEFITS	30,523		30,523			
OTHER CONTRACT SERVICES STATE	1,091,857		1,091,857			
OTHER CONTRACT SERVICES	367,142		367,142			
RENTS	3,876		3,876			
COMMODITIES	296,276		295,170		1,106	
BUILDING IMPROVEMENTS	180,118		180,118			
EQUIPMENT	3,766		3,766			
TOTAL EXPENDITURES	5,644,476		5,643,370		1,106	

DEPARTMENT OF THE SECRETARY OF STATE

DEPARTMENT OF THE SECRETARY OF STATE

DAN GWADOSKY, SECRETARY OF STATE
REBECCA WYKE, CHIEF DEPUTY SEC OF STATE

WATS: (800) 452-4664

Central Office: NASH SCHOOL, FLOOR 2, AUGUSTA, ME, 04333-0148

Mail Address: 148 STATE HOUSE STATION, AUGUSTA, ME, 04333-0148 FAX: (207) 287-8598

Established: 1920

Telephone: (207) 626-8400

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250 ; Citation: T0005 M.R.S.A., Sect. 000000081

Average Count--All Positions: 441.308

Legislative Count: 441.00

Units:

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

OFFICE OF INVESTIGATION

MAINE STATE ARCHIVES

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

DIVISION OF ARCHIVES SERVICES

BUREAU OF MOTOR VEHICLES

DIVISION OF CORPORATIONS

OFFICE OF PLANNING

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS

DIVISION OF RECORDS MANAGEMENT SERVICES

DIVISION OF DRIVER LICENSE SERVICES

DIVISION OF VEHICLE SERVICES

DIVISION OF ELECTIONS AND COMMISSIONS

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.

In FY99 a major reorganization of the Bureau of Motor Vehicles was completed. Similar functions were combined to streamline processes and prepare the bureau for the integration of a relational database.

DEPARTMENT OF THE SECRETARY OF STATE

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF THE SECRETARY OF STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	11,860,823	1,634,361	450,079	9,776,383		
HEALTH BENEFITS	2,847,136	360,732	122,190	2,364,214		
RETIREMENTS	1,847,615	254,014	68,245	1,525,356		
OTHER FRINGE BENEFITS	172,190	18,220	8,705	145,265		
OTHER CONTRACT SERVICES STATE	570,220	133,481	9,346	427,393		
COMPUTER SERVICES STATE	110,757	20,524	110	90,123		
OTHER CONTRACT SERVICES	2,600,188	543,733	65,536	1,990,919		
RENTS	2,041,367	797	8,004	2,032,566		
COMMODITIES	3,824,164	239,311	20,702	3,564,151		
GRANTS, SUBSIDIES, PENSIONS	681,940	88,000	593,940			
BUILDING IMPROVEMENTS	2,700			2,700		
EQUIPMENT	352,611	138,943	27,751	185,917		
INTEREST-DEBT RETIREMENT	185			185		
TRANSFER TO OTHER FUNDS	1,160,586		36,020	1,124,566		
TOTAL EXPENDITURES	28,072,482	3,432,116	1,410,628	23,229,738		

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

PAUL POTVIN, DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9013

Established: 1943

Telephone: (207) 624-9004

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. Also falling under the Administrative Services Division are the Information Services unit, 13 branch offices and the Audit unit.

The Information Services unit provides data processing services, computer programming, systems analysis, and maintains the BMV computer hardware and software.

The branch offices provide registration and license services to the general public. The Audit unit provides support to the 450 towns and city offices that issue BMV credentials.

ORGANIZATION:

The division evolved from the Financial and Administrative Bureau which had the responsibility for all of the support activities with the exception of data processing, information services, the branch offices and the audit unit. Data processing came within the organizational framework in 1976. Information Services, the 13 branch offices and the Audit unit came under the framework as a result of the reorganization in 1999.

PROGRAM:

The primary functions and activities of the division were continued during the past year and highlighted by the new general plate issue which continued through June 30, 2000. Efforts were made to reorganize the division with the

DEPARTMENT OF THE SECRETARY OF STATE

goal of increased effectiveness and better service to the division's customer base. The division continued to strengthen internal control and make improvements in the area of fiscal management.

PUBLICATIONS:

World Wide Web: <http://www.state.me.us/sos/bmv>

FINANCES, FISCAL YEAR 2000: 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: 14.000

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 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:

Services have expanded to meet the needs of the public whose use of the records has increased with over 200,000 inquiries to web-based databases, and email requests in excess of 2,500 in FY 2000, double that of the previous year. The staff has conducted workshops to assist researchers and has cooperated with national and local organizations to preserve the State's documentary heritage. Strategic planning for electronic records management has developed new approaches to assessing the value of State computer records. Publications designed to foster the preservation of the state's cultural resources continue to be distributed to historical societies, museums, and libraries throughout the state.

The Archives participates in professional associations, including the Association of Records Managers and Administrators, the Society of American Archivists, the National Association of Government Archives and Records Administrators (NAGARA) and the New England Archivist. Connections to the Internet have expanded professional contacts. Cooperative agreements continued with the State Library in executing an NEH grant for newspaper preservation and in efficient use of a local area computer network, and with the Maine State Museum in preserving critical photographs. Records management consulting, including manuals, is available to all government agencies including counties and municipalities free of charge.

The Archives prevented the sale of two copies of the Declaration of Independence that we believe are public records belonging to Maine communities. Legal proceedings are continuing. A comprehensive database system encompassing both Archival and Records Center holdings continues to expand as additional data about holdings, locations, and subject keywords are added. It allows rapid retrieval of records by keyword searches. Special projects included deployment of searchable databases in the Research Room and refilming of vital records whose microfilm copies were in poor condition. State New Century Program grant assistance was approved for 57 historical societies, museums, libraries and towns to preserve Maine's historical records. For over \$170,000 in requests, only the \$88,000 available for grants was approved, as substantial needs were revealed but could not be met during grant period. Successful applicants offered over \$200,000 in matching support.

PUBLICATIONS:

The Archives has a World Wide Web site which includes information about our collections, related cultural organizations and how to contact us through electronic mail. Its address is <http://www.state.me.us/sos/arc/>. 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:

Counties, Cities, Towns and Plantations of Maine - A Handbook of Incorporations, Dissolutions, and Boundary Changes. \$5.25
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

Other Publications

Dubros Times: Selected Depositories of Maine Revolutionary War Veterans.
\$3.00
Preserving Your Collections:

DEPARTMENT OF THE SECRETARY OF STATE

FINANCES, FISCAL YEAR 2000: The 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	469,343	459,916	9,427			
HEALTH BENEFITS	103,974	103,174	800			
RETIREMENTS	74,242	72,714	1,528			
OTHER FRINGE BENEFITS	2,886	2,702	184			
OTHER CONTRACT SERVICES STATE	16,521	12,946	3,575			
COMPUTER SERVICES STATE	685	685				
OTHER CONTRACT SERVICES	37,955	31,931	6,024			
COMMODITIES	49,824	45,709	4,115			
GRANTS, SUBSIDIES, PENSIONS	88,000	88,000				
EQUIPMENT	149,201	131,460	17,741			
TOTAL EXPENDITURES	992,631	949,237	43,394			

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:

While the number of in-person visits has remained at a constant level, the volume of requests for information by e-mail has increased substantially. The creation of finding aids in the form of computerized indices has continued. Among these are the early records of the Executive Council, the Legislature, Washington and Kennebec County Courts. The Archivist internet site has been updated and improved. 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.

Recently published books substantially researched at the Archives include: "Joshua Chamberlain, A Hero's Life Legacy" by John J. Pullen; "The Chamberlain's of Brewer Maine" by Diana R. Loski; and "Fanny and Joshua, the Enigmatic Lives of Joshua Lawrence Chamberlain and Frances Adams Chamberlain" by Diane M. Smith. Films include "Home, The Story of Maine" produced by the Maine Public Broadcasting System. The Archives also contributed images for use in documentaries to be shown on national and local television.

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 database of marriages from 1893-1966 has been streamlined to facilitate researchers use, and a new database of deaths occurring in Maine from

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1960 through 1966 has been added, Patrons may review and copy portions to computer disk at the Archives. Staff have participated in or conducted various workshops, seminars and other meetings relating to archival research, conservation and other specialized topics.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF CORPORATIONS

TIMOTHY POULIN, DIRECTOR
CAROL HANKS, ASSISTANT DIRECTOR

Central Office: BUILDING 205, VETERANS ADMIN, TOGUS, ME 04333

Mail Address: 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5425

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 is to serve as a repository for all records relating to the 55,000 corporate entities operating in the State and 175,500 liens filed on personal property.

Specifically, this division files all originating documents, amendments and cancellations relating to corporations, limited partnerships, limited liability companies, and limited liability partnerships, and reviews proposed entity names against those on file for availability prior to filing; files 46,000 annual reports disclosing officer information for all entities; assesses penalties for late reports; and suspends or revokes entities which fail to file. The division maintains 5,800 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 81,000 original records and renewals of security interests in personal property under the Uniform Commercial Code and the Food Security Act.

ORGANIZATION:

The Director is responsible for the functions of the division, including the selection, supervision, rating and discipline of personnel. The Assistant Director reports directly to the Director who reports directly to the Deputy Secretary of State.

The Division of Corporations is comprised of three functional sections, each reporting to the Division Director. They are: the Corporate Examining Section, the Corporate Reporting and Information Section, and the Uniform Commercial Code (UCC) Filing Section.

PROGRAM:

The Bureau installed four public access workstations in the Reception area to allow walk-in users direct access to the corporate and UCC information on the Bureau's Local Area Network (LAN). The Legal Advisory Committee was created to advise on corporate and UCC filing policies.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS

JULIE FLYNN, DEPUTY SECRETARY OF STATE

Central Office: BUILDING 205, VETERANS ADMIN, TOGUS, ME 04333-0101

Mail Address: 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5428

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: 43.000

Legislative Count: 43.00

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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 and the Office of the Secretary of State.

ORGANIZATION:

The Bureau executes its responsibilities through a Divisional structure. The Deputy Secretary of State is the Administrative head of the Bureau and the Director of two Divisions report directly to the Deputy. Each Division has an Assistant Director who 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 150,000 inquiries in person, over the phone and by mail, and the maintenance of over 150,000 documents requiring action. The Bureau also has 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 Liability Partnerships
- Marks
- Miscellaneous Filings Required by Law
- Nonprofit Corporations
- Uniform Commercial Code Liens
- Notary Public Commissions

PUBLICATIONS:

- All Agency Rules on the Web
- 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
- The Basics to Maine Mark Guide
- Maine Law on subjects under the jurisdiction of the Bureau
- Notary Public Guide
- Maine Voter Guide
- A Guide to Absentee Voting in Maine
- Registered and Enrolled Voters Listing
- World Wide Web: <http://www.state.me.us/sos/cec/>

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FINANCES, FISCAL YEAR 2000: The 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	1,230,634	1,174,445	56,189			
HEALTH BENEFITS	271,844	257,558	14,286			
RETIREMENTS	189,502	181,300	8,202			
OTHER FRINGE BENEFITS	16,218	15,518	700			
OTHER CONTRACT SERVICES STATE	123,930	120,535	3,395			
COMPUTER SERVICES STATE	19,839	19,839				
OTHER CONTRACT SERVICES	527,509	511,802	15,707			
RENTS	797	797				
COMMODITIES	194,007	193,602	405			
EQUIPMENT	17,493	7,483	10,010			
TRANSFER TO OTHER FUNDS	4,898		4,898			
TOTAL EXPENDITURES	2,596,671	2,482,879	113,792			

DIVISION OF DRIVER LICENSE SERVICES

ROBERT E. O'CONNELL, JR., DIRECTOR
SUSAN COOKSON, ASSISTANT DIRECTOR

TDD: (207) 624-9105

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 624-9154

Established: 1920

Telephone: (207) 624-9092

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250L; Citation: T0029 M.R.S.A., Sect. 000000531

PURPOSE:

The Division of Driver License Services 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; regulation of driver education programs; 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. In 1996 regulatory responsibility for driver education programs was transferred to the division. In 1999, as the result of Bureau reorganization, the Division came to be known as the Division of Driver License Services.

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PROGRAM:

The primary functions and activities of the Driver License Services Division are the regulation of driver education programs, 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. In FY00 the Division began implementation of the new digital license program, which is still underway.

LICENSES:

Driver Education School & Instructors Licenses
Motor Vehicle Operator's License; Class A, B, & C
Motor Vehicle Learner's Permits

PUBLICATIONS:

All Rules are provided at no fee.

Rules & Regulation

The Maine Point System and Administrative License Suspension

Rules for Hearings

Driver License Examination Rules

Functional Ability Profiles Governing the Physical, Mental and Emotional Competence to Operate a Motor Vehicle

Rules for the Suspension of Commercial Drivers License

Rules for the Suspension of Licenses for Failure to Comply with Child Support Orders

Rules Governing Motorcycle Rider Education

Rules Governing Driver Education

Rules Governing Ignition Interlock Devices

World Wide Web: <http://www.state.me.us/sos/bmv>

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF ELECTIONS AND COMMISSIONS

DENISE GARLAND, ASSISTANT DIRECTOR

Central Office: BUILDING 205, VETERANS ADMIN, TOGUS, ME 04333-0101

Mail Address: 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-6545

Established: 1996

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250M; Citation:

Telephone: (207) 287-4186
M.R.S.A., Sect.

PURPOSE:

The purpose of this Division is to supervise and administer all State Elections for federal, state and county offices and referenda, and in that

DEPARTMENT OF THE SECRETARY OF STATE

capacity advises election officials from 500 municipalities, 600 candidates and the general public regarding election laws and procedures; conducts training sessions for municipal elections officials; prepares, proofreads and distributes 2,000 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.

Additionally the Division administers the appointment, renewal and continuing education of 24,000 notaries public, administers the application process of Dedimus Justice candidates for the Governor's Office.; records appointments to 268 boards and commissions and publishes vacancy listings; maintains records of approximately 1,752 rules filed under the Administrative Procedures Act for all State agencies and arranges for the publication of rule-making notices; files all documents relating to pardons; process authentications, apostiles and incumbencies certifying the acts of public officials; and administers the Executive Financial Disclosure requirements for 200 State agency officials.

ORGANIZATION:

The Director is responsible for the functions of the division, including the selection, supervision, rating and discipline of personnel. The Assistant Director reports directly to the Director who reports directly to the Deputy Secretary of State.

PROGRAM:

The Division 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 Maine Town & City Clerks Association through regional workshops and an annual conference. The Elections Advisory Committee was created to assist and advise on elections. The ballot clarity board was created to assist with the wording of citizen initiative and people's veto ballot questions.

Under the Administrative Procedures 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 apostiles; 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF INVESTIGATION

WILLIAM DOWLING, DIRECTOR
STEVE FURROW, ASSISTANT DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9258

Established: 1980

Telephone: (207) 624-9257

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250E; Citation: T0029 M.R.S.A., Sect. 000000081

PURPOSE:

The Office of Investigations was established to provide for the law enforcement functions of the Bureau. Such operations include regulation and enforcement of laws concerning various types of vehicle dealer, title fraud, odometer fraud, auto theft investigations, registration evasion, insurance

DEPARTMENT OF THE SECRETARY OF STATE

fraud, driver license and state identification card fraud and consumer complaints.

ORGANIZATION:

The office was established by the reorganization of the Bureau in 1999. Previous to the reorganization, the Investigations Unit was part of the Division of Enforcement & Regulation created in 1983 and dissolved in 1999 with its title and dealer functions being transferred to the Vehicle Services Division.

PROGRAM:

The office continues to investigate and enforce violations of motor vehicle statutes, primarily in the areas of consumer protection relating to the purchase of vehicles.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

PETER KEEBLER M.D., CHAIRMAN

TDD: (207) 624-9101

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 624-9319

Established: 1981

Telephone: (207) 624-0985

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 259 ; Citation: T0029 M.R.S.A., Sect. 000000547

PURPOSE:

The Medical Advisory Board was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be license, he may obtain the advice of the Board. The Board formulates its advice from records and report or may cause an 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.

ORGANIZATION:

The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State. To date, there are 8 members on the Board.

PROGRAM:

The last meeting of the Medical Advisory Board was held in Augusta in November of 1999.

PUBLICATIONS:

World Wide Web: <http://www.state.me.us/sos/bmv>

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF THE SECRETARY OF STATE

BUREAU OF MOTOR VEHICLES

PETER C. BRAZIER, DEPUTY SECRETARY OF STATE
DEBORAH A. JOHNSON, ADMINISTRATIVE ASSISTANT

TDD: (207) 624-9105

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 624-9013

Established: 1905

Telephone: (207) 624-9004

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250A; Citation: T0029 M.R.S.A., Sect. 000000051A

Average Count--All Positions: 384.308

Legislative Count: 384.00

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 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 licenses motor vehicle and trailer dealers; conducts hearings on violations of motor vehicle laws to determine if the individual's privilege to operate or register a vehicle 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. In FY97 the Bureau began regulating driver education programs.

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 vehicles 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 an 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.

In 1999 the Bureau of Motor Vehicles was reorganized once more into its present structure of the Office of the Deputy, three divisions; Division of Administrative Services, Division of Driver License Services, and the Division of Vehicle Services and two offices; the Office of Investigations and the Office of Planning.

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 485 municipal agents.

In FY00 the Bureau completed a general plate issue program replacing all lobster license plates with the new chickadee license plate. The Bureau also replaced the photo license program with a new digital license program. Full implementation of the digital license system is still underway.

LICENSES:

Operators License/Learners Permit - See Division of Driver License Services

Driver Education School & Instructor Licenses - See Division of Driver License Services

Commercial Registrations/Permits - See Division of Vehicle Services

DEPARTMENT OF THE SECRETARY OF STATE

All Other Registrations/Permits - See Division of Vehicle Services
State Identification Cards - See Division of Driver License Services
Car Dealer Licensing - See Division of Vehicle Services

PUBLICATIONS:

Title 29A - Motor Vehicle Laws
For copies contact: Swan Island Press
402 Pork Point Rd
Bowdoinham, Maine 04008
Tel: 207-666-8291

World Wide Web: http://www.state.me.us/sos/bmv_

FINANCES, FISCAL YEAR 2000: The 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 MOTOR VEHICLES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	10,160,846		384,463	9,776,383		
HEALTH BENEFITS	2,471,318		107,104	2,364,214		
RETIREMENTS	1,583,871		58,515	1,525,356		
OTHER FRINGE BENEFITS	153,086		7,821	145,265		
OTHER CONTRACT SERVICES STATE	429,769		2,376	427,393		
COMPUTER SERVICES STATE	90,233		110	90,123		
OTHER CONTRACT SERVICES	2,034,724		43,805	1,990,919		
RENTS	2,040,570		8,004	2,032,566		
COMMODITIES	3,580,333		16,182	3,564,151		
GRANTS, SUBSIDIES, PENSIONS	593,940		593,940			
BUILDING IMPROVEMENTS	2,700			2,700		
EQUIPMENT	185,917			185,917		
INTEREST-DEBT RETIREMENT	185			185		
TRANSFER TO OTHER FUNDS	1,155,688		31,122	1,124,566		
TOTAL EXPENDITURES	24,483,180		1,253,442	23,229,738		

OFFICE OF PLANNING

TED POTTER, DIRECTOR

TDD: (287) 862-6

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 624-9013

Established: 1992 Telephone: (207) 624-9067

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250C; Citation: T0029 M.R.S.A., Sect. 000000051A

PURPOSE:

The Office of Planning provides for the short and long term planning needs of the Bureau and conducts policy analysis on issues related to Bureau activities.

ORGANIZATION:

The office was established by the reorganization of the Bureau in 1999.

PROGRAM:

The Office of Planning was developed to assist the Bureau in prioritizing its efforts to meet the growing demand on Bureau and Department services.

PUBLICATIONS:

World Wide Web: <http://www.state.me.us/sos/bmv>

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF THE SECRETARY OF STATE

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:

Current program emphasis is on implementing a "functional" approach to records scheduling, in which an entire agency's method of carrying out its legislative mandate is looked at by the Records Analyst instead of taking a strict record series by record series approach. This enables the Archives Advisory Board to designate entire functions as having, or not having, permanent value requiring preservation.

During Fiscal Year 2000, the State Records Center provided nearly 45,000 references to State agencies. The Center provides safe, cost effective, environmentally controlled storage for records (including computer media and microfilm records, as well as paper files). 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 Research Room use. During Fiscal Year 2000 the Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies filming over 2.5 million images, as well as direct service to the public at an established fee rate. The Photoduplication Laboratory continues to 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 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DIVISION OF VEHICLE SERVICES

CATHERINE CURTIS, DIRECTOR

TDD: (207) 624-9085

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9204

Established: 1970

Telephone: (207) 624-9191

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250S; Citation: T0029 M.R.S.A., Sect. 000000051A

DEPARTMENT OF THE SECRETARY OF STATE

PURPOSE:

The purpose of the Division of Vehicle Services is to administer those motor vehicle laws of this State pertaining to the titling and registration of all classes of motor vehicles. Vehicle Services also administers the commercial vehicle laws. These include titling and registration requirements, the municipal excise tax reimbursement program, the international registration plan, general weight permits, short term gross weight increase permits, long term trailers, and fuel use programs including the international fuel tax agreement. 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, and the fifty three foot trailer program. The division also establishes and maintains motor vehicle reciprocity agreements between the state of Maine and other jurisdictions.

The Division of Vehicle Services also provides services in the area of dealer and salvage yard licensing.

The Division's Commercial Vehicle Section staffs the Motor Carrier Review Board. In 1996, the Board developed and adopted its rules for conducting carrier reviews. The Board conducted approximately 21 motor carrier reviews in FY00 and issued 2 suspensions.

ORGANIZATION:

This division, formerly named the Division of Public Services, was established as one of four Bureaus in 1970 and reorganized into a division in 1978.

With the reorganization in 1999 this division became the Division of Vehicle Services and took on the Commercial Vehicle programs, Dealer Licensing, and the Title and Anti-Theft unit.

PROGRAM:

The division continues to provide a single point of contact for the trucking industry and oversees the issuance of various commercial vehicle credentials. The effort to increase administrative efficiency and improve the database on commercial vehicles is ongoing. The division also oversees the administration of laws pertaining to vehicle dealer licensing, titling of motor vehicles and certain trailers, and the registration of all classes of motor vehicles with passenger cars being the largest class.

In FY00 the Division completed a general plate issue program replacing all lobster license plates with the new general issue chickadee license plate.

LICENSES:

Fuel Use Identification Decals
Highway Crossing Permits (golf carts, etc.)
Island Use Only Registrations
Short Term Gross Weight Permit (booster)
Special Gross Weight Increase
Transit Plate (allows one-way trip of unregistered vehicle)
Vehicle Registrations (all classes)
New and Used Car Dealer
Equipment Dealer
Motorcycle Dealer
Boat and Snowmobile Trailer Dealer
Heavy Trailer
Loaner
Transporter
Recycler
Vehicle Auction
International Fuel Tax Agreement Licenses
Long Term Trailer Registrations
Commercial Vehicle Registrations; IRP Registrations and Trip Permits
100K General Permits

PUBLICATIONS:

Brochures covering registration requirements
Rules and Regulations
Title Manual
Laws for the Operation of Commercial Vehicles
International Registration Plan Manual

DEPARTMENT OF THE SECRETARY OF STATE

Fuel Tax Licensing Procedures

World Wide Web: <http://www.state.me.us/sos/bmv>

FINANCES, FISCAL YEAR 2000: 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) 287-8300
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: 2384.482 *Legislative Count:* 1033.00
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 in 1996.

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:

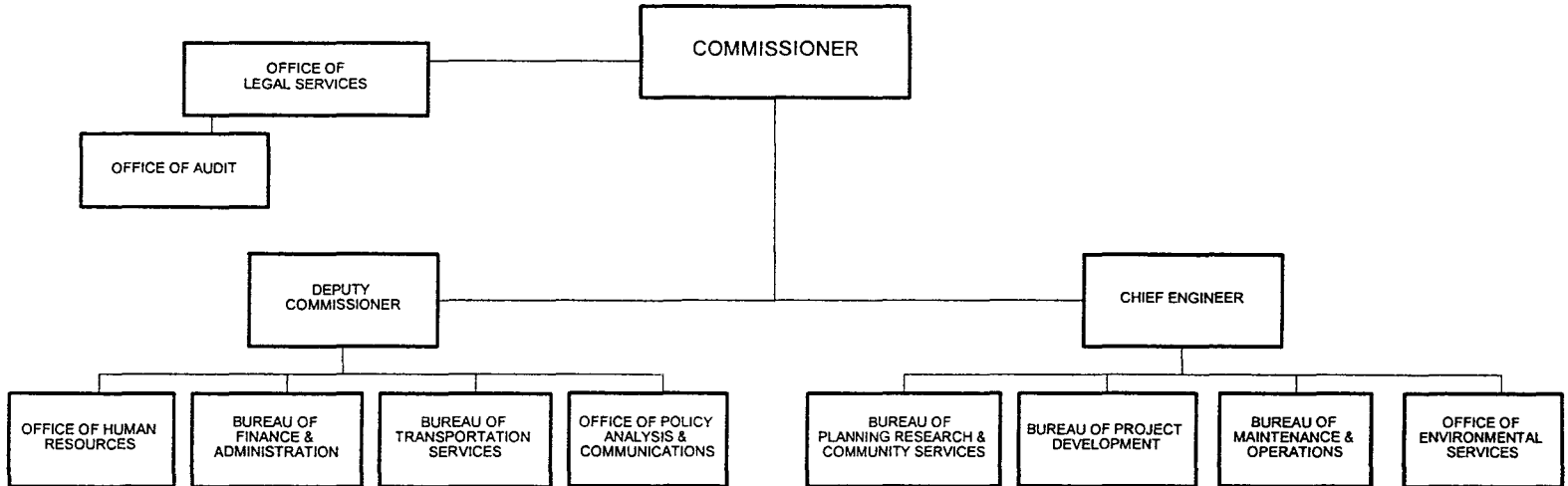
Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF TRANSPORTATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	72,544,782	172,892	185,716	51,823,084	11,605,466	8,757,624
HEALTH BENEFITS	18,847,519	29,122	63,876	14,577,230	1,848,690	2,328,601
RETIREMENTS	11,163,751	32,572	52,975	7,337,490	2,402,749	1,337,965
OTHER FRINGE BENEFITS	967,230	188	3,322	811,910	1,134	150,676
OTHER CONTRACT SERVICES STATE	14,242,108	250,620	1,394,287	3,439,958	7,722,729	1,434,514
COMPUTER SERVICES STATE	-10,753,790	5,222	4,165	144,751	100,222	-11,008,150
OTHER CONTRACT SERVICES	26,679,867	142,189	428,540	6,739,228	1,422,174	17,947,736
RENTS	31,850,732	332,758	704,902	25,883,667	2,051,383	2,878,022
COMMODITIES	24,855,775	127,505	828,924	16,519,683	3,500,744	3,878,919
GRANTS, SUBSIDIES, PENSIONS	39,320,314	494,767	7,597,566	24,177,285	6,281,481	769,215
PURCHASE OF LAND	233,670			25,861	-24,191	232,000
BUILDING IMPROVEMENTS	1,125,553		28,858	1,053,751	42,944	
EQUIPMENT	153,786,332	5,814,379	8,035,292	16,854,216	108,867,944	14,214,501
INTEREST-DEBT RETIREMENT	29,685,428		105	29,335,315		350,008
TRANSFER TO OTHER FUNDS	4,174,880	2,462,401	74,437	1,467,264		170,778
TOTAL EXPENDITURES	418,724,151	9,864,615	19,402,965	200,190,693	145,823,469	43,442,409

Organizational Chart

Maine Department of Transportation



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: 164.544

Legislative Count: 164.00

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 planning, design, and support functions for all information systems; all invoices; payroll; accounting and budgetary processes; financial planning and analysis; and library, stockroom, reprographic, and photographic services.

ORGANIZATION:

The Bureau of Finance and Administration originated as the Bureau of Accounts and Administration of the former State Highway Commission, established in 1913. During the State Government reorganization of 1972, the Commission was abolished, and the functions of the Bureau were transferred to the new Department of Transportation's Bureau of Administrative Services, which in February of 1981 was renamed "Bureau of Finance and Administration." Later the bureau was reorganized to include the Divisions of Financial Planning & Analysis; Financial & Administrative Processing, Administrative Services, Information Systems, and Accounting.

PROGRAM:

The Bureau's current focus is on enhancing the accuracy of financial forecasting and promoting complete accountability in the administration of transportation programs and funds. Professional and technical training and the consolidation of processing functions are improving the ability of staff to work to these new standards.

The Information Systems Division provides information technology support to the Department as a whole. Geographic Information Systems, Computer Aided Drafting and Design, Desktop and Network support, and business systems applications are prime focal points.

Financial information and position counts for other units are also included in this program.

DEPARTMENT OF TRANSPORTATION

FINANCES, FISCAL YEAR 2000: The 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	5,678,399		185,716	5,492,661	22	
HEALTH BENEFITS	1,251,892		63,876	1,188,012	4	
RETIREMENTS	881,816		52,975	828,836	5	
OTHER FRINGE BENEFITS	61,785		3,322	58,463		
OTHER CONTRACT SERVICES STATE	801,655		117,724	677,681	6,250	
COMPUTER SERVICES STATE	1,548		314	654	580	
OTHER CONTRACT SERVICES	814,078		58,485	755,593		
RENTS	227,911		177,808	50,103		
COMMODITIES	2,638,402		277,016	2,361,386		
GRANTS, SUBSIDIES, PENSIONS	21,481			21,481		
BUILDING IMPROVEMENTS	14,725		1,543	13,182		
EQUIPMENT	285,904		105,121	180,783		
INTEREST-DEBT RETIREMENT	105		105			
TRANSFER TO OTHER FUNDS	622,044		53,711	568,333		
TOTAL EXPENDITURES	13,301,745		1,097,716	12,197,168	6,861	

MAINE AERONAUTICAL ADVISORY BOARD

RONALD L. ROY, DIRECTOR, PASSENGER TRANS

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

Established: 1978

Telephone: (207) 287-3318

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 an airport association in the state; one person from a pilot's association in the state; 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. 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

OFFICE OF ENVIRONMENTAL SERVICES

ALAN B. STEARNS, ACTING 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: identification, protection, enhancement, and mitigation efforts; providing technical services; to develop and constructing resource protection, mitigation and landscape projects; to coordinate 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 has department-wide responsibilities and reports to the Chief Engineer. It has nine major areas of operational responsibility: 1) Administrative/Clerical; 2) Environmental Studies; 3) Planning/NEPA; 4) Permits; 5) Water Resources; 6) Mitigation; 7) Landscape; 8) Hazardous Wastes; and 9) Technical Assistance. Air quality and noise efforts are handled by other units.

PROGRAM:

The Office accomplished the following: 300 project field reviews; 221 Technical assistance reviews; 545 water samples collected/analyzed; 294 Pre-construction water samples collected; 64 well claim investigations, 7 replacement wells drilled; 307 NEPA submissions, 307 approvals; 457 historic/archeological submissions, 457 approvals; 15 federal historic recordings; 306 permit submissions and approvals; 25 6-Year Plan reviews, 30 EPA NPDES notifications; 11 DEP dredge spoil approvals; 70 PDR reviews; 5 Wetland Functions & Values Assessments; 10 Environmental Assessments (EA) and 1 Environmental Impact Statement (EIS) in progress; 1 EA approved; 5 Sec. 4 (f) submissions; 11 interagency permit meetings conducted; 132 projects screened or investigated for hazardous waste; 13 hazardous waste projects with remedial activities; and numerous training sessions presented.

The Office had 26 wetland mitigation projects estimated at \$4 million, 100 landscape projects estimated at \$6 million, and helped manage/support the roadside vegetation management program (11,200 roadside miles). The Office maintains a lead role in developing and implementing the Scenic Byways, Community Gateways and Lake Protection programs. It is also responsible for 33 public water supplies operated by the Department.

Office personnel represented the Department on the State Wetlands Task Force/Work Groups, Well Drilling Commission, Land and Water Resources Council, Atlantic Salmon Committee, Watershed Management Group, Invasive Species Committee, Historic Preservation Commission, Legislature's Task Force on Public Drinking Water Supplies, NETC Research Committee, Wildlife/Vehicle Collision Committee, Treeways Program, Urban & Community Forestry Council, NPS Training Resource Center Advisory Committee, and Portland West End Youth Build Program. The Office participated on the MDOT Product Approval Committee, TQM Council and PATs, Employee-of-the-Month and Equity-of-Awards Committees, project teams, BPD Division Head Team, task forces, Integrated Transportation Decision-making (ITD), and in BPD Team Process training, partnering sessions, and environmental audits at MDOT facilities.

PUBLICATIONS:

The Office participated in updating the "BMP Manual for Erosion and Sedimentation Control on Transportation Projects", and in rewriting the Standard Specifications for controls that change the process and responsibility for environmental compliance.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

MAINE STATE FERRY ADVISORY BOARD

RONALD L. ROY, DIRECTOR, PASSENGER TRANS

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

Established: 1975

Telephone: (207) 287-3318

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 member and one alternate member 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 Board was involved in the design of a new vessel, parking lot issues and new facility construction projects. The new boat committee made recommendations to the designer as to what they expected in the new boat. The committee reviewed several proposals and unanimously accepted the present design. The parking committee visited all parking lots and made recommendations for improvements, where necessary. The Board reviewed plans for new terminals at Bass Harbor and Lincolnville. Policy Memorandum has been rewritten.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF HUMAN RESOURCES

JANE GILBERT, DIRECTOR, HUMAN RESOURCES

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

Established:

Telephone: (207) 287-3551

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 Human Resource matters including internal and external affirmative action, equal employment opportunity, labor relations, personnel, safety, wellness, staff development and training, and disadvantaged/women & minority business development activities.

ORGANIZATION:

This office reconfigured into its current organizational structure in August, 1998 with the first time ever inclusion of a Director of Health and Wellness.

PROGRAM:

PERSONNEL & EMPLOYEE RELATIONS UNIT. This unit provides traditional personnel service support, contract administration, grievance resolution, collective bargaining, and records maintenance.

TRAINING & STAFF DEVELOPMENT UNIT. This unit plans, develops and provides education and training programs for a variety of managerial, supervisory, individual, career enhancing requirements in support of departmental goals.

DEPARTMENT OF TRANSPORTATION

SAFETY, WELLNESS, AND WORKER'S COMPENSATION UNITS. These units provide for the safety, health and wellness of the labor intensive work force. Plan, develop and deliver accident prevention, OSHA and other safety and health promotion programs. The workers compensation unit administers the return to work program and provides oversight of cost reduction efforts.

EQUAL EMPLOYMENT OPPORTUNITY UNIT. This unit implements programs for equal employment opportunity, affirmative action, and Title VI external programs for Disadvantaged/Women Business Enterprises, EEO Contract Compliance, & On-the-Job Training. The external Affirmative Action emphasis increases awareness, certification and participation of minority and women owned firms in Federal-aid contracts with MDOT, and pre-entry of women and minorities onto the construction industry.

PUBLICATIONS:

D/WBE Program (annual), Free
D/WBE Directory (updated monthly), Free
OUT Program (Annual), Free
D/WBE Certification Guide (annual), Free
Contractor and Subcontractor Equal Employment Opportunity Handbook, (Annual), Free

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF INTERNAL 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 advise the Commissioner on audit matters, to provide internal audit services covering the Department's financial operations and to ensure internal controls are in place to safeguard DOT's resources and to provide external audit services over the Departments third party agreements with public and private organizations in order to ensure compliance with applicable federal and state laws, regulations and DOT's management policies and procedures.

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 over department financial operations and internal controls, including compliance with applicable provisions of Federal and State laws and regulations to provide reasonable assurance that: (1) accountability is provided over DOT's programs through adequate financial controls and operational procedures which are functioning properly and being complied with, and (2) Federal and State laws and regulations and DOT policies and procedures are being complied with.

External audits provided financial and compliance audits covering DOT's agreements with Consultants, Railroads, Utilities and Public Transportation agencies, in order to ensure compliance with applicable Federal & State laws and regulations and DOT's management policies and procedures.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

OFFICE OF LEGAL SERVICES

JAMES E. SMITH, 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, prepares title reports and provides other real estate support.

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. The Office rendered advice and counseling services, drafted contracts, leases and legislative documents, prepared deeds, conducted real estate closings, wrote opinions and performed research in connection with the activities of the Department. The Office processed 161 new State Claims Commission referrals; 5 cases were presented for hearing and 124 were settled and 85 were defaulted. The Office also completed & updated for the Department 2,890 title abstracts. Seventy-five real estate related projects were prepared for the Land for Maine's Future Board (Bureau of Planning); Departments of Inland Fisheries & Wildlife, Environmental Protection, Human Services and Public Safety; & Bureau of General Services, Bureau of Parks & Lands, Maine Forest Service, Marine Resources, Maine Atlantic Salmon Commission, State Planning Office and the Governor's Office.

Finances for this unit are included within other programs.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF MAINTENANCE AND OPERATIONS

MARC H GUIMONT, 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: 1581.500

Legislative Count: 261.00

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 7,800 lane miles of State Highways; the maintenance of approximately 2,800 bridges on State, State-aid and town highways; the coordination of the State-aid highway construction program; the installation and maintenance of traffic control devices on State and State-aid highways; the maintenance of approximately 300 miles of State owned rail lines, including about 200 bridges; 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. The Bureau also provides major maintenance services for Ferry Service transfer bridges, piers and buildings.

ORGANIZATION:

The Bureau of Maintenance and Operations organization, consisting of the Divisions of Highway Maintenance, Bridge Maintenance, Traffic Engineering, Motor

DEPARTMENT OF TRANSPORTATION

Transport Services, Engineering and Management Services, and seven regional divisions. The radio operation is part of Highway Maintenance.

PROGRAM:

HIGHWAY MAINTENANCE: Our winter season had very few storms compared to a "normal" winter and more freezing rain than snow allowing considerable budget savings. Implementation of a radio repeater system continued with 2 of 7 Divisions complete.

MOTOR TRANSPORT SERVICE: A third light vehicle purchase of 196 units was made in the late fall of 1999. The majority of these vehicles have been received & placed in service. Approximately 35 vehicles are still expected, with delivery being staggered into November. The heavy vehicle and equipment purchase of 1999 has also been received and these vehicles have been placed in service as well. A calendar year 2000 purchase of approximately 50-55 pieces of heavy equipment & trucks is currently under preparation for a bid anticipated for this coming fall. Hardware has been purchased to retrofit approx. 80 existing plow trucks for ground speed sander controls & calcium chloride application. This particular project is expected to be completed by November.

BRIDGE MAINTENANCE: Routine maintenance included: bridge cleaning; rail, deck, wearing surface and curb repair; and channel maintenance. Major emphasis was placed on replacing wearing surfaces, bridge painting to protect structural steel; rehabilitation of abutments, and damaged or deteriorated bridge rail. Eight moveable bridges were staffed for operation in accordance with U.S.G.S. Federal regulations. The Div. utilized 5 Correctional Facility Work Crews to supplement its activities. The Bridge Inspection Unit inspected over 1800 public bridges in accordance with the National Bridge Inspection Standards. Maint. of the Ferry Service facilities included 9 ferry transfer bridges & 5 ferry docks. Inspected & maintained 300 miles of state-owned R/R lines including 200 RR bridges.

ENGINEERING & MANAGEMENT SERVICES: This Division continues its' functions of budget development & monitoring, Collector Road program development and budgeting, & the oversight of the Bureau's Highway Inventory Program.

TRAFFIC ENGINEERING: This Division striped 627 lane miles of Interstate System, 6,219 miles of centerline & 5,000 miles of edgeline & maintained signing & lighting on a significant portion of the State Highway System. The Division produced 15 signal, signing & lighting projects. The Division also provided a traffic operational & safety analysis on roads throughout the state. The Division's Right of Way Control staff processed 783 applications and issued 901 Official Business Directional Permits. The Division reviewed 49 site projects for Dept. of Environmental Protection. The Division's Accident Records section processed more than 50,000 crash reports and generated over 150 collision diagrams. The Traffic Monitoring section completed traffic counts in 7 counties and began counting in Northern and Eastern Maine, completed 50 intersection studies, and collected data for 2 Origin-Destination surveys as well as 1 License Plate study.

DEPARTMENT OF TRANSPORTATION

FINANCES, FISCAL YEAR 2000: The 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	46,659,123	28,654		38,078,718	1,910,382	6,641,369
HEALTH BENEFITS	13,004,728	318		10,964,419	163,039	1,876,952
RETIREMENTS	7,115,815	5,966		5,761,636	332,513	1,015,700
OTHER FRINGE BENEFITS	690,836			577,778		113,058
OTHER CONTRACT SERVICES STATE	2,134,020		159,497	1,560,581	234,772	179,170
COMPUTER SERVICES STATE	-11,041,851			173,535	-2,616	-11,212,770
OTHER CONTRACT SERVICES	21,677,327	1,193	41,548	5,231,933	190,228	16,212,425
RENTS	30,480,249	332,758	454,094	25,351,352	1,519,416	2,822,629
COMMODITIES	19,378,329	90,136	224,404	12,773,518	2,757,559	3,532,712
GRANTS, SUBSIDIES, PENSIONS	22,937,767			22,940,721	-2,954	
BUILDING IMPROVEMENTS	1,037,670			1,037,670		
EQUIPMENT	19,858,221	40,410	2,001,096	11,815,694	4,060,858	1,940,163
INTEREST-DEBT RETIREMENT	352,311			2,303		350,008
TRANSFER TO OTHER FUNDS	650,758		3,797	545,127		101,834
TOTAL EXPENDITURES	174,935,303	499,435	2,884,436	136,814,985	11,163,197	23,573,250

BUREAU OF PLANNING

CARL A. CROCE, DIRECTOR

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 287-3292

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, Research and Community Services is responsible for conducting systematic and comprehensive transportation planning, capital improvement program development, 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.

In addition to responding to requests for professional and technical assistance in the transportation planning and research 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. In 1996, the Bureau revised its organizational structure to be consistent with the transportation planning requirements contained in federal and state laws such as the Federal Intermodal Surface Transportation Efficiency Act, the Clean Air Act Amendment and the State's Sensible Transportation Policy Act.

The Bureau was renamed the Bureau of Planning, Research and Community Services. The Maine Local Roads Center and Research sections of the Division of Technical Services were transferred to the renamed Bureau. Traffic Engineering functions were transferred to the Bureau of Maintenance and Operations. The Bridge and Pavement Management Systems, formerly in Technical Services, were joined with those already in Planning to form the Management Systems Division.

DEPARTMENT OF TRANSPORTATION

The Bureau of Planning, Research and Community Services is comprised of four basic operating Divisions; Planning Division, Transportation Research Division, Community Services Division and Management Systems Division.

PROGRAM:

Within the Planning Division there are three sections; a Transportation Analysis Section responsible for much of the technical analysis associated with transportation planning, a Statewide Planning and Coordination Section responsible for the development and periodic updates of the Department's long-range and six-year transportation plans and for the coordination of all regional transportation planning efforts which includes the RTAC's, MPOs, corridor committees and other ongoing regional planning efforts, and a Program Development Section responsible for project history, statistics relative to the financing and performance of Maine's highway systems, and the development and management of the Department's Biennial Transportation Improvement Program.

The Transportation Research Division has responsibility for the administration of the Department's research programs, developing and monitoring experimental construction methods, problem solving, new product evaluation, and operation of various pavement testing devices.

The Community Services Division is responsible for roadway system and functional classification designation, administration of the Urban/Rural Initiative Program, and the Maine Local Roads Center, a technology transfer activity, which provides information, workshops, and other forums to assist local community in the operation and maintenance of their roadways, and the administration of the Department's municipal salt/sand storage program. Another recently developed program is Maine's new Adopt-A-Highway Program.

The Management Systems Division has five sections; an Air Quality Management Section responsible for ensuring the transportation plan & program conformity requirements of the Clean Air Act are complied with & for the development and management of the Dept.'s Congestion Mitigation and Air Quality Program; a Pavement Management Sect. responsible for assessing the condition of Maine's roadway network & for the development of pavement preservation & improvement strategies; a Bridge Management Section responsible for maintaining an inventory of the condition of state & local bridges & for the development of bridge replacement/rehabilitation strategies & capital improvement programs; a Safety Management Sect. responsible for overseeing the Dept.'s Highway Safety Improvement Program & safety management system; an Information Management Sect. responsible for the management of transp. systems inventory databases, TINIS, GPS, HPMS, TIDE & for the development of transportation planning GIS applications.

PUBLICATIONS:

Biennial Transportation Improvement Program, Free
Highway Safety Improvement Program, Free
6 year Transportation Improvement Plan, Free
20 year Statewide Transportation Plan, Free
Access Management Handbook for Local Officials, Free

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OFFICE OF POLICY ANALYSIS

ALAN B. STEARNS, DIR POLICY ANALYSIS

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

Established: 1980

Reference: Policy Area: 07 ; *Umbrella:* 17 *Unit:* 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.

DEPARTMENT OF TRANSPORTATION

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. The Director reports to the Deputy Commissioner. The Director of Public Affairs and Mapping reports to the Director of Policy Analysis and Communications.

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 2000: 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) 287-2841

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 port and rail facilities in the State of Maine. The Authority is authorized to acquire, construct, and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port and rail 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.

DEPARTMENT OF TRANSPORTATION

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 and rail projects in Maine; and is available to participate in port activities where sound economic justification can be shown. It is currently rehabilitating the Port of Searsport in a public/private partnership with Sprague Energy.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BUREAU OF PROJECT DEVELOPMENT

WARREN T. FOSTER, DIRECTOR

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: 563.538

Legislative Count: 541.00

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 Units within the Bureau also serve the Department and the public in non-project-related activities according to their particular expertise.

ORGANIZATION:

The Bureau of Project Development was formed as a result of the Ernst & Whinney Management Study done in the early 1980's. It's internal organization has evolved over the years to a new form that now combines functions into Programs, rather than into separate homogeneous units. The new Bureau is organized into 4 Programs: Urban & Federal Bridge, Urban & Arterial Highway, Multimodal and Regional. Each Program is composed of multi-functional project teams. The Bureau also includes 3 support Offices: Program Services, Quality & Technology and the Director's Office. Demands are also placed upon these Units to provide services for other areas in the Department, other State agencies and the public.

PROGRAM:

The Department's overall capital improvement program continues to emphasize improvement of the existing transportation network, rather than additions to it. Projects are developed in a process that is centered on minimizing and/or avoiding impacts during construction to the surrounding natural environment, abutting property owners and the traveling public. Recent Federal transportation legislation and the willingness of the State Legislature and voting public to provide matching dollars, have allowed the size of Maine's capital improvement program to grow. This past year the Bureau has delivered about 250 transportation improvement projects with a total construction value of nearly \$150 million. This includes 75 bridge projects at a cost exceeding \$46 million, some 67 miles of highway improvements at about \$47 million, over 217 miles of highway resurfacing at \$33 million and 30 multimodal projects with a value exceeding \$8 million.

DEPARTMENT OF TRANSPORTATION

LICENSES:

Permit:
Utility Location

PUBLICATIONS:

Statewide Transportation Improvement Program (STIP)

FINANCES, FISCAL YEAR 2000: The 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	17,928,597	108,501		8,251,705	9,568,391	
HEALTH BENEFITS	4,107,964	19,986		2,424,799	1,663,179	
RETIREMENTS	2,811,490	21,512		747,018	2,042,960	
OTHER FRINGE BENEFITS	176,803			175,669	1,134	
OTHER CONTRACT SERVICES STATE	9,960,639		1,042,714	1,201,696	7,481,682	234,547
COMPUTER SERVICES STATE	76,389			-29,438	103,455	2,372
OTHER CONTRACT SERVICES	2,093,261		100,000	751,702	1,211,526	30,033
RENTS	1,136,865		73,000	482,212	530,933	50,720
COMMODITIES	2,430,689		250,000	1,384,779	742,395	53,515
GRANTS, SUBSIDIES, PENSIONS	4,065,545		592,406	610,083	2,847,341	15,715
PURCHASE OF LAND	1,670			25,861	-24,191	
BUILDING IMPROVEMENTS	2,899			2,899		
EQUIPMENT	124,198,092	5,773,969	5,814,105	4,857,739	104,430,442	3,321,837
INTEREST-DEBT RETIREMENT	29,333,012			29,333,012		
TRANSFER TO OTHER FUNDS	365,744		11,940	353,804		
TOTAL EXPENDITURES	198,689,659	5,923,968	7,884,165	50,573,540	130,599,247	3,708,739

BUREAU OF TRANSPORTATION SERVICES

ROBERT D ELDER, DIRECTOR, FREIGHT TRANS.
RONALD L ROY, DIRECTOR, PASSENGER TRANS

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016
Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 287-8300
Established: 1981 *Telephone:* (207) 287-2841
Reference: Policy Area: 07 ; Umbrella: 17 Unit: 243 ; Citation: T0023 *M.R.S.A., Sect.* 000004206
Average Count--All Positions: 74.899 *Legislative Count:* 67.00

PURPOSE:

In the spring of 1996, the Bureau of Transportation Services was dissolved, and its responsibilities were divided between the Office of Freight Transportation (OFT) and the Office of Passenger Transportation (OPT). The Office of Freight Transportation, headed by Robert D. Elder, was charged with developing a free-flowing intermodal freight network that would offer Maine shippers greater choice among modes, increased productivity, environmental benefits and reduced transportation costs.

The Office of Passenger Transportation was established to be responsible for the development of an efficient, environmentally sensitive, and cost effective passenger transportation system which encourages the use of alternative modes of transportation to meet the present and future needs of our citizens, business development, and tourism.

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.

DEPARTMENT OF TRANSPORTATION

The Office of Passenger Transportation is functionally divided into two units: planning and development; and program management. OPT is also responsible for oversight of the Maine State Ferry Service and Special Projects related to passenger transportation. The Maine State Ferry Service, headquartered in Rockland, provides regularly scheduled service to islands in Penobscot Bay. Scheduled service is provided to Vinalhaven, North Haven, Islesboro, Swans Island, Frenchboro and Mantinicus from mainland facilities in Rockland, Lincolnville and Bass Harbor.

PROGRAM:

The OPT is responsible for maintaining Maine's Three Port Policy, Three Rail Carrier Strategy & for improving freight transportation on Maine's highways & railroads, waters & in the air. It provides rail inspection services, undertakes rail rehabilitation projects, and coordinates the implementation of intermodal facilities such as the ones in Auburn, Presque Isle & Waterville. The OPT is also responsible for implementing the newly created Industrial Rail Access Program (IRAP). The Office also promotes maritime commerce, & has worked to secure funding & provide project oversight for the completed expansion at the Port of Eastport & the scheduled rehabilitation at both the Port of Searsport & the Port of Portland. It also implemented, funded, & completed the Small Harbor Improvement Program which provided grants to improve over 40 municipal marine facilities along Maine's waterfront. The Office recently purchased a new, efficient crane for the container cargo operation in the Port of Portland.

OPT is prioritizing Maine dredging projects for the U.S. Army Corps of Engineers and administering The Maine Pilot's Commission. It is conducting a once-a-decade Coastal Marine Facilities Inventory in partnership with the Maine Dept. of Marine Resources. OPT is involved with the NASTO Highway Transport Committee, which is working on a regional commercial vehicle overlimit permitting system. It has secured funding from the I-95 Coalition for funding to implement these types of projects. OPT is involved in implementing a plan to use Intelligent Transportation Systems technology in commercial vehicle operations. OPT is currently updating the Integrated Freight Plan; this helped determine how freight moves in Maine and what are the controlling factors in shipper's decisions. Lastly, OPT coordinates and develops MDOT initiatives with Canadian trade & transportation entities, including improvements to border crossing such as the one at Calais/St. Stephen.

OPT's primary goal is to develop a user friendly transportation system which encourages the use of alternate modes of passenger transportation. The Planning & Development Unit is responsible for the development and maintenance of DOT's strategic planning effort and to work with federal agencies to assist communities with development activities for non-highway infrastructure. Air, passenger rail, marine, high occupancy vehicle, public transportation, intelligent transportation traveler information systems, and significant trail projects fall within this category. The Transportation Program Unit's responsibilities include coordinating with communities for the administration of all air, passenger rail, marine, high occupancy vehicle, public & non-motorized transportation programs; ensuring programs are carried out consistent with applicable Federal & State rules & integrated into our 2 year capital program and 6 & 20 year planning programs.

PUBLICATIONS:

The Office of Passenger Transportation has the following publications available:
Strategic Passenger Transportation Plan
Ferry Service Strategic Plan
Maine Aviation Systems Plan

The Office of Freight Transportation has the following publications available:
Integrated Freight Plan, Free
Intelligent Transportation Systems - Commercial Vehicle Operations Business Plan, Free

DEPARTMENT OF TRANSPORTATION

FINANCES, FISCAL YEAR 2000: The 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	2,278,663	35,737			126,671	2,116,255
HEALTH BENEFITS	482,935	8,818			22,468	451,649
RETIREMENTS	354,630	5,094			27,271	322,265
OTHER FRINGE BENEFITS	37,806	188				37,618
OTHER CONTRACT SERVICES STATE	1,345,794	250,620	74,352		25	1,020,797
COMPUTER SERVICES STATE	210,124	5,222	3,851		- 1,197	202,248
OTHER CONTRACT SERVICES	2,095,201	140,996	228,507		20,420	1,705,278
RENTS	5,707				1,034	4,673
COMMODITIES	408,355	37,369	77,504		790	292,692
GRANTS, SUBSIDIES, PENSIONS	12,295,521	494,767	7,005,160	605,000	3,437,094	753,500
PURCHASE OF LAND	232,000					232,000
BUILDING IMPROVEMENTS	70,259		27,315		42,944	
EQUIPMENT	9,444,115		114,970		376,644	8,952,501
TRANSFER TO OTHER FUNDS	2,536,334	2,462,401	4,989			68,944
TOTAL EXPENDITURES	31,797,444	3,441,212	7,536,648	605,000	4,054,164	16,160,420

(OFFICE OF) TREASURER OF STATE

(OFFICE OF) TREASURER OF STATE

DALE MCCORMICK, TREASURER
MARC A. CYR, DEPUTY TREASURER

Central Office: TYSON BLDING, AMHI CAMPUS, 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: 18,000

FAX: (207) 287-2367

Telephone: (207) 287-2771

M.R.S.A., Sect. 000000121

Legislative Count: 18.00

PURPOSE:

The Treasurer of State is charged with seven primary responsibilities: cash collection, processing and management; investing funds not needed to pay bills; debt management; custodial services for trusts and performance bonds; unclaimed property; municipal revenue sharing; and investment oversight for NextGen, Maine's College Investing Plan.

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 Governmental Facilities Authority, Maine Education Loan Authority, the Maine School Building Authority, and chairs the NextGen College Investing Plan Advising Committee.

ORGANIZATION:

The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by both Houses of the Legislature sitting jointly. The Deputy Treasurer of State is designated by law as the chief clerk of the Office of the Treasurer and performs the duties of the Treasurer in the event of a vacancy or other absence.

PROGRAM:

The Office of the Treasurer processes all state agencies' Cash Receipt Statements--over 39,000 during FY 2000. 2.4+ million checks were distributed, as well as 132,000+ electronic fund transfers. Banking services provided to State agencies are coordinated by the Treasurer's Office--including deposit access to over 35 Maine bank accounts, check stop payments and/or reissues, wire transfer services, and more. Cashflow is monitored. Funds not needed to pay state expenses or to compensate the banks for services are invested through the Treasurer's Cash Pool in commercial paper, obligations of the U.S. Gov., CD's in Maine banks, and repurchase agreements. The Cash Pool includes 80+ funds, grew to over \$975 million, and was managed with safety, liquidity and yield in mind. \$48.4 million in earnings from investments, including \$23 million to the General Fund, were distributed to participants in the Pool on a prorata basis.

The Treasurer is responsible for issuing notes and bonds to provide funds for State needs. The Treasurer of State 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 of all state economic and fiscal issues. Three long-term investments--the Governor Baxter Trust, Lands 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. The Abandoned Property Program identified close to \$13.8 million in unclaimed property during FY00. 8,316 claims were made, reuniting citizens with \$3.1 million of lost property.

The Office of the State Treasurer distributes Municipal Revenue Sharing monthly to 494 municipalities and territories. Revenue sharing distributions consist of 5.1% of the previous month's collected sales tax, corporate tax, and personal income tax revenues. Population, State Valuation, and Tax Assessment statistics updated annually are used to calculate the ratio due to each municipality. Approximately \$107.1 million was distributed during FY2000. Keeping the Legislature and citizens of Maine aware of the State's current and long-term economic health is an important function of the Treasurer. The Office of the Treasurer publishes a newsletter twice a year and has developed a web-site that contains up-to-date economic, debt and fiscal information.

(OFFICE OF) TREASURER OF STATE

PUBLICATIONS:

Official Statements prior to sales of State bonds and notes; Annual list of Maine Citizen's Unclaimed Property; 1999/2000 Report Forms & Instructions for Unclaimed Property; Newsletter of the Treasurer of State "Maine Interest"; Web-site "www.state.me.us/treasurer"

FINANCES, FISCAL YEAR 2000: The 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) TREASURER OF STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	553,143	553,143				
HEALTH BENEFITS	124,225	124,225				
RETIREMENTS	89,736	89,736				
OTHER FRINGE BENEFITS	8,712	8,712				
OTHER CONTRACT SERVICES STATE	179,110	12,996				166,114
COMPUTER SERVICES STATE	110					110
OTHER CONTRACT SERVICES	245,260	152,138	1,360			91,762
COMMODITIES	85,738	60,288	2,149			23,301
GRANTS, SUBSIDIES, PENSIONS	107,116,000		107,116,000			
INTEREST-DEBT RETIREMENT	77,491,445	77,491,445				
TRANSFER TO OTHER FUNDS	322		322			
TOTAL EXPENDITURES	185,893,801	78,492,683	107,119,831			281,287

(OFFICE OF) TREASURER OF STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	553,143	553,143				
HEALTH BENEFITS	124,225	124,225				
RETIREMENTS	89,736	89,736				
OTHER FRINGE BENEFITS	8,712	8,712				
OTHER CONTRACT SERVICES STATE	179,110	12,996				166,114
COMPUTER SERVICES STATE	110					110
OTHER CONTRACT SERVICES	245,260	152,138	1,360			91,762
COMMODITIES	85,738	60,288	2,149			23,301
GRANTS, SUBSIDIES, PENSIONS	107,116,000		107,116,000			
INTEREST-DEBT RETIREMENT	77,491,445	77,491,445				
TRANSFER TO OTHER FUNDS	322		322			
TOTAL EXPENDITURES	185,893,801	78,492,683	107,119,831			281,287

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE
SYSTEM**

TERRENCE J. MACTAGGART, CHANCELLOR
JAMES D. MULLEN, CHAIR OF THE BOARD

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: 1965

Telephone: (207) 973-3220

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 that all Maine citizens with high school diplomas or equivalents are eligible 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 university 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 university's administrative umbrella at the time of the 1968 merger, but Portland became a separate university 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
University System Office and Services
University of Maine
University of Southern Maine
University of Maine at Farmington

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

University of Maine at Fort Kent
 University of Maine at Machias
 University of Maine at Presque Isle
 University of Maine at Augusta

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, marine 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 1999 enrollment totaled 31,893, including many part-time and adult learners, and 4,446 persons were awarded degrees in 1998/99.

PUBLIC SERVICE. In addition to its instructional programs, the University System uses its university 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 at each university 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 universities 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, natural resources and government.

PUBLICATIONS:

- (1) Financial Report, University of Maine System (free)
- (2) UMS World-Wide Web Site:<http://www.maine.edu/>

FINANCES, FISCAL YEAR 2000: The 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 UNIVERSITY OF MAINE SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	3,987,687					3,987,687
GRANTS, SUBSIDIES, PENSIONS	162,390,955	162,216,828	174,127			
TOTAL EXPENDITURES	166,378,642	162,216,828	174,127			3,987,687
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						
OTHER CONTRACT SERVICES	3,987,687					3,987,687
GRANTS, SUBSIDIES, PENSIONS	162,390,955	162,216,828	174,127			
TOTAL EXPENDITURES	166,378,642	162,216,828	174,127			3,987,687

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)	
University of Maine at Farmington (UMF)	

UNIVERSITY OF MAINE SYSTEM FULL-TIME REGULAR EMPLOYEES OCTOBER 1999

BY EMPLOYEE CATEGORY

Faculty	1,292
Professional and Administrative	1,371
Classified	<u>1,649</u>
Total	4,312

BY SOURCE OF FUNDING

Educational and General	3,487
Auxiliary Enterprise	332
Restricted	<u>493</u>
Total	4,312

INDEPENDENT AGENCIES - REGULATORY

STATE BOARD OF EDUCATION

JAMES RIER, 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: 9Q 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 school construction projects for State aid; to approve the formation of community school districts; to obtain information regarding applications for granting degrees and make recommendations to the Legislature.

The State Board of Education also serves 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 Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Board.

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:

In addition to fulfilling its statutory obligations, the State Board continues to lead Maine's effort to establish results-based initial teacher certification program; plays a leadership role in policy development and implementation of technology; and supports the recognition of exemplary technical learning through "Making the Grade Awards" and the Maine Teacher of the Year Program. The Board is also engaged in a major school construction reform initiative that will result in new and improved processes for approving school construction and renovation.

INDEPENDENT AGENCIES - REGULATORY

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE BOARD OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	15,400	15,400				
OTHER CONTRACT SERVICES STATE	56,844	56,844				
OTHER CONTRACT SERVICES	50,710	50,710				
RENTS	425	425				
COMMODITIES	9,318	9,318				
TOTAL EXPENDITURES	132,697	132,697				

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

DANCAUSE BRIAN, SUPVR, ENERGY CONSERV DIV

Central Office: 33 STONE STREET, AUGUSTA, ME, 04330
Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME, 04333-0059 *FAX:* (207) 287-5701
Established: 1979 *Telephone:* (207) 287-8457
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 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'99, as no changes to the Energy Efficiency Standards were proposed. The Council will be reconfirmed and meet in FY2000 to review the energy standards of the upgraded State Model Building Code, once the code is revised by the State Planning Office.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE HEALTH DATA ORGANIZATION

ALAN M. PRYSUNKA, EXECUTIVE DIRECTOR LINDA ADAMS, ADMINISTRATIVE SECRETARY

Central Office: 122 NORTHERN AVENUE, GARDINER, ME, 04345
Mail Address: 102 STATE HOUSE STATION, AUGUSTA, ME, 04333-0102 *FAX:* (207) 624-8662
Established: 1996 *Telephone:* (207) 624-8655
Reference: Policy Area: 03 ; Umbrella: 90 Unit: 590 ; Citation: T0022 M.R.S.A., Sect. 000008703
Average Count--All Positions: 5.000 *Legislative Count:* 5.00

PURPOSE:

The Maine Health Data Organization was established by the 117th Legislature to improve the health of Maine citizens through the implementation and

INDEPENDENT AGENCIES - REGULATORY

maintenance of a useful, objective, reliable and comprehensive health information data base. This data base is made publicly accessible while protecting patient confidentiality and respecting providers of care. The Organization implements policies and procedures for the collection, processing, storage, and analysis of clinical, financial, and restructuring data.

ORGANIZATION:

The Organization was created to maintain and expand the health information data base of its predecessor agency, the Maine Health Care Finance Commission. Statutory changes were made in 1996 to eliminate the regulatory functions performed by the now defunct Health Care Finance Commission. The Commission had been in existence since being created in 1984 by the Maine State Legislature.

The Maine Health Data Organization is governed by a stakeholder board of directors comprised of 18 members representing the following interests: 2 members are employees of the Department of Human Services; 3 members represent consumers; 3 members represent employers, with one being a representative of a health management coalition; 2 members represent third-party payers; 8 members represent providers (2 provider members represent hospitals, 2 provider members are either physicians or represent physicians, 1 provider member is a chiropractor, 1 provider member represents a federally qualified health center, 1 provider member is a representative of a home health care organization, and 1 provider member represents other health care providers). The Board is served by 5 professional staff positions.

PROGRAM:

The Maine Health Data Organization Board met on a regular basis to address a large number of policy, organizational, administrative and financial issues. The Maine Health Data Organization spent much of its time focused upon the following: working to bring Health Web of Maine, an interactive web site, on line; modifying existing rules to establish enforcement and forfeiture procedures for failure to file data, and pay assessments, and for willful failure to protect the disclosure of confidential data; and rules establishing uniform reporting for hospital financial data, and for reporting organizational structures relevant to the delivery and financing of health care in Maine.

The Maine Health Data Organization has embarked on a new innovative program to expedite the processing and release of its clinical data by testing an in-house editing system for Maine hospitals. The Maine Health Data Organization is also working with the National Association of Health Data Organizations to expand information on the Internet relating to emergency room procedures.

PUBLICATIONS:

Annual Report to the Maine Joint Standing Committee on Health and Human Services (no charge) and Maine Health Data News (no charge)

INDEPENDENT AGENCIES - REGULATORY

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HEALTH DATA ORGANIZATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	217,339		217,339			
HEALTH BENEFITS	39,764		39,764			
RETIREMENTS	35,790		35,790			
OTHER FRINGE BENEFITS	2,103		2,103			
OTHER CONTRACT SERVICES STATE	6,027		6,027			
COMPUTER SERVICES STATE	30,856		30,856			
OTHER CONTRACT SERVICES	20,662		20,662			
RENTS	19,500		19,500			
COMMODITIES	210,942		210,942			
GRANTS, SUBSIDIES, PENSIONS	387		387			
TRANSFER TO OTHER FUNDS	8,323		8,323			
TOTAL EXPENDITURES	591,693		591,693			

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

FAX: (207) 287-6578

Established: 1985

Telephone: (207) 287-3521

Reference: Policy Area: 03 ; Umbrella: 90 Unit: 486 ; Citation: T0005 M.R.S.A., Sect. 000001826C

PURPOSE:

The Committee seeks to contract for goods and services offered 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. The thirty-six awards made under the set aside totaled \$722,603 in FY 2000.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - REGULATORY

WORKERS' COMPENSATION BOARD

PAUL R DIONNE, EXEC DIR

Central Office: AMHI DEERING BLDG, AUGUSTA, ME,

Mail Address: 27 STATE HOUSE STATION, AUGUSTA, ME, 04333-0027

Established: 1992

Telephone: (207) 287-3751

Reference: Policy Area: 01 ; *Umbrella:* 90 *Unit:* 351 ; *Citation:* T0039A.M.R.S.A., Sect. 000000151

Average Count--All Positions: 122.500

Legislative Count: 122.50

PURPOSE:

The Board's mission is to serve the employees and employers of the State fairly and expeditiously by ensuring compliance with the workers' compensation laws, ensuring the prompt delivery of benefits legally due, promoting the prevention of disputes, utilizing dispute resolution to reduce litigation and facilitating labor-management cooperation.

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 the Executive Director, Paul R. Dionne. Regional Offices are located in Augusta, Bangor, Caribou, Lewiston and Portland.

The Central Office is in Augusta. Mediation and formal hearings are conducted at these and other offices. Some hearings are held at locations closer to the residence of the injured worker. The 118th Legislature, 1st Regular Session, enacted legislation providing for a Worker Advocate Program to assist unrepresented employees through the mediation and formal hearing phases of dispute resolution. The legislation also provided for tracking compliance with the statute by carriers and self insurers. These programs have been implemented and are operational and have already had a very positive impact on the system.

PROGRAM:

The Board exists to prevent and resolve disputes between employers and employees over work-related injuries since timely, fair and efficient resolution of disputes enhances Maine workplaces for all Maine's people. To ensure the efficient implementation of the Workers' Compensation Act, the Board is engaged in the promulgation of rules and regulations; the resolution of disputes through formal and informal means; 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 fraud misrepresentation, illegal conduct and violations of the Act through its Abuse Unit.

The Board meets on a bi-weekly basis to set policy pursuant to the mandates of the Act. The Board has three standing subcommittees: Budget, Personnel and Safety. The Budget Subcommittee considers all budgetary matters, performance budgeting and projects the assessment. The Personnel Subcommittee maintains the table of organization and prepares personnel policy. The Safety Committee deals with both internal and external health and safety issues. The Board is engaged in reviewing the dispute resolution process including backlogs, timetables and caseloads. The Board promotes the use of EDI to increase the electronic filing of data.

The Board promulgated rules on mediation, formal hearings, benefit extension and board review procedures. The Board approved the establishment of the Monitoring, Audit and Enforcement Program as mandated under Chapter 486. The basic goals of the MAE Program are as follows: (1) to provide the Board, Legislature and Governor with timely and reliable data; (2) to monitor and audit payment and filing requirements; (3) to detect those insurers, self-insurers and third-party administrators that are not in compliance; and (4) to ensure that all filing and compliance obligations under the Act are met. (See Monitoring, Audit and Enforcement report.) The WCB has been involved with analysis and

INDEPENDENT AGENCIES - REGULATORY

application programs migration for the core business units within the Central Office. This project will continue for the next couple of fiscal years given the present resource level. In addition, some basic programming has been accomplished in the Abuse Unit to support their increased activities.

PUBLICATIONS:

Annual Report on the Status of the Maine Workers' Compensation System, February 2000 (free)

Facts About Maine Workers' Compensation Laws, pamphlet, 50 cents each

Maine Workers' Compensation Act of 1992, updated through the 118th Legislature, booklet, \$4.00 per copy

Maine Workers' Compensation Forms Manual, booklet \$4.50 per copy

Medical Fee Schedule, booklet, \$25.00 each, available on the Internet

Weekly Benefit Table, booklet, \$4.50 each

Comp Quarterly, newsletter, no charge

Workers' Compensation Board Rules and Regulations, booklet, \$3.00 each, also available on the Internet

Workers' Compensation Board Minutes, \$80.00 per year for minutes or \$115.00 per year for minutes and cumulative index. Minutes are available on the internet

Comp Quarterly, newsletter, no charge

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

WORKERS' COMPENSATION BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	4,034,852		4,034,852			
HEALTH BENEFITS	784,282		784,282			
RETIREMENTS	630,100		630,100			
OTHER FRINGE BENEFITS	64,347		64,347			
OTHER CONTRACT SERVICES STATE	81,614		81,614			
COMPUTER SERVICES STATE	526		526			
OTHER CONTRACT SERVICES	383,509		383,509			
RENTS	277,913		277,913			
COMMODITIES	574,831		574,831			
GRANTS, SUBSIDIES, PENSIONS	93,166		93,166			
INTEREST-DEBT RETIREMENT	10		10			
TRANSFER TO OTHER FUNDS	173,792		173,792			
TOTAL EXPENDITURES	7,098,942		7,098,942			

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 12,209 in 1996 (see chart). These reports are processed by the Claims Management Unit.

<u>Year</u>	<u>Lost Time First Reports</u>
1994	15,873
1995	13,731
1996	12,253
1997	13,442
1998	12,827
1999	13,600 * Preliminary

Dispute Resolution Process

The agency administers 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 Claims Management Unit. A dispute is one person. More than one injury may be involved.

	<u>Troubleshooting</u>		<u>Pending as of 12/31</u>
	<u>Assigned</u>	<u>Disposed</u>	
1995	9,740	10,698	
1996	9,072	9,000	2,039
1997	8,894	9,073	1,696
1998	8,521	8,825	1,244
1999	8,923	9,396	747

	<u>Mediation</u>		<u>Pending as of 12/31</u>
	<u>Assigned</u>	<u>Disposed</u>	
1995	5,370	5,866	
1996	5,038	4,836	1,258
1997	4,738	4,883	1,013
1998	4,295	4,483	750
1999	4,306	4,481	575

	<u>Formal Hearing</u>		<u>Pending as of 12/31</u>
	<u>Assigned</u>	<u>Disposed</u>	
1995	3,194	2,569	
1996	2,375	3,114	2,485
1997	2,269	2,802	2,014
1998	2,402	2,798	1,618
1999	2,377	2,901	1,094

Worker Advocate Division

The Worker Advocate Program has over 1660 open files as of June 30, 2000. The Advocates, from July 1, 1999 to June 30, 2000, have represented injured workers in 538 formal hearings and 2,322 mediations. These numbers are extraordinary and have placed great demands on the Advocates and their staff.

	<u>Interim/Final</u> <u>Reports</u>	<u>Miscellaneous</u> <u>Forms</u>	<u>Files Reviewed</u>	<u>First Reports of Injury</u>
1993	11,895	3,068		
1994	22,519	7,847		
1995	26,030	24,673	4,367	
1996	33,347	22,031	7,007	
1997	26,045	12,028	6,432	
1998	22,566	6,061	3,219	
1999	19,279	6,259	234	21,318

MONITORING, AUDIT AND ENFORCEMENT PROGRAM

The Mae Program is having a significant impact on compliance in the State of Maine. The Maine Workers' Compensation Board unanimously accepted the 1999 Annual Compliance Report. This Compliance Report suggests positive trends in the payment of initial indemnity benefits, the timely filing of Memoranda of Payment and the timely filing of First Reports of Injury (see table below). In addition to monitoring claims adjusting performance, over 1000 claims files belonging to 28 entities were audited in 1999. Consent Decrees, as a result of Board audits, generated \$24,050 in penalty agreement amounts. These positive trends will assist the Board in reducing the number of cases litigated and will increase the timely and accurate payment of lost-time benefits.

Annual Compliance Report

1/1/99 – 12/31/99

1999 Quarterly Compliance Reports

	<u>First Quarter</u>		<u>Second Quarter</u>		<u>Third Quarter</u>		<u>Fourth Quarter</u>	
First Report of Injury	<u>7 Days</u>	<u>10 Days</u>	<u>7 Days</u>	<u>10 Days</u>	<u>7 Days</u>	<u>10 Days</u>	<u>7 Days</u>	<u>10 Days</u>
Received within:	71.96%	81.88%	72.60%	81.28%	68.29%	77.13%	71.28%	79.31%
Initial Indemnity Payment								
Made Within 14 Days	81.24%		78.49%		79.54%		79.18%	
Memoranda of Payment								
Received Within 17 Days	77.27%		73.97%		75.45%		74.58%	

Compliance Comparison

	<u>Pilot Project</u> <u>1997</u>	<u>Annual Compliance</u> <u>1999</u>	<u>Percent of Change</u>
First Report of Injury			
Received within 7 Days	36.74%	69.20%	88.35%
Initial Indemnity Payment			
Made Within 14 Days	59.39%	79.35%	33.61%
Memoranda of Payment			
Received Within 17 Days	56.78%	75.14%	32.34%

Abuse Investigation Unit

The Abuse Investigation Unit investigates allegations of fraud, illegal or improper conduct, and violations of the Workers= Compensation Act. In 1999 the Abuse Investigation Unit received 2,308 complaints/requests for penalties (up sharply from 454 in 1998). The Unit closed (by granting, denying, dismissing or, in the case of complaints pursuant to 360(2), forwarding to hearing) 720 cases (up from 580 in 1998).

Office of Medical/Rehabilitation Services

The Office of Medical and Rehabilitation Services assists the Board in the administration and promulgation of rules regarding medical protocols, medical utilization review, impairment guidelines, independent medical examiners, medical fee schedules and employment rehabilitation services.

In 1999, 469 requests for independent medical examinations were processed

Forms and Data Processed by Unit in Calendar Year 1999

Insurance Coverage Unit

This unit 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. Requests for waivers of workers= compensation insurance are reviewed by this unit. It also processes applications for the predetermination of independent contractors.

	<u>Proof of Coverage Received</u>	<u>Waiver Applications Approved</u>	<u>Independent Contractor Applications Approved</u>	<u>Independent Contractor Applications Denied</u>	<u>Certificates of Independent Status Approved</u>
1995	112,083	4,150	790		
1996	105,005	3,259	756		
1997	121,570	4,561	845		
1998	133,873	3,409	954		
1999	156,781	3,882	708	41	20

Claims Management Unit

This unit monitors lost time cases, reviews Hearing Officer decisions, processes First Reports of Injury, Notices of Controversy, Petitions, Wage Statements, Memoranda of Payments, Discontinuances, Interim and Final Reports, and monitors cases to ensure employer/insurer compliance with the Act. This unit processes and assigns Notices of Controversy and Petitions to Troubleshooters, Mediators, and Hearing Officers located in the Regional Offices. Numbers below include forms filed for all dates of injury, not just current year injuries.

	<u>MOPS</u>	<u>Wage Statement</u>	<u>Discontinuances</u>	<u>H.O. Decisions</u>	<u>NOC'S</u>	<u>Petitions</u>
1993	18,394	14,066	18,677	8,835		
1994	16,422	12,519	16,648	5,844		
1995	15,028	9,860	18,155	5,372	12,866	7,034
1996	13,426	11,575	18,293	3,154	11,855	9,386
1997	12,930	14,065	15,960	5,835	11,357	4,366
1998	13,122	12,499	15,746	4,189	10,359	7,870
1999	14,440	12,287	15,921	3,630	11,240	5,996

INDEPENDENT AGENCIES - REGULATORY

INDEPENDENT AGENCIES - ADVISORY

MAINE HIV ADVISORY COMMITTEE

RANDY NORCROSS, CHAIRPERSON

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 2000: 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ADVISORY COUNCIL

JUDY H. WILLIAMS, DIRECTOR

Central Office: WHITTEN ROAD, AUGUSTA, ME, 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME, 04333-0011 *FAX:* (207) 287-5096

Established: 1997

Telephone: (207) 287-3106

Reference: Policy Area: 03 ; Umbrella: 92 Unit: 601 ; Citation: T0022A.M.R.S.A., Sect. 000003789D

PURPOSE:

The Maine Temporary Assistance for Needy Council shall advise the Commissioner or the Commissioner's designee regarding education, training, job opportunities, quality employment and business ownership opportunities, the operation of any postsecondary education programs administered by the department and other matters affecting TANF recipients.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE CRIMINAL JUSTICE COMMISSION

PAUL K. VESTAL, CHAIR

Central Office: 1066 KENDUSKEAG AVE, BANGOR, ME, 04401

Mail Address: 1066 KENDUSKEAG AVE, BANGOR, ME, 04401

FAX: (207) 941-2835

Established: 1991

Telephone: (207) 941-2855

Reference: Policy Area: 06 ; Umbrella: 92 Unit: 549 ; Citation: T0005 M.R.S.A., Sect. 000003358

PURPOSE:

The Maine Criminal Justice Commission was established with the intent of bringing together the various factions of the Criminal Justice System to discuss issues, educate its members and provide the Governor and the Legislature with the information needed to make informed decisions about Criminal Justice policy that will instill public confidence in the system as a whole.

INDEPENDENT AGENCIES - ADVISORY

Through a coordinated exchange of information by the various criminal justice constituency groups represented, information about the challenges that face Maine's Criminal Justice system becomes focused and targeted for those decision makers to facilitate a coordinated approach.

ORGANIZATION:

The Maine Criminal Justice Commission consists of 25 members: 15 appointed by the Governor; 2 appointed by the President of the Senate; 3 appointed by the Speaker of the House of Representatives. The Attorney General or his/her designee sits and he/she also appoints one member from the Criminal Law Advisory Commission. In addition, the Commissioner of Corrections or designee, The Commissioner of Public Safety or designee, and the Director of the Maine Criminal Justice Academy or designee are members. The Chief Justice of the Maine Supreme Court serves as advisor. The Chair is chosen from among members and can be done annually. The commission is authorized to seek, accept and expend outside sources of funding to carry out its activities.

PROGRAM:

The Commission carries out its mission of advocacy, education, and collaboration through the following manner. Data books have been completed on the justice system and widely distributed to the State's criminal justice decision makers. The Commission sponsors and participates in a wide variety of training events to provide cutting edge criminal justice cross training to a wide variety of practitioners and decision makers. The Commission advises the Governor and the Legislature on a wide variety of issues, policies and proposed legislation utilizing our pooled expertise and the consensus of members to provide the most up-to-date information and recommendations, the intent of which is to instill public confidence in the process. The Commission meets on the second Wednesday of each month in Augusta.

FINANCES, FISCAL YEAR 2000: The 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 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

JOHN PELLETIER, CHAIR

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

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

Established:

FAX: (207) 287-3120

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 criminal law or experience in the prosecution or defense of criminal cases.

PROGRAM:

The Commission meets as a body numerous times a year. In FY 2000, the Commission met nineteen times.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain

INDEPENDENT AGENCIES - ADVISORY
comprehensive fiscal data relative to this unit

ADVISORY COUNCIL ON TAX-DEFERRED ARRANGEMENTS

JANET WALDRON, COMM DAFS

Central Office: MUSKIE BUILDING, 4TH FLOOR, AUGUSTA, ME,
Mail Address: 78 STATE HOUSE STATION, AUGUSTA, ME, 04333
Established: 1973
Reference: Policy Area: 00 ; Umbrella: 92 Unit: 311 ; Citation: T0005

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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY COMMITTEE ON DENTAL EDUCATION

Central Office: C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME, 04332-0949

Mail Address: PO BOX 949, AUGUSTA, ME, 04332-0949

Established: 1999

Reference: Policy Area: 02 ; Umbrella: 92 Unit: 604 ; Citation: T0020A

FAX: (207) 623-3263

Telephone: (207) 623-0095

M.R.S.A., Sect. 000012304

PURPOSE:

The Maine Dental Education Loan and Loan Repayment Program provides funds for forgivable loans to Maine residents enrolled in a school of dental education and also repayment of dental education loans for dental service providers.

The Maine Advisory Committee on Dental Education advises the Finance Authority of Maine on the development of program rules to evaluate and improve the program. At this time, a chair has not been selected.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

MAINE DEVELOPMENTAL DISABILITIES COUNCIL

Central Office: TOGUS CENTER, BUILDING 205, AUGUSTA, ME, 04333

Mail Address: #139 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1974

Telephone: (207) 287-4213

Reference: Policy Area: 03 ; Umbrella: 92 Unit: 050 ; Citation: T0034B M.R.S.A., Sect. 000001211

PURPOSE:

The primary purpose of the Maine Developmental Disabilities Council is to improve and enhance the network of services available to persons with developmental disabilities of all ages in Maine. The Council serves as an advocate for persons with developmental disabilities by providing a public forum for consumers, parents and family members to meet with state agency representatives and other providers to address the 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 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 Program Planner, a Research Associate 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 Executive Committee reviews issues to be brought before the Council and sets the agenda for monthly meetings.

PROGRAM:

The Council addressed several activities for its 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 family support groups concerned with issues affecting a family member with a disability; (3) financial assistance to families who have a child with a disability to attend conferences to gain more information;

(4) financial assistance to Medical Care Development, Inc. to continue to help health care providers understand the importance of their sensitivity and support of families of newborns and infants with disabilities; (5) funding to Mental Retardation Services for training in principles of social role valorization; (6) financial assistance to the Maine Association of Persons in Supported Employment to support a rehabilitation graduate studies student to assist in consumer membership and organizational visibility due to the limited capacities of its' volunteer board; and (7) financial assistance for continuation of support and technical assistance to a self-advocacy network for people with mental retardation, Speaking Up For Us.

PUBLICATIONS:

ALL FREE

- DD Dispatch (published three times a year)
- Three Year State Plan
- Position Papers
- Why Bother? (Educating Maine's Legislators)
- Breaking Diagnostic News to Parents (Booklet)
- Breaking Diagnostic News to Parents (Checklist)

INDEPENDENT AGENCIES - ADVISORY

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE COMMISSION ON DOMESTIC ABUSE

MICHAEL F. KELLY, COMMISSIONER

Central Office: 18 MEADOW ROAD, AUGUSTA, ME, 04330
Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME, 04333 *FAX:* (207) 287-3042
Established: 1990 *Telephone:* (204) 287-3619
Reference: Policy Area: 03 ; Umbrella: 92 Unit: 539 ; Citation: T0019A M.R.S.A., Sect. 000004013

PURPOSE:

The Maine Commission on Domestic Abuse 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 up to 20 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DOMESTIC ABUSE HOMICIDE REVIEW PANEL

MICHAEL F. KELLY, COMMISSIONER

Central Office: 18 MEADOW ROAD, AUGUSTA, ME, 04330
Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME, 04333 *FAX:* (207) 287-3042
Established: 1997 *Telephone:* (207) 287-3619
Reference: Policy Area: 03 ; Umbrella: 92 Unit: 600 ; Citation: T0019A M.R.S.A., Sect. 000004013

PURPOSE:

The Domestic Abuse Homicide Review Panel was established to review the deaths of persons who are killed by family or household members. The "Panel" is composed of members who have experience in providing services to victims of domestic abuse. It will make recommendations to State and local agencies regarding methods of improving the system for protecting persons from domestic abuse, including modifications of laws, rules, policies and procedures following completion of adjudication.

ORGANIZATION:

The Panel is composed of approximately sixteen members appointed by the Chair, Maine Commission on Domestic Abuse.

PROGRAM:

The Panel will collect and compile data related to domestic abuse. It will review domestic homicide cases for the purpose of offering suggestions for improvements to the entire system charged with protecting persons from domestic abuse.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain

INDEPENDENT AGENCIES - ADVISORY
comprehensive fiscal data relative to this unit

EDUCATIONAL LEAVE ADVISORY BOARD

DONALD A. WILLS, CHAIR

Central Office: 161 CAPITAL ST, AUGUSTA, ME, 04333

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

Established: 1973

Reference: Policy Area: 02 ; Umbrella: 92 Unit: 284 ; Citation: T0005 M.R.S.A., Sect. 000000723

Telephone: (207) 287-4413

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:

The State Training and Development Division provided training and management consulting services to approximately 2,500 participants in ongoing core competency management and professional development programs and new employee orientation. Activities include the following series of Special Events and Workshops: Ethics in Public Service, Thinking on Your Feet, Customer Surveying, Introduction to Budgeting and Advanced Budgeting, The Legislative Process, Developing Public Policy, The RFP and Contracting Process, and a project management certificate program. In addition, the Division administered a statewide training needs assessment, conducted the Administrative Support Symposium, attended by almost 200 administrative support staff, revamped the New Employee Orientation Program and Handbook, and organized and staffed the Governor's Employee Recognition Program.

PUBLICATIONS:

Guidelines for Educational Leave (first issued 7/2/74)

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY COMMITTEE ON FAMILY DEVELOPMENT ACCOUNTS

JUDY H. WILLIAMS,

Central Office: WHITTEN ROAD, AUGUSTA, ME, 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME, 04333-0011

Established: 1997

Reference: Policy Area: 03 ; Umbrella: 92 Unit: 596 ; Citation: T0010 M.R.S.A., Sect. 000001079

FAX: (207) 287-5096

Telephone: (207) 287-3106

INDEPENDENT AGENCIES - ADVISORY

PURPOSE:

There is established the Family Development account program to allow eligible persons to establish savings accounts to be used for education, job training, purchase or repair of a home, purchase or repair of a vehicle for access to work or education, capitalization of a small business, health care costs over \$500 not covered by private or public insurance or other basic necessity.

The program is designed to encourage savings as a means of investing in the future and investing in Maine people, institutions and businesses.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

FAMILY LAW ADVISORY COMMISSION

HON. JOYCE A. WHEELER, CHAIR

Central Office: P.O. BOX 770, YORK, ME, 03909

Mail Address: P.O. BOX 770, YORK, ME, 03909

Established: 1996

Telephone: (207) 363-1230

Reference: Policy Area: 03 ; Umbrella: 92 Unit: 595 ; Citation: T0019A M.R.S.A., Sect. 000000351

PURPOSE:

The Commission was created for the purpose of conducting a continuing study of the family laws of Maine and to make recommendations to the Maine Legislature.

ORGANIZATION:

The Commission is composed of nine members experienced in family law. They include: (1) an active Superior Court Justice, (2) an active District Court Judge, (3) a current Probate Court Judge, (4) two members of the family law section of the Maine State Bar Association, (5) a representative of a legal services organization, (6) a representative of the Department of Human Services, and (7) two public members, at least one of whom is experienced in providing mental health services. All members are appointed by the Chief Justice of the Maine Supreme Judicial Court.

PROGRAM:

The Commission meets regularly and issues written recommendations to the Legislature regarding family related legislation. The Commission operates without a budget.

FINANCES, FISCAL YEAR 2000: 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) 767-9555

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

INDEPENDENT AGENCIES - ADVISORY

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 four times during FY 00, 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.

LICENSES:

Provisional Firefighter I
Firefighter I
Provisional Firefighter II
Firefighter II
Provisional Fire Instructor I
Fire Instructor I

PUBLICATIONS:

Firefighter I Curriculum - \$50.00
Driver/Operator Curriculum - \$30.00
Fire Fighter I Student Manual - \$25.00

FINANCES, FISCAL YEAR 2000: 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 RD. (U.N.E.), BIDDEFORD, ME, 04005
Mail Address: 11 HILLS BEACH RD. (U.N.E.), BIDDEFORD, ME, 04005 *FAX:* (207) 294-5931
Established: 1991 *Telephone:* (207) 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

INDEPENDENT AGENCIES - ADVISORY

(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.

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, 1996

FINANCES, FISCAL YEAR 2000: 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) 287-5739

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

INDEPENDENT AGENCIES - ADVISORY

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 recently received a \$50,000 grant from the National Historical Publications and Records Commission (NHPRC) to provide small grants to Maine repositories to preserve and provide access to high priority historical records.

Grants were awarded to historical societies, libraries, museums and others at two deadlines during thye year. The final deadline for this program is October 1, 1999.

The Board reviewed several grant requests proposals to the NHPRC and through one of its members and the State Archivist reviewed local grant proposals for historical records preservation projects supported by the State's communities in the New Century program.

Concluding a previous grant from the NHPRC, the Board revised its strategic plan and published two documents: "Maine's Historical Records: A Guide to Collections"; and "Preserving Your Collections: A Planning and Resources Manual". Both are revisions and updates of previously published material.

LICENSES:

Recommendations to National Historical Publications and Records Commission regarding Maine grant proposals to the Commission.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HISTORICAL RECORDS ADVISORY BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	5,045				5,045	
HEALTH BENEFITS	664				664	
RETIREMENTS	1,023				1,023	
OTHER FRINGE BENEFITS	73				73	
OTHER CONTRACT SERVICES	854				854	
GRANTS, SUBSIDIES, PENSIONS	20,153				20,153	
TRANSFER TO OTHER FUNDS	57				57	
TOTAL EXPENDITURES	27,869				27,869	

INDEPENDENT AGENCIES - ADVISORY

DISPLACED HOMEMAKERS ADVISORY COUNCIL

GILDA E. NARDONE, DIRECTOR

Central Office: UNIVERSITY OF MAINE AT AUGUSTA, AUGUSTA, ME,

Mail Address: STODDARD HOUSE, UMA, AUGUSTA, ME, 04330-9410

Established: 1977

Telephone: (207) 621-3437

Reference: Policy Area: 04 ; Umbrella: 92 Unit: 390 ; Citation: T0026 M.R.S.A., Sect. 000001604

PURPOSE:

To help displaced homemakers and other disadvantaged individuals achieve success in the Maine economy by providing training and individual support that lead to employment, self-employment and leadership development.

ORGANIZATION:

The Maine Centers for Women, Work, and Community (MCWWC) 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 FY2000, the Maine Centers for Women, Work, and Community continued to offer a full range of employability, life skills, and self-employment services through a toll-free resource phone line, fourteen regional Resource Centers, and three community-based outreach sites.

850 individuals, of whom approximately 550 were displaced homemakers, were served by the MCWWC through comprehensive intake assessment, information and referral, training courses and workshops, support groups, placement assistance, and follow up services. Linkages with employers continued to focus on non-traditional occupations and information technology, while partnerships with other education and training providers continued to play a significant role. Financial management training has been added to the mix of curricula offered.

The Program worked cooperatively with a wide range of human service, education and training, employment, economic and business development, and advocacy organizations at all levels. Integrated workforce development services were provided to Temporary Aide for Needy Families (TANF) recipients in collaboration with the Adult Education programs throughout Maine; self-employment technical assistance and training activities included the Department of Labor, Human Services, the University of Maine System through the Maine Small Business Development Centers; Financial Management activities are offered in partnership with Community Action Agencies.

PUBLICATIONS:

Single copies of "Venturing Forth: A Guide for Women Considering Starting a Small Business" and the Program's Annual Report, and bi-annual newsletters are available free of charge.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INTERAGENCY TASK FORCE ON HOMELESSNESS & HOUSING OPPORTUNITIES

DON GEAN, CHAIR

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: Serve as a coordinator of information about homeless issues among various state agencies, and among state, municipal, and private sectors, provide assistance to the homeless, in cooperation with the Maine state Housing

INDEPENDENT AGENCIES - ADVISORY

Authority and study homeless housing issues and needs.

ORGANIZATION:

The Interagency Task Force on Homelessness and Housing Opportunities was created as part of the Affordable Housing Partnership Act, effective October 1, 1989. The legislation was substantitally altered in 1993 and again in 1997. As legislated, the Task Force consists of 12 members as follows:

(1) The Commissioner, Deputy Commissioner or Associate Commissioner of the Department of Human Services, the Department of Labor, the Department of Correctrions, and the Department of Mental Health, Mental Retardation, and Substance Abuse Services;

(2) The Director or Deputy Dircetor of the Maine State Housing Authority;

(3) Three persons appointed jointly by the President of the Senate and the Speaker of the House who represent a community action agency, a non-profit organization that provides shelter to the homeless, and a municipality; and

(4) Four persons appointed by the Governor, three of whom must come from a list of nominations provided by a statewide coalition for the homeless and represent people who are or were homeless and low income tenants.

The Housing Authority representative currently is the Task Force chair.

PROGRAM:

The Task Force will identify resources which respond to the needs of homeless citizens, and will identify gaps in services to homeless people. The Task Force will study the issue of youth homelessness and provide its findings to the Legislature in 1999.

PUBLICATIONS:

"...by Sundown," A Report on Homelessness in Maine, March 1991

"Consolidated Services for People That are Homeless," November 1995

"More... and More Needy - A Study of Maine's Homeless Population"

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INFORMATION SERVICES POLICY BOARD

JANET WALDRON, CHAIR

Central Office: 26 EDISON DR, 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

LOBSTER ADVISORY COUNCIL

STEPHEN TRAIN, CHAIR

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.* 000006462A

FAX: (207) 624-6024

Telephone: (207) 624-6550

INDEPENDENT AGENCIES - ADVISORY

PURPOSE:

The Lobster Advisory Council advises the Commissioner on activities of the Department that relate to the lobster industry. The Council may investigate problems affecting the lobster industry and make recommendations to the Commissioner and the Marine Resources Advisory Council concerning its investigations. The Council may review research programs and make recommendations to the Commissioner. The Council may consider disputes issues brought to the Council by Lobster Zone Management Councils and make recommendations to the Commissioner. The Council provides advice to the Commissioner with regard to expenditures made from the Seed Lobster Fund.

ORGANIZATION:

The Lobster Advisory Council consists of: one person from each of the seven lobster policy Management Councils; two persons who hold wholesale seafood licenses that are primarily dealers in lobsters; one person who is a member of the general public and three persons who hold lobster and crab licenses that are not members of any Lobster Policy Management Council, each of which must be from a different county. The terms on the Lobster Advisory Council of the those from the Lobster Policy Management Councils is conterminous without terms on the latter council. Terms of other individuals is three years. The Chair of the Lobster Advisory Council is ex-officio to the Department of Marine Resources Marine Advisory Council.

PROGRAM:

The Lobster Advisory Council met 8 times during 1999. Most were focused on developing recommendations to the legislature with regard to rules of entry into the lobster fishery.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

OIL SPILL ADVISORY COMMITTEE

DAVID LOOK, CHAIR
DAVID SAIT, DIRECTOR OF RESPONSE SVCS

Central Office: AMHI RAY BUILDING, AUGUSTA, ME, 04330

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:

Committee prepares annual report.

FINANCES, FISCAL YEAR 2000: 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

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outlet.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE POET LAUREATE SELECTION ADVISORY PANEL

ALDEN C. WILSON, DIRECTOR

TDD: (207) 287-6740

Central Office: 25 STATE HOUSE STATION, AUGUSTA, ME, 04333-0025

Mail Address: 55 CAPITOL STREET, AUGUSTA, ME, 04333-0025

FAX: (207) 287-2335

Established: 1995

Telephone: (207) 287-2724

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. This year the State Poet Laureate is Kate Barnes.

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 State Librarian, Director of the Maine Arts Commission and their designees. The Poet Laureate must be a poet of recognized merit.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

POLICY REVIEW BOARD

JANET E. WALDRON, COMMISSIONER

Central Office: MUSKIE BUILDING, 4TH FLOOR, 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

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that this approach will be effective in improving the human resource management programs and services that it oversees.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

POLLUTION PREVENTION ADVISORY COMMITTEE

RUTH LANE, CHAIR
RON DYER, DIRECTOR

Central Office: AMHI RAY BLDG, AUGUSTA, ME, 04330

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

FAX: (207) 287-2814

Established: 1992

Reference: Policy Area:05 ; Umbrella: 92 Unit: 557 ; Citation: T0038 M.R.S.A., Sect. 000000343D

PURPOSE:

The Pollution Prevention Advisory Committee serves as a review body to assess the progress in the reduction of toxics use, toxics release, and hazardous waste. The Committee also advises the Commissioner on the effectiveness of the Office of Pollution Prevention, the Toxic Use and Hazardous Waste Reduction Program, and the Technical and Environmental Assistance Program.

ORGANIZATION:

The Committee consists of 16 voting members. The Governor appoints 2 representatives from the business community, 2 elected or appointed municipal officials, and 2 representatives of organized labor. The President of the Senate and Speaker of the House each appoints one member from a public health organization, one member from an environmental organization, and one member from a small business. The Senate Minority Leader and House Minority Leader each appoint a member from a small business. The 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 1996, 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 2000: 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: 72 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

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. The monies are obtained by a fee which is paid by the nuclear reactor license holders.

INDEPENDENT AGENCIES - ADVISORY

Rulemaking (Rule Number 87-462) established secondary emergency planning zones around nuclear power plants.

Funding has been used to enhance emergency public notification, communications and planning within the sixteen (16) primary and eleven (11) secondary EPZ towns around the Maine Yankee Power Plant. The Maine Emergency Management Agency provides the REP Committee administrative and financial services.

PROGRAM:

The Radiological Emergency Preparedness (REP) Committee reviews the budget subdivisions, equipment requests and Emergency Operations Plans and Training as prepared and accomplished by the Maine Emergency Management Agency (MEMA). MEMA recommends policy for the REP committee to approve in order to accomplish an orderly and functional Emergency Contingency Planning Process. The Emergency Contingency Planning Process is a federally (NRC and FEMA) regulated process which is examined on an annual basis by NRC and FEMA. There are many federal requirements for off-site emergency preparedness and it is MEMA's responsibility on the state's behalf to ensure compliance.

LICENSES:

MEMA issues Training Certificates to offsite emergency preparedness personnel when they accomplish training objectives.

PUBLICATIONS:

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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	5,144		5,144			
HEALTH BENEFITS	909		909			
RETIREMENTS	1,129		1,129			
OTHER FRINGE BENEFITS	130		130			
OTHER CONTRACT SERVICES	153		153			
RENTS	476		476			
COMMODITIES	7,436		7,436			
TRANSFER TO OTHER FUNDS	465		465			
TOTAL EXPENDITURES	15,842		15,842			

RIVER FLOW ADVISORY COMMISSION

ARTHUR W. CLEAVES, MEMA - DIRECTOR
ROBERT LENT, DISTRICT CHIEF, USGS-ME

Central Office: CAMP KEYES, AUGUSTA, ME, 04333

Mail Address: 33 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1997

FAX: (207) 626-4509

Telephone: (207) 626-4205

Reference: Policy Area: 05 ; Umbrella: 92 Unit: 593 ; Citation: T0037B M.R.S.A., Sect. 000001080

PURPOSE:

The River Flow Advisory Commission's purpose is to act as a technical advisory commission to the Department of Defense, Veterans and Emergency Management and the Governor's office on issues of flow of the state's rivers and streams. The commission also facilitates communication of river flow data between dam operators, river basin managers, state agencies, the United States Geological Survey and the National Weather Service during floods and droughts

INDEPENDENT AGENCIES - ADVISORY

and administers the State's hydrological monitoring program in cooperation with the USGS.

ORGANIZATION:

The Commission consists of the following members: The Commissioner of Defense, Veterans and Maine Emergency Management, or designee; The State Geologist, or designee; The Commissioner of Agriculture, Food and Rural Resources, or designee; The Commissioner of Inland Fisheries and Wildlife, or designee; The Commissioner of Marine Resources, or designee; The Director of the State Planning Office, or designee; The Commissioner of Transportation, or designee; The District Chief of the USGS Water Resources Division, Maine District Office; The Meteorologist-in-Charge, NWS Forecast Office, Maine, or designee; Representatives from the major hydroelectric power generators, as determined by co-chairs of the Commission; and a representative of the public, appointed by the Governor.

The District Chief of the United States Geological Survey Water Resources Division Maine District Office and the Commissioner of Defense, Veterans and Emergency Management, or the Commissioner's designee shall act as co-chairs of the Commission.

The term of office for the public member and the representative from the major hydroelectric generators are five years. The public member may be removed from office for cause by the Governor. Members from State Government or Federal Government shall serve a term coincident with their governmental position.

PROGRAM:

The Commission facilitates communications of river flow data between dam operators, river basin managers, State agencies, the United States Geological Survey, and the National Weather Service during periods of both flood and drought. It reports on data collected from stream flow gauges jointly funded by the State and the USGS (a 50/50 match program), information gathered in an annual survey of snow pack conditions in the late winter and early spring, and other information gathered and exchanged among its members. The data is also used by the Department of Transportation in highway and bridge design as well as the Departments of Conservation and Inland Fisheries and Wildlife when assessing the impact or irrigation on aquatic habitat and monitoring river flow for recreational uses.

The origin of the Commission was the Flow Management Advisory Committee, formed by Executive Order in 1983 as a result of heavy flooding on the Kennebec River. It operated under the Land and Water Resources Council of the State Planning Office. Its mission was to evaluate whether Maine's rivers were being responsibly managed to protect health and safety of Maine citizens as well as to facilitate communications of river flow data. This committee issued a final report stating a need for information flow and mitigation measures since flood prevention on Maine's rivers is not possible.

The River Flow Advisory Committee was redesignated the River Flow Advisory Commission in 1997 and organized within the Department of Defense, Veterans and Emergency Management. This provides the Commission with stability and visibility within the Department that is the major user of its hydrologic network data during periods of flood and drought when the public's health and safety is threatened.

PUBLICATIONS:

When The Rivers Rise: Flood Awareness for Maine Public Officials
Annual Flood Forecast News Release

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

COMMISSION ON SAFETY AND HEALTH IN THE MAINE WORKPLACE

HUGH E. FLYNN, 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 volunteers who will examine safety attitudes, programs and procedures in Maine 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 ten meetings during the year. The group reviewed six Occupational Safety Loan requests and recommended that the Commissioner of Labor approve five loans. One loan request was denied. Loans totaled \$223,300.

The expenditures of this unit are, by administrative decision, included with those of the Bureau of Labor Standards, Department of Labor.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

SUBSTANCE ABUSE SERVICES COMMISSION

EMANUEL PARISER, CHAIRPERSON

Central Office: AMHI COMPLEX, MARQUARDT BLDG., AUGUSTA, ME, 04333

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 issues, 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.

INDEPENDENT AGENCIES - ADVISORY

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 21 members selected from the Legislature and 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. Six members are from the Legislature, at least one from the Senate and two from the Health & Human Resources Committee.

PROGRAM:

During Fiscal Year 1999, 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADVISORY BOARD FOR THE LICENSING OF TAXIDERMISTS

TIMOTHY E. PEABODY, GAME WARDEN COLONEL

Central Office: 284 STATE STREET, AUGUSTA, ME, 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME, 04333-0041 *FAX:* (207) 287-8094

Established: 1990

Telephone: (207) 287-2766

Reference: Policy Area: 05 ; Umbrella: 92 Unit: 540 ; Citation: T0012 M.R.S.A., Sect. 000007355

PURPOSE:

The Advisory Board for the Licensing of Taxidermists was established to advise the Commissioner regarding implementation of Section 7354, 7355, 7356, and 7357, and any related rules and assist in the development of and in conducting examinations.

ORGANIZATION:

The Advisory Board for the Licensing of Taxidermists, established by Title 5, subsection 12004-I, subsection 23A, shall consist of the following five residents of Maine:

- A. Two employees of the Department, appointed by the Commissioner;
- B. Two licensed taxidermists with expertise in the art of taxidermy appointed by the Governor; and
- C. One member of the general public with no affiliation to the art of taxidermy appointed by the Governor.

All members, except State employees, are entitled to receive compensation as provided in Title 5, Chapter 379.

LICENSES:

General Taxidermy License

Mammal & Head Taxidermy License

Bird Taxidermy License

Fish Taxidermy License

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM MCFARLAND, SUPV R/W MAINT. CONTROL

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME, 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016

Established: 1977

Telephone: (207) 287-2616

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 Maint. & Oper. of MDOT or the web page at <http://www.state.me.us/mdot/traffic/obds/homepage.htm>.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF VISITORS - MAINE CORRECTIONAL CENTER

LEONARD CUMMINGS, CHAIRMAN

TDD: (207) 287-4472

Central Office: TYSON BUILDING, AMHI COMPLEX, AUGUSTA, ME, 04333-0111

Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME, 04333-0111 *FAX:* (207) 287-4370

Established: 1982

Telephone: (207) 893-7030

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.

INDEPENDENT AGENCIES - ADVISORY

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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF VISITORS - MAINE STATE PRISON

EDWARD COURTNEY, CHAIRPERSON

Central Office: PO BOX A, THOMASTON, ME, 04861

Mail Address: PO BOX A, THOMASTON, ME, 04861

Established: 1982

Telephone: (207) 354-3000

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. Current appointments are Peter Jonitis, Edward Courtney, William Rosenbaum and Thomas C. Ewell.

PROGRAM:

Following the legislative directive, to provide citizen oversight to the operations of the Maine State Prison, the Board actively participates in the new facility master plan and is supportive in expressing concerns regarding inmate programming and productivity.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF VISITORS - MAINE YOUTH CENTER

DAN REARDON, CHAIRPERSON

TDD: (207) 287-4472

Central Office: TYSON BUILDING, AMHI COMPLEX, AUGUSTA, ME, 04333-0111

Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME, 04333-0111 *FAX:* (207) 287-4370

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 Southern Maine Juvenile Facility (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.

INDEPENDENT AGENCIES - ADVISORY

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 has conducted monthly meetings at the Maine Youth Center, which have included visits with both staff and residents and also regularly include the Superintendent. In the last fiscal year, the Board oversaw a review of the Maine Youth Center which was conducted by an independent consultant. The consultant found that, while the Department had plans for improvements to the Center, the implementation of these plans was lagging. The consultant made a number of specific recommendations which the Department has adopted. The Board will be monitoring the implementation of these recommendations over the next year.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

WHITEWATER SAFETY COMMITTEE

TIMOTHY E. PEABODY, GAME WARDEN COLONEL

Central Office: 284 STATE STREET, AUGUSTA, ME, 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME, 04333-0041 *FAX:* (207) 287-8094

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 staggered so that the term of one member in each category expires each year.

PROGRAM:

The Committee discusses 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

MAINE ARTS COMMISSION

ALDEN C. WILSON, DIRECTOR MAINE ARTS COMM.

TDD: (207) 287-6740

Central Office: 55 CAPITOL STREET, AUGUSTA, ME, 04333-0025

Mail Address: STATEHOUSE STA# 25, AUGUSTA, ME, 04333

Established: 1966

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 088 ; Citation: T0027

Average Count--All Positions: 9.000

FAX: (207) 287-2335

Telephone: (207) 287-2724

M.R.S.A., Sect. 000000401

Legislative Count: 9.00

PURPOSE:

The Maine Arts Commission was established by the Legislature to "encourage and stimulate public interest and participation in the cultural heritage and cultural programs of our state; to expand the state's cultural resources; and to encourage and assist freedom of artistic expression for the well being of the arts, to meet the needs and aspirations of persons in all parts of the state."

In 1996, the Commission radically changed course due to the expectation of major reductions in funding from the National Endowment for the Arts, and the 30% reduction in state funds the agency had already suffered. The new five-year plan, "1996 and Beyond," determined that the agency should focus on the entire state, and create programs to recognize artists, to seek alternative resources, to facilitate collaborations, and to assist arts in education and community cultural planning.

The new approach has resulted in substantial increases in state funds. The growth resulted from direct appeals to the Legislature. The first appeal was for arts education initiatives, and the second for a multi-agency community program, "Maine Communities in the New Century."

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 works to advance the arts by supplying services and results-oriented funding to artists and arts organizations, and helpful resources about the arts to the general public.

Guiding Principles: The actions of the Commission are guided by the following basic principles. In all of its programs, the Commission will: (1) Value artistic quality and cultural diversity, which may be represented in many forms and achieved in many ways; (2) Engage widely and deeply the public it seeks to reach, recognizing that access and impact of the kind that changes lives are both immediate and long-term goals; (3) Act locally, because it is at the local level that access and impact are most readily achieved and sustained; and (4) Work collaboratively and promote collaboration in order to increase the impact of the Commission's resources, and to foster relationships and commitments that build infrastructure beyond the Commission's involvement.

In acting on these principles, the Commission will look for evidence that the public is a clear beneficiary; that available resources are being used efficiently; that additional resources are being leveraged to ensure success, sustainability, and commitment; and that the local capacity to carry on the work begun becomes greater as a result of these efforts.

PROGRAM:

Arts in Education includes a variety of education-related arts activities from school based artists-in-residence, to professional development for teachers and artists, to alliances with human service and health organizations. The Commission provides funding for two program areas: Partners in Arts & Learning, and Professional Development in Arts Education. Contemporary Arts Development provides services and resources for Maine's artists.

Community Arts is a statewide program encouraging cultural assessment and planning in local communities through direct support and technical assistance. Funding is available for 3 programs: Discovery Research, Local Cultural Initiatives, and Local Arts Infrastructure grants.

INDEPENDENT AGENCIES - OTHER

Organizational Development provides funding to assist institutions or groups of institutions in assessing, planning or implementing strategic development projects.

Maine Artist Registry is a collection of slides, portfolios and video/audio tapes maintained by the Commission which provides representation and contact information for artists who have work available to sell or who will create work on a commission basis. The Registry also includes two juried categories: Studio Art and Public Art.

Maine Artist Roster is a juried listing of artists available for a variety of public activities including performances, exhibits, demonstrations, workshops and residencies.

Individual Artist Fellowship program rewards artistic excellence, advances the careers of Maine artists, and promotes public awareness of their accomplishments.

Traditional Arts Apprenticeship program provides an opportunity for master traditional artists to pass on their skills to qualified apprentices.

Arts in the Capitol includes visual arts exhibits in the Blaine House, Governor's State House Gallery and the Commission offices, and includes special events such as readings, performances, lectures and conferences.

Percent for Art provides funds for the acquisition of works of art for newly constructed or renovated state-funded buildings.

PUBLICATIONS:

Newsletter: A summary of the important issues facing the arts in Maine, published quarterly.

Annual Report: A summary of the Commission's annual work.

Maine Artist Roster: A juried listing of artists available for various activities.

Guidelines for Communities, Arts Organizations, and Individual Artists: Program guidelines published annually.

Patterns in Arts & Learning Planning Manual: (1999) A guide for Arts Education planning.

Discovery Research Workbook: (1999) A guide to conducting a cultural inventory.

Generations: (1997) Traditional Arts Apprenticeship programs.

Maine Artist Recognition & Celebration Day: (1999) Maine artist award recipients.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE ARTS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	356,668	258,778			97,890	
HEALTH BENEFITS	65,496	45,006			20,490	
RETIREMENTS	59,348	42,644			16,704	
OTHER FRINGE BENEFITS	5,651	3,149			2,502	
OTHER CONTRACT SERVICES STATE	28,186	23,988			4,198	
OTHER CONTRACT SERVICES	125,856	95,944	50		29,862	
RENTS	664	664				
COMMODITIES	53,459	52,055			1,404	
GRANTS, SUBSIDIES, PENSIONS	1,708,419	1,231,206	10,600		466,613	
TRANSFER TO OTHER FUNDS	9,142	124	3		9,015	
TOTAL EXPENDITURES	2,412,889	1,753,558	10,653		648,678	

INDEPENDENT AGENCIES - OTHER

ATLANTIC SALMON COMMISSION

FRED KIRCHEIS,

Central Office: HEDIN HALL, BMHI, BANGOR, ME, 04401-5654

Mail Address: 650 STATE ST, BANGOR, ME, 04401-5654

Established: 1995

Reference: Policy Area: 05 ; Umbrella: 94 Unit: 289 ; Citation: T0012

Average Count--All Positions: 15.750

FAX: (207) 941-4443

Telephone: (207) 941-4449

M.R.S.A., Sect. 000009901

Legislative Count: 14.00

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 in all waters of the state, including the authority to stock salmon into Maine waters 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 Wildlife, The Commissioner of the Department of Marine Resources, one member of the Passamaquoddy tribe, one member of the Penobscot Nation, and 5 members representing various river drainages (North, East, Central and Southern Maine and one member at large) 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 trilateral Cooperative Agreement among the Atlantic Salmon Authority, the U.S. Fish and Wildlife Service and the National Marine Fisheries Service was signed in 1998. The duties and responsibilities of the three signatories were delineated and a Technical Advisory Committee was established. The Technical Advisory Committee is composed of 5 members assigned by the Authority, 3 members assigned by the U.S. Fish and Wildlife Service, and 2 members assigned by the National Marine Fisheries Service. 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 salmon restoration plans.

In June 1999, the 119th Maine Legislature abolished the Atlantic Salmon Authority and established the Atlantic Salmon Commission (12 MRSA, ss 9901). The Atlantic Salmon Commission is governed by a Salmon Board composed of the Commissioners of Inland Fisheries and Wildlife and Marine Resources and a Public Member to be appointed by the Governor. The 3-member Salmon Board will appoint a full-time Executive Director to manage the administrative and financial matters of the Commission and to execute the directives of the Commission. Additionally, on December 31, 1999 administrative responsibility for the "Atlantic Salmon Conservation Plan for Seven Maine Rivers" will be transferred from the State Planning Office to the Atlantic Salmon Commission.

PROGRAM:

The Authority 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 Authority 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 rejected (in December 1997) a petition to list the Atlantic salmon in 7 Maine rivers as Threatened under the Endangered Species Act.

INDEPENDENT AGENCIES - OTHER

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 tidal waters of the state. Atlantic Salmon License-resident and non-resident.

PUBLICATIONS:

1. Maine Atlantic Salmon Authority, Regulations, 1998, (no cost).
2. Maine Statewide Atlantic Salmon Restoration and Management Plan, 1995-2000 (no cost).
3. Current information available on the Internet at: www.state.me.us/asa

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

ATLANTIC SALMON COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	467,721	247,112	6,371		214,238	
HEALTH BENEFITS	84,381	48,751	-6,371		42,001	
RETIREMENTS	78,531	46,345			32,186	
OTHER FRINGE BENEFITS	5,547	3,366			2,181	
OTHER CONTRACT SERVICES STATE	219,517	141,971			77,546	
COMPUTER SERVICES STATE	2,545	2,545				
OTHER CONTRACT SERVICES	185,304	161,538	555		23,211	
RENTS	41,420	11,079			30,341	
COMMODITIES	66,286	27,102	2,094		37,090	
GRANTS, SUBSIDIES, PENSIONS	17,500	17,500				
PURCHASE OF LAND	29,853		29,853			
EQUIPMENT	513,949				513,949	
INTEREST-DEBT RETIREMENT	45	45				
TRANSFER TO OTHER FUNDS	7,640		100		7,540	
TOTAL EXPENDITURES	1,720,239	707,354	32,602		980,283	

BAXTER STATE PARK AUTHORITY

DREW KETTERER, CHAIRMAN
IRVIN C. CAVERLY, JR., DIRECTOR

Central Office: 64 BALSAM DRIVE, MILLINOCKET, ME, 04462

Mail Address: 64 BALSAM DRIVE, MILLINOCKET, ME, 04462

Established: 1933

Reference: Policy Area: 05 ; Umbrella: 94 Unit: 293 ; Citation: T0012

Average Count--All Positions: 37.192

Telephone: (207) 723-9616

M.R.S.A., Sect. 00000901

Legislative Count: 20.00

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 protect the wildlife, wildlife, fauna and flora within the Park for the enjoyment of present and future generations; to operate and maintain various hiking trails, campgrounds, campsites and rustic log cabins within the 204,733 acre Park; to conduct exemplary forest management operations on 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 acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and safety of the public; and to exercise police supervision over the park.

INDEPENDENT AGENCIES - OTHER

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 his final acquisition in 1962 brought the Park's area to 201,018 acres. Since then, the Authority has purchased additional acreage to bring the Park to its current size of 204,733 acres. Trust funds left by Percival Baxter provides funds for the purchase of additional lands to be used for scientific forestry, recreation, and scenic value and as a sanctuary for wildlife. In addition to the various gifts of land, Governor Baxter also left two sizable trust funds to carry out the operation and maintenance of the park without the need of state funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name "State", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three person authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all Trust obligations. Responsibility for the operation and management of Baxter State Park is delegated from the Baxter State Park Authority to the Park Director who supervises: Chief Ranger (Operations); Resource Manager (Scientific Forest Management); Park Naturalist (Information and Education); and a Business Manager.

Approximately 40% of the cost of Park operations are financed from a combination of use fees, entrance fees and wood products revenues with the remaining 60% provided by revenues from trusts established by Percival Baxter in 1945 and again through his will after his death in 1969 to provide funds for the care and maintenance of Baxter State Park. The larger of the two trusts is administered by the Boston Safe Deposit and Trust Company.

PROGRAM:

Both the forever wild and forest management portions of Baxter State Park are managed according to the wishes of the donor, Percival 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 204,733 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. All campground and many day-use facilities include disability friendly sites. 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 out research activities.
- * Award of Certificates of Appreciation for Park volunteers.
- * Contracts for the following services:
 1. Rubbish Removal and Janitorial
 2. Interpretive and Informational Educational Services
 3. Firewood Bundle Preparations
 4. Roadside Mowing and various Forest Management Operations.
 5. Student Conservation Association

PUBLICATIONS:

Annual Report - Baxter State Park - free
Baxter State Park Management Plan - free
Baxter State Park Maps (DeLorme) - \$5.25; (Steve Clark) - \$5.25
Legacy of a Lifetime - History of Baxter State Park - \$8.40
Numerous books and guides on Nature, Recreation, Ecology, ect - available
at Baxter State Park Headquarters - \$1.00 to \$21.15

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BAXTER STATE PARK AUTHORITY	TOTAL		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,029,081		1,029,081			
HEALTH BENEFITS	201,760		201,760			
RETIREMENTS	167,364		167,364			
OTHER FRINGE BENEFITS	14,056		14,056			
OTHER CONTRACT SERVICES STATE	177,901		177,901			
OTHER CONTRACT SERVICES	252,990		252,990			
RENTS	2,726		2,726			
COMMODITIES	163,546		163,546			
BUILDING IMPROVEMENTS	81,556		81,556			
EQUIPMENT	107,908		107,908			
TRANSFER TO OTHER FUNDS	13,510		13,510			
TOTAL EXPENDITURES	2,212,398		2,212,398			

STATISTICAL USE INFORMATION					
SUMMER SEASON (5/15-10/15)					
	1999	1998	1997	1996	1995
USE BY TYPE					
Day Use	50513	48900	47813	49220	53591
Transient	3324	4141	3855	3474	3776
Campers	23269	23689	22717	24362	25496
TOTAL PEOPLE	77106	76730	74385	77056	82863
MISCELLANEOUS					
Camper Days	64656	62495	62984	68787	69463
Average Stay (Days)	2.78	2.64	2.69	2.82	2.72
Number of Vehicles	29705	32042	31923	31770	32950
Recreation Visitor Days	145667	141719	137674	145468	153687
Winter Season (12/1 - 4/1)					
USE - BY TYPE					
Day use					
Campers	1888	2161	2425	1913	1660
TOTAL PEOPLE	1888	2161	2425	1913	1660

INDEPENDENT AGENCIES - OTHER

WILD BLUEBERRY COMMISSION OF MAINE

GARY WILLEY, CHAIRPERSON

Central Office: 5715 COBURN HALL UNIV OF ME, ORONO, ME, 04469

Mail Address: 5715 COBURN HALL UNIV OF ME, ORONO, ME, 04469

FAX: (207) 581-3499

Established: 1977

Telephone: (207) 581-1475

Reference: Policy Area: 01 ; Umbrella: 94 Unit: 294 ; Citation: T0036 M.R.S.A., Sect. 000004312C

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 Wild 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 growers and 1/2 cent per pound from processors or shippers for a total of 1 cent per pound of wild blueberries produced in the state.

ORGANIZATION:

Legislation passed in 1984 provided that the Wild Blueberry Commission of Maine consist of eight members appointed by the Commissioner of Agriculture, Food, and Rural Resources. The Commission elects a chair and vice chair person 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 Wild Blueberry Advisory Committee of seven members who are appointed by the Wild 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:

1997 legislation provides that blueberry tax revenue be allocated to promotion and advertising, research and extension educational programs, administration, and other activities related to the economic viability of the Maine wild blueberry industry. Most of the research and all of the extension activities are programmed through the Maine Agricultural Experiment Station and the Cooperative Extension 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 65 million pounds in 1999. 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 Department of Agriculture, Food, and Rural Resources.

PUBLICATIONS:

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

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

WILD BLUEBERRY COMMISSION OF MAINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	744,755		744,755			
TOTAL EXPENDITURES	744,755		744,755			

UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE.

SIDNEY REYNOLDS, 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 Wild Blueberry Commission instead of the University of Maine. In essence the Wild Blueberry Advisory Committee is a standing Committee of the Blueberry Commission and reports to the Commission.

ORGANIZATION:

The University of Maine System Wild 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 chairperson and vice chairperson. Meetings are scheduled in conjunction with the Directors of the Maine Agricultural Experiment Station, researchers and the Cooperative Extension. The Wild 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 Wild Blueberry Commission of Maine.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE CIVIL SERVICE APPEALS BOARD

JANET E. WALDRON, COMMISSIONER

Central Office: MUSKIE BUILDING, 4TH FLOOR, AUGUSTA, ME, 04333

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

Established: 1986

Telephone: (207) 624-7800

Reference: Policy Area: 00 ; Umbrella: 94 Unit: 388 ; Citation: T0005 M.R.S.A., Sect. 000007081

INDEPENDENT AGENCIES - OTHER

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 Board meets as required to hear appeals.

PUBLICATIONS:

State Civil Service Appeals Board Procedures for Appeal - Free
May be obtained through the Office of the Commissioner.

FINANCES, FISCAL YEAR 2000: 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. The Commission purpose and duties were codified in state statute one year later, broadening the responsibilities beyond merely responding to federal initiatives. The Commission's statutory mission is to foster community service and volunteerism to meet human and environmental needs in Maine. Among the fourteen assigned duties are these: identifying the priority needs to be met by service, developing a comprehensive plan for community service in Maine, providing technical assistance and training to national service programs in the State, and increasing collaboration among public and private sector community and volunteer service organizations.

The Commission makes sub-grants in accordance with provisions of the federal National and Community Service Trust Act of 1993 (USC 42, Section 12502 et seq.) and recommends State priorities regarding programs that receive direct federal financial assistance under the Domestic Volunteer Act of 1973. In addition to administering State AmeriCorps, the Commission coordinates its activities with the other two government agencies that distribute federal national service funds: the Maine Department of Education, which handles school-based Learn & Serve America, and the regional office of the Corporation for National Service, which handles Volunteers in Service to America (VISTA), Senior Companions, Foster Grandparents, and Retired Senior Volunteer Programs (RSVP). Together the three agencies oversaw just over \$4.1 million of Corporation for National Service funds invested in Maine's local community service activities.

ORGANIZATION:

The Commission is comprised of no fewer than 15 and no more than 25 voting-members appointed by the Governor. Representation is directed by Statute.

INDEPENDENT AGENCIES - OTHER

Members are appointed to serve in three year staggered terms. Voting members of the Commission elect a chair for one year from their ranks. Ex-officio members are the Commissioner of Education or his/her designee and the State Director for the Corporation for National Service. The Commission is directed to report annually to the Governor and the Joint Standing Committee of State and Local Government. The Executive Director of the Commission is a staff member of the State Planning Office.

PROGRAM:

The Commission's statutes direct it to develop a three-year comprehensive state plan for community service and National Service programs. More than 9,000 people of all ages and backgrounds are involved in projects throughout Maine through 38 national service projects. Serving in programs funded by grants to local nonprofits, schools, religious organizations, and other groups, volunteers tutor and mentor children, coordinate after-school programs, build homes, organize neighborhood watch groups, clean parks, as well as recruit other volunteers. In FY2000, \$1,727,803 in grants were awarded by the Commission.

The Commission administered seven AmeriCorps programs throughout the State in FY2000. Maine's Promise matched 64 adults in 1 on 1 mentoring relationships (303 volunteers with value of service totalling \$142,421). Serve Maine Volunteer Leaders initiated 19 watershed surveys and conducted water quality monitoring activities (Value of 304 volunteers estimated at \$77,622). Teach Maine involved 462 students in service projects, conducted environmental education activities for 2,754 students and recruited 100 volunteers. AmeriCorps Works for Maine completed \$41,957 worth of community service restitution work with juvenile offenders. The College Conservation Corps of Maine built three outdoor learning centers, planted 2,700 trees in Bangor, and recruited 314 volunteers. The Blaine House Service Corps involved 219 individuals in 850 hours of volunteers service to communities and recruited 329 volunteers. Born to Read distributed quality childrens' books to 1,781 low-income children.

AmeriCorps members receive an education award of up to \$4,725 to help pay for college or to help pay back college loans. Through FY2000, more than 800 Maine residents had qualified for education awards totaling more than \$3,100,000.

PUBLICATIONS:

Annual Report

Calculating the In-Kind Value of Volunteer Service

Unified State Plan

Conversations in the Field: The Status of Maine Community Service and Volunteer Programs

1998/99 National Service Programs in Maine

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE STATE CULTURAL AFFAIRS COUNCIL

THADIOUS BAKER, 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

INDEPENDENT AGENCIES - OTHER

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 eighth 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.

In FY 99 worked in coordination with States Cultural Agencies to successfully promote the New Century Cultural Grants Program.

The Maine Cultural Affairs Council also administered the New Century Grants Program.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE ECONOMIC GROWTH COUNCIL

SENATOR ROCHELLE PINGREE, CO-CHAIR
KEVIN GILDART, CO-CHAIR

Central Office: 33 STONE STREET, AUGUSTA, ME, 04333

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME, 04333-0059 *FAX:* (207) 287-5701

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.

ORGANIZATION:

The Council is composed of 19 members, appointed for 3-year 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; the Council proposed 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. The Council has been compiling baseline data for the benchmarks and conducts annual state-wide surveys of Maine businesses and citizens. In 1997, the Growth Council published Measures of Growth 97, which identified 57 benchmarks in the

INDEPENDENT AGENCIES - OTHER

six goal areas. In 1998 the Growth Council published Measures of Growth 98, which reported on performance against benchmarks established in 1997. The report will continue to be updated annually, with weekly detailed reports on each measure.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE EDUCATIONAL LOAN AUTHORITY

WALTER H. MOULTON, EXEC DIR

Central Office: ONE CITY CENTER, PORTLAND, ME, 04101

Mail Address: ONE CITY CENTER, PORTLAND, ME, 04101

Established: 1988

FAX: (207) 623-1493

Telephone: (207) 791-3600

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, \$10 million and \$14 million of tax exempt bonds were issued in June of 1996, July of 1997 and January 1999, respectively.

The MELA Loan Program makes loans in amounts up to the full cost of education, less other financial aid, annually, and is available to eligible students. These loans 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 variable and repayment may be "interest only" while the student is in school. Borrowers may take up to 20 years to repay the loan. Undergraduate and graduate students are both eligible.

In the future the Authority hopes to expand its range of programs designed to assist families in financing higher education.

PUBLICATIONS:

Maine Educational Loan Authority, Official Statement (Educational Review Bonds - Series 1992A-1, 1992A-2, 1992A-3, 1992A-4, and 1996A series)

MELA (Maine Educational Loan Authority): 1995, 1996, 1997, 1998 and 1999 Educational Loan Information

Brochure - Free

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

BOARD OF EMERGENCY MUNICIPAL FINANCE

ANTHONY J. NEVES, ST TAX ASSESSOR

WATS: () -

Central Office: 26 EDISON DRIVE, 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE EMERGENCY RESPONSE COMMISSION

ARTHUR W. CLEAVES, CHAIRPERSON

Central Office: STATE OFFICE BUILDING, AUGUSTA, ME, 04333-0072

Mail Address: 72 STATE HOUSE STATION, AUGUSTA, ME, 04333

FAX: (207) 287-4499

Established: 1987

Telephone: (207) 287-4503

Reference: Policy Area: 06 ; Umbrella: 94 Unit: 410 ; Citation: T0037B M.R.S.A., Sect. 000000792

PURPOSE:

This Commission oversees the implementation of a comprehensive program of planning and training for effective emergency response to releases of hazardous materials.

ORGANIZATION:

The Commission is composed of 14 members. The Director of the Maine Emergency Management Agency serves as the chair. Other members include the Commissioners of Environmental Protection, Human Services, Labor and Transportation or designees, the Director of the Office of Emergency Medical Services or designee, the Chief of the State Police or designee, 4 gubernatorial appointees, 2 appointed by the Speaker of the House of Representatives and an environmental organization representative of the general public appointed by the President of the Senate.

PUBLICATIONS:

LEPC Guidance

Model Plans

Emergency Planning Guidance

Emergency Response Guidebooks

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD

MATTHEW WALSH, CHAIR

WATS: () -

Central Office: C/O FAME 83 WESTERN AVE, AUGUSTA, ME,

Mail Address: PO BOX 949, AUGUSTA, ME, 04332-0949

FAX: (207) 623-0095

Established: 1988

Telephone: (207) 623-3263

Reference: Policy Area: 03 ; Umbrella: 94 Unit: 178 ; Citation: T0010 M.R.S.A., Sect. 000000373

PURPOSE:

To help persons with disabilities become more independent and more productive members of the community. The program makes available direct loans

INDEPENDENT AGENCIES - OTHER

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 Director of the Bureau of Rehabilitation Services or the Director'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 \$100,000 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.

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.

EDUCATORS 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 post baccalaureate students pursuing graduate studies in education are eligible to apply. Full time students are eligible to receive \$3,000 per academic year.

THE MEDICAL EDUCATION & RECRUITMENT PROGRAM. This program secures seats for Maine residents at four schools of medicine. Entering seats are reserved through capitation payments made by FAME. The program also provides loans for medical students based on financial need, and provides incentives for physicians to practice in under served areas.

NEXT GENERATION INVESTING PLAN. This program allows parents and grandparents to save and invest for higher education expenses. As a qualified plan under federal law, income earned on deposits accumulates tax deferred until funds are withdrawn for college. Income is exempt from Maine taxation. Accounts are managed and invested by Merrill Lynch under the oversight of FAME and the State Treasurer.

PUBLICATIONS:

"Annual Report," Available through the Finance Authority of Maine - Free

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

WILLIAM HAIN III, DIRECTOR
PETER B. WEBSTER, CHAIRMAN

Central Office: 242 STATE STREET, AUGUSTA, ME,
Mail Address: 135 STATE HOUSE STATION, AUGUSTA, ME, 04333-0135 *FAX:* (207) 287-6775
Established: 1976 *Telephone:* (207) 287-4179
Reference: Policy Area: 00 ; *Umbrella:* 94 *Unit:* 270 ; *Citation:* T0001 *M.R.S.A., Sect.* 000001002
Average Count--All Positions: 6.000 *Legislative Count:* 6.00

PURPOSE:

The Commission on Governmental Ethics and Election Practices is an independent commission established to guard against corruption or undue influencing of the election process and against acts or the appearance of misconduct by Legislators.

The general duties of the Commission are to investigate and make advisory recommendations to the appropriate body of the Legislature of any apparent violations of the ethical standards set by the Legislature; to issue advisory opinions and guidelines on problems or questions involving possible conflict of interest in matters under consideration by, or pertaining to, the Legislature; and to administer the sources of income disclosure law.

Additional responsibilities of the Commission are to administer and investigate any violations of the requirements for campaign reports and campaign financing, including the provisions of the Maine Clean Election Act and Fund; to conduct biennially, in conjunction with the Attorney General and the Chair of the Legislative Council, an ethics seminar for Legislators; to administer the lobbyist disclosure law; to administer and ensure effective implementation of the Maine Clean Election Act and Fund according to Title 21-A, chapter 14; to provide for enhanced monitoring and enforcement of election practices; and to institute electronic submission of reports and computerized tracking of campaign, election and lobbying information under the Commission's jurisdiction.

ORGANIZATION:

The Commission on Governmental Ethics and Election Practices, established by Title 5, section 12004-G, subsection 33, consists of 5 members appointed by the Governor. Members of the public, groups and organizations may nominate qualified individuals to the Governor for appointment to the Commission during a nomination period jointly established by the Governor, the President of the Senate, the Senate Minority Leader, the Speaker of the House, and the House Minority Leader. Appointments are subject to review by the joint standing committee of the Legislature having jurisdiction over legal affairs and confirmation by the Legislature.

No more than two members may be enrolled in the same political party. Each member serves a four-year term. 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 two 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 the aid or assistance in the performance of its duties on the Attorney General, Secretary of State, Department of Audit, or any law enforcement agency in Maine.

PROGRAM:

Advisory Opinion, Notices, Report Audits: During FY 2000, the Commission conducted regular monthly public meetings, issued informal advisory opinions, and its staff rendered oral advice regarding the interpretation of the statutes administered by the Commission. The staff distributed filing notices to all candidates in the primary and general elections and processed reports filed before and after each election submitted by candidates and registered political action committees. Additionally, the staff conducted limited audits on the reports of hundreds of candidates and political action committees.

INDEPENDENT AGENCIES - OTHER

Complaints, Late Filings, Penalties: During FY 2000, 21 complaints were investigated by the Commission which resulted in Commission determinations. Of those complaints, 16 concerned candidate campaigns (of which 11 involved violations of the new contribution limits), 2 concerned political action committees, 2 concerned lobbyists, and 1 involved legislative ethics. The Commission also ruled on the lateness of the filings of 11 candidates, 10 political action committees, and 21 lobbyists. The Commission referred 6 cases to the Attorney General for appropriate action regarding failure to pay penalties for delinquent filing of reports.

Opinions, Lawsuits, Fees: The Commission considered requests for the waiver of certain requirements in 6 Maine Clean Election Act cases and issued 4 opinions on the interpretation of the Maine Clean Election Act or its regulations. The Commission issued 2 legislative ethics (conflict of interest) opinions. Three (3) lawsuits were resolved involving the constitutionality of the Maine Clean Election Act, the political action committee attribution requirement for broadcast communications in referendum campaigns, and the political action committee reporting requirements for certain individuals. Lobbyist registrations and docket fees for the lobbyist registration year ending November 30, 1999, brought a total of \$121,116 in revenue. Of that total \$111,900 was credited to the Commission's dedicated fund and the balance was credited to the State general fund.

PUBLICATIONS:

The Commission distributes copies of the governmental and legislative ethics laws, the lobbyist disclosure procedures, the campaign reports and finance laws for candidates, the law governing political action committees (PACs), the Maine Code of Fair Campaign Practices, and the Maine Clean Election Act. 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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	160,891	83,840	77,051			
HEALTH BENEFITS	39,019	21,283	17,736			
RETIREMENTS	24,083	12,409	11,674			
OTHER FRINGE BENEFITS	2,444	1,424	1,020			
OTHER CONTRACT SERVICES STATE	5,207	2,555	2,652			
OTHER CONTRACT SERVICES	776,314	17,658	758,656			
COMMODITIES	95,624	8,093	87,531			
TRANSFER TO OTHER FUNDS	36,913		36,913			
TOTAL EXPENDITURES	1,140,495	147,262	993,233			

INDEPENDENT AGENCIES - OTHER

MAINE EDUCATION ASSISTANCE BOARD

MARILYN WEINBERG, CHAIR

Central Office: 5 COMMUNITY DRIVE, AUGUSTA, ME, 04330

Mail Address: P.O. BOX 949, AUGUSTA, ME, 04332-0949

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 Education 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. The members must include a trustee, director, officer or employee of an institution of higher education in the State; a member of a statewide organization representing the chief executive officers of 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:

The Maine Education Assistance Board serves as advisors with regard to the following programs administered by the Finance Authority of Maine:

Federal Family Education Loan Program
Maine Student Incentive Scholarship Program
Robert C. Byrd Scholarship Program
Educators for Maine Program
Medical Education and Recruitment Program
Maine College Savings Program
Dental Education Loan Program
Medical Education Programs

FINANCES, FISCAL YEAR 2000: The 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	16,757,624	13,657,624	3,100,000			
TOTAL EXPENDITURES	16,757,624	13,657,624	3,100,000			

FINANCE AUTHORITY OF MAINE

CHARLES J. SPIES III, CHIEF EXECUTIVE OFFICER

Central Office: 5 COMMUNITY DRIVE, AUGUSTA, ME 04330

Mail Address: PO BOX 949, AUGUSTA, ME 04332-0949

Established: 1983

FAX: (207) 623-0095

Telephone: (207) 623-3263

Reference: Policy Area: 01 ; Umbrella: 94 Unit: 457 ; Citation: T0010 M.R.S.A., Sect. 000000964

INDEPENDENT AGENCIES - OTHER

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 and outreach 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 outreach and counseling activities that are 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 and 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 AND NATURAL RESOURCES DIVISION: This division supports statutory mandates by administering 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
- Underground Oil Storage Tank Removal & Replacement Program
- Overboard Discharge Replacement Program
- Waste Reduction and Recycling Loan Program
- Waste Oil Furnace Loan Program
- Revenue Obligation Securities Program
- Electric Rate Stabilization Program
- Regional Economic Development Revolving Loan Program
- SMART-E Bond Program
- SMART Bond Program
- Natural Resources Capital Investment Program
- Linked Investment Program for Agriculture and Small Business Export

Financing

INDEPENDENT AGENCIES - OTHER

Services

Maine Seed Capital Tax Credit Program
Clean Fuel Vehicle Program

Energy Conservation Loan Program

Major Business Expansion Program

The following programs are administered in conjunction with other state departments or agencies:

Small Enterprise Growth Program
Occupational Safety Loan Program
Potato Marketing Improvement Fund Program
Agricultural Marketing Loan Program
Adaptive Equipment Loan Program
Nutrient Management Loan Program

MAINE EDUCATION ASSISTANCE DIVISION: FAME maintains and administers the following educational programs:

Federal Family Education Loan Program
Maine Student Incentive Scholarship Program
Robert C. Byrd Scholarship Program
Educators for Maine Program
The Medical Education & Recruitment Program
Maine College Savings Program
Dental Education Loan Program
Medical Education Programs
Counseling and Outreach Programs

FINANCES, FISCAL YEAR 2000: The 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	16,757,624	13,657,624	3,100,000			
TOTAL EXPENDITURES	16,757,624	13,657,624	3,100,000			

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

INDEPENDENT AGENCIES - OTHER

provide assistance to Maine residency programs.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: PO BOX 2268, AUGUSTA, ME, 04338

Mail Address: PO BOX 2268, AUGUSTA, ME, 04338

Established: 1971

FAX: (207) 623-5359

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 health-care facility 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 FY00, the Authority issued \$112,345,000 in bonds on behalf of 2 hospitals, 2 community mental health facilities, 2 nursing and boarding homes, and 1 institution of higher education.

PUBLICATIONS:

Annual Report - Audit

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

MAINE HISTORIC PRESERVATION COMMISSION

EARLE G SHETTLEWORTH JR, EXEC DIR

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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: 19.000

Legislative Count: 12.00

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 2000 the Commission expanded the National Register of Historic Places by 20 individual sites and two districts. The Commission sponsored prehistoric archaeological surveys, historic archaeological surveys, and architectural inventories of Maine communities.

The Historic Preservation provision of the Economic 2Recovery 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.

INDEPENDENT AGENCIES - OTHER

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).

Shettleworth, Earle G., Jr. and Beard, Frank A., A Guide to the Maine State House (1981).

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	448,396	136,138	125,620		186,638	
HEALTH BENEFITS	96,389	25,591	27,847		42,951	
RETIREMENTS	71,572	23,978	16,810		30,784	
OTHER FRINGE BENEFITS	4,778	1,020	1,801		1,957	
OTHER CONTRACT SERVICES STATE	37,077	4,475	18,447		14,155	
OTHER CONTRACT SERVICES	74,952	1,534	20,207		53,211	
RENTS	2,477				2,477	
COMMODITIES	117,900	39,600	4,553		73,747	
GRANTS, SUBSIDIES, PENSIONS	579,250	525,445	-2,201		56,006	
TRANSFER TO OTHER FUNDS	15,275		5,294		9,981	
TOTAL EXPENDITURES	1,448,066	757,781	218,378		471,907	

MAINE HUMAN RIGHTS COMMISSION

PATRICIA RYAN, EXEC DIR

Central Office: STEVENS SCHOOL CLEVELAND, HALLOWELL, ME,

Mail Address: 51 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1971

Reference: Policy Area: 03 ; *Umbrella:* 94 *Unit:* 348 ; *Citation:* T0005

Average Count--All Positions: 12.000

Telephone: (207) 624-6050

M.R.S.A., Sect. 000004561

Legislative Count: 12.00

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 genetic pre-disposition; 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

INDEPENDENT AGENCIES - OTHER

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 2000, 716 new complaints were filed with the Maine Human Rights Commission. In addition, 696 complaints were carried over from the previous fiscal year. The Commission closed 723 cases, leaving a total of 689 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
Procedural Regulations
Employment Regulations & Poster
Sexual Harassment Poster
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
Accessibility Requirements of the Maine Human Rights Commission

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR		SPECIAL		FEDERAL FUNDS	MISC. FUNDS
	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND		
EXPENDITURES						
SALARIES & WAGES	425,637	296,638			128,999	
HEALTH BENEFITS	76,874	47,662			29,212	
RETIREMENTS	66,237	44,989			21,248	
OTHER FRINGE BENEFITS	2,905	2,083			822	
OTHER CONTRACT SERVICES STATE	454	454				
OTHER CONTRACT SERVICES	35,847	27,163	1,205		7,479	
RENTS	2,095	1,711			384	
COMMODITIES	27,057	16,857			10,200	
TRANSFER TO OTHER FUNDS	24,428		147		24,281	
TOTAL EXPENDITURES	661,534	437,557	1,352		222,625	

MAINE INDIAN TRIBAL-STATE COMMISSION

CUSHMAN D. ANTHONY, ESQ., CHAIR
DIANA SCULLY, EXECUTIVE DIRECTOR

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

INDEPENDENT AGENCIES - OTHER

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 comprised of tribal dollars and state dollars. The Commission is staffed by a private consultant, who serves as part-time Executive Director.

PROGRAM:

The Commission's over-riding priorities are to deepen the understanding by Tribal and State leaders of the key concepts and issues underlying both the settlement and on-going Tribal-State relations; to promote a relationship between the State and Tribes that is based on open communications and mutual trust and respect; and to increase the public's understanding and appreciation of the Wababaki People.

To address these over-riding priorities, the Commission sponsors meetings and workshops, presents testimony and proposes legislation, helps to increase access by the Tribes to state and federal resources, and is involved in educational activities.

PUBLICATIONS:

"Maine Indian Claims Settlement: Concepts, Context, and Perspectives"

"Wabanaki: A New Dawn" (video)

"Fish and Wildlife Provisions Under the 1980 Maine Indian Claims Settlement"

"At Loggerheads: State of Maine and the Wabanaki"

:Proposal to Drop 'Squaw' from Place Names in Maine: Summary of Issues and Views"

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE INDIAN TRIBAL-STATE COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	38,150	38,150				
TOTAL EXPENDITURES	38,150	38,150				

MAINE STATE LIBRARY

J. GARY NICHOLS, ST LIBRARIAN

TDD: (207) 287-5620

Central Office: CULTURAL BLDG, AUGUSTA, ME, 04333-0064

Mail Address: STATEHOUSE STA# 64, AUGUSTA, ME, 04333

Established: 1937

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 075 ; Citation: T0027 M.R.S.A., Sect. 000000001

Average Count--All Positions: 60.000

FAX: (207) 287-5615

Telephone: (207) 287-5600

M.R.S.A., Sect. 000000001

Legislative Count: 60.00

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.

INDEPENDENT AGENCIES - OTHER

ORGANIZATION:

The Maine State Library includes Administration, Reader and Information Services, Library Development Services, and Special Acquisition.

The Maine Library Commission is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large, of whom one is a representative of the disadvantaged. The directors of the area reference and resource centers are ex-officio members. The Maine Library Commission is a policy-making authority and part of the Maine State Cultural Affairs Council.

PROGRAM:

The Program of the Maine State Library is reported by several components.

ADMINISTRATION provides leadership for development of library services in Maine; coordinates the work of all staff; prepares and supports necessary legislative action concerning libraries; and provides all necessary fiscal information.

LIBRARY DEVELOPMENT provides leadership and support for library development in all types of libraries throughout the state. Specific programs include Maine Regional Library System, Handicapped Services; Institutional Library Services, Books-By-Mail, Video Services, Instructional Television, School Library/Media Services and the Information Exchange.

READER AND INFORMATION SERVICES provides the delivery of quality information reference and loan services to state agency personnel and the general public. This includes supporting and complementing the collections of all types of libraries throughout the state. Specific programs include Reference, Circulation, Collection Services and Interlibrary Loan.

The Maine Library commission held 5 meetings during FY 2000. Areas of special interest included the following: The Maine Schools and Libraries Network, E-Rate allocations and technology planning, allocation of New Century Community Grants funds, the implementation of the Maine Info Net network, the sharing of resources among Maine libraries, reviewing the allocation of state and federal funds, reviewing statewide interlibrary loan policies and the initial planning of an alternative delivery system for interlibrary loans and reviewing emerging technologies and their impact on library services statewide.

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

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE STATE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,577,301	1,313,372			263,929	
HEALTH BENEFITS	343,794	278,446			65,348	
RETIREMENTS	249,340	207,086			42,254	
OTHER FRINGE BENEFITS	14,017	10,171			3,846	
OTHER CONTRACT SERVICES STATE	1,273,474	14,187			1,573	1,257,714
OTHER CONTRACT SERVICES	418,051	184,573	11,701		200,886	20,891
RENTS	3,619	3,429			190	
COMMODITIES	664,980	374,930	110,040		170,563	9,447
GRANTS, SUBSIDIES, PENSIONS	1,432,549	830,392			306,996	295,161
EQUIPMENT	54,108	54,108				
TRANSFER TO OTHER FUNDS	65,631		9,506		56,125	
TOTAL EXPENDITURES	6,096,864	3,270,694	131,247		1,111,710	1,583,213

MAINE LIBRARY COMMISSION

J GARY NICHOLS, ST LIBRARIAN

Central Office: CULTURAL BLDG, AUGUSTA, ME,

Mail Address: STATEHOUSE STA# 64, AUGUSTA, ME, 04333

Established: 1973

Telephone: (207) 287-5600

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 082 ; Citation: T0027 M.R.S.A., Sect. 000000111

PURPOSE:

See Maine State Library.

ORGANIZATION:

See Maine State Library.

PROGRAM:

See Maine State Library.

PUBLICATIONS:

See Maine State Library.

FINANCES, FISCAL YEAR 2000: 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

FAX: (207) 947-3191

Established: 1991

Telephone: (207) 947-2966

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

INDEPENDENT AGENCIES - OTHER

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 trade publications and representation at key trade shows provide high visibility to buyers on behalf of the entire lobster industry. Maine Lobster Month in August was celebrated for the fifth year. A culinary competition for chefs culminated the promotion. The MLPC's public relations efforts included media coverage, feature stories, public service announcements, press releases disseminated nationwide, and an enhanced homepage on the Internet. Dispelling the myths and misinformation about lobster is a key role of the MLPC. The MLPC continued its airport ad campaign at both Bangor International Airport and Portland International Jetport. Key promotions included New Shell, Maine Lobster Month, Holiday, and new in 2000, a Lenten promotion.

In its efforts to increase services to members of the lobster industry, the MLPC seeks sources of outside funding. The MLPC participated in the Market Access Program (MAP). Funds were allocated to promote lobster in Europe and Asia. The MLPC conducted, hotel and restaurant promotions in Japan and Belgium, and participated in international trade shows. An application was developed and submitted to continue and expand export promotional efforts into FY 01 (funding was approved). A proposal to advance the processing sector of the industry was funded by the Maine Fishing Industry Development Center (MFIDC), followed up with funding from the Maine Department of Agriculture to build on this growth opportunity.

Meeting with lobster industry associations, zone councils, attending the Fisherman's Forum, and monthly communications with each industry organization help keep industry members informed. Strengthening industry communications is a critical part of the efforts of the MLPC. The MLPC also dealt with the Monterey Bay Aquarium issue. The MLPC responded to requests for information as follows: 184 SASE's, and over 1,100 requests for general information. Visits to www.mainerlobsterpromo.com for July 1, 1999 through June 30, 2000: 2,174,728.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LOBSTER PROMOTION COUNCIL	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	310,050		310,050			
TOTAL EXPENDITURES	310,050		310,050			

PUBLICATIONS:

Consumer Brochure*
Dipping Sauce Brochure*
Lobster Cutout Brochure*
New Shell Brochure*
Stovetop Lobster Bake Recipe Card*
New Shell Tabloid - Lobster Tales Special Edition*
Press Kit (For Media Distribution Only)
Directory of Dealers & Processors (Updated Annually)
List of Direct Shippers to Consumers*
List of Promotional Materials*
Promotion Calendar*
Menu Ideas*
Trade Show Piece*
Maine Lobster Recipes Cookbooklet - \$2.00 includes postage
Best of the Best Lobster Recipes Cookbooklet - \$2.00 includes postage
Full Color Signature Poster—\$2.00 includes postage
Lobster Bake Kit—\$2.00
Supermarket & Restaurant training videos - \$9.95 each
Cooking Maine Lobster... full color cookbook - \$16.95 plus shipping
Quality Poster
Lent Poster
Annual Report, available for on location review at MLPC office
Lobster Fact Sheet*
Choice Sheet*
Whale Fact Sheet*
Pounded Lobster Fact Sheet
Lobster Health Fact Sheet*
Conservation Fact Sheet*
Value Added Brochure*

*Single copy free, include a self addressed stamped envelope with your request.

INDEPENDENT AGENCIES - OTHER

MAINE ADVISORY COMMITTEE ON MENTAL RETARDATION

Central Office: MARQUARDT BUILDING, AUGUSTA, ME, 04333

Mail Address: 48 STATE HOUSE STATION, AUGUSTA, ME, 04333

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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MOTOR CARRIER REVIEW BOARD

MARK HUTCHINS, CHAIRMAN

TDD: (207) 624-9085

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME, 04333-0029

Mail Address: 29 SHS, AUGUSTA, ME, 04333-0029

Established: 1995

FAX: (207) 622-5332

Telephone: (207) 287-8620

Reference: Policy Area: 00 ; Umbrella: 94 Unit: 591 ; Citation: 29A M.R.S.A., Sect. 000000558

PURPOSE:

The Motor Carrier Review Board was created by PL 1995 Chapter 376 to review the records of motor carriers with histories of significant and repeated carrier violations in Maine.

The Board is charged with making recommendations to the Secretary of State for possible suspension of a carrier's privilege to operate commercial vehicles in Maine. To make these determinations, the Board looks at a number of data sources including adjudicated violations, MSP Commercial Vehicle Enforcement Unit data, and federal Office of Motor Carrier Safety reviews and ratings.

The Motor Carrier Review Board's principal data source is adjudicated violations. In 1996, the Board developed and adopted its rules for conducting carrier review. In FY00 the Board reviewed 21 motor carriers and 2 motor carriers were suspended.

ORGANIZATION:

The Board consists of seven members appointed by the Governor. The members represent the motor carrier industry, professional drivers, the commercial insurance industry, and the public.

The Board is staffed by the Bureau of Motor Vehicle's Motor Carrier Services.

INDEPENDENT AGENCIES - OTHER

PUBLICATIONS:

www.state.me.us/sos/bmv

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE MUNICIPAL BOND BANK

ROBERT O. LENNA, EXEC DIR

Central Office: PO BOX 2268, AUGUSTA, ME,

Mail Address: PO BOX 2268, AUGUSTA, ME, 04338

Established: 1972

FAX: (207) 623-5359

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's General Bond Resolution program. 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, 1999 the Bond Bank issued \$46,460,000 which assisted 16 governmental units to finance their capital needs. This issuance was rated Aa3/A+ by Moody's and Standard & Poor's and insured by FSA. In May of 2000 a second bond offering was issued in the amount of \$70,125,000 which helped 18 governmental units finance their capital projects. This issuance was rated Aa2 by Moody's and A+ by Standard & Poor's and was insured by FSA. Concurrently with the bond issues, the Maine Municipal Bond Bank assists municipal entities, particularly the smaller entities, with their long-term financial plans and debt management issues.

In 1998, the Maine Legislature established the Maine School Revolving Renovation Fund to promote efficient capital financing activities for the construction, renovation and maintenance of school facilities. The Bond Bank administers this Fund. The Bond Bank receives allocations from the State for deposit into the Fund. In fiscal year 2000, the School Revolving Renovation program provided 34 loans totaling \$13,954,761 to finance qualified school renovation projects.

The Bond Bank established a lease purchase program in 1998 to provide a means of quickly and effectively financing real and personal property transactions. During this fiscal year, the Bond Bank assisted governmental entities with \$4,834,790 in lease purchase transactions.

INDEPENDENT AGENCIES - OTHER

The State of Maine designated the Bond Bank to serve as the administrator and financial manager of the Drinking Water and Clean Water State Revolving Loan Fund programs. Loans are funded through a combination of tax exempt revenue bond dollars, federal funds and state matching funds to create an interest rate 2% below the Bond Bank's cost of funds. In fiscal year 2000, the Clean Water State Revolving Loan Fund program provided sixteen loans totaling \$24,868,190 to finance wastewater construction projects. The Drinking Water State Revolving Loan Fund program provided six loans totaling \$1,021,695 to public water systems.

PUBLICATIONS:

Annual Report

FINANCES, FISCAL YEAR 2000: The 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 MUNICIPAL BOND BANK	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	100,637	100,637				
TOTAL EXPENDITURES	100,637	100,637				

MAINE STATE MUSEUM

JOSEPH R. PHILLIPS, MUSEUM DIRECTOR
RENNY A. STACKPOLE, CHAIR

WATS: () -
TDD: (207) 287-6740

Central Office: LMA BUILDING, AUGUSTA, ME, 04333-0083

Mail Address: 83 STATEHOUSE STATION, AUGUSTA, ME, 04333-0083 FAX: (207) 287-6633

Established: 1966

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 073 ; Citation: T0027 M.R.S.A., Sect. 00000085A

Average Count--All Positions: 21.692

Legislative Count: 21.00

PURPOSE:

The mission of the Maine State Museum is to collect, preserve, and research objects of Maine's natural and cultural history for the purpose of educating and inspiring Maine's people and visitors, in order to promote an understanding of and respect for the past, which is essential for Maine's future. (Adopted 12-7-98)

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 to improve the functions of the Museum; and to delegate powers to a Museum Director for administration of the Museum.

The Maine State Museum and its collections are a unique source of information on Maine's natural and cultural history. Collections are exhibited in the Museum, State House, and Blaine House as well as loaned to other museums for special displays.

ORGANIZATION:

The basic concept of a State Museum was approved and funded by the Legislature in 1836 and the first exhibition established in 1837. The Maine State Museum became an independent, professionally staffed agency with the creation of the Maine State Museum Commission in 1966. The Commission consists of 15 members, appointed by successive Governors to terms of 4 years. The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. These activities have been expanded to include care and interpretation of the State House Historical Collection, Blaine House Historical Collection, and management of state owned archaeological resources including historic ship wrecks.

INDEPENDENT AGENCIES - OTHER

In 1990, the Maine State Cultural Affairs Council was established to coordinate the resources, programs and projects of the Maine State Museum and other cultural agencies with state-wide responsibilities. This Council has a chairman appointed by the Governor and now has voting members from seven agencies.

Two part-time and three part-time (seasonal) Museum Technician 1 positions were added during Fiscal Year 2000 bringing gallery and teaching staff levels close to previous levels. A half-time Volunteer Coordinator position was also added to help enlist additional support for all Museum functions.

PROGRAM:

EDUCATION: In FY 2000, Museum exhibits and programs attracted 91,745 visitors of whom 29,013 came in 1,057 groups from 269 Maine communities. Museum educators offered 24 different formal education programs and tours to scheduled groups of adults and children, and presented special week-long programming during Coastweek and Archaeology Week celebrations. In addition a special presentation at the Penobscot River Festival, a weekend of Maine Music and Crafts, and archaeology field school programs at Brooklin and Popham were some of the public highlights this year.

COLLECTIONS: the Museum acquired 152 groups of historic artifacts and scientific specimens consisting of 9,130 objects. Artifacts from four archaeological sites were also accessioned. These primarily constitute direct donations, combined with purchases assisted by financial gifts and generous bequests. Examples include: The Butterworth Collection of tools, photographs, and documents related to lumbering and wood working; a presidential campaign banner for William Jennings Bryan and Arthur Sewall (of Bath); and artifacts related to Camp Wawenock and the family who ran it.

EXHIBITS: Renovations of the State House required extensive work with the flag and portrait displays as well as removal of the Klir Beck wildlife dioramas for later restoration. "Art Underfoot: the Story of Waldoboro Hooked Rugs" presented 44 colorful examples of a special Maine art form. Supported by a special legislative appropriation plus business and foundation sponsorships, "Aomori and Maine: Bridges through Time", which tells of the sister-state relationship with Japan, opened with an international celebration. With help from the Bureau of General Services a new gallery was built for changing exhibits on the museum's fourth floor.

OUTREACH: The New Century Community Program enabled the Museum and Maine State Archives to reactivate the Cultural Resources Information Center which provides technical assistance to small collecting organizations. The Program also provided \$88,000 in grants to small museums and historical societies.

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). Also any person, agency or institution desiring to use the image, design, or dimensions of any object in the Museum's collection for commercial or non-commercial purposes shall submit a written application to the Director.

PUBLICATIONS:

Churchill, Edwin A.: SIMPLE FORMS AND VIVID COLORS, reprinted 1997
Illustrated, 117 pp.
ISBN 0-913764-15-9 Cloth binding \$45.00

Demeritt, Dwight B., Jr.: MAINE MADE GUNS & THEIR MAKERS, 1997
Illustrated, 438 pp.
ISBN 0-913764-30-2 Cloth Binding \$55.00

Bassett, Donald J.: MAINE STATE MUSEUM COLORING BOOK, IMAGES FOR ALL AGES, 1996
Illustrated, 45 pp.
ISBN 0-913764-50-7 Paperbinding \$3.50

Rolde, Neil: AN ILLUSTRATED HISTORY OF MAINE, 1995
Illustrated 207 pp.

INDEPENDENT AGENCIES - OTHER

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 0-913764-24-8 Paper \$25.00

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE STATE MUSEUM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	690,925	690,925				
HEALTH BENEFITS	128,246	128,246				
RETIREMENTS	106,446	106,446				
OTHER FRINGE BENEFITS	5,626	5,626				
OTHER CONTRACT SERVICES STATE	15,172	6,215	4,940		4,017	
COMPUTER SERVICES STATE	25	25				
OTHER CONTRACT SERVICES	61,230	58,816	1,890		524	
RENTS	3,361	3,208	153			
COMMODITIES	125,313	106,480	7,746		11,087	
GRANTS, SUBSIDIES, PENSIONS	446,562	304,944	37,169		104,449	
EQUIPMENT	9,419	9,419				
TRANSFER TO OTHER FUNDS	97,413		94,748		2,665	
TOTAL EXPENDITURES	1,689,738	1,420,350	146,646		122,742	

MAINE STATE MUSEUM COMMISSION

RENNY A. STACKPOLE, CHAIR

Central Office: LMA BUILDING, AUGUSTA, ME,
Mail Address: 83 STATEHOUSE STATION, AUGUSTA, ME, 04333-0083 *FAX:* (207) 287-6633
Established: 1966 *Telephone:* (207) 287-2301
Reference: Policy Area: 02 ; Umbrella: 94 Unit: 085 ; Citation: T0027 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY

MICHAEL J. MURRAY, EXECUTIVE DIRECTOR/SEC.

Central Office: 5 INDUSTRY ROAD, SOUTH PORTLAND, ME, 04106-6154
Mail Address: 5 INDUSTRY ROAD, SOUTH PORTLAND, ME, 04106-6154
Established: 1995 *Telephone:* (207) 781-1000
Reference: Policy Area: 07 ; Umbrella: 94 Unit: 584 ; Citation: T0023 M.R.S.A., Sect. 000008111

PURPOSE:

The Northern New England Passenger Rail Authority, (NNEPRA) was created to take all actions that are reasonably necessary to initiate and/or establish

INDEPENDENT AGENCIES - OTHER

regular scheduled passenger rail service between points within and outside the State with emphasis on restoration of passenger rail service between Portland, Maine and Boston, Massachusetts.

ORGANIZATION:

NNEPRA consists of a board of five (5) directors appointed by the Governor. Each Director serves for five (5) years. The Governor shall name one of the appointed members as chair of NNEPRA.

PROGRAM:

Pursuant to its mandate, NNEPRA is currently working towards the establishment of intercity passenger rail service between Portland and Boston's North Station, as well as, between Portland and Brunswick.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

STATE BOARD OF PROPERTY TAX REVIEW

ERIC WRIGHT, CHAIR

Central Office: TYSON CENTER, 2ND FLOOR, AUGUSTA, ME, 04333

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

Established: 1986

Telephone: (207) 287-4031

Reference: Policy Area: 00 ; *Umbrella:* 94 *Unit:* 391 ; *Citation:* T0036 *M.R.S.A., Sect.* 000000271

Average Count--All Positions: 0.500

Legislative Count: 0.50

PURPOSE:

The board has been established to hear and determine tax abatement appeals arising under 1) the tree tax law (36 MRSA 571 et seq.), 2) the farm and open space law (36 MRSA 1101 et seq.) And 3) as provided in 36 MRSA 272, 843 & 2865.

ORGANIZATION:

The Board is established under 5 MRSA 12004 and consists of 15 members appointed by the Governor. Except for appointments made at the formulation of the board, the term of each member is for three years. An appointment to fill a vacancy shall be for the remainder of the unexpired term. Membership is divided equally among attorneys, real estate brokers, engineers, retired assessors and public members. The chairman, who is elected by the body, assigns five member to hear a given appeal with three constituting a quorum. Such hearings are held de nov. After hearing the Board has the power to raise, lower or sustain the original finding.

PROGRAM:

The Board held its annual meeting on May 23, 1995.

Information relating to Fiscal Year 1995:

Petitions Received: 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

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE BOARD OF PROPERTY TAX REVIEW	TOTAL FOR ALL FUNDS	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES					
SALARIES & WAGES	16,244	16,244			
HEALTH BENEFITS	-251	-251			
RETIREMENTS	2,116	2,116			
OTHER FRINGE BENEFITS	259	259			
OTHER CONTRACT SERVICES STATE	2,114	2,114			
COMPUTER SERVICES STATE	55,251	55,251			
OTHER CONTRACT SERVICES	3,787	3,787			
RENTS	1,231	1,231			
COMMODITIES	15,800	15,800			
TOTAL EXPENDITURES	96,551	96,551			

MAINE PUBLIC UTILITY FINANCING BANK

ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: PO BOX 2268, AUGUSTA, ME, 04338

Mail Address: PO BOX 2268, AUGUSTA, ME, 04338

Established: 1981

Telephone: (207) 622-9386

Reference: Policy Area: 01 ; Umbrella: 94 Unit: 401 ; Citation: T0035A M.R.S.A., Sect. 000002904

PURPOSE:

The Maine Public Utility Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf or payable by the State.

ORGANIZATION:

The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex officio. The Board of Commissioner shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

PROGRAM:

In April of 1991 the Maine Public Utility Finance Bank issued \$10,000,000 on behalf of the Maine Public Service Company to finance their capital projects.

This issue was rated Aaa by Moodys Investors' Service, Inc. 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

(BRD OF TRUSTEES OF THE) ME STATE RETIREMENT SYSTEM

KAY R. H. EVANS, 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 FAX: (207) 287-1032

Established: 1942

Telephone: (207) 287-3461

Reference: Policy Area:00 ; Umbrella: 94 Unit: 411 ; Citation: T0005 M.R.S.A., Sect. 000017101

PURPOSE:

The Maine State Retirement System administers the Legislative Retirement System, the Judicial Retirement System, the system that covers both public school teachers and state employees, and the separate retirement plans covering various political subdivisions that choose to participate in the MSRS as Participating Local Districts (PLDS). The retirement plans of the PLDS include the PLD Consolidated Plan, which was fully implemented as of July 1, 1996, and covers 226 PLDs, and the separate plans for 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 Group Life Insurance Program. This program provides life insurance benefits for both active and retired State employees and public school teachers, 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 is an ex-officio member with voting privileges. The seven other voting positions include three that are to be filled by MSRS members. One of these is to be a teacher member elected by the Maine Education Association; the second is to be a State employee elected by the Maine State Employees' Association; the third is to be a PLD member appointed by the Maine Municipal Association. The remaining four voting members are all appointed by the Governor. Two of them are to have training or experience in investments, accounting, banking, or insurance, or as actuaries; one is to be chosen from nominees submitted by the Maine Retired Teachers' Association; and one is to be an MSRS retiree, chosen from nominees of State and PLD retirees. All prospective trustees are subject to legislative confirmation.

As of June 30, 1999, the Board contracted with for Milliman and Robertson for actuarial services including preparation of 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 to the board 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 investment manager selection and evaluation, and for allotment of investment funds to investment managers. The Board employs the firm of Ennis 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, statutorily created Medical Boards provide 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 and Accounting, Human Resources and Payroll Administration, and Member, Employer, and Retiree Services Divisions. The Executive Director also oversees the System's investments and its investment manager and consultant, and

INDEPENDENT AGENCIES - OTHER

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, 2000, there are approximately 51,024 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, 2000, there are approximately 54,233 inactive members in the MSRS.

The MSRS benefits payroll has increased in recent years. At June 30, 2000, a total of 29,007 people received benefits either as service retirees, beneficiaries, or disability retirees. The total monthly benefits payroll as of June 30, 2000, was \$28,420,729.

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" - 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
"An Overview of Disability Retirement Benefits" - free

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's 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	180,608	180,608				
TOTAL EXPENDITURES	180,608	180,608				

SACO RIVER CORRIDOR COMMISSION

DENNIS FINN, EXECUTIVE DIRECTOR

WATS: () -

Central Office: TRAFTON ST, CORNISH, ME, 04020

Mail Address: P.O. BOX 283, CORNISH, ME, 04020

Established: 1973

FAX: (207) 625-7050

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."

INDEPENDENT AGENCIES - OTHER

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, an Administrative Assistant, and an Environmental Compliance Evaluator provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM:

In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure for development activities within the statutorily defined corridor. With available resources, the Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary permit application forms. During this fiscal year, the Commission conducted 10 public hearings and 11 regular meetings. Members considered a total of 102 applications for permits or variances for development activities within the Corridor and also considered 39 amendments to permits previously granted. Commission staff traveled 5,780 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.

The Commission continues to coordinate any enforcement efforts with the Office of the Attorney General and/or the Department of Environmental Protection. 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" - \$5.00
2. "The Saco River Corridor: The View From the Valley" - the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. - \$4.00
3. "The Saco River: A Survey of Recreational Use" - 1977 - \$3.00
4. Informational pamphlet - free
5. "The Saco River: A History & Canoeing Guide" By: Viola Sheehan - 1976 - \$6.50

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2000: The 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	53,461	30,000	23,461			
TOTAL EXPENDITURES	53,461	30,000	23,461			

MAINE SCIENCE AND TECHNOLOGY FOUNDATION

JOEL RUSS, PRESIDENT

Central Office: 77 SEWALL STREET, AUGUSTA, ME, 04330

Mail Address: 147 STATE HOUSE STATION, AUGUSTA, ME, 04333-0147 *FAX:* (207) 621-6369

Established: 1993

Telephone: (207) 621-6350

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 state-chartered, non-profit organization that stimulates economic growth in Maine through the practical application of science and technology.

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.

PROGRAM:

MSTF's core functions are in the areas of policy development; measurement, evaluation and assessment; information resource; identification of new opportunities; resource development; advocacy; and grants.

In cooperation with State government, the education community and the private sector, MSTF develops and makes policy recommendations regarding the advancement and integration of science and technology into the state's economic development strategy. MSTF assesses, evaluates and measures the performance of the state and those who receive state funds in support of the goals, objectives and action steps outlined in the 'Maine Science & Technology Action Plan'. In addition to advocating for the support and advancement of science and technology in Maine, including the development of additional financial, technological and human resources, MSTF also facilitates the exploration, identification and introduction of new science and technology related activities in the state.

MSTF serves as a reliable source of science and technology information for educators, State government, the non-profit research community and the private sector. On a selected basis, MSTF accepts funding and provides grants to organizations and individuals whose work support the 'Maine Science & Technology Action Plan'.

PUBLICATIONS:

>Mainescience.org: Web-based Clearinghouse of Science and Technology
Information for Maine - 2000

>'1998 Maine Science & Technology Report Card'

>'1999 Annual Report'

>'Maine's Science and Technology Plan: Answering the Call for an Entrepreneurial State' - 1997

INDEPENDENT AGENCIES - OTHER

FINANCES, FISCAL YEAR 2000: The 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 SCIENCE AND TECHNOLOGY FOUNDATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	6,079,632	1,579,632				4,500,000
TOTAL EXPENDITURES	6,079,632	1,579,632				4,500,000

Maine Science and Technology Foundation

FINANCES, FISCAL YEAR 1999

Note: 2000 audited figures were not available at publication time.
The following are audited figures for Fiscal Year 1999:

Maine Science & Technology Foundation	Total for all Funds	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Expenditures:						
Contracts & Grants	\$5,264,139	\$2,866,486			\$2,190,387	\$ 207,266
General & Administrative	\$ 784,182	\$ 574,972			\$ 208,748	\$ 462
Total Expenditures	\$6,048,321	\$3,441,458			\$2,399,135	\$ 207,728

INDEPENDENT AGENCIES - OTHER

MAINE TECHNOLOGY INSTITUTE

JANET YANCEY-WRONA, DIRECTOR

Central Office: ONE CHURCH STREET, GARDINER, ME, 04345

Mail Address: ONE CHURCH STREET, GARDINER, ME, 04345

Established: 1999

Reference: Policy Area: 01 ; Umbrella: 94 Unit: 611 ; Citation: T0005

FAX: (207) 582-4772

Telephone: (207) 582-4790

M.R.S.A., Sect. 000015302

PURPOSE:

The Maine Technology Institute (MTI) was established to encourage, promote, stimulate and support research and development activity leading to the commercialization of new products and services in the State's technology-intensive industrial sectors to enhance the competitive position of those sectors and increase the likelihood that one or more of the sectors will support clusters of industrial activity and to create new jobs for Maine people.

The MTI is one element of the State's economic development strategy and will contribute to the long-term development of a statewide research, development and product deployment infrastructure.

ORGANIZATION:

MTI is organized as a nonprofit corporation, consistent with the provisions of the federal Internal Revenue Code, Section 501(c)(3). By-laws were drafted and corporation documents filed in September of 1999.

A Board of Directors consisting of 11 voting members and three non-voting members governs MTI. The Governor appoints nine directors; seven represent the targeted technologies and two have demonstrated finance, lending or venture-capital experience. The Commissioner of Economic and Community Development and the Chancellor of the University of Maine System are ex officio voting members. Two ex officio non-voting members are the President of the Maine Science and Technology Foundation and the Director of the State Planning Office. The MTI Director is a non-voting director.

Seven subsidiary boards, each representing a targeted technology sector, were formed and function to advise and support the MTI Board.

MTI operates from one office. The staff is comprised of two technology specialists and an administrative staff person working under the Director. The Director is employed by the Maine Department of Economic and Community Development.

PROGRAM:

MTI meets its purpose through direct investments in promising technologies.

Performance Grants: Grants directed at Maine businesses to support activities leading to commercialization of new products and/or services in any of the State's targeted technology sectors. Grants for up to \$100,000 requiring a 1:1 cash match were available. Competitive awards are based on scientific or technical merit, commercial feasibility and potential for economic impact to the State. One hundred seventeen proposals were received, 37 projects were approved for funding, totalling approximately \$3 million. Grant payments are dependent on project performance milestones. Project performance is tracked and monitored by the MTI staff.

Future Awards: the MTI Board will develop a portfolio of award programs to address specific needs to further meet its purpose.

MTI through an agreement with Maine MEP and the National Institutes of Standards and Technology, sponsored a Best Practices Symposium. Leaders of successful programs from other states, similar to the MTI in scope, presented a series of lessons learned and best practices for members of the MTI Board, Technology Boards and other interested parties. Lessons were incorporated into the design and direction of the MTI programs.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

**WELLS NATIONAL ESTUARINE RESEARCH RESERVE
MANAGEMENT AUTHORITY**

J. KENT KIRKPATRICK, RESERVE DIRECTOR

Central Office: LAUDHOLM FARM, WELLS, ME, 04090

Mail Address: 342 LAUDHOLM FARM ROAD, WELLS, ME, 04090

Established: 1986

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 1986 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 members 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 Estuarine Reserves Division/Office of Coastal Resource Management/National Ocean Service/National Oceanic and Atmospheric Administration. Laudholm Trust, a non-profit organization with 2,700 members, provides match funds for federal grants and further program funding.

PROGRAM:

OPERATIONS AND MANAGEMENT. Headquarters and visitor center are located at historic Laudholm Farm. Parking is available daily year round from 8a.m to 5p.m. Seven miles of interpretive trails are open daily from 8a.m. to 8p.m. May 15th through September 15th, and 8a.m. to 5p.m., September 16th through May 14th. The Visitors Center with exhibits and gift shop is open 10a.m. to 4p.m. Mondays through Saturdays, and 12 noon to 4p.m. on Sundays May through October. Hours are limited November through April. Annual visitation is approximately 45,000. 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 has eroded following failure of experimental material employed several years ago in an attempt to stabilize the dune. Town personnel rebuilt the frontal dune at the Reserve's ocean access to protect the Drakes Island seawall adjacent to the south.

INDEPENDENT AGENCIES - OTHER

RESEARCH AND MONITORING. Estuaries and salt marshes, when fresh and salt water meet, are critical in protecting marine resources from pollution that filters toward the ocean. Estuaries are vital links to the Gulf of Maine, and support one of the most important fisheries in the world. Our field and laboratory research, aided by volunteers, town/state officials, students and visiting investigators support such projects as: Softshell Clam Enhancement-understanding factors that determine clam productivity; Estuarine Fish Distribution-quantify value of marsh dominated estuaries and watersheds for the survival, growth/reproduction of Gulf fishes; Estuarine Water Quality-long term monitoring of water quality to detect improvements/decline in water resources as result of land use and human activities; Salt Marsh Restoration-identify/measure damaging effects of tidal restriction. Coastal Mosaic Project-collaborating with local partners using technology to coordinate habitat protection strategies.

EDUCATION. DEPTHS is a K-8th grade science curriculum focusing on the theme of estuarine ecology. Several schools participated in the DEPTHS program this year. Staff and volunteers conducted on-site programs for over 1,000 third to fifth grade students, nearly 100 high school students, and over 580 visitors and members of non-profit groups. Over 1000 people attended public programs held at the Reserve such as our lecture series and special programs and approximately 50 children ages 9-13 attended our summer day camp. Reserve staff assisted in planning educational field trips and self-guided visits for over 1220 students and community group members. The education department also trained and employed 5 college interns and two individuals from the Maine Research Internships for Teachers and Students (MERITS) program during the summer season.

FINANCES, FISCAL YEAR 2000: 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, 1999

	<u>Program Services</u>		<u>Supporting Services</u>	
	<u>Education</u>	<u>Research</u>	<u>General and Administrative</u>	<u>Total</u>
EXPENSES				
Salaries	\$ 56,376	\$ 90,802	\$ 104,932	\$ 252,110
Payroll taxes and benefits	7,557	34,593	44,235	86,385
Contracted services	4,360	33,983	11,339	49,682
Docent and volunteer expenses	1,517	-	12,676	14,193
Insurance	-	-	5,291	5,291
Miscellaneous	-	-	1,704	1,704
Monitoring materials	-	6,543	-	6,543
Postage	-	-	3,382	3,382
Printing	120	698	731	1,549
Professional fees	-	-	5,925	5,925
Repairs and maintenance	1,750	477	17,321	19,548
Staff development	600	110	60	770
Subscriptions and memberships	162	2,092	728	2,982
Supplies	2,205	13,217	11,241	26,663
Travel	643	2,149	2,833	5,625
Utilities and telephone	-	189	28,229	28,418
GPAC/Piping Plover	-	-	8,692	8,692
Total Expenses	\$ <u>75,290</u>	\$ <u>184,853</u>	\$ <u>259,319</u>	\$ <u>519,462</u>



WELLS NATIONAL ESTUARINE RESEARCH RESERVE
ABSTRACTS, REPORTS AND PUBLICATIONS 1997-1999



The following titles describe research, management, education and outreach activities to which Reserve staff, visiting investigators, interns, or volunteers made contributions. The nature of these contributions include data collection, management, or analysis; authorship; or workshop/committee participation.

Bayse, N. and M. Smith (1999) Landowner options for creating great communities. Coastal Mosaic Project, Wells National Estuarine Research Reserve. 4 pages.

Belknap, D. F., and J. T. Kelley (1998) Development of Holocene relative sea-level curves in Maine: Geological Society of America Abstracts with Programs, v. 30, p. 4-5.

Boumans, R., D. Burdick, and M. Dionne (1999) Modeling habitat change in salt marshes following tidal restoration. Manuscript in review.

Buchsbaum, R., D.M. Burdick, R. Cook, T. Diers, M. Dionne, K. Hughes, R. Milton, H. A. Neckles, L. Roberts, C.T. Roman, J. Taylor, and D. Thompson (1999) Standards and criteria for evaluating tidal wetland restoration in the Gulf of Maine: workshop results. Estuarine Research Federation Abstracts with Programs.

Burdick, D., M. Dionne, R. Boumans and F. Short (1997) Ecological responses to tidal restoration in two New England salt marshes. *Wetlands Ecology and Management* 4:129-144.

Burdick, D. M., R. M. Boumans, M. Dionne and F. T. Short (1999) Impacts to salt marshes from tidal restrictions and ecological responses to tidal restoration. Report submitted to the Estuarine Reserves Division, National Oceanic and Atmospheric Administration. 51 pages plus figures and appendices.

Burdick, D. M., R. M. Boumans, and M. Dionne (1999) Modeling habitat change following tidal restoration in New England salt marshes. Estuarine Research Federation Abstracts with Programs.

Dionne, M., D. Burdick, R. Cook, R. Buchsbaum, and S. Fuller (1998) Scoping paper 5: physical alterations to water flow and salt marshes: protecting and restoring flow and habitat in Gulf of Maine salt marshes and watersheds. Final draft of a working paper. Commission for Environmental Cooperation and Global Program of Action Coalition for the Gulf of Maine. 68 pp.+ appendices.

Dionne, M., F. Short, and D. Burdick (1998) Fish utilization of restored, created and reference salt marsh habitat in the Gulf of Maine. *American Fisheries Society Symposium* 22: *Fish habitat: Essential Fish Habitat (EFH) and Rehabilitation*: 384-404.

Dionne, M. (1999) Fish utilization of salt marsh habitat in the Gulf of Maine. *Gulf of Maine News* (Spring):1-7.

Dionne, M. (1997) Animal interactions and secondary productivity in northeastern tidal marshes. Pages 19-24 in R. A. Orson, R. S. Warren, W. A. Niering and P. Van Patten (eds), *Research in New England Marsh-Estuarine Ecosystems: directions and priorities into the next millenium*. Connecticut Sea Grant Publications, University of Connecticut, Groton.

Dionne, M. (1997) Nutrients and dissolved oxygen in Maine estuaries and embayments. Final data report submitted to New England Interstate Water Pollution Control Commission. 46 pp including appendices.

Kelly, J. R. (1997) Dissolved oxygen in Maine estuaries and embayments: 1996 results and analyses. Report submitted to Wells National Estuarine Research Reserve. 89 pp including appendices.

Kelley, J. T., S. M. Dickson, D. F. Belknap and W. A. Barnhardt (1998) Nearshore sand volume as a component of littoral sand budgets in Maine, Northern New England, USA: International Coastal Symposium, Coastal Education and Research Foundation. *Journal of Coastal Research* SI 26, p. A16-A17.

Maine State Planning Office (1998) Improving Maine's beaches: recommendations of the Southern Maine Beach stakeholder group. 16 pp.

- Miller, G.T., D. F. Belknap, J.T. Kelley, D.M. Fitzgerald (1997) Ground-penetrating radar of a coastal moraine compared to seismic reflection profiles of moraines preserved on the inner shelf off Southwestern Maine. *Abstracts with Program -Geological Society of America* 29: 67.
- Morgan, P. A. and F. T. Short (1999) Functions and values of fringing salt marshes in northern New England. New England Estuarine Research Society Abstracts (spring meeting).
- Moser, Susanne (1998) Talk globally, walk locally: the cross-scale influence of global change information on coastal zone management in Maine and Hawai'i. ENRP Discussion Paper E-98-16, Kennedy School of Government, Harvard University. 60 pp. [the Wells NERR was one of many interviewees that contributed to this study.]
- Rand, P. W., E. H. LaCombe, R. P. Smith, Jr., and J. Ficker (1998) . Participation of birds 'Aves' in the emergence of lyme disease in Southern Maine. *Journal of Medical Entomology* 35: 270-276.
- Short, F. T. (1997) New England Estuarine Society Spring Meeting held at the Wells National Estuarine Research Reserve, Wells, Maine. *Environmental Conservation* 24: 291-292.
- Short, F. T., C. A. Short, R. C. Davis, D. M. Burdick, and P. Morgan (1998) Developing success criteria for multiple estuarine habitats. *Abstracts with Program -Goal Setting and Success Criteria for Habitat Restoration*, Charleston, S.C.
- Sinson, D. A., D. F. Belknap, and J. T. Kelley (1998) Shoreface vibracore analysis: Wells embayment, southern Maine: Geological Society of America Abstracts with Programs, v. 30, p. 74.
- Smith, M. (1999) Southern Maine Coastal Mosaic habitat conservation project. Coastal Mosaic Project, Wells National Estuarine Research Reserve. 5 pages plus maps and appendices.
- Theodose, T. A. (1999) Nutrient availability, nutrient limitation, and species diversity in salt marsh forb communities. New England Estuarine Research Society Abstracts (spring meeting).
- Theodose, T. A. and J. B. Roths (1999). Relationships between nutrient availability, stress and diversity on two New England salt marshes. *Plant Ecology*. In press.
- Theodose, T. A. (1997) Relationships between stress, nutrient availability, and plant community diversity on two high salt marshes in southern Maine. Ecological Society of America Abstracts.
- Theodose, T.A. (1997) Spatial variation in soil nutrient availability, production, and plant species diversity on two high salt marshes in southern Maine. New England Estuarine Research Society Abstracts (spring meeting).
- Wade, Stephen (1999) Effects of tidal restriction on elevation and plant communities in five tidal marshes in Wells and Kennebunk, Maine. Masters Project, Antioch New England Graduate School. 23 pages plus figures and maps.
- Whitlow, Lindsay (1999) Size-dependent vulnerability of soft-shell clams to predation by the invasive green crab in Wells, ME. Abstracts Program. 1st National Conference on Marine Bioinvasions.
- Wood, Robert (1998) Town of Wells softshell clam program: options and recommendations. Wells National Estuarine Research Reserve, Wells, ME. 9 pp.

INDEPENDENT AGENCIES - OTHER

INDEPENDENT AGENCIES - OTHER

INDEPENDENT AGENCIES - INTERSTATE COMPACT

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.

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,

INDEPENDENT AGENCIES - INTERSTATE COMPACT

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.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL REVENUE FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	25,419	25,419				
TOTAL EXPENDITURES	25,419	25,419				

EDUCATION COMMISSION OF THE STATES

J. DUKE ALBANESE, COMMISSIONER OF EDUCATION

TDD: (207) 287-2550

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

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

FAX: (207) 287-5802

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.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

Based in Denver, Colorado, the commission has a staff of about 55 persons.

PROGRAM:

ECS implements its program through five departments. Policy and Program Studies, Re:Learning, State Relations and Clearinghouse, Communications and Administration. The four primary vehicles ESC uses to influence policy change and public opinion to carry out their mission of promoting a quality education for all students are: 1) Constituent Contacts, running the gamut from parents and teachers to governors and federal representatives; 2) Commissioners, 371 in the nation network, including all the governors, more than 130 state legislators, school board members, college presidents, educators, and other education leaders; 3) Networks, include five formal networks of education and political leaders, featuring state policy-makers, professional associations, legislators, governors; 4) Technical Assistance to States, on various education issues.

PUBLICATIONS:

State Education Leader

Periodic Reports on Elementary, Secondary and Higher Education Finance, Governance and Legal Issues.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

THOMAS C. DOAK, 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) 287-8422

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; a legislator appointed by the Governor and 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 00 included the annual Commission meeting in Sturbridge, Massachusetts, a technology meeting in January, and training for all member states. A 5000 acre prescribed burn in Fredrickton, New Brunswick was completed in August. A full assessment of all compact member states and provinces made recommendations which were implemented. A long range regional plan was written.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - INTERSTATE COMPACT

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

JOHN G MELROSE, COMMISSIONER OF TRANSP

Central Office: PO BOX 747, PORTSMOUTH, NH, 03802-0747

Mail Address: PO BOX 747, PORTSMOUTH, NH, 03802-0747

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.

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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

NEW ENGLAND BOARD OF HIGHER EDUCATION

J. DUKE ALBANESE, COMMISSIONER OF 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.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

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; 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. Recent initiatives include the New England: Public Policy Collaborative, Excellence Through Diversity Program, Technology Partnership, Environmental Internship Program, Environmental Education Research Program, and Telecommunications and Distance Learning Program.

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 '00 is as follows: Senator Mary R. Cathcart, Vice-Chair of the NEBHE Board, Chairperson of the Maine Delegation, Orono; Representative Christina Baker, Joint Committee on Education and Cultural Affairs, Bangor; John Fitzsimmons, President, Maine Technical College System; Edward A. Fox, Retired Dean, The Amos Tuck School of Business Administration, Dartmouth College, Harborside; Bennett Katz, NEBHE Treasurer, Trustee Maine Public Broadcasting Corp., Augusta; Terrence J. MacTaggart, Chancellor, University of Maine System; Rachel Talbot Ross, Director of Equal Opportunity & Affirmative Action, City of Portland; J. Duke Albanese, Commissioner, Maine Department of Ed.

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
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 Force 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - INTERSTATE COMPACT

ST. CROIX INTERNATIONAL WATERWAY COMMISSION

LEE SOCHASKY, EXECUTIVE DIRECTOR

Central Office: ST. STEPHEN, NB, CANADA, ,
Mail Address: PO BOX 610, CALAIS, ME, 04619
Established: 1987

Telephone: (506) 466-7550

Reference: Policy Area: 05 ; Umbrella: 98 Unit: 497 ; Citation: T0038 M.R.S.A., Sect. 000000994

PURPOSE:

The Commission was established by the State of Maine and the Province of New Brunswick to facilitate the interjurisdictional management of natural resources, recreation and development along the 110-mile international St. Croix River corridor. A plan defining the goals of this initiative was adopted by the two jurisdictions in 1994.

The corridor includes two of the state's largest lakes, a 30-mile Outstanding River segment, twelve communities and the site of the first French settlement in North America.

ORGANIZATION:

The Commission is an independent, international body with eight members, four from the State of Maine and four from the Province of New Brunswick. State and provincial Liaisons and federal Observers also serve on the Commission.

The Commission operates with a part-time staff, supplementing this as warranted with project personnel and working groups of government, user and resident interests. The majority of its programs are funded by solicited grants.

PROGRAM:

Each year, the Commission carries out activities under the St. Croix international management plan. Of particular note in FY 2000 were:

HERITAGE RECOGNITION. The Commission is taking an active role in development of a major Downeast Heritage Center at Calais and in the planning for the 400th anniversary of the French settlement of St Croix Island, to be celebrated in 2004. It participated in a Canadian heritage river video in 1999 and is preparing to contribute to a television series on river heritage in 2000.

ENVIRONMENTAL QUALITY. At the request of New Brunswick, the Commission completed studies to establish water quality standards for the province's portion of the international watershed; this is expected to result in matching Maine-NB water classifications for the basin within two years. A five-year pollution abatement project led by the Commission concluded with the re-opening of 1800 acres of tidal flats to shellfish harvesting. The commission also coordinated the region's volunteer lake monitoring program, collected water samples for government departments and provided information to agencies, the media and the public on water quality and management issues.

RESOURCE MANAGEMENT. The Commission continued to deliver the St. Croix's Atlantic salmon restoration program, including research and stocking initiatives. It compiled available information on St. Croix alewife and smallmouth bass stocks to assist user groups and agencies in assessing future management options.

RECREATION. The commission continued to manage eight of the state's St. Croix campsites and, with support from the Maine Outdoor Heritage Fund, installed a shelter at one high-use access point and a vault toilet at another.

ECONOMIC DEVELOPMENT. In addition to the heritage tourism projects noted earlier, the Commission supplied input to bridge and shorefront quarry projects affecting the St. Croix.

WATERWAY MANAGEMENT. Nearly 80% of the St. Croix watershed changed ownership in the last year, as corporate forestlands were sold to new parties; the Commission is working closely with the new owners to maintain high natural and recreational values along the water corridor. The Commission also worked closely with fisheries and water agencies in both countries to improve transboundary management of these mobile resources. During the year, it

INDEPENDENT AGENCIES - INTERSTATE COMPACT

responded to more than 900 technical and general inquiries and delivered presentations on a variety of St. Croix and international management topics.

Further information is available in the Commission's annual report.

PUBLICATIONS:

1. "St Croix International Waterway: A Heritage - A Future." Plan for longterm cooperative management of the St. Croix International Waterway. 1993. 60p.
2. "St. Croix International Waterway Commission 1999 Annual Report. 2000. 6p.
3. "St. Croix International Waterway: A Heritage to Experience" (brochure/map). 1995
4. Clam resource poster. 1997

The Commission has also produced a number of technical publications on water quality, fisheries, recreation and development topics.

Additional technical publications on water quality and fisheries topics.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

ST. CROIX INTERNATIONAL WATERWAY COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	25,000	25,000				
TOTAL EXPENDITURES	25,000	25,000				

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

DAVID A. VAN WIE, DIRECTOR
HETTY L. RICHARDSON, ENV SPEC IV

Central Office: AMHI RAY BLDG, AUGUSTA, ME, 04330

Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME, 04333

FAX: (207) 287-7191

Established: 1947

Telephone: (207) 287-3901

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.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

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 NEIWPPC-A descriptive brochure

NEIWPPC 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED

JAN CLARKION, EXECUTIVE DIRECTOR

Central Office: 93 WESTERN AVENUE, AGUSTA, ME, 04330

Mail Address: 93 WESTERN AVENUE, AGUSTA, ME, 04330

Established: 1994

Telephone: (207) 623-5120

Reference: Policy Area: 03 ; Umbrella: 99 Unit: 576 ; Citation: T0022 M.R.S.A., Sect. 000003883

PURPOSE:

The Maine Children's Trust, Inc. is established to provide a mechanism for voluntary contributions by individuals and groups for annual and long-term funding of prevention programs related to child abuse and neglect. Sources of funds include the State of Maine's Income Tax Check-off, Federal funding, and donated funds from the corporate, individual and foundations sectors. Funds are allocated to Maine's Healthy/Start program and other interested parties who respond to an annual request for proposal.

ORGANIZATION:

Established on July 1, 1994, the Board is comprised of 17 members, appointed as follows: 1 Maine State Senator, 1 Maine State Representative, 4 members of the Maine Association of Child Abuse and Neglect Councils, 2 representatives from the Department of Human Services, 3 members appointed by the Governor, 3 appointed by the Maine Chamber of Commerce and Industry, and 3 by majority vote of the Board.

MCTI is a non-profit corporation held to be an essential governmental function.

PROGRAM:

Responsibilities and concerns include:

- 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 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	62,365		62,365			
TOTAL EXPENDITURES	62,365		62,365			

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

CIVIL AIR PATROL

COLONEL JAMES F. LINKER, WING COMMANDER

Central Office: BUILDING 6, CAMP KEYES, AUGUSTA, ME, 04332-5006

Mail Address: PO BOX 5006, AUGUSTA, ME, 04332-5006

Established: 1941

Reference: Policy Area: 06 ; Umbrella: 99 Unit: 238 ; Citation: T0006 M.R.S.A., Sect. 000000301

FAX: (207) 626-7831

Telephone: (207) 626-7830

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 education and to assist in meeting local, state and national emergencies, particularly air search and rescue, and disaster relief.

To accomplish the purposes for which it was chartered CAP: (1) Conducts a 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; the Maine Emergency Management Agency (MEMA); The Maine National Guard; American National Red Cross; Salvation Army; Volunteers of America (VOA); and other humanitarian organizations.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE DAIRY AND NUTRITION COUNCIL

EVELYN M. HART, EXECUTIVE DIRECTOR

Central Office: 333 CONY RD, AUGUSTA, ME, 04330

Mail Address: 333 CONY ROAD, AUGUSTA, ME, 04330

Established: 1975

Reference: Policy Area:01 ; Umbrella: 99 Unit: 016 ; Citation: T0036

FAX: (207) 287-7161

Telephone: (207) 287-3621

M.R.S.A., Sect. 000004523

PURPOSE:

The Maine Dairy and Nutrition Council, an affiliate of the National Dairy Council, is a nonprofit nutrition, education and research organization whose mission is to provide resource materials and training based on the concept of a balanced diet including dairy foods in accordance with current scientific recommendations for Maine citizens.

ORGANIZATION:

The Maine Dairy and Nutrition Council was established in 1949 as the Maine Milk Advisory Committee, renamed the Maine Dairy and Nutrition council in 1975 and became an unincorporated instrumentality of the state in 1996. The law provides for Council appointments along marketing lines and limits number of consecutive terms of service.

The Council is funded by the National Dairy Promotion and Research Order assessment paid by Maine dairy farmers and by the dealer fee paid by companies selling milk in the Maine market.

PROGRAM:

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. Pyramid Cafe and Pyramid Explorations, the elementary nutrition curriculum, were developed for second and fourth grades. Other educational programs and materials include: Milk from Cow to You, Eat the Five Food Group Way, and Crash Course on Calcium, to mention a few.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 nutrition education materials, exhibits at conferences and offers a free video library service. Materials and programs used by the Maine Dairy and Nutrition 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 2000: The 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						
GRANTS, SUBSIDIES, PENSIONS	4,720		4,720			
TOTAL EXPENDITURES	4,720		4,720			

MAINE DAIRY PROMOTION BOARD

EVELYN M. HART, EXECUTIVE DIRECTOR

Central Office: 333 CONY RD, AUGUSTA, ME, 04330

Mail Address: 333 CONY ROAD, AUGUSTA, ME, 04330

Established: 1953

FAX: (207) 287-7161

Telephone: (207) 287-3621

Reference: Policy Area: 01 ; Umbrella: 99 Unit: 024 ; Citation: T0007 M.R.S.A., Sect. 000002992A

PURPOSE:

The Maine Dairy Promotion Board was established to promote the consumption of dairy products by conducting public relations, education, advertising and research programs. Programs to promote the Maine dairy industry are conducted.

ORGANIZATION:

The Board was established in 1953, as the Maine Milk Tax Committee, later renamed the Maine Dairy Promotion Board as part of the Department of Agriculture and in 1996 became an unincorporated public instrumentality of the state. The law provides for appointments along marketing lines and limits the number of consecutive terms of service.

The Board is funded by the National Dairy Promotion and Research Order assessment paid by Maine dairy farmers.

PROGRAM:

The Maine Dairy Promotion Board is an affiliated member of the United Dairy Industry Association, a federation of state/regional dairy product promotion groups and affiliated Dairy Council units throughout the United States.

Television is considered the most effective communication vehicle for promoting the use of milk by consumers. The major part of the promotion budget is devoted to television advertising supplemented by special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products. Promotion events include shopping mall displays, conference exhibits, trade shows and school cafeteria programs. Print advertising and corporate sponsorships supplement television and public relations programs.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

The Maine Dairy Promotion Board partners with the New England Dairy Promotion Board to implement marketing programs aimed at grocery stores. For the benefit of Maine producers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board transfers promotion fees to The New England Dairy Promotion Board to support their advertising program.

FINANCES, FISCAL YEAR 2000: The 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						
GRANTS, SUBSIDIES, PENSIONS	94		94			
TOTAL EXPENDITURES	94		94			

MAINE DEVELOPMENT FOUNDATION

CHARLES HEWETT, CHAIRMAN

Central Office: 45 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

Mail Address: 45 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

Established: 1977

FAX: (207) 622-6346

Telephone: (207) 622-6345

Reference: Policy Area: 01 ; Umbrella: 99 Unit: 399 ; Citation: T0010 M.R.S.A., Sect. 000000916

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 champions sustainable, long-term growth for Maine. The Foundation is a catalyst for new ideas and provides common ground for solving problems and advancing issues.

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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 determine the extent to which Maine is achieving its goals, and alternate strategies. Created in 1993, the Council is administered by the Foundation.

The MAINE SCHOOL LEADERSHIP NETWORK builds the leadership capacity of teachers, principals and school-based educators to increase student learning. The goal is to ensure that all Maine children achieve the guiding principles of the Learning Results.

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:

1999 Program Report

"Measures of Growth," Maine Economic Growth Council

"Shaping the 21st Century, A Guide to Building Community-Based Aspirations Partnerships"

Directory of Economic Development Organizations in Maine

Leadership Maine Alumni Directory

Higher Education Achievement in Maine

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DISABILITY RIGHTS CENTER

KIMBERLY A. MOODY, EXEC DIR

Central Office: 24 STONE STREET, AUGUSTA, ME, 04330

Mail Address: PO BOX 2007, AUGUSTA, ME, 04338-2007

Established: 1977

Reference: Policy Area: 03 ; Umbrella: 99 Unit: 475 ; Citation: T0005 M.R.S.A., Sect. 000019501

FAX: (207) 621-1419

Telephone: (207) 626-2774

PURPOSE:

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

1. Advocacy assistance for:
 - a. Persons who are developmentally disabled and /or people with mental retardation and have a disability rights-related complaint;
 - b. People 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 facility;
 - 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 for eligible clients.

ORGANIZATION:

DRC 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 99, DRC represented individuals with disabilities by providing information and referral, individual representation, legal representation, rights training and through systemic advocacy.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PUBLICATIONS:

"Parents as Advocates: A Guide to Special Education in Maine"
"Questions and Answers on Your Rights under the AMHI Settlement Agreement"
"Advance Health Care Directives"
"Involuntary Hospitalization Laws"

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DISABILITY RIGHTS CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	80,000	80,000				
TOTAL EXPENDITURES	80,000	80,000				

MAINE GOVERNMENTAL FACILITIES AUTHORITY

ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: 3 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 Governmental Facilities Authority was established to assist State Government in financing the construction and equipping of facilities by providing access to the tax exempt bond market.

ORGANIZATION:

The Authority consists of five members, which include the Treasurer of the State of Maine (ex officio) and the Commissioner of Administrative and Financial Services (ex officio). The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Maine Governmental Facilities Authority.

PROGRAM:

In September 1999, the Authority issued \$86,945,000 in bonds for the renovation of the State Capitol Building, the State Office Building, District Court facilities projects in York, Springvale and Lewiston, and construction and/or renovation of correctional facilities in Warren and South Windham.

PUBLICATIONS:

Annual Report - Audit

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

HARNESS RACING PROMOTIONAL BOARD

RICK SIMONDS, EXECUTIVE DIRECTOR

Central Office: PO BOX 2104, SCARBOROUGH, ME, 04070-2104

Mail Address: PO BOX 2104, SCARBOROUGH, ME, 04070-2104

Established: 1997

Telephone: (207) 882-9348

Reference: Policy Area: 01 ; Umbrella: 99 Unit: 599 ; Citation: T0008 M.R.S.A., Sect. 000000285

PURPOSE:

The Harness Racing Promotion Board was created in 1993 Public Law Chapter 388 to promote harness racing activities in the State of Maine and encourage

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

increased participation in racing and wagering.

ORGANIZATION:

1997 Public Law Chapter 528 changed the make up of the Board and removed the oversight from the Department of Agriculture, Food and Rural Resources to the Joint Standing Committee having jurisdiction of harness racing matters, the Legal and Veteran Affairs Committee. The Board was also permitted to hire an Executive Director to oversee the day to day operations and carry out the policies and programs of the Board. The Board now consists of one representative from each commercial track, one representing agricultural fairs, one representing the off track betting facilities, two representing the Maine Standardbred Breeders and Owners Association, two representing the general public and one representing the horsemen's association. The members are appointed by the Commissioner of the Department of Agriculture, Food and Rural Resources.

PROGRAM:

The Board has implemented various promotional activities in accordance with its mission. The activities are focused on promoting a positive image of the industry, enlarging the fan base, creating new owner education and opportunity and educational opportunities at the junior high level. The Board has funded individual promotional activities at the agricultural fairs and commercial tracks. The Board has funded an impact study of the industry to be conducted and published by the University of Maine during the summer of 2000. The Board has also sponsored a fan-handicapping contest jointly with Scarborough Downs, OTB's and financial support from National Distributors. The contest winner received a fully paid trip to the Hambletonian held August 5th at the Meadowlands. The Board recently contracted for web development to provide updated web services. The Board's website is 'web.maineHarnessracing.com'.

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

HARNESS RACING PROMOTIONAL BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	163,580		163,580			
TOTAL EXPENDITURES	163,580		163,580			

**Maine Harness Racing Promotional Board
Expenses by Vendor Summary
July 1999 through June 2000**

	<u>Jul '99 - Jun '00</u>
2-Turner Publishing Co	75.00
4-H Club	100.00
Agricultural Trade Show	100.00
All Star Marketing	22,700.33
American Promotions	5,492.50
Bangor Daily News	630.78
Bangor Raceways	8,430.00
Bigelow Travel	47.50
Bonney Staffing	1,184.66
Cash	250.00
Combined Management, Inc.	11,985.76
Cornish Fair	400.00
Cornish Harness Racing Committee	400.00
Cumberland Raceways	4,000.00
David Ingraham	380.00
Deep River Production	1,357.59
Dusty Nathan	603.75
Farm Bureau	90.00
Farmington Fair	400.00
FormSystems	21.40
Fred Nichols	9,352.30
Fryeburg Fair	75.00
Greg Tulloch	1,156.39
Harness Horse Youth Foundation	173.31
John Lohnes	550.00
Kathy Alexander	1,100.00
Maine Standardbred Breeders Association	9,189.46
Maine Tourism Association	325.00
Mane-ly News	800.00
Maple Creek Production	1,000.00
Nathan King	600.00
New Media Development Group	600.00
Northern Maine Fair	2,000.00
Palne Webber	-569.92
Photo Winner #1	250.00
Photo Winner #2	150.00
Photo Winner #3	75.00
Ralph Dyer	1,074.82
Rick Simonds	758.16
Robert Tardy	650.00
Robert Tourangeau	2,636.03
Ronald Ralph	350.00
Salley's Steakhouse	221.23
Scarborough Downs	40,000.00
Shaws	13.20
The Horse's Maine	184.00
The Maine Gate - Ken Ward	156.00
Thompson Printing	18,484.97
Tom Kole	2,593.36
Topsham Fair	3,500.00
Treasurer State of Maine	18.00
Union Fair	4,500.00
University of Maine - Animal Vet	2,000.00
Village Florist	80.18
WABI-TV	2,129.25
WCSH 6 Portland	3,819.43
WEBBFM/WTVLAM	261.80
Windsor Fair	1,775.00
Witch Mountain Services	346.50
Witsend Equine Ctr.	2,400.00
WPOR	1,995.00
TOTAL	<u><u>175,422.74</u></u>

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

HEALTH STATION

JANET E. WALDRON, COMMISSIONER

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

Mail Address: 99 STATE HOUSE STATION, AUGUSTA, ME, 04333-0099

Established:

Reference: Policy Area: 03 ; Umbrella: 99 Unit: 903 ; Citation:

Telephone: (207) 624-7800

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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE HISTORICAL SOCIETY

RICHARD D'ABATE, EXECUTIVE DIRECTOR

Central Office: 485 CONGRESS ST, PORTLAND, ME,

Mail Address: 485 CONGRESS ST, PORTLAND, ME, 04101

Established: 1822

Reference: Policy Area: 02 ; Umbrella: 99 Unit: 176 ; Citation: S1822

FAX: (207) 775-4301

Telephone: (207) 774-1822

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, preservation and interpretation of materials that 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 nine full-time and eight 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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 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 exhibitions 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 1998 the Campaign had met its \$3.1 million goal. In 1999, the Society built its 115-seat Earle G. Shettleworth, Jr. Lecture Hall. Its Editorial Office for the "Quarterly" is at the University of Maine at Orono. Staff members participate in collaborative efforts in the State and New England region, including the Maine Archives and Museums Association, the Maine Library Association, Maine Historical Records Advisory Board, New England Archivists, the American and New England Studies Program at USM. The Academic and Cultural Collaborative of Maine 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. **LIBRARY COLLECTIONS USE.** The Library was open six days per week and served over 10,000 researchers.

MUSEUM SERVICES. The Society maintains the Wadsworth-Longfellow House, built in 1785-86, 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. In 1999 interpretive exhibits at the Maine History Gallery included: "First Light: The Dawn of Photography in Maine" and "E Pluribus Unum: Maine and the Making of the Nation." The MHS exhibition, *The Way Life Should Be: Tourism, Romance and Reality in Early Modern Maine* traveled to several museums in Maine. Approximately 12,000 visitors and 3,000 school children toured the Wadsworth-Longfellow House historic site and Maine History Gallery. The House was opened for guided tours June through October and a holiday open house. The Maine History Gallery is open year-round.

OTHER EDUCATIONAL SERVICES. In 1999 educational services included: on site and outreach programs for students, "Cruising Casco Bay: Lectures on the History of the Harbor," and a poetry reading for children in celebration of Henry Wadsworth Longfellow's birthday. The 177th Annual Meeting was held in the Society's new lecture hall. Printed material included "Maine People, American Identities" a document package for schools and guide for teachers. Similar resource packages have been developed for "Rum, Riot and Reform," maps illustrating the history of Portland, and the Longfellow garden. Information about MHS is available at our web site: <http://www.mainehistory.org>.

PUBLICATIONS:

- *"Maine History" quarterly journal.
- *"Spirits in the Wood," exhibition catalog, Joyce Butler, (\$12.95)
- *"Rum, Riot and Reform : Maine and the History of American Drinking," exhibition catalog, Bill Barry and Nan Cumming. (\$7).
- *"First Light Exhibition" catalog.
- *"The Indians of Maine: A Bibliographic Guide," edited of Roger Ray and Gretchen Faulkner (\$9).
- *"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).
- *"The Maine Bicentennial Atlas" (\$6) and various bibliographic guides (\$4).

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

*"Research Guide to Genealogical and Family History" for patrons.

*"A Maine Hamlet" by Lura Beam, 1999 (\$13.45).

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	244,761	244,761				
TOTAL EXPENDITURES	244,761	244,761				

MAINE HOSPICE COUNCIL

KANDYCE POWELL, EXECUTIVE DIRECTOR

Central Office: 16 WINTHROP STREET, AUGUSTA, ME, 04330

Mail Address: P.O. BOX 2239, AUGUSTA, ME, 04338-2239

Established: 1984

FAX: (207) 622-1274

Telephone: (207) 626-0651

Reference: Policy Area:03 ; Umbrella: 99 Unit: 516 ; Citation: T0022 M.R.S.A., Sect. 000008611

PURPOSE:

The Maine Hospice Council exists to ensure the continued development of Hospice and Palliative Care in Maine. The Council provides education and technical assistance regarding end-of-life care, as well as advocacy for terminally ill and bereaved persons throughout the state regarding quality-of-life issues.

ORGANIZATION:

The Maine Hospice Council was incorporated in 1984. 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 16 members.

The full council is represented by members of all 26 Hospices and the Board of Directors as well as an Advisory Committee. The Council is routinely staffed by one full-time director and one part-time administrative assistant. Two additional part-time project directors and a full time administrative assistant have been made possible due to a three year Robert Wood Johnson grant.

PROGRAM:

The Maine Hospice Council remains focused on education and program development. Examples of education are: Technical workshops; inservices for Hospices and other health care organizations; collaborative, statewide educational programs; ITV classes at academic institutions; legislative hearings; annual events, such as the Blaine House Tea and Annual Pain Symposium; National Cancer Pain Initiative conference; television interviews; involvement with the Bioethics Network, as well as other academic presentations and grant writing. The Council has taken a leadership role in social policy issues and continues 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. The Executive Director participates 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. The Executive Director also was elected to the Board of the American Alliance for Cancer Pain Initiatives.

SUPPORT: Technical support continues for programs seeking Hospice Medicare Certification and licensure. In 1997, the Council partnered with over 30 other organizations to form the Maine Consortium for Palliative Care and Hospice (MCPCH). Resource materials and public education are ongoing services.

In December, 1997, the Maine Hospice Council (MHC) partnered to create the Maine Consortium for Palliative Care and Hospice (MCPCH). In 1999, on behalf of MCPCH, MHC was awarded a three-year Robert Wood Johnson Community/State Partnership grant, "Care at the End of Life: A Public/Private Partnership".

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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:

Maine Hospice Guide - (1.00)
Hospice Resource Bibliography - (free to Hospices/\$2.50 others)
ACS & NCI booklet - "Questions & Answers About Pain Control" - (free)
Other ACS booklets - various topics - (free)
"Women, Children & AIDS: A Time to Know" (E. Me. Aids Network) - Video
(2 wk rental) - \$5 to MHC members/\$10 to others (+s/h)
Other videos/cassettes -2wk rental -\$5 to MHC members/\$10 to others (+s/h)
NHO Medicare Certification Training Videos - 2 wk rental - \$5 to
MHC members/\$10 to others (+2 s/h)
"On Life and Living: The Hospice Experience" - \$35 hospices/\$50 other
"Helping to Control Cancer Pain" (Purdue Frederick) Video - 2 wk rental
AHCPR Guidelines for the Management of Cancer Pain - (free)
MHC's Newsletter, MAINELINK, published twice/yr - (free)
"Listen to Me" - (Price based on quantity)
Six Session Interdisciplinary Team Course on "Cancer Pain Management" -
(Video) - \$150.
"Hospice" - brochure
"Maine Consortium for Palliative Care & Hospice" - booklet

FINANCES, FISCAL YEAR 2000: The 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 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

MICHAEL FINNEGAN, DIR & CHAIRMAN

Central Office: 353 WATER STREET, AUGUSTA, ME, 04330-4633

Mail Address: 353 WATER ST., AUGUSTA, ME, 04330-4633

Established: 1969

FAX: (207) 626-4678

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 help Maine residents secure housing that is decent, safe, and affordable, with particular emphasis on helping first-time home buyers; low income homeowners; renters needing assistance; people with special needs; and people who are homeless. The agency's mission is to assist Maine people to obtain and maintain decent, safe, affordable housing and services suitable to their unique housing needs. In carrying out this mission, the agency provides leadership, maximizes resources, and promotes partnerships to develop and implement sound housing policy.

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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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.

The Housing Authority finances homes and apartments in Maine primarily through the sale of its housing bonds. These bonds are tax-exempt. The bonds are debts of MSHA, not the state of Maine, and are not repaid by taxpayers. The agency sells its bonds and uses the bond proceeds to make reduced interest rate housing loans. The mortgage repayments that MSHA receives from the loans are used to repay the bond holders. The difference between the two rates also provides MSHA with its operating revenue. The agency receives no state funds to pay for its staff. MSHA receives some housing funds from the state and federal government that are used, usually in conjunction with the bonds, to reduce interest rates or to finance special programs.

PROGRAM:

During FY99 the Maine State Housing Authority continued its position as one of the leading housing lenders in Maine. It financed an estimated one sixth of all home purchases in Maine during the year by providing \$155 million in mortgages to help 2,158 Maine families purchase their first home. During the year it also financed home repairs for over 500 low income home owners, financed the development of over 250 rental units for low income renters, and 210 units of housing for Maine people with special housing needs, such as mental health consumers. MSHA provided funds to help Maine's homeless shelters operate and and provide nearly 200,000 bednights for the homeless. The agency in 1999 secured more than \$33 million in federal funds for weatherization and fuel assistance to help low income Maine citizens.

The Housing Authority has participated in HUD's Section 8 program since 1974. In calendar year 1999 the agency received \$56 million from HUD to provide rental assistance to tenants living in about 5,000 Section 8 units developed with Housing Authority financing, plus another 3,000 units of existing privately owned apartments. MSHA has financed more than 2,000 affordable rental units under various other rental housing programs. The Housing Authority oversees the management in about 13,000 units of rental housing it has financed.

At the end of calendar year 1999 the Housing Authority had combined assets of \$1,608,042,000 and fund balances of \$185,141,000. The agency's financial strength has been recognized by the nation's two leading bond rating agencies, Moody's and Standard & Poor's, both of whom upgraded their ratings of MSHA's bonds during the year.

PUBLICATIONS:

Maine State Housing Authority Annual Reports (1973-1998 inclusive).
Maine State Housing Authority, Official Statements (Mortgage Bonds - 1972 Series A, through 1998 Series A and Series G.

Home Front - Newsletter
Guide to Finding and Financing Your Home
Maine Rental Housing Guide
Various program brochures
www.mainehousing.org - Web site

FINANCES, FISCAL YEAR 2000: The 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 HOUSING AUTHORITY	TOTAL		SPECIAL			
	FOR					
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	8,971,285	762,500	8,208,785			
TOTAL EXPENDITURES	8,971,285	762,500	8,208,785			

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

MAINE INSURANCE GUARANTY ASSOCIATION

PAUL M. GULKO, EXECUTIVE SECRETARY

WATS: () -

Central Office: ONE BOWDOIN SQUARE, BOSTON, MA, 02114-2916

Mail Address: ONE BOWDOIN SQUARE, BOSTON, MA, 02114-2916

Established: 1970

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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

MAINE INTERNATIONAL TRADE CENTER

PERRY NEWMAN, PRESIDENT

WATS: () -

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

Mail Address: , ME,

FAX: (207) 541-7420

Established: 1996

Telephone: (207) 541-7400

Reference: Policy Area: 01 ; Umbrella: 99 Unit: 587 ; Citation: T0010 M.R.S.A., Sect. 000000945

PURPOSE:

The Maine International Trade Center (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 from its offices in Portland and Bangor.

ORGANIZATION:

The Trade Center operates at two full-service locations in Portland and Bangor. The staff is comprised of three Senior Trade Advisors, a Director of Operations, and three International Trade Specialists, as well as an Administrative Staff person working under the direction of the Trade Center President, who is employed by the Maine Department of Economic and Community Development. Organized as a 501(1)(3) non-profit corporation, the Center links the private sector with government efforts to grow Maine's economy through international commerce.

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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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

The Trade Center promotes dissemination of education, training and technical assistance programs.

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 2000: The 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	495,000	495,000				
TOTAL EXPENDITURES	495,000	495,000				

PINE TREE LEGAL ASSISTANCE

NAN HEALD, EXECUTIVE DIRECTOR

Central Office: 88 FEDERAL STREET, PORTLAND, ME,

Mail Address: PO BOX 547, 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:

Founded in 1967, 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 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 (784-1558) 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 \$2.9 million in calendar 2000, from a number of governmental and private sources. The Program's primary funding source is the Legal Services Corporation, which distributes federal funds to legal services programs nationwide. Additional funding comes from the State of Maine, United Way, the Maine Bar Foundation's IOLTA Program, and other private sources. Pine Tree provides free legal assistance to Maine citizens and groups at or below 125% of the Federal poverty level and estimates a client eligible population of 230,000 persons or 19% of the state's population.

PTLA provides direct legal services to eligible clients throughout the state. In 1999 its area offices and special units (including Volunteer Lawyers Project) closed 12,914 legal matters for eligible clients. Through the basic field offices, Farmworker Unit, Native American Unit, and other programs, 5,827 eligible clients received legal assessment or simple advice, printed informational materials, referral to another source of help or brief service by PTLA staff. In addition, substantial legal representation was provided in 988 cases, including representation before the Maine District Court, the Maine

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Superior Court, the Maine Supreme Judicial Court and before local and state administrative agencies. The Volunteer Lawyers Project handled 10,037 calls; of those calls, 1,072 cases were referred to volunteer lawyers for representation. A total of 6,099 cases were closed by the VLP in 1999.

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 1999, 36% were in the housing area; 13% were in the government benefits area; 31% were in the family law area; 6% were in the consumer law area; and the remaining 14% 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 1999, 59% were in the family law area; 18% were in the consumer law area; 7% were in the housing area and the remaining 16% were in the areas of education, government benefits, individual rights, employment and other legal problems.

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 2000: The following financial DISPLAY was generated from this unit's 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 POTATO BOARD

MICHAEL P. COREY, EXEC DIR

Central Office: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME, 04769

Mail Address: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME, 04769

Established: 1986

FAX: (207) 764-4148

Telephone: (207) 769-5061

Reference: Policy Area: 01 ; Umbrella: 99 Unit: 330 ; Citation: T0036 M.R.S.A., Sect. 000004603

PURPOSE:

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

ORGANIZATION:

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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

PROGRAM:

Potato tax revenue for the twelve-month period ending June 30, 1999 was \$763,052. Maine growers harvested 64,500 acres, producing 18 million hundredweight of potatoes. The planted acreage was composed of 50% processing varieties, 25% table stock varieties and 25% seed varieties.. Approximately 16,335 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 1998-99 were used as follows: 21% for Administration (Board), 38% Advertising/Marketing, 19% Research, 21% Other. The Board was represented with exhibits at trade shows.

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

PUBLICATIONS:

Maine Potato Recipe booklets (printed--free)
Maine Potato News (free)

FINANCES, FISCAL YEAR 2000: The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE POTATO BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	609,458		609,458			
TOTAL EXPENDITURES	609,458		609,458			

MAINE POTATO QUALITY CONTROL BOARD

STEVEN BUCK, CHAIRMAN

WATS: () -

Central Office: 744 MAIN ST., PRESQUE ISLE, ME, 04769

Mail Address: 744 MAIN ST, PRESQUE ISLE, ME, 04769

Established: 1981

FAX: (207) 764-4148

Telephone: (207) 769-5061

Reference: Policy Area: 01 ; Umbrella: 99 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 eleven members: one a representative of the Department, one appointed by the Governor to represent consumers, and an additional seven members are elected by the Maine Potato Board, one each from Districts No. 1, 2, 3, 4, 5, 6, 7, and two from the dealers assembly. Members serve for 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 quality of Maine potatoes. 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.

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 PBS and Maine Public Radio. Producing stations and administrative offices are located in Lewiston, Bangor, Augusta and Portland.

PROGRAM:

Maine PBS has one of the highest rates of donors per viewing household in the country with more than 40,000 television members. Maine Public Radio enjoys one of the highest loyalties among its members with a retention rate that is among the highest in the country with its more than 21,000 radio members.

The year's activities and programs designed to better serve the people of Maine included public affairs coverage of local issues on Maine PBS and Maine Public Radio. Capital Connection is a monthly program that brings Maine's decision makers to the people. MaineWatch, a weekly public affairs program, enjoyed its first year round season this year, while the weekly Public Opinion in its second season.

All of Maine PBS' offerings emphasize education like the second season of HOME: The Story of Maine, the only series in the state devoted to Maine history. It also includes a rich Web site complete with classroom materials that drew 7,200 visitors. Local producers now provide Web site content with all of their productions, including transcripts of interviews, backgrounds on key people interviewed and links to related topics.

Maine PBS continues to engage the minds of the people of the community with educational outreach initiatives such as Ready to Learn, a child development service, and The Whole Child Series, a series that provides state childcare training credits. Maine Public Radio continues to bring its listeners locally produced classical music programming, statewide speaking events on Speaking in Maine, and daily local and national news thrice a day with Morning Edition, Midday and Maine Things Considered.

PUBLICATIONS:

Viewfinder : Program guide, Maine PBS. Membership fee, \$35.00

Airplay : Program guide, Maine Public Radio. Membership fee, \$35.00

PTV Families : Periodic newsletter to families, teachers, librarians and childcare providers with educational information for children. Free

Annual Report :Free

MPBC "Partnership Brochure" :Free

Website: www.mpbc.org

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

FINANCES, FISCAL YEAR 2000: The 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 BROADCASTING CORPORATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	5,279,219	2,279,219				3,000,000
TOTAL EXPENDITURES	5,279,219	2,279,219				3,000,000

MAINE PUBLIC BROADCASTING CORPORATION

Summary Statement of Revenues and Expenses Changes in Total Net Assets For Year Ending June 30, 2000

	Operations	Investment and Endowment	Plant	Capital Campaign	Total
REVENUE AND GAINS					
State of Maine Appropriation	\$2,279,219				\$2,279,219
Citizens of Maine Bond Issue			\$3,000,000		\$3,000,000
Auction	587,022				587,022
Corp. for Public Broadcasting	1,225,268				1,225,268
Contributions	644,931	12,138		1,506,738	2,163,807
Membership	4,552,331				4,552,331
Underwriting	872,754				872,754
Investment Income and Gains	142,056	60,018		25,270	227,344
Government Grants	518,663		307,138		825,801
Other / miscellaneous	416,360		64,673		481,033
TOTAL REVENUE AND GAINS	\$11,238,604	\$72,156	\$3,371,811	\$1,532,008	\$16,214,579
EXPENSES					
Program Service					
Technical	\$2,337,833		\$615,466		\$2,953,299
Programming and Production	4,258,730		106,393		\$4,365,123
Public Information	1,250,933		42,416		\$1,293,349
	\$7,847,496		\$764,275		\$8,611,771
Support Service					
Development	1,755,331		60,725		1,816,056
Administration	1,247,928		116,459		1,364,387
Capital Campaign				597,012	
	\$3,003,259		\$177,184	597,012	\$3,777,455
TOTAL EXPENSES	\$10,850,755		\$941,459	\$597,012	\$12,389,226
INCREASE IN TOTAL NET ASSETS	\$387,849	\$72,156	\$2,430,352	\$934,996	\$3,825,353 *

* Note: Bond Issue dollars were not received until 6/30/00
and were therefore not available for expenditure.

This Financial Summary was prepared from draft Audited Statements.
Chris F. Amann, Chief Financial Officer

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION

WAYNE H. ROSS, CHAIRPERSON

Central Office: 10 FREE ST, PORTLAND, ME, 04101

Mail Address: P.O. BOX 4510, PORTLAND, ME, 04112

Established: 1945

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:

In the past year, the Commission has provided a loan to Envatec, LLC, completed payment on its grant to the Center For Environmental Enterprise, and provided a grant to Stone Soup for a job training program. The Commission continues to monitor its investments and commitments related to the Narrow Gauge Railroad, North Atlantic Venture Fund II, CAD/CAM Associates, Lionel Plante Associates, Morpheus Technologies and Executive Pass.

PUBLICATIONS:

Brochure describing the activities of the Commission. (No fee)

FINANCES, FISCAL YEAR 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF TRUSTEES OF THE MAINE TECHNICAL COLLEGE SYSTEM

STEPHEN R. GRAEBERT, 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 in 1985 by Public Law, 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 16 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

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

subsidiaries of the Maine Department of Education, Bureau of Vocational Education under the governance of the State Board of Education) into the Maine Vocational-Technical Institute System, an autonomous postsecondary educational institution governed by an independent Board of Trustees.

In 1989 the 114th Legislature enacted Public Law, Chapter 443, "An Act to Enhance the Status of Vocational-Technical Education in Maine," which officially changed the name of the Maine Vocational-Technical Institute System to the Maine Technical College System, and clearly defined the system's role in postsecondary education. The Maine Technical College System (MTCS) constitutes a "public instrumentality of the state" but not a "line" State agency included in or attached to a cabinet department; its status vis-a-vis State government is similar to that of the Maine Maritime Academy and the University of Maine System.

Maine law defines the basic mission of the Maine Technical College System in the following terms: "To provide associate degree, diploma, and certificate programs directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of postsecondary vocational education and MTCS as follows: "to create an educated, skilled, and adaptable labor force which is responsive to the changing needs of the economy of the state, and promote local, regional, and statewide economic development." The first institute was established after World War II to provide vocational and technical training to returning veterans. The seventh and most recent college, York County Technical College, was established by the 116th Legislature in 1994.

PROGRAM:

The MTCS offers nearly 170 certificate, diploma, and associate degree programs in the following program areas - allied health and nursing, business, computers, graphic design & printing, hospitality, marine & natural resources, public & occupational safety, automotive and mechanical technologies, architectural engineering & construction, electrical & electronics, heating, plumbing, air conditioning, refrigeration, metals fabrication, bioscience, video, early childhood education and others.

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 Brochure - free
Course catalogs for each campus - free
Maine Technical College System Newsletter (issued periodically) - free
Maine Technical College System Facts - free

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

FINANCES, FISCAL YEAR 2000: The 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	35,663,419	35,006,062	442,602			214,755
INTEREST-DEBT RETIREMENT	125,000					125,000
TOTAL EXPENDITURES	35,788,419	35,006,062	442,602			339,755

MAINE TURNPIKE AUTHORITY

JULIAN R. COLES, CHAIRMAN

Central Office: 430 RIVERSIDE ST, PORTLAND, ME

Mail Address: 430 RIVERSIDE ST, PORTLAND, ME 04103

Established: 1941

Telephone: (207) 871-7771

Reference: Policy Area: 07 ; Umbrella: ; 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 5 members plus the commissioner of the Department of Transportation who is an ex-officio member. These 5 members are appointed by the Governor subject to confirmation by the Legislature. The Governor appoints a chairman from this group of 5. 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 enhanced, maintained and operated the Turnpike through its collection of tolls.

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 2000: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES

JOSEPH E. TINKHAM II, EXECUTIVE DIRECTOR

Central Office: 45 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

Mail Address: 45 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

Established: 1977

FAX: (207) 623-3093

Telephone: (207) 622-0075

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.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 nursing home at Bangor with a 40-bed special care unit, and a 90-bed nursing home at South Paris with a 30-bed special care unit and 28 beds for residential care. All are Medicaid and Medicare certified facilities. The homes accept for admission veterans and their spouse, widow or widower of such veteran, and Gold Star parents, in need of nursing home care and Residential 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 2000: The 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 VETERANS' HOMES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
INTEREST-DEBT RETIREMENT	135,450					135,450
TOTAL EXPENDITURES	135,450					135,450

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